2001

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

MINUTES

NORTH CAROLINA GENERAL ASSEMBLY

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT
2001 – 2002 SESSION

Rep. Jeffus
Chair

Rep. Sherrill
Chair

Rep. Adams

Rep. Barefoot

Rep. Lucas

Rep. Setzer

Rep. Wilson, G.

HOUSE COMMITTEE
APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT
2001-02

MEMBER	ASSISTANT	TELEPHONE	OFFICE
JEFFUS, Maggie (Chair)	Mary Lee Robinson	733-5191	1013
SHERRILL, Wilma (Chair)	Rosa Kelley	715-3026	403
ADAMS, Alma	Rhonda Towns	733-5902	542
BAREFOOT, Daniel	Jackie Pittman	715-3021	416B
LUCAS, Marvin	Audrey Ray	733-5775	1323
SETZER, Mitchell	Joanna Mills	733-~~5886~~ 4948	1015
WILSON, Gene	Rebecca Jones-Cooper	733-7727	1109

Michele Nelson , Committee Counsel	733-4910	619
Marilyn Chism, Committee Counsel	733-4910	619

Losa

SENATE
APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT
2001-02

MEMBER	ASSISTANT	TELEPHONE	OFFICE
WARREN, Ed (chair)	Delores Ledford	733-5953	623
ALLRAN, Austin	Carole Walker	733-5876	516
HARRIS, Oscar	Judy Crisp	733-4809	407
KINNAIRD, Eleanor	Kathie Young	733-5804	2115

ATTENDANCE

APPROPRIATIONS COMMITTEE

SUBCOMMITTEE ON GENERAL GOVERNMENT

2001

8:30 1:30

NAMES	2/27	3/1	3/7	3/15	3/21	3/27	3/29	4/3	4/5	4/12	4/17	4/19		4/10	4/10
Rep. Maggie Jeffus, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Rep. Wilma Sherrill, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓
Rep. Alma Adams	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Rep. Daniel Barefoot	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Rep. Marvin Lucas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Rep. Mitchell Setzer	✓	✓	✓	✓		✓		✓	✓	✓				✓	✓
Rep. Gene Wilson			✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															

ATTENDANCE

APPROPRIATIONS COMMITTEE

SUBCOMMITTEE ON GENERAL GOVERNMENT

2001

NAMES	2/28	3/1	3/6	3/7	3/14 8:30	3/14 1:30	3/21	3/22	3/27	3/28	3/29	4/2	4/3	4/4	4/5
Rep. Maggie Jeffus, Chair	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Wilma Sherrill, Chair	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Alma Adams	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Daniel Barefoot	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Marvin Lucas	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Mitchell Setzer	✓				✓	✓		✓				✓	✓	✓	✓
Rep. Gene Wilson	✓				✓	✓		✓				✓	✓	✓	✓
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															

ATTENDANCE

APPROPRIATIONS COMMITTEE

SUBCOMMITTEE ON GENERAL GOVERNMENT

2001

NAMES	4/9 am	4/10 am	4/11 am	4/12 am	4/16 am	4/17 am	4/18 am	4/19 am	4/24 am		4/10 pm				
Rep. Maggie Jeffus, Chair	✓	✓	✓	✓	✓	✓	✓	✓			✓				
Rep. Wilma Sherrill, Chair	✓	✓	✓	X	✓	✓	✓	✓			✓				
Rep. Alma Adams	✓	✓	✓	✓	X	✓	✓	✓			✓				
Rep. Daniel Barefoot	✓	✓	✓	✓	✓	✓	✓	✓			✓				
Rep. Marvin Lucas	X	✓	✓	✓	✓	✓	✓	✓			✓				
Rep. Mitchell Setzer	✓	✓	X	✓	✓	X*	X+	X*			✓				
Rep. Gene Wilson	✓	✓	✓	✓	✓	✓	✓	✓			✓				
* Absent due to Grandmother's death															
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															

ATTENDANCE

APPROPRIATIONS COMMITTEE

SUBCOMMITTEE ON GENERAL GOVERNMENT

2001

NAMES	5/1	5/2	5/7	5/8 am	5/8 pm	5/9 am	5/9 pm	5/9 pm	5/23	6/6		6/12	6/13	6/22	
Rep. Maggie Jeffus, Chair	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓	
Rep. Wilma Sherrill, Chair	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓	
Rep. Alma Adams	✓	✓	✓	✓	X	✓	✓	✓				✓		✓	
Rep. Daniel Barefoot	✓	✓	✓	✓	✓	✓	✓	✓				✓		X	
Rep. Marvin Lucas	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓	
Rep. Mitchell Setzer	✓	X	✓	✓	✓	✓	✓	✓				✓		✓	
Rep. Gene Wilson	✓	✓	✓	✓	X	✓	✓	✓				✓		X	
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															

ATTENDANCE

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

(Name of Committee)

DATES / NAMES	3/6	3/20	3/28	4/4	4/11	4/18	5/7	6/6	6/13						
Rep. Maggie Jeffus, Chair	✓	✓	✓	✓	✓		✓	✓	✓						
Rep. Wilma Sherrill, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Rep. Alma Adams	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Rep. Daniel Barefoot	✓		✓	✓	✓	✓	✓	✓	✓						
Rep. Marvin Lucas	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Rep. Mitchell Setzer			✓	✓			✓	✓	✓						
Rep. Gene Wilson		✓	✓	✓	✓	✓	✓	✓	✓						
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

February 27, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday, February 27, 2001, at 8:30 a.m. in room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chairs Maggie Jeffus and Wilma Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, and Mitchell Setzer.

Senator Ed Warren, chaired the meeting. He assured all the members that this was the best committee on which to serve because it is the heart of the Government. He said that the successful state employees we have run the state government and together we can make it happen.

Senator Warren then asked the committee members and staff to introduce themselves. He also introduced the fiscal staff present, Michele Nelson and Marilyn Chism, and commended them for the excellent work they have given in the past and expressed his appreciation for having them back this year.

The two co-chairs, Representative Maggie Jeffus and Representative Wilma Sherrill were recognized for their comments:

Representative Maggie Jeffus said that she was glad to be back. She noted that this is going to be a difficult and intense year. She thanked everyone for being here. She said that there may be Tuesday and Wednesday afternoon meetings and if that were the case the meetings would be announced.

Representative Wilma Sherrill said she was delighted to be here. She said that this committee has been known to have had some fun in the past, but she did not anticipate it to be fun this year. She said she hoped everyone would realize the seriousness of the situation and be creative. She also said that the impact of this year hasn't really hit any of us yet.

Senator Warren thanked both Representative Jeffus and Sherrill for their comments. He said that we have the leadership in state government to make it happen even though there are issues in the challenge of the times.

Senator Warren then moved to the Agency presentations. Each Agency on the Agenda was allotted 5 minutes (attachment 1). Those persons not present to speak were represented as follows:

Department of Insurance – James E. Long, Commissioner was represented by Dashiell Propes.

Office of the Lieutenant Governor - Beverly Perdue, Lieutenant Governor was represented by Kay Gattis.

Office of the Secretary of State - Elaine F. Marshall, Secretary of State was represented by Rodney Maddox (attachment 2).

A brochure was distributed by the North Carolina Office of Administrative Hearings (attachment 3)

The Rules Review Commission - Joseph J. DeLuca, Jr. Staff-Director Counsel and the Department of State treasurer - Richard H. Moore, State Treasurer were deferred February 28, 2001 at 8:30 a.m.

The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Senator Ed Warren, Chairman

Delores Ledford, Committee Clerk

AGENDA

Joint Appropriations Subcommittee on General Government

February 27, 2001
Room 425
8:30 a.m.

Chairman: Senator Ed Warren

Welcome/Opening Remarks

Introductions

Members

Staff (List of Agency Assignments attached)

Agencies
Department of Administration - Gwynn T. Swinson, Secretary
Office of Administrative Hearing – Julian Mann, III, Dir-Chief Admin Law Judge
Office of the State Auditor – Ralph Campbell, Jr., State Auditor
Office of the State Controller – Ed Renfrow, Controller
Department of Cultural Resources – Lisbeth C. "Libba" Evans, Secretary
State Board of Elections – Gary Bartlett, Director
Office of the Governor – Franklin Freeman, Senior Asst for Governmental Affairs
General Assembly – George R. Hall, Legislative Services Officer
Department of Insurance – James E. Long, Commissioner
Office of the Lieutenant Governor – Beverly Perdue, Lieutenant Governor
Office of the Secretary of State – Elaine F. Marshall, Secretary of State
Office of State Budget, Planning & Management – David McCoy, State Budget Office
Office of State Personnel – Thomas Wright, Director
Department of Revenue – Muriel K. Offerman, Acting Secretary
Rules Review Commission – Joseph J. DeLuca, Jr. Staff-Director Counsel
Department of State Treasurer – Richard H. Moore, State Treasurer

Administrative Issues

Subcommittee Agenda

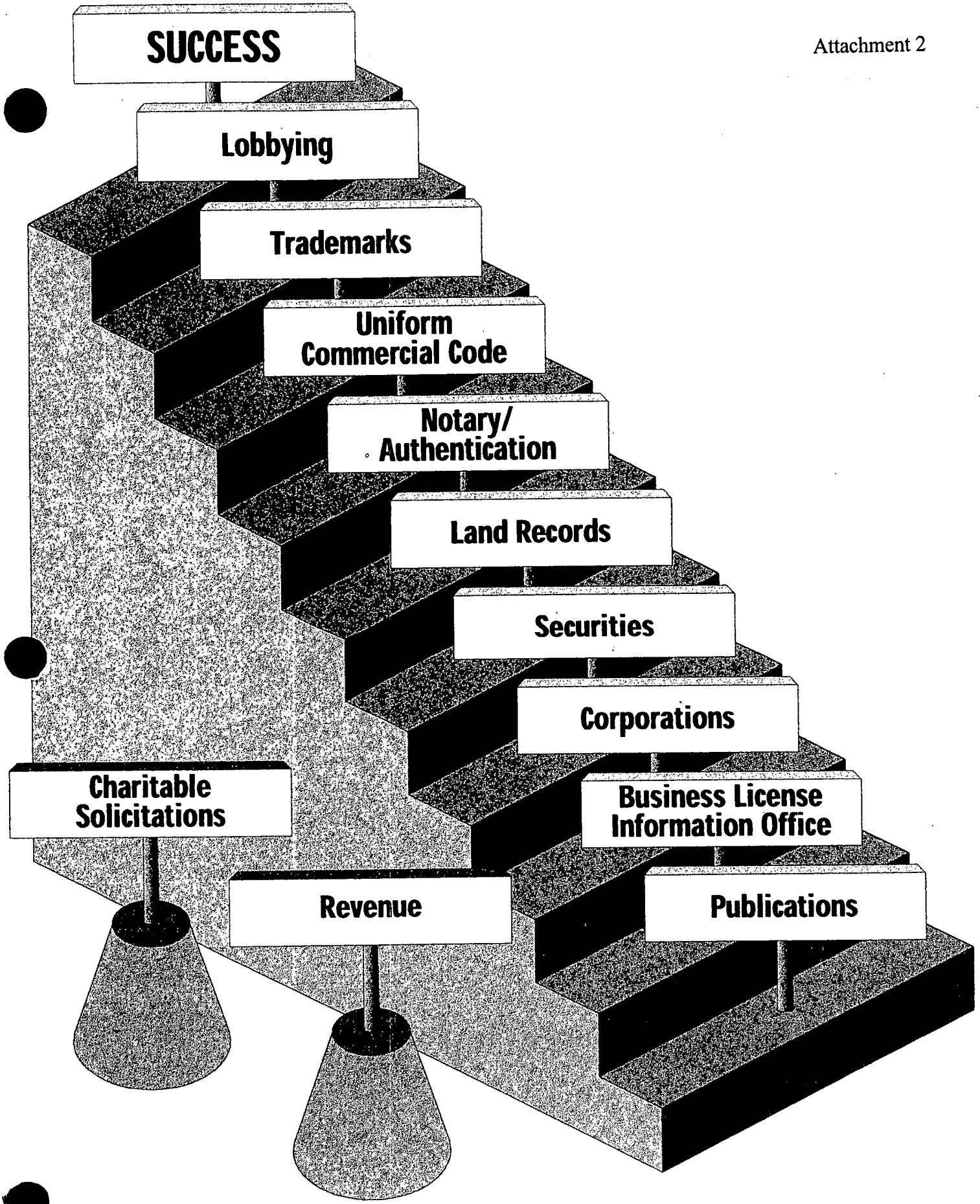
Discussion

GENERAL GOVERNMENT AGENCY ASSIGNMENTS

ANALYST	DEPARTMENT
Marilyn Chism	
	Administration
	State Auditor
	Board of Elections
	Governor
	State Budget, Planning, & Management
	Insurance
	Secretary of State
	Treasurer
Michele Nelson	
	Administrative Hearings
	State Controller
	Cultural Resources
	General Assembly
	Lieutenant Governor
	State Personnel
	Revenue
	Rules Review Commission
	Occupational Licensing Boards

Fiscal Research Division
General Government Team
February 2001

Attachment 2



North Carolina Department of the Secretary of State

February 2001

Attachment 3

(1) file a petition with OAH for a contested case hearing before an ALJ;
(2) request a Letter of Right to Sue from EEOC;
(3) request further conciliation from EEOC; or
(4) take no further action.

POLITICAL DISCRIMINATION

The Civil Rights Division is also responsible for investigating charges alleging political discrimination in hiring or promotion decisions. Any person wishing to file a complaint of political discrimination must file a charge with this Division.

After satisfying all filing requirements for the political discrimination charge, CRD notifies the complainant (charging party), the agency (respondent) against whom the charge is made and the individual hired or promoted that an investigation will begin. The case is then assigned a Civil Rights Investigator.

The assigned Civil Rights Investigator conducts an investigation of the charges/allegations, interviewing the charging party, appropriate agency personnel and any necessary witnesses. Further, the Civil Rights Investigator obtains copies of pertinent policies and documents from the respondent and the charging party.

An investigative report is prepared examining the allegations and evaluating the evidence produced during the investigation. The Civil Rights Division then determines whether there is probable "Cause" or "No Cause" to believe the alleged discrimination occurred. At the conclusion of the investigation, both parties and the individual hired or promoted are provided with notice of the investigative findings.

If the Initial Determination is a "No Cause" finding, the charging party has no further administrative appeals under GS 126-14.2. If the Initial Determination is a "Cause" finding, the charging party may file a petition with OAH for a contested case hearing before an ALJ or take no further action.

RULES DIVISION
NORTH CAROLINA REGISTER

The *North Carolina Register* is published twice a month and contains information relating to agency rulemaking, executive orders, contested case decisions and other notices required by or affecting Chapter 150B of the General Statutes. All proposed administrative rules and notices of public hearings filed under G.S. 150B-21.2 must be published in the *Register*.

State law requires that a copy of each issue be provided free of charge to each county in the state and to various state officials and institutions.

The *North Carolina Register* is available by yearly subscription at a cost of one hundred and ninety-five dollars ($195.00) for 24 issues. Individual issues may be purchased for ten dollars ($10.00). Request for subscription to the *North Carolina Register* should be directed to the Rules Division, Office of Administrative Hearings, PO Drawer 27447, Raleigh NC 27611-7447.

ADOPTION OF PERMANENT RULES

An agency intending to adopt, amend, or repeal a rule must first publish a notice of rulemaking proceedings in the *North Carolina Register*. This notice must include the statement of subject matter; a reference to the statutory authority for the action; and a statement of how public comments may be submitted to the agency. At least 60 days after publication of this subject matter notice, the agency publishes a Notice of Text in the *Register*. This notice must include the time and place of any public hearing or instructions on how a member of the public may demand a hearing if one is not scheduled; a statement of how public comments may be submitted to the agency either at the hearing or otherwise; the reason for the action; the text of the proposed rule; and the proposed effective date.

Unless a specific statute provides otherwise, at least 15 days must elapse following publication of the notice in the *North Carolina Register* before the agency may conduct any public hearing and at least 30 days must elapse before the agency may take action on the proposed rule or 60 days if the rule has an substantial economic impact. An agency may not adopt a rule that differs substantially from the proposed form published as part of the public notice until the adopted version has been published in the *North Carolina Register* for an additional 30 day comment period.

When final action is taken, the adopting agency must file the rule with the Rules Review Commission (RRC). After approval by RRC, the adopted rule is forwarded to the General Assembly and OAH. Approved rules become effective no earlier than the 31st legislative day of the next regular session of the General Assembly unless a legislative bill is introduced to disapprove a specific rule(s). After the legislative process, the approved permanent rules are entered into the North Carolina Administrative Code (NCAC).

Proposed action on rules may be withdrawn by the promulgating agency at any time before final action is taken by the agency or before review by the Rules Review Commission.

TEMPORARY RULES

Under certain emergency conditions, agencies may adopt temporary rules. Within 24 hours of submission to OAH, the Codifier of Rules must review the agency's written statement of findings of need for the temporary rule pursuant to the provisions in G.S. 150B-21.1. If the Codifier determines that the findings meet the criteria in G.S. 150B-21.1, the rule is entered into the NCAC. If the Codifier determines that the findings do not meet the criteria, the rule is returned to the agency. The agency may supplement its findings and resubmit the temporary rule for an additional review or the agency may decide that it will remain with its initial position. The Codifier, thereafter, will enter the rule into the NCAC. A temporary rule becomes effective either when the Codifier of Rules enters the rule in the Code or on the sixth business day after the agency resubmits the rule without change. An agency adopting a temporary rule must begin rulemaking procedures on the permanent rule at the same time the temporary rule is filed with Codifier. The temporary rule is in effect for 270 days or remains in effect if the permanent rule is filed with the Rules Review Commission within 270 days from publication of the temporary rule in the *Register*, and is approved by the Commission and pending the next legislative regular session.

NORTH CAROLINA ADMINISTRATIVE CODE

The North Carolina Administrative Code (NCAC) is a compilation and index of the administrative rules of 25 state agencies and 40+ occupational licensing boards. Compilation and publication of the NCAC is mandated by G.S. 150B-21.18.

The North Carolina Administrative Code is published by West Group. Subscription information for this publication is available by contacting your local West Group representative, or by contacting West Group at 900 Ridgefield Drive, Suite 90, Raleigh, NC 27609 or calling 1-800-344-5009.

Loose leaf copies of rules are available by contacting the Office of Administrative Hearings, Rules Division, PO Drawer 27447, Raleigh NC 27611-7447.

For more specific information on the rulemaking authority, please refer to General Statute Chapter 150B, Article 2A. Questions may be addressed to the Rules Division at the address provided above.

CHANGE OF ADDRESS

If you change your mailing address, or if your address is incorrect, **you should notify the Office of Administrative Hearings immediately of your new or corrected address.** OAH cannot be responsible if mail does not reach you because you have not provided your correct mailing address.

Fourth Printing (05/99)
Office of Administrative Hearings
1000 copies of this public document were printed at a total cost of $185.00 or $0.185 per copy.

NORTH CAROLINA

OFFICE

OF

ADMINISTRATIVE

HEARINGS

Hearings Division
Civil Rights Division
Rules Division

Street Address:
424 North Blount Street
Capehart Crocker House
Raleigh NC 27601-2817

Mailing Address:
Post Office Drawer 27447
Raleigh NC 27611-7447

Web Site: www.state.nc.us/OAH/

Email: postmaster@oah.state.nc.us

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OFFICE OF ADMINISTRATIVE HEARINGS
A PLACE TO BE HEARD

THE OPPORTUNITY

North Carolina citizens who have disputes with certain state agencies have the opportunity for a hearing before an Administrative Law Judge (ALJ)

A BRIEF HISTORY

The Office of Administrative Hearings (OAH) was created during the 1985 session of the North Carolina General Assembly. OAH is an independent, quasi-judicial (similar to a court) agency. The purpose of OAH is to provide a forum for a prompt and impartial resolution of disputes between citizens and certain state agencies.

GENERAL INFORMATION

Statutory authorities establishing and governing the Office of Administrative Hearings are contained in Chapters 150B and 7A of the North Carolina General Statutes.

Title 26 of the North Carolina Administrative Code contains the adopted rules of the Office of Administrative Hearings.

The telephone numbers are:

Hearings Division
919/733-2698
Fax: 919/733-3407

General Administration
919/733-2691

High Point Office
336/801-5295
Fax: 336/889-6530

Civil Rights Division
919/733-0431
Fax: 919/733-4866

Chief Hearings Clerk
919/733-0926
Fax: 919/733-3478

Rules Division
919/733-2678
Fax: 919/733-3462

HEARINGS DIVISION
THE PROCESS

To begin a contested case, you must file a petition with the Office of Administrative Hearings (OAH). The petition should establish that the state agency:

(1) deprived you (petitioner) of property;
(2) required you (petitioner) to pay a fine or civil penalty; and/or
(3) substantially prejudiced your (petitioner's) rights.

AND in addition, that the state agency either:

(1) exceeded its authority or jurisdiction;
(2) acted erroneously;
(3) failed to use proper procedures;
(4) acted arbitrarily or capriciously; and/or
(5) failed to act as required by law or rule.

Petitioner forms are available at OAH.

In order that your petition be acceptable to OAH, you should do the following:

(1) File an original and one copy of your petition with OAH;
(2) Send a copy of the petition to all other parties, including the specific state agency named;
(3) Sign and file a "Certificate of Service" indicating the date you mailed or delivered the petition to the other party;

Your contested case is assigned to an Administrative Law Judge. A Notice of Contested Case and Assignment is mailed by OAH to all who are parties to the dispute.

The ALJ schedules a hearing. The hearing may be held in any one of three places:

(1) petitioner's home county; or
(2) the county where the state agency maintains its principal office; or
(3) any county where the ALJ deems it necessary in order to accommodate witnesses or to ensure justice.

A Notice of Hearing is mailed be certified mail to you and all parties at least fifteen (15) days before the hearing. This notice establishes, among other things, the time, date and location of the hearing.

The hearing is open to the public except in certain contested cases which require confidentiality.

At the hearing, each party has the right to testify; present documents and records; have other material witnesses to testify; question opposing parties and witnesses; explain or rebut evidence; examine documents which may be offered into evidence, and be represented by an attorney.

Should you need witnesses subpoenaed to testify or produce documents at your hearing, you may obtain subpoena forms from the Clerk's Office at OAH. You are responsible for ensuring the subpoenas are served.

Soon after filing, you may be notified that your case has been selected for a Mediated Settlement Conference. If so, you and the other party must agree on a mediator. OAH maintains a directory of mediators to assist you with this decision. If you are unable to agree, the presiding ALJ will choose a mediator for you. The parties are required to pay the cost of the mediated settlement conference.

A hearing may be continued or postponed but only for good cause. Unless time does not permit, a request for a continuance of a hearing must be made in writing to the ALJ and served upon all parties.

The hearing is recorded by either a professional court reporter or by an OAH hearing assistant using a 4-track tape recorder. Additional information is available through OAH regarding transcripts.

Once the hearing is completed, the ALJ makes a recommended decision and it is mailed to the parties. The state agency involved then makes a final decision. If the state agency does not accept the ALJ's recommend decision, the agency must explain its reasons in its final decision.

REVIEW OF AGENCY DECISION

If the Petitioner or other aggrieved party is not satisfied with the final decision, the petitioner or other aggrieved party may ask for review of the final decision before a Superior Court Judge without a jury. This petition for review may be filed in Wake County or in the county where the petitioner or other aggrieved party resides. The Court can affirm the agency decision, modify it, or send the case back to OAH for further proceedings.

REVIEW OF COURT DECISION

The Superior Court's decision may be appealed by either party involved in the review. In this event, the Superior Court's decision will be reviewed by the North Carolina Court of Appeals or Supreme Court.

LEGAL REPRESENTATION

You may be represented by an attorney in a proceeding before the Office of Administrative Hearings or you may appear on your own behalf. It is up to you to decide whether to be represented by an attorney. The Office of Administrative Hearings cannot advise you as to whether you should be represented by an attorney or recommend an attorney to you.

If you choose to be represented, the attorney must file a Notice of Appearance with the Office of Administrative Hearings and all correspondence or documents will be mailed to your attorney. If you do not have an attorney, all correspondence or documents will be mailed to you at the address you provide OAH and as shown in the records of OAH.

ADDITIONAL FUNCTIONS OF THE OFFICE OF ADMINISTRATIVE HEARINGS

CIVIL RIGHTS DIVISION

The Equal Employment Opportunity Commission (EEOC) and the North Carolina General Assembly have designated OAH as a 706 Deferral Agency. 706 Deferral cases are investigated by the Civil Rights Division (CRD) in OAH.

This Division is responsible for charges alleging discrimination on the basis of race, color, sex, religion, age, national origin or disability in employment, or charges alleging retaliation for opposition to such discrimination brought by previous and current state employees or applicants for employment for positions covered by the State Personnel Act, including county government employees.

Employees alleging employment discrimination may file their complaints directly with the Civil Rights Division without exhausting in-house or agency grievance procedures. These employees include the following:

(1) Non-Exempt State Government employees;
(2) Non-exempt UNC employees; and
(3) Four categories of County employees
  (a) Social Services
  (b) Mental Health
  (c) Public Health
  (d) Civil Preparedness

Any person wishing to file a compliant of alleged discrimination in any of the categories set out in the preceding paragraph must file a charge with the Civil Rights Division or EEOC.

If a determination is made to investigate a case, CRD notifies the complainant (charging party) and the agency (respondent) against whom the charge is made then an investigation will begin. The case is then assigned a Civil Rights Investigator.

The assigned Civil Rights Investigator conducts a comprehensive investigation of the charges, interviewing the charging party, appropriate agency personnel and any necessary witnesses. Further, the Civil Rights Investigator obtains copies of pertinent policies and documents from the respondent and the charging party.

An investigative report is prepared examining the allegations and evaluating the evidence produced during the investigation. The Civil Rights Division then determines whether there is probable "Cause" or "No Cause" to believe the alleged discrimination occurred. At the conclusion of the investigation, both parties are provided with Notice of the Investigative Findings.

If the determination is a "No Cause" finding, the charging party may appeal to the Equal Employment Opportunity Commission. If the determination is a "Cause" finding, the charging party enters the conciliation and settlement phase in an attempt to resolve the charge.

In the conciliation and settlement phase, the Civil Rights Division contacts the charging party and respondent to discuss the findings of the investigation. The Civil Rights Division attempts to bring about full compliance with applicable federal and state laws. If conciliation is successful, a Conciliation Agreement is entered into by the parties. If conciliation is unsuccessful, the following options are available to the charging party:

VISITOR REGISTRATION SHEET

Appropriations - General Government — 2/27/01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Thomas Wright	OSP
Peggy Oliver	OSP
Carl Goodwin	OSP
Nellie Riley	OSP
Robert Wilson	SOS
Thomas Clark	OSBPM
Bob Rau	SBE
Dewey Locklear	Revenue
Randy Barnes	Revenue
Yvonne Scott-Hinton	Elections
Gary O. Bartlett	"

VISITOR REGISTRATION SHEET 2-27-01

APPROPRIATIONS/Subcommittee on Education — Feb. 27, 2001

Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Linda Mathis	SBOE
Johnnie McLean	SBE
Don Wright	"
JOE DELUCA	RRC
Molly Masich	OAH
Camille Winston	OAH
[illegible]	OAH
John Morgan	OSC
Zeke Parfun	OSC
Rodney Maddox	Sec. St.
Ann K. Harris	SOS
[illegible]	DCR
Betsy Bryant	DCR
Donna Rosefield	DCR
Ronnie Vance	DCR
Muriel Offerman	DOR
Keith McCoach	DOR
Sabra Faires	DOR
Jean Carroll	NCCFW
Ed L. Smith	OAH
[illegible]	RRC
Byron Harris	OSBPM
Deschell Flores	NCDOT
[illegible]	GO Governor
Marsha Blan	DOA
Carolyn Mynch	DOA
[illegible]	DOA
McKinley Wooten, Jr.	DOA

VISITOR REGISTRATION SHEET

2-27-01

~~APPROPRIATIONS/Subcommittee on Education~~ ~~Feb 21, 2001~~

Name of Committee | Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Ed Renfrow	OSC
Julian Conrad	OSC
Don Wanko	OSC
Matt Lake	DOA
Glen Peterson	DOA
Carla Cr	RRC
Willie Riddick	DOR
Maurice Ki	OSBPM
Robert Holman	OSA
Vicky Young	OSA
Cindy Gilliam	OSA
Wesley Taylor	NCGA
Janet Pittard	OSBPM

AGENDA

Joint Appropriations Subcommittee
on
General Government

February 28, 2001
Room 425
8:30 a.m.

Chairman: Representative Maggie Jeffus

Introductions (continued)

Rules Review Commission - Joseph J. DeLuca, Jr. Staff-Director Counsel
Department of State Treasurer - Richard H. Moore, State Treasurer
Joe Sanson

Discussion

Modified Zero-Base Budget Agency Review
(List of Expenditure Accounts attached)

Office of State Personnel
Thomas Wright, Director
Peggy Oliver, Director of Administrative Services

State Board of Elections
Johnnie McLean, Deputy Director

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 2/28/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Bob Rauf	Board of Elections
Bruce Garner	Sec of State
MICHAEL PEELER	sec of State
Steve Davis	Office of State Personnel
Robert Wilson	Sec of State office
George Jeter	NC SOS
Peggy Oliver	OSP
Ann Cobb	OSP
Carl Goodwin	OSP
Thom Wright	OSP
Nelle Riley	OSP
Sherry Melton	SEANC
Ken Melton	Alley Associates
Ardis Watkins	SEANC
Jean Carroll	DOA
Bob Hight	Dept. of State Treas.
Jack Pruitt	" "
Gwen Cannady	OSC
Linda Page	SOS
Ann K. Harris	SOS
Jcoss Completion	DSOS
Betsy Bryant	DCR
Linda Evans	DCR
Donna Rosefield	DCR
Jenny Vance	DCR
Elaine F. Marshall	SOS
Charlene Dunkins	SOS
Dave Thomas	Sec of State

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 2/28/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Beckie Stroff	PPAPS
Rob Hillman	OSA
Marsha Glass	
Wes Fagle	NCGA
[illegible] Godwin	DOA
Vicky Young	OSA
Valerie McLean	SBE
Rosalyn Powell	OSBPM
BYRON HARRIS	OSBPM
Thomas Cheek	OSBPM
Tyler Nabors	Sen. Warren Intern
[illegible] Lister	OSBPM
Allen Cogen	NCGA
Kathie [illegible]	OSBPM
Willie Riddick	DOR

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

February 28, 2001
8:30 a.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, February 28, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Adams, Barefoot, Lucas, Setzer, and Wilson. There were four Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached as part of the record.)

Representative Maggie Jeffus chaired the meeting. Representative Jeffus called the meeting to order, welcomed those in attendance, and introduced the pages as follows: Chad Barefoot, Representative Jerry Dockham, sponsor; Avery Crest, Representative Rick Eddins, sponsor; Kevin Hassell, Senator Marc Basnight, sponsor; and Heather Bower, Representative Daniel McComas, sponsor. Also, she introduced Mr. Tyler Neighbors, intern for Senator Warren.

Representative Jeffus recognized Mr. Joseph J. DeLuca, Jr., Staff Director-Counsel of the Rules Review Commission and asked him to continue the agency report. Mr. DeLuca presented an overview of the Rules Commission, an independent commission appointed by the Legislature to reviews the rules that agencies have adopted to ensure they meet standards. Rules Commission has a budget of about $335,000. The budget officer is Celia Cox. If there are questions, call 733-2721.

Representative Jeffus recognized Mr. Joe Sansom, Assistant to the State Treasurer and Legislative Liaison for the Department of the Treasurer, who continued the department overview. Office of the Treasurer has an authorized recurrent budget of $34.6 million and 265 employees. (Mr. Sansom's remarks are attached as part of the record).

Representative Adams voiced concerns about the presentation in terms of the amount of cuts. What will be the impact in terms of programs if there are cuts. Have these determinations been made and if so, what are the impacts? Chairman Jeffus and Senator Warren responded that the Governor's budget will be presented in the next couple weeks, and we will know more then. Michele Nelson, Committee Staff, clarified that this agency review has to do with the modified zero based budget, targeting specific account expenditures as line items to look at.

Representative Jeffus recognized Mr. Thomas Wright, Director of the Office of State Personnel. Mr. Wright gave a brief overview of the responsibilities of the department then referred to the department's budget report. (Copy attached as part of the record.)

Representative Sherrill asked for clarification on statute requirement for services and explanation of fluctuations in amounts under Miscellaneous Contracted Services. Mr. Wright explained that those services are associated with Employment Opportunity Institute, which is required under GS 26-16.1. Ms. Nellie Riley, OSP, explained the fluctuation of the EOI money was because of a one-year contract with the State Highway Patrol to develop a sensitivity EEO diversity program for vets. They paid them to do that and in turn they paid two contractors to come in and deliver the EOI program. Two staff members were working very closely with student agencies to get them diversity training. This saved about $50,000 over open market training. This year they have one contractor who is working with them.

Representative Sherrill asked if the university system puts in any money in OJT co-op program? Ms. Nellie Riley explained that the cooperative education program is coordinated through Office of State Personnel. The university provides students and trains the students. Agencies actually select the students once they are referred to the agency. The agency pays 75% of cost to student and OSP pays 25%. The students are paid according to the positions they hold. Universities actually pay nothing for this program other than the fact that they have trained the student.

Representative Jeffus recognized Ms. Johnnie McLean, Deputy Director of the State Board of Elections to continue the budget report. Ms. McLean gave a brief overview of the operations of the State Board of Elections. She referred to the budget report for her remarks. (Copy attached as part of the record.)

Representative Sherrill asked if county pays any of the expenses when State Board members travel to counties? Ms. McLean responded that this is a new program and there is not a provision in place to allow that. Some counties have reimbursed expenses, and that reimbursement is reflected under mailing costs. The Board is looking at having counties provide assistance from within the county government.

Senator Harris asked if the figures presented here are actual expenditures or authorized budgets. Ms. McLean responded that they are actual expenditures. No comparison to budget. Ms. McLean responded that she believes items do not exceed any of the authorized budget.

Representative Adams asked if there is any income to the Board? Ms. McLean responded that the only fees the State Board collects are those for candidates who are filing for federal, state and district offices. House and Senate

filing fees go to the county of residence. Money that comes in to the State Board goes to the State's general fund.

Referring to budget item under Other Aids and Grants, Senator Kinnaird asked if we had one-stop voting every November, would it always cost that amount of money or was this an initial start-up cost. Ms. McLean responded that the General Assembly appropriated $250,000 as a one-time grant in aid to the county boards of elections for the establishment of additional sites. Those counties that chose not to establish additional sites did not receive any of those funds. There is a limit of $15,000 to any county. For example, Mecklenburg County had one-stop voting in the office, as every county board of elections is required by statute to do. They also chose to establish eight additional one-stop absentee voting sites. They received $15,000 to apply to the cost of that, and it was not sufficient to reimburse them for the costs they incurred.

Senator Allran complimented the State Board of Elections for their outstanding job. Referring to Furniture and Equipment Replacement Schedules item campaign reporting, he asked for explanation of amounts in 1996 and 1997. Ms. Mclean responded that it was used largely for the cost for the development of campaign reporting filing software, and a small part for furniture. She added that when new requirements are passed by the Legislature, that can cause an expensive item for the Elections Board.

Representative Jeffus asked about the Board's new offices. Ms. McLean responded that offices are now located at 506 N. Harrington Street. The space is very nice, but location is less than desirable due to distance to government complex. The Board is still looking to lease state-owned property, which they feel would be a savings.

Senator Allran commented on the current legislation that has been introduced which would try to prevent what happened in Florida from happening in North Carolina. Ms. McLean responded that the Board wants to prevent an occurrence like that which happened in Florida from happening in North Carolina. The Board believes that the structure of the State Board of Elections and the county boards is such that it could be managed in a better way than Florida. Referring to equipment currently in use, eight counties used punch card voting equipment and no butterfly ballots. The technology is very old. Since November, one of those counties has purchased direct record electronic voting equipment. If the old system is abolished, seven counties will be without voting equipment. They will need a grant in aid to allow them to purchase new equipment. Tyrell County is the only county to use all paper ballots that the state prints. They believe calling for all counties to produce their own ballots for absentee voting can reduce the cost of printing.

Senator Kinnaird asked questions relating to voting methods. Ms. McLean explained that about 50 counties have optical scan technology. Thirty-three

counties have direct record electronic voting equipment - either touch screen or you push a button similar to automatic teller machines. Durham County's problems came in the reporting from the precincts. The machines were recording and tabulating the ballots correctly; the problem came in the transfer of the information by the modem from the precincts to the board of elections office. In the November election, they were late displaying the results. It was staff error. When the testing was done, they did not zero out the test numbers.

Senator Warren asked if our voting process is up to date in every respect? Ms. McLean responded that our voting process is up to date. We have some counties that are using the punch card ballot. Some counties are using optical scan equipment that is no longer being produced and may have trouble finding replacement parts. Everything wears out.

Senator Warren asked where the money goes that is collected for late payment of filing fees? Ms. McLean responded that filing fee money goes directly into the state's general fund. Fines go to the Board of Education.

Senator Allran asked if the Elections Board gets involved in new legislation that is being drafted in the General Assembly? Ms. McLean said the Board's position is to provide information that would be useful to the legislators as they are making those decisions. The Board does support banning use of punch card ballots.

Representative Jeffus called Mr. Thomas Wright to revisit Miscellaneous Items in the Office of State Personnel budget review. Mr. Wright explained that under miscellaneous items, there were no allocations under one and two. Under publications, they have one 5,000 copies of one brochure at a cost of $241.50 to print. Under Salary Reserve for 2000-2001, $150,829 was in relationship to a demonstration project for banding a classification of pay in the Office of State Personnel.

Representative Sherrill asked for a better explanation of banding.

Mr. Wright said one of the methods we are looking at in terms of deciding what we need to do for classification pay system is go to a banded system which basically you decrease the number of levels in a class series and broaden the salary range. There have been demonstration projects in ITS, OSBPM, OSP, and certain units in the Departments of Commerce and Environment and Natural Resources.

Representative Adams asked where brochures were distributed. Mr. Wright said they are distributed at career fairs that we attend. The majority of their publications are on the WEB now.

Representative Sherrill asked for further explanation of the $151,000 in the red.

Ms. Peggy Oliver, OSP, responded to the career-banding project. The project was begun in 1998. Some limited funds were made available in 1998 and then again in June of 1999, Mr. Dorman and Mr. Penny arranged to have the funds to implement the remainder of the project. The funds, however, have not been transferred into our budget and that is the reason it shows a minus. We have been working with State Budget to try to resolve that situation. State Budget Office responded that the money is available in a reserve in state budget offices. We simply have not transferred it yet; it is a matter of paperwork having not been accomplished. The correct amount should be zero and not $150,000 in the negative.

Senator Kinnaird asked about banding. One of the problems we have had in state personnel is compression which is when we try to get classification so that people who have been around for a long time make an equal amount or change their classification. Is that what you are talking about?

Mr. Steve Davis, OSP, explained the benefit of banding in contrast to existing pay salary grades and pay ranges associated with those grades. The point of banding is to reflect labor market conditions. In North Carolina, labor markets across the state are extremely volatile. These banding demonstration projects enable us to test market based systems so that we get away from the rather finite structure of any given pay grade that has a set minimum and a set maximum. It will create compression. And, it creates a problem for those employees who are reaching the maximum. When we expand the ranges, we can then collapse any number of existing classifications into a single band. If we identify job competencies associated with a particular role, then we can place employees correctly on this band either at the beginning level, middle or immediate level or a senior level, and pay them according to a market rate. This is a pilot demonstration in different departments. Information technology is one that they are keenly interested in because it is so dynamic and there are so many demands on state government to compete in the labor market, and quite frankly we are still not competitive in information technology as well as other classes.

Senator Kinnaird asked about geographical disparity? Is that part of this too?

Mr. Davis said indeed there are different labor markets across the state. Some of those are specific to an occupational area, so that you know that in one part of the state the ability for that institution to recruit is quite different. Banding does allow us to address those changing market conditions. We are monitoring and trying to get a read on any given market condition for any given occupation. We can then take proposals to an agency that is having trouble with recruitment

and retention and help them develop a band under a demonstration project as we have done in State Personnel, State Budget and some other areas.

There being no further business, Representative Jeffus said we may have to call people back. Staff will work with the Chairs to determine the direction the committee should go and to get further directions out to the agencies.

Representative Jeffus adjourned the meeting at 9:50 a. m. The next meeting is scheduled for Thursday, March 1, 2001 at 8:30 am.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Presiding Chair

Pat Baker

Pat Baker (for Mary Lee Robinson), Committee Assistant

Zero Base Budgeting

Agency Review Schedule

February 28, 2001
Office of State Personnel - Thomas Wright, Director
Office of the State Auditor - Ralph Campbell, Jr., State Auditor
Office of the Lieutenant Governor - Beverly Perdue, Lieutenant Governor
State Board of Elections - Gary Bartlett, Director

March 1, 2001
Rules Review Commission - Joseph J. DeLuca, Jr. Staff-Director Counsel
Department of Insurance - James E. Long, Commissioner
Office of Administrative Hearing - Julian Mann, III, Dir-Chief Admin Law Judge

March 6, 2001
Office of the Governor - Franklin Freeman, Senior Asst for Governmental Affairs
Office of State Budget, Planning & Management - David McCoy, State Budget Office
Office of the State Controller - Ed Renfrow, Controller

March 7, 2001
Office of the Secretary of State - Elaine F. Marshall, Secretary of State
General Assembly - George R. Hall, Legislative Services Officer
Department of Administration - Gwynn T. Swinson, Secretary

March 8, 2001
Department of Revenue - Muriel K. Offerman, Acting Secretary
Department of State Treasurer - Richard H. Moore, State Treasurer
Department of Cultural Resources - Lisbeth C. "Libba" Evans, Secretary

March 13, 2001
Additional review date, if not completed on March 8

Write down items getting old

2/27/01

My name is Joe Sansom, Assistant to the State Treasurer, and more important in this setting, I am the Legislative Liaison for the Dept. Treasurer Moore had a previous commitment and could not be here, but he wanted to send his **best** person, ... they weren't available either, so he sent me. I know just enough about **all** 4 of our Divisions to make me dangerous. The experts, ... I will introduce shortly.

Our Mission is as follows:

> To serve as the state's banker and chief investment officer, and
> To administer the public employee retirement systems and other employee benefit plans for public employees which are assigned to the department, and
> To assist units of local government in the state in maintaining strong fiscal health, and
> To administer the escheat and abandoned property program.

Authorized recurring Budget of $34.6 million Authorized headcount of 295 actual on board , 265

Joe Stewart – Chief-of-Staff
Confusion with a pair of Joes: anything positive see Joe Sansom, anything negative see Joe Stewart, any check give to Joe Sansom any bill, give to Joe Stewart

Doug Chappell – Director – Investment & Banking Division

Investment - $66.7 billion dollars under management

Banking – 775 customers (units of gov.) $100 million/day cash flow

Jack Pruitt – Michael Williamson – Director – Retirement Division
600,000 accounts 396,000 contributing 154,000 recipients
50,000 inactive 850 local units of gov 350 state units reporting.
1200 total units of gov reporting

Bob High – Director – State & Local Government Finance Division
Besides his Bond Sales responsibilities, he is responsible for the fiscal health of 1200 units of gov. **The Local Government Commission** established in 1931, its mission is to approve and supervise all public debt in N.C. has been a model in debt management ($30B). NC is AAA, one of only 9 states. 25% of all AAA units of local gov are in NC.

Kenneth Wilkins – Director – Administrative Services Div
Responsible for Controller/Budget, Information Technology, Purchasing, Personnel, Mailroom and Escheat Operations.

Escheat Fund Balance 6/30/00 $255.6 Million
$14.5 Million to State Education Assistance Authority
to issue 5,467 low interest college loans

thanks for information

OFFICE OF STATE PERSONNEL - FUND 1311
Zero Base Budgeting Expenditures
FY 1996-97 TO FY 2000-01

			Exp	Exp	Exp	Exp	Budgete	Ex & Enc
			1996-97	1997-98	1998-99	1999-00	2000-01	12/31/2001
531321	Cont Pers Serv		0	0	0	0	0	0
532199	Misc Cont Serv		17,800	43,073	44,932	38,317	39,000	19,606
532500	Rent/Lease Equip		0	0	0	0	0	0
532700	Travel		69,570	85,763	92,368	88,843	93,386	76,653
532814	Cell Phone Serv		0	0	0	263	800	351
534500	Furn and Equip		45,840	108,671	197,230	131,035	69,796	59,196
535400	Disc. Grants		0	0	0	0	0	0
536700	Loans		0	0	0	0	0	0
536900	Employer OJT Inc		29,862	29,630	29,514	7,182	30,000	14,015

SPECIAL FUND CASH BALANCE

OSP Computer Lab	152,639
Supervisory Dev Program	32,844
*Human Resource Programs	32,365
HRD - Interaction Management	19,945
Telecommuting Pilot Program	-5,680
Pers Dev User Fees (Parking)	-22,067

*HRD Programs

- HR Conference
- Personnel Roundtable
- Quality Education and Development
- Employee Recognition
- HR Resource Professional Development Program
- Career Expos
- Workplace Violence Conference
- HRD Open Enrollment

Note: OSP does not have any positions that have been vacant for six months or more. There is one receipt supported position in Temporary Solutions that has been vacant for a long time but has been left budgeted in case of an increase in demand for temps.

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Contracted Personal Services (531321)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		0	0	0	0	0

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous Contracted Services (532199)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		17,800	43,073	44,932	38,317	8,104

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Travel and Other Employee Expenses (532711 - 532799)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		69,570	85,763	92,368	88,843	73,051

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Cellular Phone Services (532814)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		0	0	0	263	351

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Furniture and Equipment Replacement Schedules (534500 - 534550)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		45,840	108,671	197,230	131,035	58,067

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Discretionary Grants (5354AA)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311						

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Loans (5367AA)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		0	0	0	0	0

Office of State Personnel
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Aids and Grants (5369AA)

Division or Program:	Fund		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01(ytd)
Office of State Personnel	1311		29,862	29,630	29,514	7,182	14,015

OFFICE OF STATE PERSONNEL

Miscellaneous Items

1. Allocation formula: N/A

2. Fees collected: N/A

3. Publications:

   Brochure "Choose a Career"
   Cost – 5,000 copies at a cost of $241.50 or $0.0483 per copy

4. Salary Reserve

1999-2000	2000-2001
$44,260	($150,829)

Expenditures from salary reserve consisted of market-based in-range adjustments, reallocations, and new hires.

STATE BOARD OF ELECTIONS

6400 Mail Service Center • Raleigh, NC 27699-6400

GARY O. BARTLETT
Director

Mailing Address:

PO Box 2169
Raleigh, NC 27602-2169
(919) 733-7173
Fax (919) 715-0135

February 27, 2001

MEMORANDUM

TO: Marilyn Chism, Fiscal Research Division

FROM: Gary O. Bartlett Gary O. Bartlett

SUBJECT: Requested Information

We received the request from the Fiscal Research Division to provide information on items subject to the modified zero-based budgeting approach being utilized for the 2001-03 biennium. Attached is the requested information.

Information is provided for the germane expenditure accounts for the five-year period, FY 1996-97 to 2000-01 (as of December 31, 2000). Please let our office know if additional information will be needed.

State Board of Elections

Zero Base Budgeting Expenditures

FY 1996-97 to FY 2000-01

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 (12/31/00)
Miscellaneous Contractual Services (532199)*					
Administration (Fund 1100)	9,734.06	2,250.00	30,436.99	13,343.62	10,058.84
Campaign Reporting (Fund 1200)	4,270.00	116.00	8,792.44	44,982.12	25,597.23
Information Systems (Fund 11001001)	-	-	28,663.96	2,444.00	935.64
TOTALS	$ 14,004.06	$ 2,366.00	$ 67,893.39	$ 60,769.74	$ 36,591.71
Rental/Lease of Equipment (532521 to 532525)					
Administration (Fund 1100)	1,341.41	1,310.22	2,063.25	4,298.59	3,921.37
Campaign Reporting (Fund 1200)	332.36	-	-	-	-
Information Systems (Fund 11001001)	-	-	-	2,175.21	-
TOTALS	$ 1,673.77	$ 1,310.22	$ 2,063.25	$ 6,473.80	$ 3,921.37
Travel and Other Employee Expense (5327xx)					
Administration (Fund 1100)	20,501.18	22,179.16	20,505.22	40,864.77	22,090.18
Campaign Reporting (Fund 1200)	659.35	1,080.77	498.53	559.12	936.38
Information Systems (Fund 11001001)	-	-	-	7,023.54	2,113.89
TOTALS	$ 21,160.53	$ 23,259.93	$ 21,003.75	$ 48,447.43	$ 25,140.45
Cellular Phone Services (532814)					
Administration (Fund 1100)	-	721.33	935.34	3,551.55	1,300.17
Campaign Reporting (Fund 1200)	-	-	-	-	-
Information Systems (Fund 11001001)	-	-	-	1,664.44	549.56
TOTALS	$ -	$ 721.33	$ 935.34	$ 5,215.99	$ 1,849.73
Furniture and Equipment Replacement Schedules (534500 to 534550)					
Administration (Fund 1100)	70,341.86	690,230.71	513,581.95	114,895.46	17,525.70
Campaign Reporting (Fund 1200)	34,347.12	-	-	3,094.34	42,534.19
Information Systems (Fund 11001001)	-	-	480,732.69	4,350.06	657.20
TOTALS	$ 104,688.98	$ 690,230.71	$ 994,314.64	$ 122,339.86	$ 60,717.09

* Temporary staff from Temporary Solutions/Manpower are funded from 532170 - Admin. Services. These amounts are included.

State Board of Elections

Zero Base Budgeting Expenditures

FY 1996-97 to FY 2000-01

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 (12/31/00)
Other Aids and Grants (5369AA)					
Administration (Fund 1100)	-	-	8,752.00	144.00	173,907.00
Campaign Reporting (Fund 1200)	-	-	-	-	-
Information Systems (Fund 11001001)	-	-	-	-	-
TOTALS	$ -	$ -	$ 8,752.00	$ 144.00	$ 173,907.00

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 1, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, March 1, 2001 8:30 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Jeffus, Co-Chair Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson.

Senator Ed Warren chaired the meeting. Senator Warren recognized the Pages, and guests from Greenville and others.

The meeting began with a short explanation from Michele Nelson and Marilyn Chism concerning the Zero Base Budgeting Expenditures. Michele stated that what this meant was to assume that the Budget was zero. (attachment 1)

Johnnie McLean from the State Board of Elections distributed a handout giving information on expenses. (attachment 2) Representative Sherrill asked "what do you pay from temporary services"? Johnnie McLean deferred the answer to Yvonne Sutherland of Campaign Reporting. Ms. Sutherland replied, $9.00 - $13.00 per hour. Representative Sherrill also asked "how much money do you make on coin operated copy machines?" After some discussion Ms. Sutherland was asked to submit a written report on this line item campaign finance copying.

Kaye Gattis, Chief of Staff from the Office of the Lieutenant Governor distributed a handout detailing expenses. (attachment 3) Ms. Gattis was asked to identify the account numbers. The identification is as follows: account 532711-532731 is Travel; account 534511-5328 is cell phone; account 534511-534522 is office equipment.

Ralph Campbell, Jr., State Auditor distributed a handout detailing line items Zero Base Budgeting Expenditures. (attachment 4)

The meeting adjourned at 10:00a.m. The next meeting is scheduled for March 6, 2001 at 8:30 a.m.

Respectfully Submitted,

Senator Ed Warren, Chairman

Delores Ledford, Committee Clerk

VISITOR REGISTRATION SHEET

Appropriations - General Government — Mar 1, 2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Donna Rosefield	DCR
Tammy Lester	OSBPM
Penny Vance	DCR
[illegible]	DHR Newman
[illegible]	DOA
[illegible]	DOA
Bob Rad	OSA
Rob Hillman	OSA
Ralph Campbell Jr.	State Auditor
George H. Wall Jr	OSA, Chief Deputy
Cindy Gilliam	OSA

VISITOR REGISTRATION SHEET

Appropriations - General Government — Mar. 1, 2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Bobby Bryan	RRC
Johnnie McLean	SBE
Linda Mathis	SBE
Yvonne Southerland	SBE
Bob Ranf	SBE
JOE DELUCA	NC RRC
Dave Holec	City of Greenville
Marvin Davis	City of Greenville
Nellie Riley	OSP
Carl Goodwin	OSP
Gwen Canady	OSC

VISITOR REGISTRATION SHEET

Appropriations - General Government — Mar. 1, 2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Vicky Young	OSA
Tyler Nabors	Sen. Warren (Intern)
Maurice Ng	OSBPM
Byron Harris	OSBPM
Thomas Cheek	OSBPM
Bill Bost	Lt. Gov.
Ardis Watkins	SEANC
Cissy Porter	Bone & Associates

Office of the State Auditor
Analysis of the Use of Reserves
99/00

(Budget Revisions and Position Transfers are not included)

	Effect on Salary Reserves
1110-1141	
No Changes	
1110-1211	
In Range	-10,664.00
New Hire	-8,385.00
Reallocation Up	-4,553.00
1210-1211	
Budgeted Salary Change	36,159.00
In Range	-23,140.00
LI CGRA	-1,817.00
New Hire	3,627.00
Promotion	511.00
Range Revision	-21,221.00
Reallocation Up	-13,384.00
Salary Adjustment	-2,446.00
Trainee Reallocation	-1,759.00
Employee Transfer	6,360.00
1210-1212	
Budgeted Salary Change	7,808.00
In Range	-7,942.00
LI CGRA	-553.00
Promotion	8,389.00
Range Revision	-5,039.00
Reallocation Up	-2,142.00
Trainee Reallocation	3,341.00

Office of the State Auditor
Analysis of the Use of Reserves
00/01

(Budget Revisions and Position Transfers are not included)

	Effect on Salary Reserves
1110-1141	
	No Changes.
1110-1211	
Increase in Budgeted Position	-16,282.00
In-Range Retention	-2,762.00
New Hire	109.00
Reallocation Up	-3,461.00
1210-1211	
Budgeted Salary Change	14,758.00
Career Growth	-873.00
Horizontal Transfer	4,476.00
In-Range	-2,651.00
New Hire	1,586.00
Promotion	13,070.00
Range Revision	-7,682.00
Reallocation Up	-2,379.00
Trainee Reallocation	-3,512.00
Trainee Reallocation and CGRA	-4,127.00
Employee Transfer	-1,954.00
1210-1212	
Career Growth	-670.00
New Hire	8,989.00
Trainee Reallocation	695.00
Employee Transfer	15,215.00

STATE BOARD OF ELECTIONS

Miscellaneous Contractual Services

Administration	Temporaries assist permanent staff in audit of election returns for the State Board to certify as official results (G.S. 163 Article 16) In 2002 - Primaries and General elections
Campaign Reporting	Temporaries used to assist permanent staff in audit of campaign finance reports to meet statutory requirement of audit within four months. The State Board has never been able to meet the requirement but is persistent and diligent in attempting to meet the requirement. (G.S. 163-278.24.) There are four permanent employees and three temporaries in Campaign Reporting.
IS	Technical consultants needed in areas that State ITS is unable to provide.

Rental/Lease of Equipment

Administration	Use of Motor pool vehicles to travel to seminars, county boards, etc.
Campaign Reporting	There is one copy machine in public viewing area for public use; has previously been included in Administration line item. Will probably need replacing within next 12 months.
IS	Use of Motor pool vehicles to travel to cbe to service computer servers, conduct training sessions, etc.

Travel and Other Employee Expense

Administration	Required meetings, etc. are contained throughout General Statute Chapter 163. Some of the citations include: G.S. 163-22; -82.24; -108; -188; -189, Article 22, Article 22A The five-member State Board must travel to Raleigh to meet the statutory obligations to appoint county boards of elections, investigate complaints and hear appeals resulting from elections, certify names of candidates to appear on the ballot, conduct training for county boards of elections, certify election results and voting equipment. Staff, including two elections investigators, must travel to assist in training seminars, and to county boards for investigation and audits.

There is a wellness check that this office needs to conduct for each of the 100 county boards as preventative maintenance to identify potential problem areas that can be corrected early rather than being identified in a crisis situation. Some requests for a wellness check come from the board of county commissioners or from the county board of elections.

The ESD is a Director on the board of The Election Center and member of the National Association of State Election Directors. The meetings are generally out of State. He is chairman of the National Taskforce on Voting Accessibility for persons with Disabilities.

The Deputy Director is co-chairman of the Voting Systems Subcommittee of the Election Center's Taskforce for Election Reform currently preparing recommendations for Congress. Much of the work is performed via email with some meetings out of State.

Campaign Reporting	Staff must travel and assist in the training seminars and to county board of elections offices for audits.
IS	Subsistence, etc. for staff when travelling to cbe throughout the State.

Cellular Phone Services

Administration	Four phones; Executive Secretary-Director, Deputy Director and two investigators. When the ESD is out of the office, staff needs to have access. The investigators are frequently in remote areas in highly emotional situations and the cell phone is necessary for their sense of well being. One phone is available for necessary access to any staff member when out of the office
IS	Four phones; necessary for county boards and their IS staffs to have access to the IS staff for technical and statutory support.

Furniture and Equipment Replacement Schedules

Administration	Office equipment, i.e. copy machine
Campaign Reporting	Copy machine in public viewing area is under rental agreement; probably will need replacing within the next 12 months.

IS	Computers and related equipment necessary for the statewide voter registration system.

Other Aids and Grants

Administration	G.S. 163-33(8) requires the State Board to reimburse CBE for costs of publishing legal ads for State bonds or constitutional amendments. No specific funds have been appropriated and the reimbursement must come from any available line item.

Office of the State Auditor

Information Requested
2001/2002 through 2002/2003 Biennium

Ralph Campbell, Jr.
State Auditor

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Contracted Personal Services
Account 531321

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	Requested Budget 02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Contractual Services

Account 532120

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	9,175.00	159,198.54	374,945.00	683,956.69	1,479,405.00	967,990.00	967,990.00

We are requesting our original budget of $967,990 (contract audit money and Smart Start Audit money.)

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Miscellaneous Contractual Services

		Account 532199					Requested Budget	
		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	01/02	02/03
1110	Administration	532.81	817.74	881.99	464.60	550.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	2,311.19	1,357.80	22,256.48	939,728.40	136,088.00	2,200.00	2,200.00

Actual expenditures during 99/00 reflected some funds budgeted in 532120 and coded through 532199 for purposes of tracking the funds at a more detailed level.

We are requesting our original budget.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Rental/Lease of Equipment

Account 532521 to 532525

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	1,319.79	1,084.22	729.53	312.67	600.00	0.00	0.00

Previously we leased equipment from Pitney Bowes for Mailings.
We now use the Mail Service Center.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Travel and Other Employee Expense

		Account 5327XX						
		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	21,137.63	11,502.73	18,483.05	11,196.44	19,500.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	295,570.84	297,280.27	348,835.57	300,271.34	276,821.00	325,000.00	325,000.00

We are requesting $325,000 to cover the increase in the travel reimbursement rate and other inflationary factors.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Cellular Phone Service

Account 532814

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	562.99	536.62	694.97	796.62	0.00	800.00	800.00
1210	Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This is a portion of our ITS Billing.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Office Furniture

Account 534511

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	4,852.89	7,724.16	681,389.54	50,048.17	110,318.00	6,000.00	6,000.00

We are requesting a minimum amount for miscellaneous office furniture which may arise during a year.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Office Equipment

Account 534521

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	726.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	160.00	0.00	0.00
1210	Audit	6,993.08	35,559.55	30,485.20	143,965.27	30,757.00	25,000.00	25,000.00

We are requesting $25,000 to cover routine replacement of office equipment.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Computer Equipment

Account 534522

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	451.15	0.00	0.00	7,305.83	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	244,955.36	219,840.46	404,100.20	395,828.17	203,550.00	195,995.00	195,995.00

We are requesting $195,995 for replacement of computer equipment.

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Communications Equipment

Account 534528

		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	Requested Budget 02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	0.00	0.00	2,633.04	0.00	0.00	0.00	0.00

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Discretionary Grants

		Account 5364xx						
		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Loans

		Account 5367xx						
		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Office of the State Auditor
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01
Other Aids and Grants

		Account 5369xx						
		Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Budget 00/01	Requested Budget 01/02	02/03
1110	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Office of the State Auditor
Publications Inventory and Expenditures
FY 1999-00 and FY 2000-01

	G.S. Citation/ Session Laws	# of copies	Cost per copy	Total Cost
1999/2000				
Performance Audit-1999/2000				
Study of State Psychiatric Hospitals and Area Mental Health Programs	1998 Session Laws c. 213 s. 12.35A	600	6.69	4,014.00
Division of Services for the Deaf and the Hard of Hearing	G.S. 147-64.6(b)	400	8.95	3,580.00
DHHS-Child Support Enforcement Program	Joint Select Comm. on Technology	600	1.82	1,092.00
Investigative Audit-1999/2000				
Coastal Community Action, Inc.	G.S. 147-64.6(c)(16)	240	0.53	127.20
N C State University Cooperative Extension Mitchell 4-H Camp	G.S. 147-64.6(c)(16)	225	0.59	132.75
Guilford County Community Action Program, Inc. Sankofa Program	G.S. 147-64.6(c)(16)	250	0.91	227.50
Financial Audit Division-1999/2000				
*Single Audit Report	G.S. 147-64.6(c)(5) 31 U.S.C. 7501 et seq.	625	12.30	7,686.00
**Other Audit Reports with less than 200 copies printed includes IS audits, Smart Start Audits, General Government Audits, Universities, Community Colleges and etc. (230 Reports) *Cost statements are only required for publications with 200 or more copies.* (See Attached Listing)	G.S. 147-64.6(c)(14)	27839	1.22	34,070.80

Office of the State Auditor
Publications Inventory and Expenditures
FY 1999-00 and FY 2000-01

2000/2001

Performance Audit-2000/2001

Martin-Tyrell-Washington District Health Department	G.S. 147-64.6(b)	500	1.33	665.00
North Carolina Department of Revenue	1999 Session Laws c.415	600	2.06	1,236.00

Investigative Audit-2000/2001

Halifax County Community Development Corporation	G.S. 147-64.6(c)(16)	230	0.49	112.70
Onslow County Hospital Authority	G.S. 147-64.6(c)(16)	460	1.01	464.60
Forsyth County Clerk of Superior Court	G.S. 147-64.6(c)(16)	350	0.86	301.00
NC State University Public Safety	G.S. 147-64.6(c)(16)	350	1.52	532.00
ENR/Forest Resources	G.S. 147-64.6(c)(16)	250	0.60	150.00

Financial Audit Division-2000/2001

*Single Audit Report		Not yet completed.		

Administration Division-2000/2001

*Annual Report	G.S. 147-64.6	1500	8.03	12,047.50
**Other Audit Reports with less than 200 copies printed includes IS audits, Smart Start Audits, General Government Audits, Universities, Community Colleges and etc. (137 Reports thru 1/01) *Cost statements are only required for publications with 200 or more copies.* (See Attached Listing)	G.S. 147-64.6(c)(14)	25625	0.99	25359.3

OFFICE OF THE STATE AUDITOR
1999-2000
REPORTS ISSUED WITH LESS THAN 200 COPIES.

Clerks		Community Colleges
Cumberland County Clerk of Superior Court		Mayland Community College
Franklin County Clerk of Superior Court		Carteret Community College
Lincoln County Clerk of Superior Court		Central Carolina Community College
Alexander County Clerk of Superior Court		Piedmont Community College
Catawba County Clerk of Superior Court		Asheville-Buncombe Tech Community College
Wilson County Clerk of Superior Court		Catawba Valley Community College
Cleveland County Clerk of Superior Court		Montgomery Community College Foundation, Inc.
Iredell County Clerk of Superior Court		Montgomery Community College
Warren County Clerk of Superior Court		Wilson Technical Community College
Vance County Clerk of Superior Court		Richmond Community College
Stanly County Clerk of Superior Court		Surry Community College
Cherokee County Clerk of Superior Court		Brunswick Community College
Anson County Clerk of Superior Court		Roanoke-Chowan Community College
Davidson County Clerk of Superior Court		Wake Technical Community College
Alleghany County Clerk of Superior Court		Catawba Valley Community College
Yadkin County Clerk of Superior Court		Wilkes Community College
Wilkes County Clerk of Superior Court		Stanly Community College
Pasquotank County Clerk of Superior Court		Johnston Community College
Buncombe County Clerk of Superior Court		James Sprunt Community College
Harnett County Clerk of Superior Court		Durham Technical Community College
Robeson County Clerk of Superior Court		Edgecombe Community College
Wake County Clerk of Superior Court		Fayetteville Technical Community College
Hoke County Clerk of Superior Court		Vance-Granville Community College
		Rowan-Cabarrus Community College
State Agencies		Nash Community College
		Southwestern Community College
Department of Labor		Central Piedmont Community College
Office of Juvenile Justice		Caldwell Community College
NC Low-Level Radioactive Waste Management		Cape Fear Community College
Department of Secretary of State		Pitt Community College
U.S.S. North Carolina Battleship Commission		Pitt Community College Foundation, Inc.
NC Department of Health and Human Services		Robeson Community College
NC Department of Public Instruction		Lenoir Community College
NC Teachers & State Employees Comprehensive		Sampson Community College
Major Medical Plan		Martin Community College
NCDST Investment Pool		Martin Community College Foundation
NC State Ports Authority		Robeson Community College
NC State Ports Authority - Bulk Handling		Coastal Carolina Community College
Department of Revenue		McDowell Technical Community College
Department of Agriculture & Consumer Services		Fayetteville Technical Community College
Office of State Budget and Management		Craven Community College

OFFICE OF THE STATE AUDITOR
1999-2000
REPORTS ISSUED WITH LESS THAN 200 COPIES.

Department of Correction		Bladen Community College
NC Department of State Treasurer/Retirement Fund		Bladen Community College Foundation, Inc.
NC Ports Railway Commission		Coastal Carolina Community College
NC Teachers & State Employees Comp Major Medic		Mayland Community College
Department of Transportation		Craven Community College
Department of Environment & Natural Resources		Bladen Community College
Community Colleges System		Bladen Community College Foundation, Inc.
Employment Security Commission		Wake Technical Community College
Office of the State Controller		Pitt Community College
Department of Crime Control & Public Safety		Pitt Community College Foundation, Inc.
Employment Security Commission		Haywood Community College
Department of Administration		Beaufort County Community College
Department of Commerce		Central Carolina Community College
Office of the Lieutenant Governor		Edgecombe Community College
DHHS - Division of Services for Deaf & Hard of Hearing		Lenoir Community College
DHHS - Child Support Enforcement Section		James Sprunt Community College
NC Low-Level Radioactive Waste Management		Johnston Community College
Department of Health & Human Services		Asheville-Buncombe Tech. Community College
NC Wildlife Resources Commission		Tri-County Community College
Department of Public Instruction		
NC Department of Insurance		**Universities**
Office of Administrative Hearings		
North Carolina General Assembly		Elizabeth City State University
		Fayetteville State University
Partnerships for Children		University of North Carolina at Pembroke
		University of North Carolina at Asheville
Richmond County Partnership for Children		North Carolina Arboretum Society
Partnership for Children of Lincoln/Gaston Counties, Inc.		University of North Carolina at Asheville Foundation, Inc.
Montgomery County Partnership for Children		University of North Carolina at Wilmington
Caswell County Partnership for Children		UNC at Wilmington Student Aid Association, Inc.
Hoke County Partnership for Children & Families, Inc.		Foundation of UNC at Wilmington
Stanly County Partnership for Children, Inc.		Alumni Association of UNC at Wilmington, Inc.
Iredell County Partnership for Young Children		Winston-Salem State University
Rowan Partnership for Children, Inc.		North Carolina Central University
Surrey County Early Childhood Partnership		North Carolina School of Science
Stokes Partnership for Children		UNC Hospitals
Durham's Partnership for Children		UNC Charlotte
Lee County Partnership for Children		Appalachian State University
Wake Count Smart Start		Appalachian State University Foundation
Cumberland County Partnership for Children, Inc.		North Carolina State University

OFFICE OF THE STATE AUDITOR
1999-2000
REPORTS ISSUED WITH LESS THAN 200 COPIES.

Catawba County Partnership for Children, Inc.		East Carolina University
Brunswick County Partnership for Children, Inc.		UNC-Chapel Hill
Rockingham County Partnership for Children, Inc.		UNC at Pembroke
Pasquotank County Partnership for Children, Inc.		Western Carolina University
Forsyth Early Childhood Partnership		UNC-Greensboro
Lenoir/Greene County Partnership for Children		NC School of the Arts
Cleveland County Partnership for Children		UNC-Wilmington
Down East Partnership for Children		UNC at Wilmington Student Aid Association, Inc.
NC Partnership for Children, Inc.		The Alumni Association UNC at Wilmington, Inc.
Davidson County Smart Start		UNC at Wilmington Foundation Inc.
Tyrrell County Smart Start, Inc.		Fayetteville State University
Hyde County Partnership for Children		
Franklin-Granville-Vance Partnership for Children		
Guilford County Partnership for Children, Inc.		
Partners for Children and Family, Inc. (Moore)		
Person County Partnership for Children, Inc.		
Burke County Partnership for Children, Inc.		
Communities in Schools of Caldwell County		
Dowell County Partnership for Children & Families, Inc.		
Rutherford County Partnership for Children, Inc.		
Alamance Partnership for Children, Inc.		
Brunswick County Partnership for Children		
Martin-Pitt Partnership for Children		
Wayne County Partnership for Children		
Partnership for Children for Lincoln/Gaston Counties, Inc.		
Alexander County Smart Start		
Alleghany Partnership for Children		
Ashe County Partnership for Children		
Avery County Partnership for Children		
The Bertie County Partnership for Children		
Caswell County Partnership for Children		
Chatham County Partnership for Children		
Children & Youth Partnership for Dare County, Inc.		
Children's Council of Watauga County, Inc.		
Columbus County Partnership for Children		
Duplin County Partnership for Children		
Halifax-Warren Smart Start Partnership for Children		
tford County Partnership for Children		
ell County Partnership for Young Children		
The Jones Carteret Partnership for Children		
Lenoir/Greene County Partnership for Children		

OFFICE OF THE STATE AUDITOR
1999-2000
REPORTS ISSUED WITH LESS THAN 200 COPIES.

Mitchell-Yancey County Partnership for Children		
New Hanover County Partnership for Children		
Northampton Partnership for Children		
Orange County Partnership for Young Children		
Pamlico Partnership for Children, Inc.		
Polk County Partnership for Children, Inc.		
Rockingham County Partnership for Children, Inc.		
Rowan Partnership for Children, Inc.		
Stanly County Partnership for Children, Inc.		
Stokes Partnership for Children		
The Transylvania County Partnership		
Washington County Child Advocacy Council, Inc.		
Wilkes Community Partnership for Children		
Wilson County Partnership for Children		
Yadkin County Smart Start Partnership, Inc.		
Harnett County Partnership for Children		
Surry County Early Childhood Partnership		
Albemarle Smart Start Partnership		
Chowan/Gates/Perquimans Partnership for Children		
Johnston County Partnership for Children		

OFFICE OF THE STATE AUDITOR
2000-2001
REPORTS ISSUED WITH LESS THAN 200 COPIES.

Community Colleges		Clerks
Southeastern Community College		Lee County Clerk of Superior Court
Richmond Community College		Watauga County Clerk of Superior Court
Cleveland Community College		Nash County Clerk of Superior Court
Caldwell Community College		Moore County Clerk of Superior Court
Halifax Community College		McDowell County Clerk of Superior Court
College of the Albemarle Community College		Johnston County Clerk of Superior Court
Western Piedmont Community College		Granville County Clerk of Superior Court
Alamance Community College		Ashe County Clerk of Superior Court
Carteret Community College		Bladen County Clerk of Superior Court
Forsyth Technical Community College		Chowan County Clerk of Superior Court
Sandhills Community College		Edgecombe County Clerk of Superior Court
Guilford Technical Community College		Henderson County Clerk of Superior Court
Anson Community College (1998)		Hyde County Clerk of Superior Court
Anson Community College (1999)		Lenoir County Clerk of Superior Court
GHG Construction Corporation, Inc.		New Hanover County Clerk of Superior Court
Rowan-Cabarrus Community College		Onslow County Clerk of Superior Court
Randolph Community College		Northampton County Clerk of Superior Court
Durham Technical Community College		Pamlico County Clerk of Superior Court
Randolph Community College Foundation		Pender County Clerk of Superior Court
Blue Ridge Community College		Pitt County Clerk of Superior Court
Vance-Granville Community College		Tyrrell County Clerk of Superior Court
Davidson County Community College		Avery County Clerk of Superior Court
Surry Community College		Burke County Clerk of Superior Court
Isothermal Community College		Rutherford County Clerk of Superior Court
Cape Fear Community College		Carteret County Clerk of Superior Court
Polk County Campus I.C.C.		Dare County Clerk of Superior Court
Isothermal CC Foundation, Inc.		Camden County Clerk of Superior Court
Sampson Community College		Alamance County Clerk of Superior Court
Gaston College		Chatham County Clerk of Superior Court
Gaston College Foundation		Forsyth County Clerk of Superior Court
Gaston College		Caswell County Clerk of Superior Court
Gaston College Foundation		Guilford County Clerk of Superior Court
Brunswick Community College		Wayne County Clerk of Superior Court
Piedmont Community College		Duplin County Clerk of Superior Court
Fayetteville Technical Community College		Gates County Clerk of Superior Court
Central Carolina Community College		Polk County Clerk of Superior Court
Martin Community College		Graham County Clerk of Superior Court
		Macon County Clerk of Superior Court
Universities		Durham County Clerk of Superior Court
		Madison County Clerk of Superior Court
NC Agricultural & Technical State University		Clay County Clerk of Superior Court

OFFICE OF THE STATE AUDITOR
2000-2001
REPORTS ISSUED WITH LESS THAN 200 COPIES.

UNC-Asheville		
NC Central University		**Partnerships**
Elizabeth City State University		
UNC-Asheville Foundation, Inc.		Bladen Partnership for Children
Winston-Salem State University		Scotland Partnership for Children
East Carolina University		Forsyth Partnership for Children
		Hoke Partnership for Children
Agencies		Davie County Partnership for Children
		Cabarrus County Partnership for Children
NC Global TransPark Authority		Lee County Partnership for Children
Department of Commerce		Cumberland County Partnership for Children
Department of Cultural Resources		Catawba County Partnership for Children
USS NC Battleship Commission		Buncombe County Partnership for Children
NC State Ports Authority		Beaufort County Partnership for Children
NC State Ports Authority - Bulk Handling Facility		Craven County Partnership for Children
NC Ports Railway Commission		Henderson County Partnership for Children
Department of Revenue		Madison County Partnership for Children
Department of Administration		Pender County Partnership for Children
Investment Pool of NC Dept. of State Treasurer		Richmond County Partnership for Children
Department of State Treasurer		Durham County Partnership for Children
Office of State Budget, Planning & Management		Robeson County Partnership for Children
		Union County Partnership for Children
		Down East Partnership for Children
		Montgomery Partnership for Children
		Onslow County Partnership for Children
		Mecklenburg Partnership for Children
		Wake County Smart Start
		Anson County Partnership for Children
		Cleveland County Partnership for Children
		Sampson County Partnership for Children
		Montgomery County Partnership for Children
		Davidson County Partnership for Children
		Region A Partnership for Children
		North Carolina Partnership for Children
		Tyrrell Partnership for Children
		Hyde Partnership for Children
		Richmond Partnership for Children

Office of the State Auditor
Analysis of the Use of Reserves
99/00

(Budget Revisions and Position Transfers are not included)

	Effect on Salary Reserves
1110-1141	
	No Changes
1110-1211	
In Range	-10,664.00
New Hire	-8,385.00
Reallocation Up	-4,553.00
1210-1211	
Budgeted Salary Change	36,159.00
In Range	-23,140.00
LI CGRA	-1,817.00
New Hire	3,627.00
Promotion	511.00
Range Revision	-21,221.00
Reallocation Up	-13,384.00
Salary Adjustment	-2,446.00
Trainee Reallocation	-1,759.00
Employee Transfer	6,360.00
1210-1212	
Budgeted Salary Change	7,808.00
In Range	-7,942.00
LI CGRA	-553.00
Promotion	8,389.00
Range Revision	-5,039.00
Reallocation Up	-2,142.00
Trainee Reallocation	3,341.00

Office of the State Auditor
Analysis of the Use of Reserves
00/01

(Budget Revisions and Position Transfers are not included)

	Effect on Salary Reserves
1110-1141	
	No Changes.
1110-1211	
Increase in Budgeted Position	-16,282.00
In-Range Retention	-2,762.00
New Hire	109.00
Reallocation Up	-3,461.00
1210-1211	
Budgeted Salary Change	14,758.00
Career Growth	-873.00
Horizontal Transfer	4,476.00
In-Range	-2,651.00
New Hire	1,586.00
Promotion	13,070.00
Range Revision	-7,682.00
Reallocation Up	-2,379.00
Trainee Reallocation	-3,512.00
Trainee Reallocation and CGRA	-4,127.00
Employee Transfer	-1,954.00
1210-1212	
Career Growth	-670.00
New Hire	8,989.00
Trainee Reallocation	695.00
Employee Transfer	15,215.00

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Tuesday, March 6, 2001

The Joint APPROPRIATIONS Subcommittee on General Government met on Tuesday, March 6, 2001 at 8:30 A.M. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas and Barefoot. There were two Senate members present. Committee Counsel present: Michelle Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages and the Committee Assistant, Rosa Kelley.

Representative Sherrill recognized Mr. Joseph J. DeLuca, Jr., Staff Director-Counsel of the Rules Review Commission, and asked him to continue with his agency's report. Mr. DeLuca presented an overview of the Rules Review Commission, Zero Base Budgeting Expenditures for FY 1996-97 to FY 2000-01. Senator Warren asked Mr. DeLuca if the Commission ever met out of town. He responded that they did not unless under unusual circumstances or for the yearly conference. Representative Sherrill asked how many members were on the Commission. Mr. DeLuca responded there were 10 members. Representative Barefoot asked Mr. DuLuca where the conference was meeting this year. He responded that it was meeting in Arkansas. went on to explain that sometimes it was less expensive to meet in places of some distance because of special packages they were sometimes offered. If there are questions, call 733-2721. (For detailed information See Attachment I)

Representative Sherrill recognized Mr. Julian Mann, III, Director-Chief Administrative Law Judge with the Office of Administrative Hearings. Judge Mann presented their Modified Zero Base Budgeting Expenditures for FY 1996-97 through FY 2000-01. He also reported on the analysis of the Use of Salary Reserve for the Biennium 1999-2001. Senator Harris asked about the back log of cases. How long does it take to her a case to its ending? Judge Mann responded that a hearing was usually held within four months of the complaint and that they were able to dispose of 90% of all cases within six months. After hearing that this office put out information on the Internet, Senator Harris said that it was apparent that agencies are losing money by putting the information on the Internet. He reported that contested cases rose from 1266 in 1989 to 2131 in 2000. Represented Sherrill asked Judge Mann what were hearing assistants. He responded that all hearings are recorded and that these hearing assistants are people under contract from a temporary agency who record the hearings. These hearing assistants are paid $11.00 per hour. They use the same temporary agency. (For detailed information see Attachment II)

Represented Sherrill introduced Mr. Steve Albright, Chief Fiscal Officer of the Department of the State Treasurer. Mr. Albright presented an overview of the department's Zero-based Budgeting Expenditures. (For detailed information see Attachment III)

Representative Sherrill then asked Mr. De Luca of the Rules Review Commission to return and further explain the salary reserve fund. Mr. DeLuca said it was the difference in what is budgeted and what is actually spent. At the present time, they $2013.00 in the reserve fund.

There being no further business, the meeting adjourned. The next meeting is Wednesday, March 7, 2001 at 8:30 a.m.

Respectfully submitted,

Rosa S. Kelley
Committee Assistant

Representative Wilma Sherrill, Chair

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 3/6/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Julian Mann	OAH
Steve Albright	DST
Scott Templeton	Sec State
Bruce Hamm	Sec State
Kathie Austin	OSBPM
Sherry Meeter	SEANC
Jim Johnson	FRD
Ken Melton	Allen Associates
Robert Wilson	Sec. of State
Ardis Watkins	SEANC
Zeb Alley	Alley Associates
Joe DeLuca	NC, RRC
Becki Strunt	PPNP
Molly Masich	OAH
Camille Stinebaugh	OAH
Marshall Pecler	Sec of State
Lynn Muchmore	Fiscal Research Division
Rhucha Oburn	DOA

OFFICE OF LIEUTENANT GOVERNOR

ZERO BASE BUDGETING EXPENDITURES

FY 1996-97 TO FY 2000-01

	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01
ACCOUNT 532711-532731	738.38	1,721.75	2,433.08	547.46	0
	2,547.12	1,931.19	1,826.42	2,239.11	844.18
ACCOUNT 532814	7499.51	7,323.10	14,488.08	5,794.21	271.36
ACCOUNT 534511-534522					
SALARY RESERVE ACCOUNT				25,277.00	40,083.00
TOTAL	10,785.01	10,976.04	18,747.58	33,857.78	41,198.54

KAYEBUDGET2
Nfltgov01\vol1(s:)

Rosa -

For 4/17

N. C. Office of Administrative Hearings
Overview of Operations

Presentation to

General Government Appropriations Subcommittee

April 2001

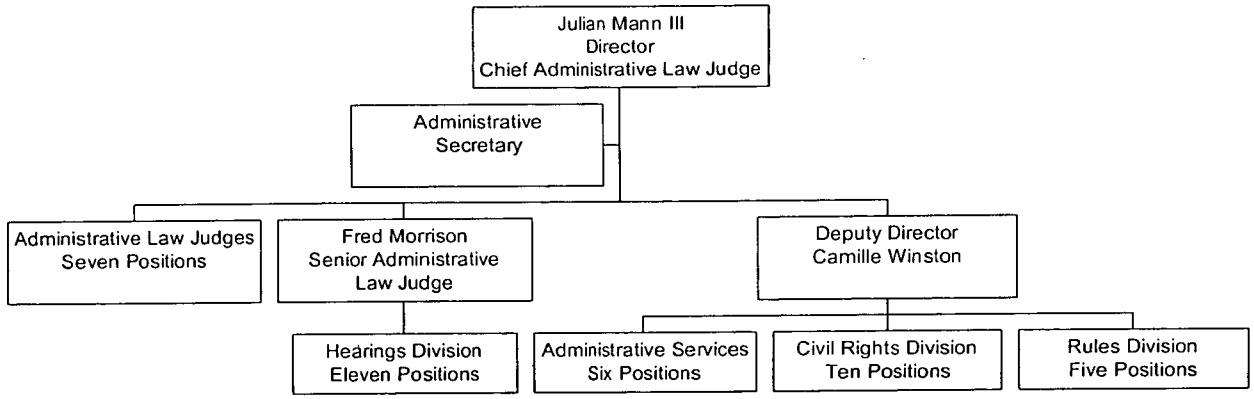
Office of Administrative Hearings
Mission Statement

To provide a forum for prompt and impartial resolution of disputes of administrative law involving state agencies, to investigate alleged acts of certain unlawful employment practices and to function as the state's codifier and publisher of all proposed and permanent administrative rules

Office of Administrative Hearings Goals

- *Increase fairness and protect due process rights in the application of administrative law in contested case hearings.*
- *Reduce the incidence of discrimination in employment practices.*
- *Increase citizen awareness of the existence and value of administrative rules.*

Office of Administrative Hearings Organization Chart



There has been no change in this organization chart since January 6, 2001

Office of Administrative Hearings
Budget Summary
1996-2001

	Requirements	***Receipts***	***Appropriations***	***FTE***
1996-97	*2,612,709*	*199,783*	*2,412,926*	*38*
1997-98	*2,462,972*	*151,771*	*2,311,201*	*41*
1998-99	*2,560,468*	*133,816*	*2,426,652*	*44*
1999-00	*2,792,875*	*138,169*	*2,654,706*	*45*
2000-01	*2,978,944**	*69,648**	*2,909,296**	*44*

**Budget*

Office of Administrative Hearings
Key Funding Issues

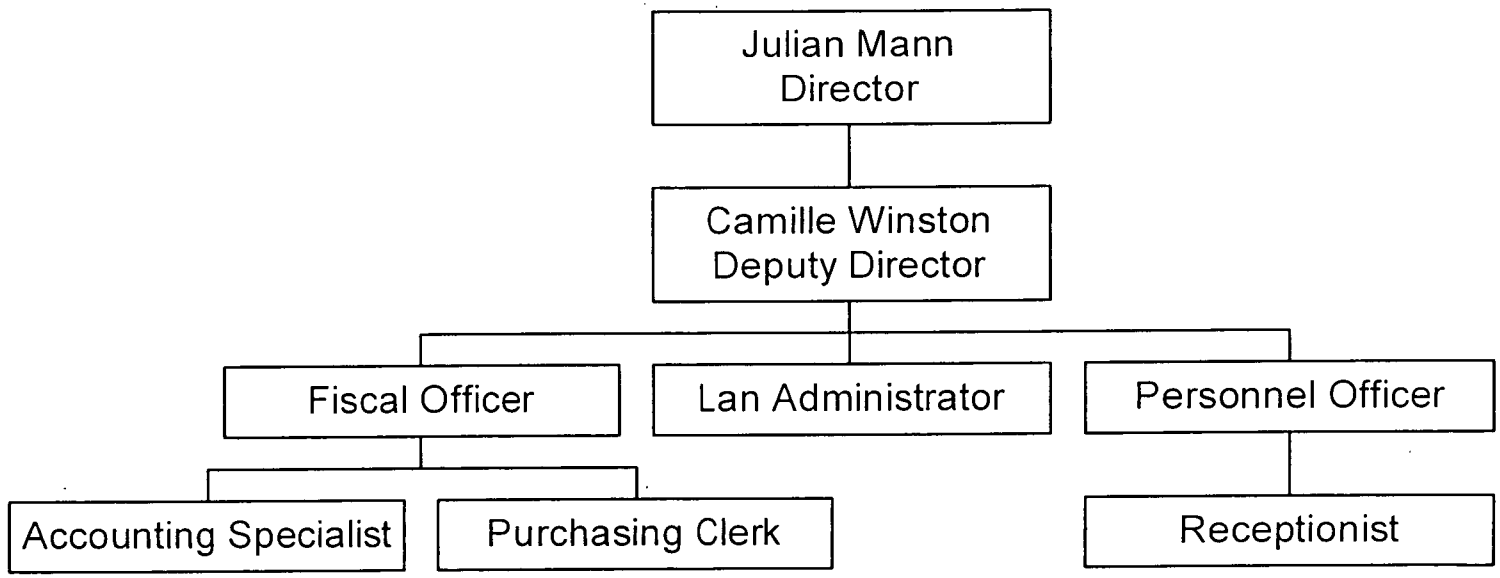
- Establish two positions that will address the Agency's critical needs in the areas of legal services and computer applications support and development.
- Funding to provide adequate work facilities for the Office of Administrative Hearings.
- Provide additional positions to allow OAH to adequately address the needs of the Civil Rights division.
- Funding to allow the Rules Division to develop the programs needed to provide Internet access to the NC Register and NC Administrative Code.
- Funding to allow the Hearings Division to complete the automated hearings program and to integrate electronic filing into the system.

Administrative Services Mission

- To provide administrative services support to the divisions of the Office of Administrative Hearings in the areas of:

  - Budget and Accounting
  - Personnel Services
  - Contract Administration
  - Communication Services
  - Local Area Network (LAN) Services
  - Facility and Equipment Services

Administrative Services Organization



There have been no change in this organization chart since January 6, 2001

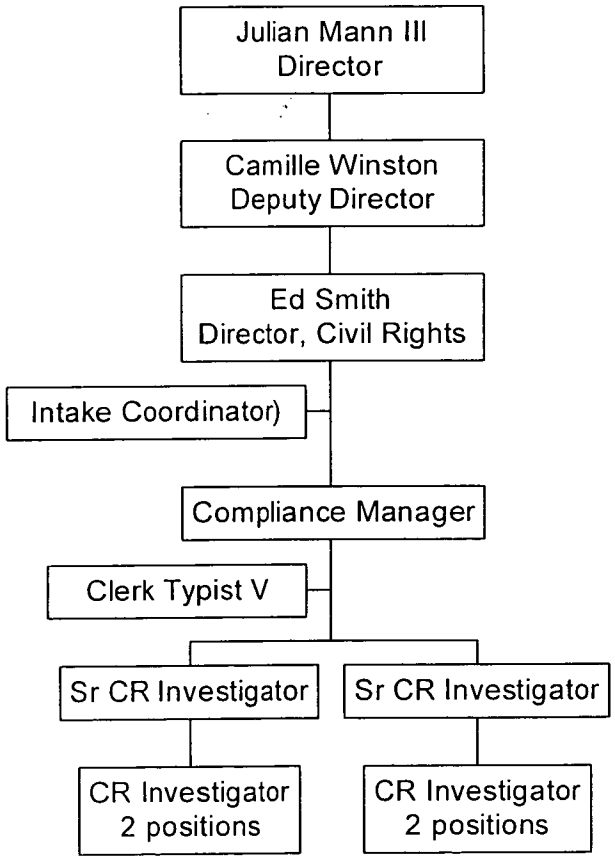
Administrative Services Issues

- OAH critically needs to establish two positions that will provide support to the entire Agency in the areas of legal services and computer applications support and development. The services of an Agency Legal Specialist are critically needed to provide counsel and interpretive advice. The Civil Rights division has the most critical need for this service as their work is based on legal requirements set out in federal and state statutes. Considering the often times conflicting and contradictory nature of these laws, it is necessary to have the services of in-house counsel in order that the Divisions' strategic goals are accomplished. Additionally, a computer applications support position is urgently needed to address the needs of the Agency in supporting current applications and in designing new applications that will enable OAH to operate more efficiently and meet current goals.
- OAH office facilities are inadequate for the effective and safe operation of the Agency. This causes problems in providing adequate support to all staff. A staff of only 44 employees is physically located in four different locations.

Civil Rights Division Mission

- To serve as the State's 706 Deferral Agency for investigations of alleged discrimination by State employees on the basis of race, color, sex, religion, age, national origin or disability in employment.
- To investigate charges alleging retaliation for opposition to such discrimination brought by previous and current state employees or applicants for employment.
- To investigate charges alleging political discrimination brought by previous and current state employees or applicants for employment.

Civil Rights Division Organization

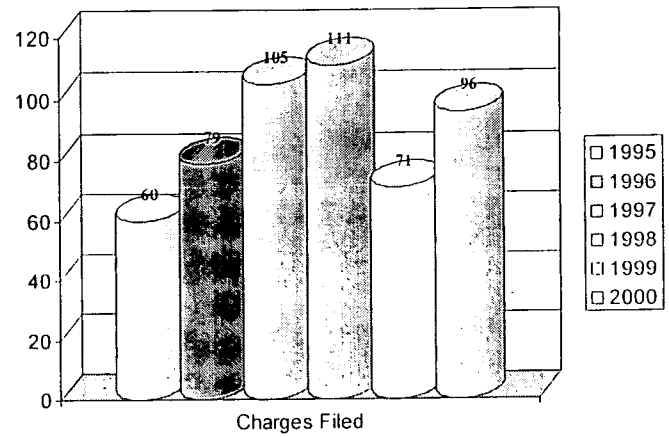


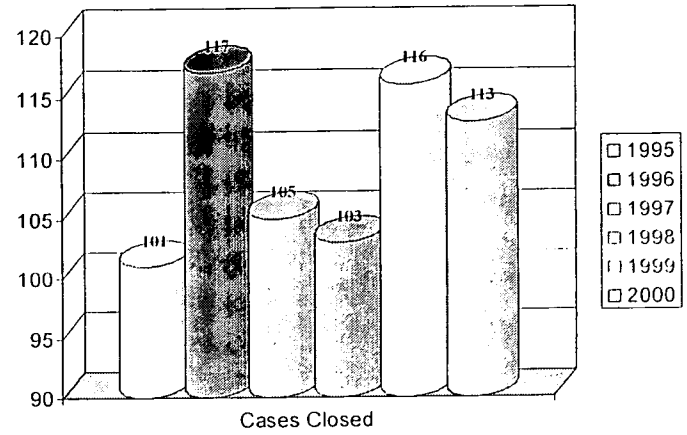
There have been no change in this organization chart since January 6, 2001

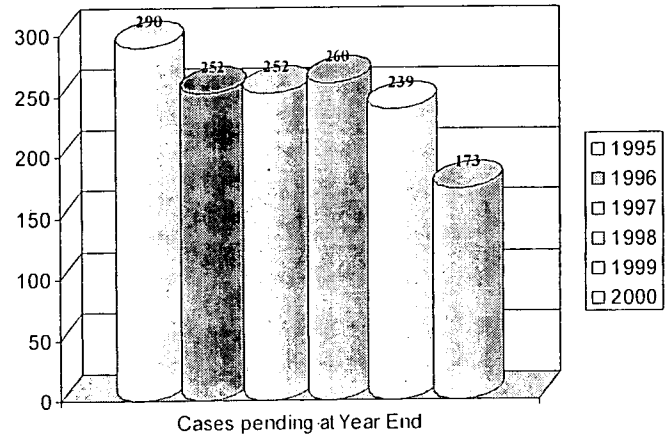
Civil Rights Issues

- The implementation of political discrimination cases has placed a burden on staff resources to resolve these cases within the statutorily mandated timeframe. Additionally, the investigation and resolution of EEOC cases has become more complex and time consuming due to legal requirements set out in federal and state statutes.
- Additional personnel resources are needed to adequately address the needs of the Civil Rights Division. Due to only marginal increases in staffing and additional responsibilities being assigned, it is becoming increasingly difficult to keep pace with acceptable case closure rates and carry out other oversight activities that have been assigned.

Civil Rights Division
Number of Investigations



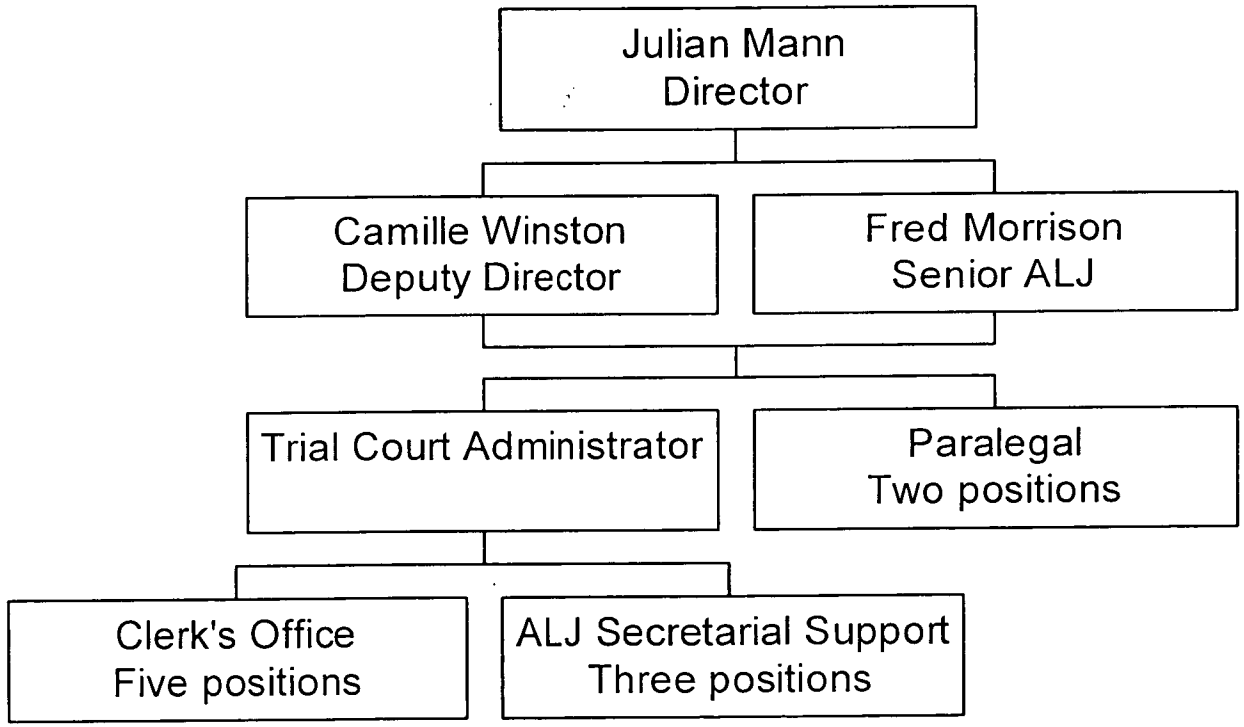




Hearings Division Mission

- To receive and maintain all contested cases and petitions filed and to hear contested cases by persons aggrieved who file against state agencies and who believe they have been deprived of property; substantially prejudiced of rights; or required to pay a fine or civil penalty.

Hearings Division Organization

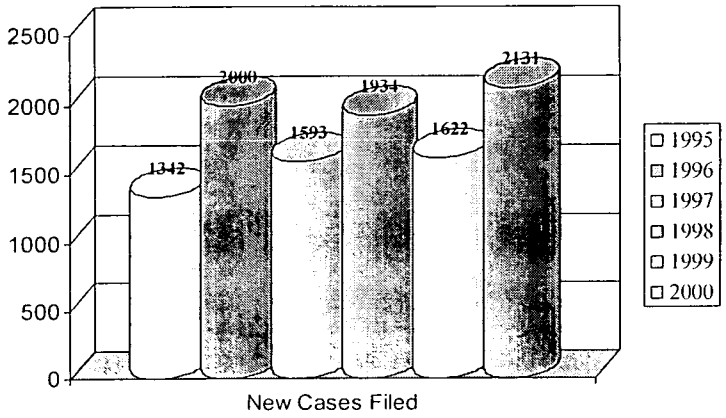


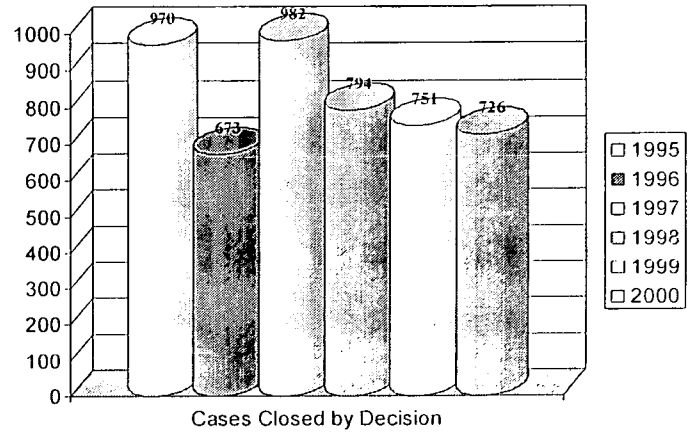
There have been no change in this organization chart since January 6, 2001

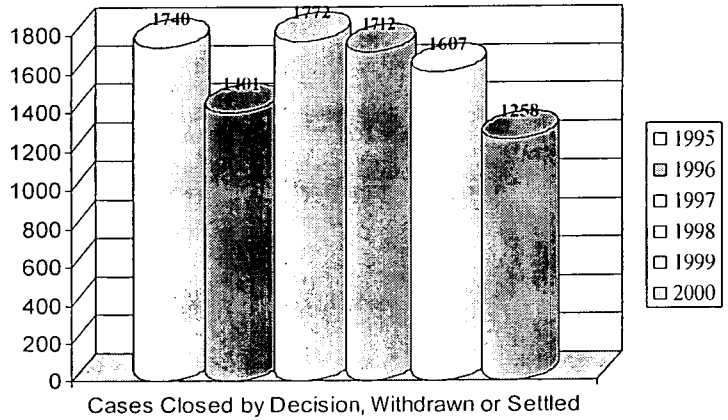
Hearings Division Issues

- Citizens' demand for government regulation (environment, day care, nursing homes, hog farms, etc.) adds extra burden on OAH to provide timely and competent hearings of contested cases.
- Growth in number and complexity of new cases increases the importance of a responsive OAH.
- Completion of our automated case tracking system will provide Hearings Division with improved efficiency and will provide OAH with on-line current case information and statistics. Additionally, OAH would like to expand this system to accommodate electronic filing of documents.

Hearings Division
Number of Cases



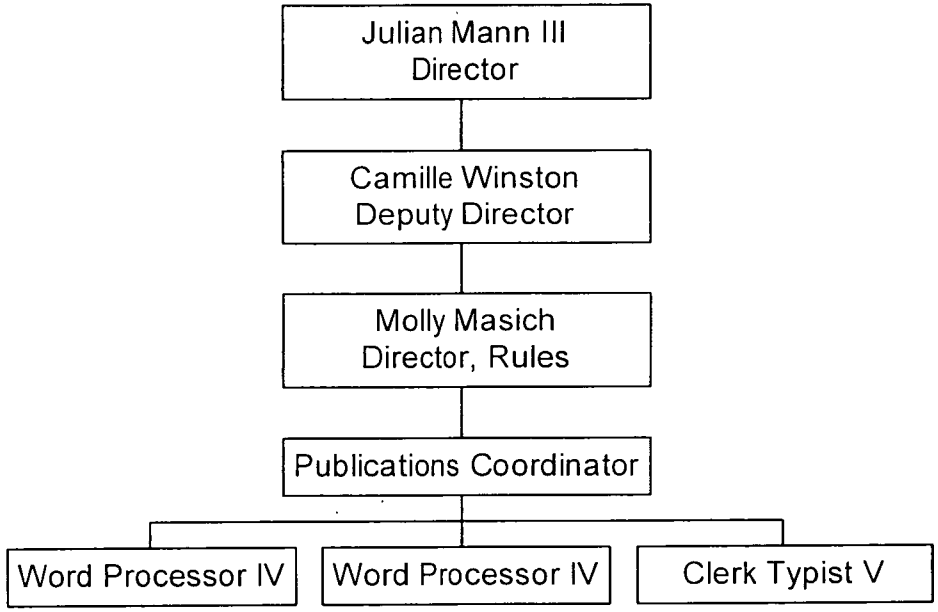




Rules Division Mission

- To provide means for citizen and public input into the rule-making process through notice and public hearing.
- To assist state agencies in publishing proposed rules and rule-making hearings (as required by law) in the NC Register before adopting the rule.
- To publish and maintain the official codification of all of North Carolina's agency rules - NC Administrative Code.
- To review findings of need for temporary rules.
- This division serves a variety of users through these publications - the citizens of N.C., citizens and industries in other states, agencies of the State, the Rules Review Commission and the General Assembly .

Rules Division Organization

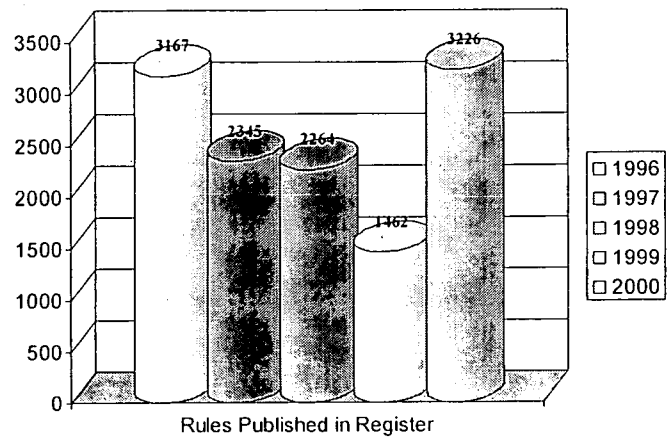


There have been no change in this organization chart since January 6, 2001

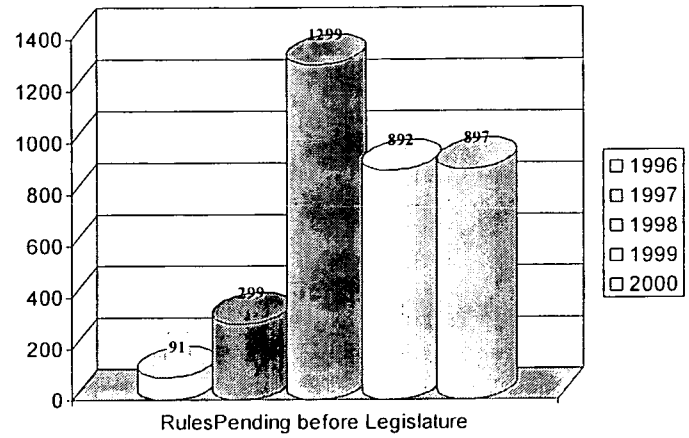
Rules Division Issues

- The growing complexity of government operations results in more complex agency rules.
- The current mode of distribution (printed copies provided by subscription) allows limited public access to the NC Administrative Code and Register. Internet access would provide for more timely distribution of rules. This mode of publication would be more readily accessible to the users and would be provided free of charge. The information would be in a searchable form and would incorporate all actions by all bodies on proposed and permanent rules. The Agency proposes to incorporate a rule tracking system into the Internet application.

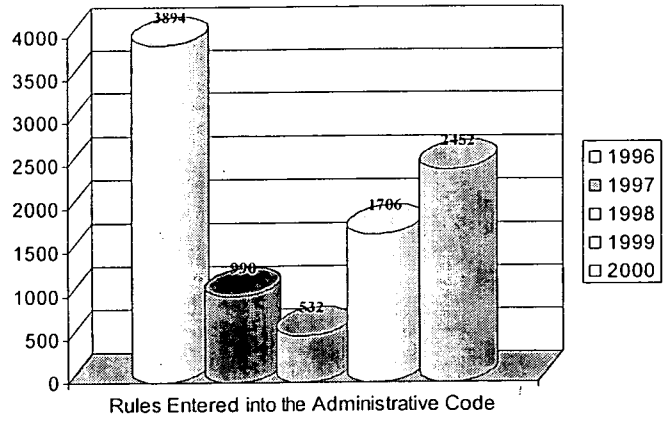
Rules Division
Volume of Rules Processed



Rules Published in Register



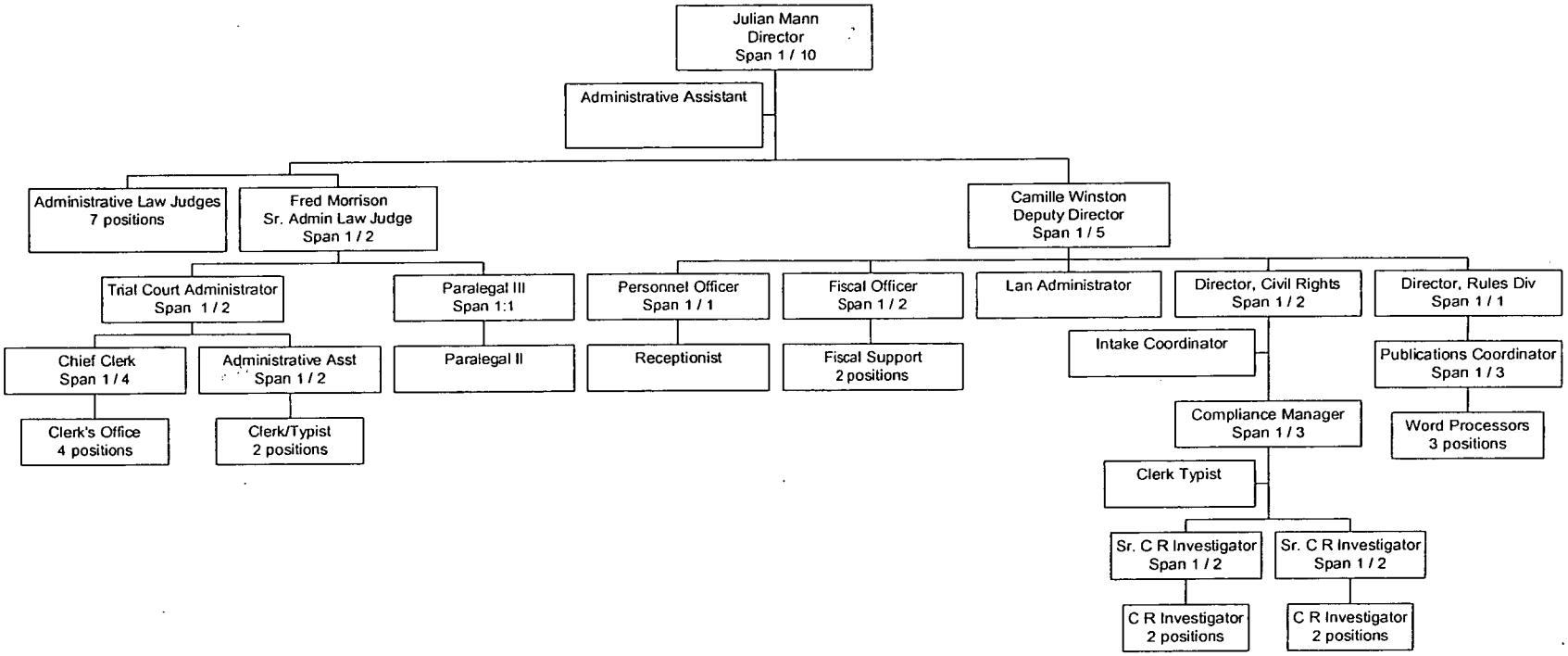
RulesPending before Legislature



Rules Entered into the Administrative Code

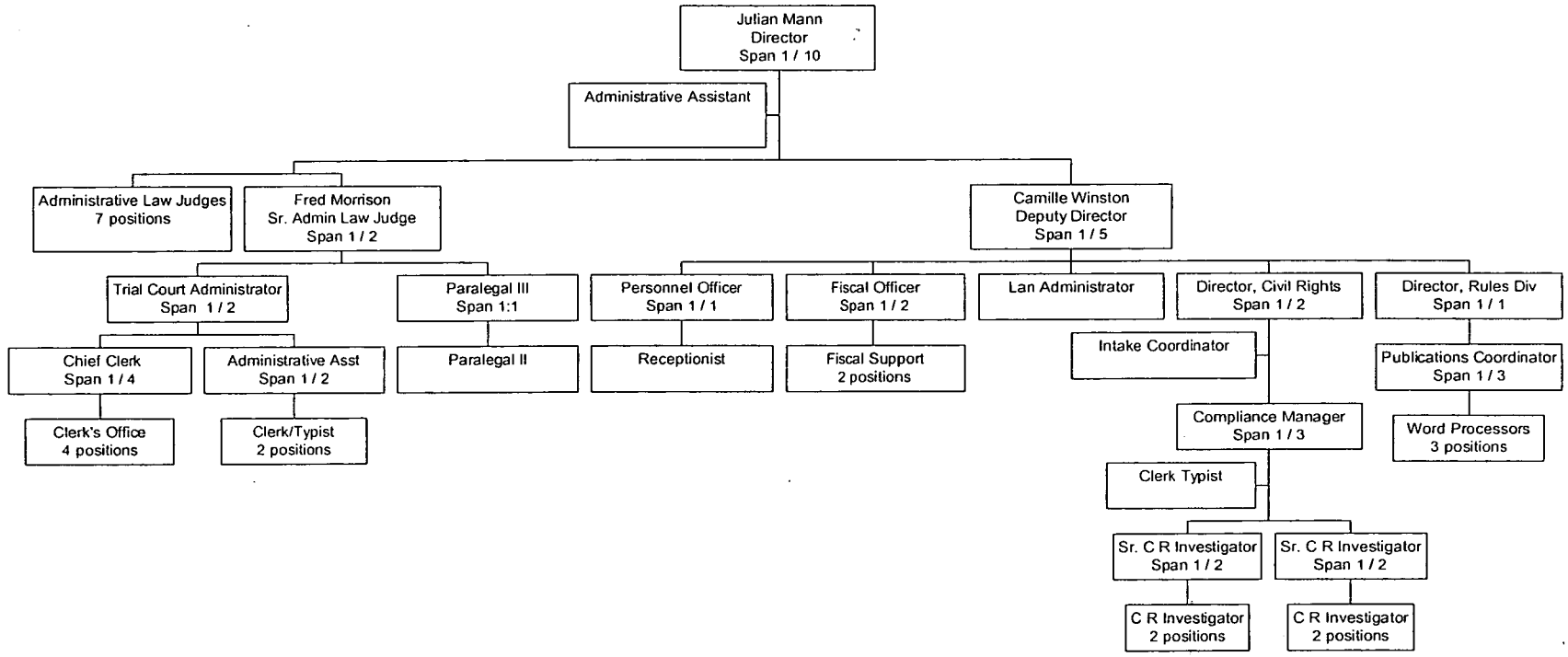
Note: A change was implemented in 1996-97 requiring published rules to be sent to Legislative Oversight Committee prior to entry into the Code.

OAH Organization Chart
Span of Control



Span of Control: X (supervisor) / X (number of employees directly supervised)

OAH Organization Chart
Span of Control



VENDOR	EQUIPMENT	AMOUNT
Danka	Konica Copier	1112.96
Danka	Konica Copier	1112.96
Danka	Konica Copier	1071.23
KMData	Fax	175.00
KMData	Fax	175.00
Pitney Bowes	Copier	1218.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	117.50
Simplex	Date Stamp	107.00
Lanier	Recorders	788.00
Lanier	Recorders/Transcribers	3083.20
Lanier	Recorders	716.28
Lanier	Recorders	1790.70
Lanier	Transcribers	125.96
TOTAL		12085.79

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 7, 2001

The Joint Appropriations Subcommittee on General Government met Wednesday March 7, 2001, at 8:30 a.m. in room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chairs Maggie Jeffus and Wilma Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer, and Gene Wilson.

Senator Ed Warren chaired the meeting. Senator Warren thanked everyone for being there and began the meeting with the first Agenda item. The Agenda consists of three expense reports that were requested by the Committee. A copy of the Agenda for the Modified Zero-Base Budget Agency Review and List of Expenditure Accounts are attached. (attachment 1).

Franklin Freeman, Senior Assistant for Governmental Affairs from the Office of the Governor, distributed, as requested by the committee, a document detailing the Zero Base Budgeting Expenditures from the Office of The Governor. (attachment 2). Mr. Freeman reviewed the document for the committee. There were no questions.

David McCoy, from the Office of State budget, Planning & Management distributed a document of Zero Base Budgeting Expenditures. (attachment 3). Mr. McCoy explained that expenses in the report were incurred by the past administration. After some discussion Representative Sherrill asked for information that would show the savings if the Geodetic and Geologic surveys were merged.

Tony Goldman reviewed the report of the Zero Base Budgeting Expenditures from the General Assembly for George R. Hall, Legislative Services Officer. (attachment 4) . The report was followed by some discussion and it was noted that there needs to be consideration for increasing the State Employees mileage allotment from 29 cents since it has been several years since it has been increased. It was also noted that further consideration is needed regarding the renovation of the Legislative buildings.

There was no further business the meeting was adjourned until March 8, 2001 at 8:30 a.m.

Respectfully Submitted,

Senator Ed Warren, Chairman

Delores Ledford, Committee Clerk

Attachment # 1

AGENDA

Joint Appropriations Subcommittee
on
General Government

March 7, 2001
Room 425
8:30 a.m.

Chairman: Senator Ed Warren

Modified Zero-Base Budget Agency Review
(List of Expenditure Accounts attached)

Office of the Governor
Franklin Freeman, Senior Asst for Governmental Affairs

Office of State Budget, Planning & Management
David McCoy, State Budget Office

General Assembly
George R. Hall, Legislative Services Officer

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

OFFICE OF THE GOVERNOR

Information Requested for the Joint Appropriations Subcommittee on

General Government

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Contracted Personal Services

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration		$ 31,340	$ 50,341	$ 73,471	$ 37,956	$ 30,307	$ 35,000
1130	Intergovernmental Relation		$ -	$ -	$ -	$ -	$ -	$ 26,836
1230	Education		$ -	$ 13,700	$ 20,000	$ 20,000	$ 6,270	$ -

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Miscellaneous Contractual Services

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration	$ 222,646	$ 134,284	$ 68,295	$ 90,190	$ 75,382	$ 44,420
1130	Intergovernmental Relations	$ 209	$ 362	$ 15,411	$ 44,292	$ 108	$ 990
1210	Citizens Affairs	$ -	$ 1,023	$ 2,072	$ 384	$ 1,025	$ 1,025
1631	Raleigh Executive Residence	$ 1,353	$ 938	$ 547	$ 75	$ 550	$ 550

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Rental / Lease of Equipment

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration	$ 20,974	$ 24,122	$ 21,539	$ 29,409	$ 1,451	$ 24,122

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Travel

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration	$ 54,110	$ 94,500	$ 120,316	$ 111,344	$ 95,156	$ 48,074
1130	Intergovernmental Relations	$ 40,329	$ 32,808	$ 27,568	$ 33,617	$ 15,127	$ 30,346
1210	Citizens Affairs	$ 1,510	$ 1,173	$ 5,363	$ 7,062	$ 1,980	$ 2,332
1230	Education	$ 15,386	$ 19,650	$ 13,125	$ 13,937	$ 3,851	$ 6,000
1631	Raleigh Executive Residence	$ 11,418	$ 15,911	$ 16,188	$ 14,717	$ 8,464	$ 15,932

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Cellular Phone Services

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration		$ 20,291	$ 16,344	$ 14,017	$ 29,093	$ 7,223	$ 13,845
1130	Intergovernmental Relations		$ 826	$ 364	$ 786	$ 1,380	$ 391	$ 600
1210	Citizens Affairs		$ -	$ -	$ -	$ 1,056	$ -	$ -
1230	Education		$ -	$ -	$ 20	$ -	$ 43	$ -

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Furniture and Equipment Replacement

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1110	Administration	$ 97,692	$ 36,456	$ 21,057	$ 61,782	$ 132	$ 20,066
1130	Intergovernmental Relations	$ 2,127	$ -	$ 7,791	$ 4,613	$ -	$ -
1230	Education	$ 498	$ 1,232	$ -	$ -	$ -	$ -
1631	Raleigh Executive Residence	$ 3,050	$ 4,487	$ -	$ 2,220	$ -	$ 7,677
1632	Western Executive Residence	$ 466	$ -	$ 507	$ -	$ -	0

Salary Reserve Report
Office of The Governor

The current salary reserve balance is $0. The new Governor's office was established in January 2001.

OFFICE OF STATE BUDGET PLANNING &

MANAGEMENT

Information Requested for the Joint Appropriations Subcommittee on

General Government

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Contracted Personnel Services

Fund				Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM			$ 77,272	$ 50,194	$ 44,840	$ 44,020	$ 128,201	$ 181,203
1410	Planning			$ -	$ 10,305	$ 7,800	$ 26,938	$ -	$ -

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Miscellaneous Contractual Services

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM	$ 59,828	$ 122,734	$ 124,788	$ 78,350	$ 34,446	$ 442,759
1410	Planning	$ 30,587	$ 714	$ 15,740	$ 20,473	$ -	$ -
1412	Geodetic Survey	$ 1,154	$ 30,576	$ 32,093	$ 7,550	$ 1,794	$ 177,000
1413	County Boundaries	$ -	$ -	$ -	$ 47,572	$ 12,407	$ 310,751

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Rental & Lease of Equipment

Fund				Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM			$ -	$ -	$ 4,167	$ 22,005	$ 11,002	$ 20,760
1410	Planning			$ -	$ -	$ -	$ -	$ -	$ -
1412	Geodetic Survey			$ -	$ -	$ -	$ -	$ -	$ -
1413	County Boundaries			$ -	$ -	$ -	$ -	$ -	$ -

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Travel

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM	$ 62,580	$ 43,670	$ 84,173	$ 94,345	$ 43,871	$ 79,671
1410	Planning	$ 2,938	$ 8,047	$ 3,941	$ 6,390	$ -	$ -
1412	Geodetic Survey	$ 25,167	$ 43,695	$ 40,525	$ 50,204	$ 16,675	$ 43,108
1413	County Boundaries	$ -	$ -	$ -	$ 6,815	$ 3,829	$ 20,363

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Cellular Phone Services

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM	$ 94	$ 208	$ 308	$ 418	$ 153	$ 850
1410	Planning	$ 176	$ 63	$ -	$ -	$ -	$ -
1412	Geodetic Survey	$ 152	$ 274	$ 320	$ 390	$ 210	$ 391
1413	County Boundaries	$ -	$ -	$ -	$ -	$ -	$ -

Office of State Budget Planing & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Furniture and Equipment Replacement

Fund				Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Budget FY 00-01
1310	OSBPM			$ 39,394	$ 13,381	$ 102,549	$ 57,231	$ 6,738	$ 28,628
1410	Planning			$ 11,600	$ 33,537	$ 23,995	$ 14,159	$ -	$ -
1412	Geodetic Survey			$ 88,605	$ 47,376	$ 140,712	$ 15,201	$ 1,696	$ 24,376
1413	County Boundaries			$ -	$ -	$ -	$ -	$ 6,194	$ -

Salary Reserve Report
Office of State Budget Planning & Management

The current salary reserve balance is $9,267. Funds are created by hiring at less than the budgeted salary and used by hiring at more than a position's budgeted salary and providing adjustments.

Use of Salary Reserve

Fiscal Year	1999-2000	2000-2001
In-range	$94,797	$40,038
Special Entry rate	$ 0	$ 9,770
Position Upgrade	$ 0	$19,609

Vacant Positions
Office of State Budget Planning & Management

Title:	Economist II
Position Number:	3004-0000-0000-665
Grade:	77
Salary:	$39,943

Office of State Budget Planning & Management

Publications Inventory and Expenditures

	G.S. Citation	# of Copies	Cost per Copy	Total cost per Year
OSBPM				
NC Municipal Population 1999	GS 143	1200	$ 1.28	$ 1,532
State Budget (volumes 1-6)	GS 143	2,750	$ 5.93	$ 16,296
Post Legislative Budget Summary	GS 143	75	$ 5.67	$ 425

N.C. General Assembly

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous Contractual Services (532199)

Division	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
1110 Senate	33.33	1,225.00	1,719.80	0.00	0.00	0	0
1120 House	151,229.36	382,728.79	187,253.13	3,000.00	0.00	0	0
1211 Administrative Services	74,144.55	83,829.19	138,688.76	161,689.62	1,285,626.87	13,440	13,440
1212 Bill Drafting	0.00	0.00	0.00	0.00	0.00	0	0
1213 General Research	0.00	0.00	0.00	0.00	0.00	0	0
1214 Fiscal Research	8,225.00	16,012.50	31,548.46	14,250.00	25,650.00	13,000	13,000
1215 Building Maintenance	0.00	0.00	0.00	0.00	0.00	0	0
1216 Food Services	0.00	0.00	0.00	0.00	0.00	0	0
1217 Information Systems	0.00	0.00	0.00	523.11	0.00	0	0
1220 Legislative Research	200.00	0.00	0.00	0.00	0.00	0	0
1230 Institute of Government	0.00	0.00	0.00	0.00	0.00	0	0
1900 Legislative Commissions and Committees	357,105.99	232,261.54	869,099.29	589,607.74	657,288.72	0	0
General Assembly	590,938.23	716,057.02	1,228,309.44	769,070.47	1,968,565.59	26,440	26,440

Attachment 4

N.C. General Assembly

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rental/Lease of Equipment (Expenditures Accounts 532521 to 532525)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
1110 Senate	0.00	0.00	0.00	0.00	0.00	0	0
1120 House	0.00	0.00	0.00	0.00	0.00	0	0
1211 Administrative Services	106,086.90	86,809.52	89,590.51	80,334.33	125,734.34	58,777	58,777
1212 Bill Drafting	0.00	0.00	0.00	0.00	0.00	0	0
1213 General Research	0.00	0.00	0.00	0.00	0.00	0	0
1214 Fiscal Research	0.00	0.00	0.00	0.00	0.00	0	0
1215 Building Maintenance	0.00	0.00	0.00	0.00	0.00	0	0
1216 Food Services	284.04	0.00	0.00	0.00	0.00	1,000	1,000
1217 Information Systems	0.00	0.00	0.00	0.00	0.00	0	0
1220 Legislative Research	0.00	0.00	0.00	0.00	310.95	0	0
1230 Institute of Government	0.00	0.00	0.00	0.00	868.78	0	0
1900 Legislative Commissions and Committees	0.00	0.00	0.00	0.00	0.00	0	0
General Assembly	106,370.94	86,809.52	89,590.51	80,334.33	126,914.07	59,777	59,777

N.C. General Assembly

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Travel and other Employee Expenditures (5327XX)

	Actual Expenditures				Authorized	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
1110 Senate	1,140,341.63	929,543.56	1,710,886.33	651,512.01	1,656,568.00	1,149,005	1,681,322
1120 House	2,597,005.15	2,295,385.43	3,926,666.20	1,418,034.04	3,626,286.00	2,499,324	3,707,876
1211 Administrative Services	7,784.25	9,043.79	6,675.02	21,896.38	20,412.00	10,662	10,662
1212 Bill Drafting	6,073.45	10,785.03	9,648.58	9,533.42	12,165.00	5,465	5,465
1213 General Research	14,670.69	21,989.61	22,421.05	24,917.70	30,416.00	10,566	10,566
1214 Fiscal Research	27,822.91	26,067.32	25,394.08	37,848.30	40,316.00	16,766	16,766
1215 Building Maintenance	0.00	0.00	0.00	341.04	0.00	0	0
1216 Food Services	0.00	0.00	0.00	0.00	0.00	0	0
1217 Information Systems	8,167.53	15,356.23	11,129.82	12,704.23	10,865.00	5,065	5,065
1220 Legislative Research	47,463.09	173,489.04	10,688.42	118,402.47	107,215.00	0	0
1230 Institute of Government	0.00	0.00	0.00	0.00	0.00	0	0
1900 Legislative Commissions and Committees	185,126.21	289,912.74	71,503.37	352,669.80	378,469.00	0	0
General Assembly	4,034,454.91	3,771,572.75	5,795,012.87	2,647,859.39	5,882,712.00	3,696,853	5,437,722

N.C. General Assembly

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
1110 Senate	0.00	0.00	0.00	0.00	0.00	0	0
1120 House	0.00	0.00	0.00	0.00	0.00	0	0
1211 Administrative Services	778,880.05	453,527.71	1,332,824.05	636,410.46	1,792,182.75	50,000	50,000
1212 Bill Drafting	0.00	0.00	0.00	0.00	0.00	0	0
1213 General Research	0.00	0.00	0.00	0.00	0.00	0	0
1214 Fiscal Research	0.00	0.00	0.00	0.00	0.00	0	0
1215 Building Maintenance	0.00	0.00	0.00	0.00	0.00	0	0
1216 Food Services	0.00	1,922.11	3,821.19	0.00	1,256.10	1,000	1,000
1217 Information Systems	0.00	0.00	0.00	0.00	0.00	0	0
1220 Legislative Research	0.00	0.00	0.00	0.00	0.00	0	0
1230 Institute of Government	0.00	0.00	0.00	0.00	0.00	0	0
1900 Legislative Commissions and Committees	0.00	0.00	0.00	0.00	0.00	0	0
General Assembly	778,880.05	455,449.82	1,336,645.24	636,410.46	1,793,438.85	51,000	51,000

VISITOR REGISTRATION SHEET

Appropriations - General Government — 3-7-2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Deb Ross	DCC
Tyler Nobors	(Intern) Sen Lieberman
Robert Wilson	Sec. of State
Michael Pooler	Sec. of State
Addis Watkins	SEANC
Sherry Melton	SEANC
Gwen Canady	OSC
Martha Glass	DOA
* John Dorman	OSBPM
Hoyle Lee	NCGS
Tammy Lester	OSBPM
Kathie Austin	OSBPM

VISITOR REGISTRATION SHEET

Appropriations - General Government — 3/7/01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Jim Newman	Dept of Insurance
Carl Goodwin	OSD

AGENDA

Joint Appropriations Subcommittee
on
General Government

March 14, 2001
Room 425
8:30 a.m.

Chairman: Representative Maggie Jeffus

Modified Zero-Base Budget Agency Review
(List of Expenditure Accounts attached)

General Assembly
Tony Goldman, Director of Administrative Services

Office of State Personnel
Thomas Wright, Director

Office of the State Controller
Ed Renfrow, Controller

Office of the Secretary of State
Elaine F. Marshall, Secretary of State

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: March 14, 2001
8:30 a.m.

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Margaret Washbrook	KCLH
Elaine J. Marshall	SOS
Scott Templeton	Sec State
Rodney Maddox	Office of the Secretary of State
Michael Decker	Sec of State
Ann K. Harris	Sec of State
Steve Davis	State Personnel
Thom Wright	" "
Peggy Shaw	" "
Ann Cobb	" "
Nellie Raby	" "
Brian Gannon	Sec of State
Kathie Austin	OSBPM
Wes Taylor	NCGR
Ken McElhaney	Alley Associates
Sherry Melton	SEANC
Robert Wehrung	~~Sec of State's Office~~ Bill Drafting
Gerry Cohen	
Gene Hall	
Don Wauchope	OSC
John Morgan	OSC
Gwen Canady	OSC
Ed Renfrow	OSC
Tammy Lister	OSBPM

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

March 14, 2001
8:30 a.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, March 14, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were two Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.

Representative Maggie Jeffus, Chair, called the meeting to order, welcomed those in attendance, and introduced the pages as follows: Sarah Sharpe, Representative Nelson Cole, sponsor; Lauren Capps, Representative Leo Daughtry, sponsor; Ashlee Bradshaw, Senator Brad Miller, sponsor; Aaron Paschal, Representative Russell Capps, sponsor; and Dawnelle Pierce, Representative Philip Baddour, Jr., sponsor.

Representative Jeffus recognized, Ms. Michele Nelson for an announcement. She called attention to the information set forth under the Rules Review Commission Tab that will better explains the salary reserve for 1999-2000. They did not use salary reserve for the first year of this biennium and used $2,800 to bring the salary level up for a new employee up to full level. A previous employee had worked twenty-three hours a week and the new employee worked forty and the salary was used to bring the salary up to full level. (See Attachment I)

GENERAL ASSEMBLY: Mr. Tony Goldman, Director of Administrative Services. (See Attachment II)

Representative Jeffus introduced Mr. Tony Goldman; Director of Administrative Services of the North Carolina General Assembly. He discussed salary reserve, publications, and cell phones/radios.

Mr. Goldman advised that there are two publications that the General Assembly is required to publish, one is the Session Laws and the other is the House and Senate Journals. The copies of the two publications are forwarded to the Secretary of State. Any books not distributed are sold for the printing cost.

The West Group won the bid for the most recent printing. There is no distribution on CDs and the Journals and Session Laws are not on the Internet.

After this session, it is hopeful that the Session Laws and Journals will be available on CDs and on the Internet. This would be helpful to scale down the distribution list.

Rep. Jeffus asked if there was a cost if placed on the Internet? Mr. Goldman stated that he did not have any figures on this at the present time but he believes that it would be a small amount. Rep. Jeffus inquired if we have the capabilities to put it on the Internet? Mr. Goldman replied that the General Assembly does not have the capability. However, the Department of Corrections has a very elaborate printing facility, but he is unaware of its capabilities. Senator Harris stated that if it is put on the Internet or CDs, it should reduce the number of copies printed and that could reduce the printing cost. Representative Jeffus asked about the cost of a hard copy. Mr. Goldman did not have the answer but would determine and advise. Representative Lucas asked Mr. Goldman why the University of North Carolina at Chapel Hill received sixty-five copies of the Session Laws compared to the other universities, like North Carolina State University that received only five copies? He did not know but would try to find out. Mr. Goldman stated that having a law school at Chapel Hill could be one reason so many copies were needed.

Representative Barefoot was of the opinion that the Institute of Government would take up a large supply of the sixty-five books provided to the University in Chapel Hill.

Senator Harris, asked if we could legally, for example, give bidders access to all of our documents and then let them charge a fee for the records. Mr. Goldman stated that the General Assembly already offers free access to the General Statutes on the Internet and would run into a conflict. Senator Harris said that he was not just talking about one statewide.

Mr. Goldman continued that Salary Reserve for The North Carolina General Assembly is actually part of the overall reserves picture. There is not a line item for salary reserve for the General Assembly because it is placed in the overall reserve for the General Assembly.

Mr. Goldman stated that the subject of cell phones came up at a previous meeting. The General Assembly has in the Information System Division ten combinations of cell phones/radios. Six of these are set up to function only as radios. The other four are held by the Director of the Information System Division and three by the Network Systems Administrators who have the authority to use as both radio and cell phone.

Representative Sherrill asked if the Security Division uses the radio or cell phone? Mr. Goldman answered that they are all in the Information Systems Division. Security has hand held radios. Representative Sherrill asked if there are any pagers used? He answered that the pagers are used by ISD and Security

mostly but some are scattered in the General Assembly. Representative Sherrill asked if any members of the General Assembly have pagers paid for by the General Assembly? Mr. Goldman did not know but will secure the answer.

OFFICE OF STATE PERSONNEL: Mr. Thomas Wright, Director.
(See Attachment III)

Representative Jeffus introduced Mr. Thomas Wright, the Director of the Office of State Personnel. Mr. Wright stated that there were several items he wished to discuss. The first item is *Miscellaneous Contracted Services,* which provides services for the Equal Employment Opportunity Institute. The Institute provides managers/supervisors strategies to effectively manage diversity and fairness issues that should increase employee participation and productivity. Without this line item, it would reduce the number of managers and supervisors who would receive diversity training.

The next item is for travel and the services provided and includes State Personnel Commission meetings, Supervisory, Management and Employee Training, Program Evaluations, Consultative Services in Major Program Areas and the HR Conferences.

Mr. Wright continued that they have two cell phones.

The next item is for furniture and equipment. For the past three years they have been on a computer replacement schedule as recommended by the State Auditor's office.

The last item refers to other aids and grants. This is used to employ college students in hard to fill positions. Presently, they have seventeen students in the co-op program.

Representative Jeffus asked for a further explanation of the program and especially on how they are selected. Mr. Wright recognized Ms. Nellie Riley, Director of Equal Opportunity Services, with the Office of State Personnel. She stated that this particular program has been in existence since 1984. Since that time, they have a number of students coming from different colleges and universities in the state. This program is restricted to residents of North Carolina and those attending colleges in North Carolina. Students vary in terms of the types of positions they hold. Basically, they are under representation positions and difficult to fill positions. Again, this program has helped with the recruitment efforts and diversification of the work force. The program started out with $100,000; but every time they have had to have a decrease in the Office of State Personnel, this program ended up being cut in order to keep from loosing perhaps some persons that are permanent. However, this program has helped with recruitment efforts as it relates to hard to fill jobs and diversification.

Ms. Riley advised that the colleges and universities actually have co-op programs on their campuses and job announcements and applications are sent out to them. The applications are returned to their office and they act as a conduit for the applications in order to insure that the applicant meets the requirements, such as being resident of North Carolina and qualified for the job opening. The applications are then forwarded to the department and the supervisor of that position selects the student. Ms. Riley's department does not make any selection.

These recruits are actually employees within that particular department and do some of the same types of duties. The salaries will vary with the position.

The number of students in the program varies. There are less in the fall and more in the spring.

Representative Sherrill asked how many of the co-op students have gone to work for state government and if they kept track? Ms. Riley will send a report to the committee.

Senator Harris pointed out on the bottom of the last page it states "Critical Issue," could you explain?

Mr. Wright stated that last year when they had budget reversions, they did not pay their last three months of the data processing bill and it moved into this fiscal year. There is $195,000 outstanding that has to be paid on last year's budget reversion. Mr. Wright called on Ms. Peggy Oliver from his office for an explanation. She stated that the Fiscal Management Office of the Department of Administration takes care of the budget matters, paying the bills, etc. In order to come up with the reversions that were required by the General Assembly last year, they withheld paying three months of the data processing bill. They were hoping they could come up with money in the current budget to pay those bills this year, but that looks doubtful. This money is owed to the State Computer Center (IPS).

Representative Jeffus asked for a clarification of the $195,000 outstanding debt and inquired if this was included in the total budget sent to them for this year? Ms. Michele Nelson responded that it wasn't in the total.

Ms. Nelson was requested to flag this item. She stated that IGS Budget is part of Commerce.

OFFICE OF STATE CONTROLLER: Mr. Ed Renfrow, Controller.
(See Attachment IV)

Representative Jeffus introduced Mr. Renfrow to present an overview of his department.

Mr. Renfrow stated that they did have three cellular phones but he turned his in because he could not stop it from ringing. The chief deputy has one and one is assigned to the help desk.

Mr. Renfrow explained that on page 10, the Flexible Benefits Plan, $1,590.71 has to do with a Tort Claim. The claim is under review.

Representative Sherrill requested an explanation of the Blue Cross Blue Shield Dental Plan. Mr. Renfrow stated that it was employee overcharges and it is to be used to reduce their future costs. Over a period of time, an employee has overpaid by leaving early, other things or didn't file claims. Now that will be used to be distributed back to reduce the cost to those in it. Rep. Sherrill asked, "Why wouldn't it go back to the employee?" Mr. Renfrow stated, "I guess it would to the extent that it is possible."

Ms. Gwen Canady came forward to explain that when the State did have a dental plan that was offered to state employees and the companies overcharged the employee, it really should go back to the employee. Representative Jeffus asked if they had tried to find the employees? Ms. Canady stated that they probably need to bring the committee some information back on this because they have not explored this idea of identifying the employees or how that money needs to be redistributed.

Representative Jeffus had a question on money owed to employees for workers' compensation claims? Mr. Renfrow stated that the state has pooled the workers' compensation administration into a central environment. In the past, it was administered on agency by agency but it still is funded by each agency for claims. These are the funds that are pulled together into this account to pay these claims. The money here is obligated to pay the workers.

Representative Sherrill wanted a copy of who might be entitled to a refund?

Mr. Renfrow continued with the report on publications, report inventory and expenditures. The information they print is also on the web. They are trying to pull back and print fewer copies.

Mr. Renfrow briefly went over the salary reserve. The State Personnel Commission in June 2000 approved a range revision for fiscal classes requiring at least twelve hours of accounting as a minimum requirement. OSC did not have sufficient salary reserve to address the increases. A request was made to receive funding from the Salary Adjustment Fund, which they have not received.

The meeting adjourned before hearing from the Secretary of State Elaine Marshall but will meet again today at 1:30 to hear her report.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Presiding Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment 1

1307 Glenwood Avenue
Suite 159
Raleigh, NC 27605
PH: 733-2721 FAX:733-9415

Rules Review Commission

memo

To: Michele Nelson

From: Celia Cox

Fax: (919) 715-7586

Pages: 1

Date: 03/08/01

Re: Salary Reserve Data

Salary Reserve Data for 1999 - 2001

1999 - 2000	Used	Purpose
	$0	
2000 - 2001	**Used**	**Purpose**
	$2886	New hire

Explanation:

In October of 2000, Rules Review hired an individual working full time (40 hours a week) to take the place of an individual that had only been working only 23 hours a week. The budgeted salary for the position was adjusted in order to bring on this new hire on board, lowering salary reserve by $2,886.

attachment II

NORTH CAROLINA GENERAL ASSEMBLY

PUBLICATION REQUIREMENTS

SESSION LAWS & JOURNALS

1. G.S. 120-34 Printing of session laws

(Excerpt)

(a) The Legislative Services Commission shall publish all laws and joint resolutions passed at each session of the General Assembly. The laws and joint resolutions shall be kept separate and indexed separately. Each volume shall contain a certificate from the Secretary of State stating that the volume was printed under the direction of the Legislative Services Commission from ratified acts and resolutions on file in the Office of the Secretary of State. The Commission may publish the Session Laws and House and Senate Journals of extra and special sessions of the General Assembly in the same volume or volumes as those of regular sessions of the General Assembly

(c) There shall be printed not more than 2,500 volumes of the session laws and 600 volumes of the journals of each house of each session of the General Assembly, all of which shall be bound, and delivered to the Secretary of State for distribution by him under the provisions of G.S. 147-45, G.S. 147-46.1, G.S. 147-48 and other applicable statutes.

2. 1999 and 2000 Contract Cost

West Group $340,785

Journals	Session Laws
House 550 copies/year	1500 copies/year
Senate 550 copies/year	

3. Opportunities

Distribute on CD
Make available on the Internet

March 14, 2001

§ 120-34. Printing of session laws.

(a) The Legislative Services Commission shall publish all laws and joint resolutions passed at each session of the General Assembly. The laws and joint resolutions shall be kept separate and indexed separately. Each volume shall contain a certificate from the Secretary of State stating that the volume was printed under the direction of the Legislative Services Commission from ratified acts and resolutions on file in the Office of the Secretary of State. The Commission may publish the Session Laws and House and Senate Journals of extra and special sessions of the General Assembly in the same volume or volumes as those of regular sessions of the General Assembly. In printing, the signatures of the presiding officers and the Governor shall be omitted.

The enrolling clerk or the Legislative Services Office shall assign to each bill that becomes law a number in the order the bill became law, and the laws shall be printed in the Session Laws in that order. The number shall be preceded by the phrase "Session Law" or the letters "S.L." followed by the calendar year it was ordered enrolled, followed by a hyphen and the sequential law number. Laws of Extra Sessions shall so indicate. In the case of any bill required to be presented to the Governor, and which became law, the Session Laws shall carry, below the date of ratification, editorial notes as to what time and what date the bill became law. In any case where the Governor has returned a bill to the General Assembly with objections, those objections shall be printed verbatim in the Session Laws, regardless of whether or not the bill became law notwithstanding the objections.

(b) All index references with respect to the session laws shall refer to the Chapter numbers of such laws in lieu of page numbers, and all index references to resolutions shall refer to the resolution numbers of the resolutions in lieu of page numbers, to the end that the indexes shall thereby be made consistent with the index to the General Statutes which refers to the section numbers and not to page numbers.

(c) There shall be printed not more than 2,500 volumes of the session laws and 600 volumes of the journals of each house of each session of the General Assembly, all of which shall be bound, and delivered to the Secretary of State for distribution by him under the provisions of G.S. 147-45, G.S. 147-46.1, G.S. 147-48 and other applicable statutes.

(1969, c. 1184, s. 4; 1971, c. 685, s. 1; 1983 (Reg. Sess., 1984), c. 1034, s. 179; 1995, c. 20, s. 12; 1997-456, s. 45.)

Editor's Note. - Session Laws 1995, c. 20, s. 17, provided that sections 1 through 16 of that act would become effective only if the constitutional amendments proposed by Session Laws 1995, c. 5, ss. 1-2 were approved as provided by Session Laws 1995, c. 5, ss. 3-4, to be decided in the November, 1996, election, and if so approved, sections 1 through 16 would become effective with respect to bills and joint resolutions passed in either house of the General Assembly on or after January 1, 1997. The constitutional amendments to N.C. Const., Art. II, § 22, and Art. III, § 5, were approved.

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§ 147-45. Distribution of copies of State publications.

The Secretary of State shall, at the State's expense, as soon as possible after publication, provide such number of copies of the Session Laws and Senate and House Journals to federal, State, and local governmental officials, departments and agencies, and to educational institutions of instruction and exchange use, as is set out in the table below:

Agency or Institution	Session Laws	Assembly Journals
Governor, Office of the	3	2
Lieutenant Governor, Office of the	1	1
Secretary of State, Department of the	3	3
Auditor, Department of the State	3	1
Treasurer, Department of the State	3	1
Local Government Commission	2	0
State Board of Education	1	0
Department of Public Instruction	3	1
Controller	1	0
Technical Assistance Centers	1 ea.	0
Department of Community Colleges	3	1
Justice, Department of		
Office of the Attorney General	25	3
Budget Bureau (Administration)	1	0
Property Control (Administration)	1	1
State Bureau of Investigation	1	0
Agriculture and Consumer Services, Department of	3	1
Labor, Department of	5	1
Insurance, Department of	5	1
Administration, Department of	1	1
Budget Bureau	2	1
Controller	1	0
Property Control	1	0
Purchase and Contract	2	0
Policy and Development	1	0
Veterans Affairs Commission	1	0
Environment and Natural Resources, Department of	6	0
Wildlife Resources Commission	2	0
Revenue, Department of	5	1
Health and Human Services, Department of	6	0
Mental Health, Developmental Disabilities, and Substance Abuse Services, Division of	1	0
Social Services, Division of	3	0
Facilities Services, Division of	1	0
Hospitals and Institutions	1 ea.	0
Juvenile Justice and Delinquency Prevention, Department of	3	0
Transportation, Department of	1	0
Board of Transportation	3	0
Motor Vehicles, Division of	1	0
Commerce, Department of	1	0
Economic Development, Division of	2	0
State Ports Authority	1	0

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Alcoholic Beverage Control Commission, North Carolina	2	0
Banking Commission	2	0
Utilities Commission	8	1
Industrial Commission	7	0
Labor Force Development Council	1	0
Milk Commission	5	0
Employment Security Commission	1	1
Correction, Department of	1	0
Department of Correction	2	0
Parole Commission	2	0
State Prison	1	0
Correctional Institutions	1 ea.	0
Cultural Resources, Department of	1	0
Archives and History, Division of	5	1
State Library	5	5
Publications Division	1	1
Crime Control and Public Safety, Department of	2	1
North Carolina Crime Commission	1	0
Adjutant General	2	0
Elections, State Board of	2	0
Office of Administrative Hearings	2	0
State Personnel Commission	1	0
Office of State Personnel	1	1
Legislative Branch		
State Senators	1 ea.	1 ea.
State Representatives	1 ea.	1 ea.
Principal Clerk - Senate	1	1
Principal Clerk - House	1	1
Reading Clerk - Senate	1	1
Reading Clerk - House	1	1
Sergeant at Arms - House	1	1
Sergeant at Arms - Senate	1	1
Enrolling Clerk	1	0
Engrossing Clerk	1	0
Indexer of the Laws	1	0
Legislative Building Library	35	15
Judicial System		
Justices of the Supreme Court	1 ea.	1 ea.
Judges of the Court of Appeals	1 ea.	1 ea.
Judges of the Superior Court	1 ea.	0
Emergency and Special Judges of the Superior Court	1 ea.	0
District Court Judges	1 ea.	0
District Attorneys	1 ea.	0
Clerk of the Supreme Court	1	1
Clerk of the Court of Appeals	1	1
Administrative Office of the Courts	4	1
Supreme Court Library		
AS MANY AS REQUESTED		
Colleges and Universities		
The University of North Carolina System		
Administrative Offices	3	0
University of North Carolina, Chapel Hill	65	25
University of North Carolina, Charlotte	3	1
University of North Carolina, Greensboro	3	1
University of North Carolina, Asheville	2	1
University of North Carolina, Wilmington	2	1
North Carolina State University, Raleigh	5	3

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Appalachian State University	2	1
East Carolina University	3	2
Elizabeth City State University	2	1
Fayetteville State University	2	1
North Carolina Agricultural and Technical University	2	1
North Carolina Central University	5	5
Western Carolina University	2	1
University of North Carolina, Pembroke	2	1
Winston-Salem State University	2	1
North Carolina School of the Arts	1	1
Private Institutions		
Duke University	6	6
Davidson College	3	2
Wake Forest University	5	5
Lenoir Rhyne College	1	1
Elon College	1	1
Guilford College	1	1
Campbell University	5	5
Wingate College	1	1
Pfeiffer College	1	1
Barber Scotia College	1	1
Barton College	1	1
Shaw University	1	1
St. Augustine's College	1	1
Johnson C. Smith University	1	1
Belmont Abbey College	1	1
Bennett College	1	1
Catawba College	1	1
Gardner-Webb College	1	1
Greensboro College	1	1
High Point University	1	1
Livingstone College	1	1
Mars Hill College	1	1
Meredith College	1	1
Methodist College	1	1
North Carolina Wesleyan College	1	1
Queens College	1	1
Sacred Heart College	1	1
St. Andrews Presbyterian College	1	1
Salem College	1	1
Warren Wilson College	1	1
County and Local Officials		
Clerks of the Superior Court	1 ea.	1 ea.
Register of Deeds	1 ea.	1 ea.
Federal, Out-of-State and Foreign		
Secretary to the President	1	0
Secretary of State	1	1
Secretary of Defense	1	0
Secretary of Agriculture	1	0
Secretary of the Interior	1	0
Secretary of Labor	1	1
Secretary of Commerce	1	1
Secretary of the Treasury	1	0
Secretary of Health, Education and Welfare	1	0
Secretary of Housing and Urban Development	1	0
Secretary of Transportation	1	0
Attorney General	1	0
Postmaster General	1	0
Bureau of Census	1	0
Bureau of Public Roads	1	0

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Department of Justice	1	0
Department of Internal Revenue	1	0
Veterans' Administration	1	0
Farm Credit Administration	1	0
Securities and Exchange Commission	1	0
Social Security Board	1	0
Environmental Protection Agency	1	0
Library of Congress	8	2
Federal Judges resident in North Carolina	1 ea.	0
Federal District Attorneys resident in North Carolina	1 ea.	0
Marshal of the United States Supreme Court	1	0
Federal Clerks of Court resident in North Carolina	1 ea.	0
Supreme Court Library exchange list	1 ea.	0

One copy of the Session Laws shall be furnished the head of any department of State government created in the future.

State agencies, institutions, etc., not found in or covered by this list may, upon written request from their respective department head to the Secretary of State, and upon the discretion of the Secretary of State as to need, be issued copies of the Session Laws on a permanent loan basis with the understanding that should said copies be needed they will be recalled.

(1941, c. 379, s. 1; 1943, c. 48, s. 4; 1945, c. 534; 1949, c. 1178; 1951, c. 287; 1953, cc. 245, 266; 1955, c. 505, s. 6; cc. 989, 990; 1957, c. 269, s. 1; cc. 1061, 1400; 1959, c. 215; c. 1028, s. 3; 1965, c. 503; 1967, c. 691, s. 54; cc. 695, 777, 1038, 1073, 1200; 1969, c. 355; c. 608, s. 1; c. 801, s. 2; c. 852, ss. 1, 2; c. 1190, s. 54; c. 1285; 1973, c. 476, ss. 48, 84, 128, 138, 143, 193; c. 507, s. 5; c. 731, s. 1; c. 762; c. 798, ss. 1, 2; c. 1262, ss. 10, 38; 1975, c. 19, s. 59; c. 879, s. 46; 1975, 2nd Sess., c. 983, s. 115; 1977, c. 379, s. 1; c. 679, s. 8; c. 771, s. 4; 1979, c. 358, s. 27; 1981, c. 412, ss. 4, 5; 1981 (Reg. Sess., 1982), c. 1348, s. 2; 1983, c. 842; 1987, c. 827, s. 59; 1989, c. 727, s. 223(b); c. 751, s. 9(b); 1991 (Reg. Sess., 1992), c. 959, s. 74; 1993, c. 522, s. 18; c. 553, s. 53; 1995, c. 166, s. 2; c. 509, s. 100; 1995 (Reg. Sess., 1996), c. 603, s. 5; c. 743, s. 22; 1997-443, ss. 11A.118(a), 11A.119(a); 1998-202, s. 4(bb); 2000-137, s. 4(ff).)

Editor's Note. - Session Laws 1995 (Reg. Sess., 1996), c. 603, s. 8, provides: "This act shall be funded by funds currently available to the University of North Carolina at Pembroke. Nothing in this act obligates the General Assembly to appropriate any funds to implement it."

Session Laws 1998-202, s. 36, contains a severability clause.

Effect of Amendments. - The 1998 amendment, effective January 1, 1999, and applicable to acts committed on or after that date, deleted "Youth Services, Division of" and its corresponding number of copies of session laws and assembly journals, inserted "Juvenile Justice, Office of" and provided that it receive three copies of session laws and no copies of assembly journals, and substituted "Johnson C. Smith University" for "J. C. Smith University," "High Point University" for "High Point College" in the table.

Session Laws 2000-137, s. 4.(ff), effective July 20, 2000, substituted "Juvenile Justice and Delinquency Prevention, Department of" for "Juvenile Justice, Office of" in the table.

OPINIONS OF ATTORNEY GENERAL

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Publications Distributed Pursuant to This Statute Belong to the Office and Not to the Individual Who Holds the Office. - See opinion of Attorney General to Honorable J. Russell Nipper, Clerk of Superior Court, Wake County, 41 N.C.A.G. 176 (1970).

Advance Sheets of Appellate Division Reports Are Required to Be Distributed to the University of North Carolina at Greensboro at No Cost. - See opinion of Attorney General to Mr. Robert Grey Cole, Walter Clinton Jackson Library, University of North Carolina at Greensboro, 43 N.C.A.G. 93 (1973).

§ 147-46: Repealed by Session Laws 1955, c. 987.

§ 147-46.1. Publications furnished State departments, bureaus, institutions and agencies.

Upon request of any State department, bureau, institution or agency, and upon authorization by the Governor and Council of State, the Secretary of State shall supply to such department, bureau, institution or agency copies of any State publications then available to replace worn, damaged or lost copies and such additional sets or parts of sets as may be requested to meet the reasonable needs of such departments, bureaus, institutions or agencies, disclosed by the request.

This section shall not authorize the reprinting of any State publications which would not be ordered without reference to the provisions hereof.

(1947, c. 639.)

§ 147-47: Repealed by Session Laws 1955, c. 748.

§ 147-48. Sale of Laws and Journals.

Such Laws and Journals as may be printed in excess of the number directed to be distributed, the Secretary of State may sell at such price as he deems reasonable, not exceeding cost plus ten percent (10%). All proceeds received from sales made pursuant to this section shall be paid into the State treasury.

(1941, c. 379, s. 4; 1943, c. 48, s. 4; 1955, c. 978, s. 2; 1967, c. 691, s. 55; 1977, c. 802, s. 50.30.)

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Office of State Personnel – Fund 1311
Modified Zero Base Budget Line Item Expenditures

Number of Positions: 133
Total General Fund Budget: $8.29M

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999/00	2000/01	12/31/2000
Line Item	Description	Expenses	Expenses	Expenses	Expenses	Budget	Exp. & Enc.
532199	Miscellaneous Contracted Services	$17,800	$43,073	$44,932	$38,317	$39,000	$19,606

Equal Employment Opportunity Institute (EEOI)

GS 126.1 requires agencies, departments and universities to enroll new supervisors and managers in the EEOI. The Institute provides managers/supervisors strategies to effectively manage diversity and fairness issues in order to increase employee participation and productivity.

Impact of not providing service:
There would not be a consistent curriculum for new managers/supervisors to receive necessary training in addressing complex diversity issues in a legally compliant manner. It would reduce the number of managers and supervisors who would receive diversity training.

Attachment 3

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999/00	2000/01	12/31/2000
Line Item	**Description**	**Expenses**	**Expenses**	**Expenses**	**Expenses**	**Budget**	**Exp. & Enc.**
532700	Travel	$69,570	$85,763	$92,368	$88,843	$93,386	$76,653

Services Provided Include:

- State Personnel Commission meetings
- Supervisory, Management & Employee Training:
  - EEOI Training
  - Public Manager Program
  - HR Program Training for Agency/University Staff
  - Benefits Training (NCFlex, etc.)
- Program Evaluations:
  - Safety & Health Evaluation
  - Delegated HR Authority Evaluation
- Consultative services in Major Program areas:
  - Classification & Compensation
  - Employee Relations
  - Employee Assistance Program
  - EEOI
  - Safety & Health
- HR Conferences:
  - Salary Conference
  - NASPE & IPMA

Impact of not providing this service:

- Mandated program responsibilities not accomplished in areas such as classification, employee relations, training, EEOI, safety & health, monitoring HR system compliance, performance, etc.
- State Personnel Commission meetings
- Technical assistance and consultative services to agencies and employees

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999/00	2000/01	12/31/2000
Line Item	**Description**	**Expenses**	**Expenses**	**Expenses**	**Expenses**	**Budget**	**Exp. & Enc.**
532814	Cell Phone Service	0	0	0	$263	$800	$351

How many cell phones? 2 Director & Deputy Director

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999/00	2000/01	12/31/2000
Line Item	**Description**	**Expenses**	**Expenses**	**Expenses**	**Expenses**	**Budget**	**Exp. & Enc.**
534500	Furniture & Equipment Replacement Schedules	$45,840	$108,671	$197,230	$131,035	$69,796	$59,196

Majority of this line item is used for purchase and replacement of computers. In 1997, 1998 and 1999 OSP began purchasing and replacing computers to automate our staff in providing service to our clients in order to reduce the time and expense associated with paper transactions and mailings.

Based on a three-year replacement schedule, recommended by the State Auditor's Office, we are already behind in replacing some of our current computers. In this years budget through December of 2000 approximately $57,000 out of the total expenses has been spent on computer replacement and computer software.

Because of old furniture design, job transition to automation and ergonomic issues there is a severe shortage of money for new furniture that is ergonomically designed to meet the needs of the core job functions of most OSP employees.

Impact:

- Automated capability diminished possibly requiring need for return to paper communications;
- Slower processing times;
- Potential for repetitive motion claims due to lack of ergonomically designed furniture.

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999/00	2000/01	12/31/2000
Line Item	Description	Expenses	Expenses	Expenses	Expenses	Budget	Exp. & Enc.
536900	Other Aids & Grants	$29,862	$29,630	$29,514	$7,182	$30,000	$14,015

Employer OJT Inc. Model Co-op Program

This line item is used to employ college students in hard to fill positions and assist the state in diversifying the workforce in occupational categories where there is under –representation of demographic groups. It helps with recruiting highly qualified applicants for state service. It assists the state in competing with the private sector for applicants in high demand occupational categories. Also, it helps reduce the state's recruitment, advertising and training costs.

Impact of not providing service:
By not providing the service the state will decrease its access to a pool of highly qualified applicants for hard to fill positions. It also reduces opportunity for the state to attract more diversified candidates for employment. Additionally, it increases the state's recruitment and training costs.

Difference in expenditures in FY-1999/00 and other years. The expenditure in 1999/00 was actually $21,198. $14,016 was inadvertently applied to another line item.

Critical Issue:

- **Data Processing shortage of $195,000 for this fiscal year. Because of carryover of three months bills from last fiscal year and increased utilization.**

Office of the State Controller

Information Requested
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Edward Renfrow
State Controller

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Contracted Personal Services (531321)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Miscellaneous Contractual Services (532199)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ -	$ 8,046	$ 11,670	$ 7,150	$ -	$ 13,226
Less : Receipts****	$ -	$ 3,200	$ 10,770	$ 7,150	$ -	$ 6,903
Net Appropriation	$ -	$ 4,846	$ 900	$ -	$ -	$ 6,323

*****Training Seminars Conducted for State Financial Community*

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Rental/Lease of Equipment (532521 to 532525)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)						
532524-900 WORKSHOP/CONF EQUIPMENT RENTAL	$ 45	$ 325	$ 110	$ 485	$ -	$ -
Less : Receipts****	$ 45	$ 325	$ 110	$ 485	$ -	$ -
Net Appropriation	$ -	$ -	$ -	$ -	$ -	$ -

*****Training Seminars Conducted for State Financial Community*

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Travel and Other Employee Expense (5327XX)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ 30,950	$ 27,397	$ 35,503	$ 30,112	$ 12,922	$ 45,406

Travel is related to :

Training, User Group Forums for NCAS , check printing, & helpdesk software

NASC & NASCT meetings & annual conferences

Year-end CAFR Planning Conferences

University User Conferences

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Cellular Phone Services (532814)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ 997	$ 583	$ 1,213	$ 1,225	$ 1,127	$ 1,000
State Controller	*	*	*	*	*	
Chief Deputy III	*	*	*	*	*	
Asst. State Controller (Cancelled Feb 98)	*	*				
Helpdesk (Assigned Oct 99)				*	*	

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Furniture and Equipment Replacement (Accounts 534500 to 534550)

Division or Program: **Office of the State Controller (Fund 1000)**	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
534511-FURN-OFFICE	$ 604,073	$ 3,078	$ 1,255	$ 1,171		$ 100
534521-OFFICE EQUIPMENT	$ 17,520	$ 5,534	$ 1,994			$ 19,400
534522-EQUIP-COMPUTERS	$ 307,415	$ 195,432	$ 194,329	$ 275,924	$ 59,689	$ 200,096
534528-COMMUNICATIONS	$ 23,897	$ 539				$ -
534529-EQUIP-CUSTODY & SECURITY		$ 65,430				$ -
534539-OTHER EQUIPMENT		$ 3,610				$ -
534539001-OTH EQUIP-AUDIO/VISUAL	$ 18,263	$ 1,151	$ 4,718			$ -
Totals	$ 971,168	$ 274,774	$ 202,296	$ 277,095	$ 59,689	$ 219,596

OSC needs to replace two copiers within the next fiscal year:
FSD - Purchased January 96 8,914.41
SAD - Purchcased May 96 $11,731.58

Computer equipment is for PC replacement, servers, network equipment.

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Discretionary Grants (5364XX)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Loans (5367AA)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Zero Base Budgeting Expenditures
FY1996-97 to FY 2000-01

Other Aids and Grants (5369XX)

Division or Program:	FY 96-97	FY 97-98	FY 98-99	FY 99-00	(Thru December) FY 00-01	**Authorized Budget 12/31/2000**
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -

General Government Departments and Agencies
Analysis of Special, Trust, and Internal Service Funds
All Amounts in Whole Dollars

Office of The State Controller

(1) Dept. Budget Code #	(2) Fund #	(3) Fund Title	(4) Fund Balance @ 2-15-2001	(5) Legally Obligated	(6) Not Obligated	(7) Amount Transferred to Code 19978	(8) Comments
24160	2000	Flexible Benefits Plan	1,590,701	***	1,590,701		***Administrative Cost Due For FY 2001 to be paid to OSP-$135,000 , Tort Claim FY 2001 $620,000??? Projected Administrative Cost For FY 2002 $985,000
	2200	E-Commerce Initiatives	300,000	300,000			Funds provided by ITS for E-commerce.
24173	2092	Wake Co. Lea	10,000	N/A	N/A	N/A	Budget Code Balance is zero.
	2101	Other Out-of-State	(10,000)	N/A	N/A	N/A	Budget Code Balance is zero.
24171	2100	BCBS Dental	417,763	417,763			Employee overcharges to be used to reduce future cost.
24172	2701	Recovery Fund-DOC	10,894	10,894			House Bill Calls for first $550,000 to be
	2702	Recovery Fund-DENR	1,031	1,031			transferred to OSC General Fund.
	2703	Recovery Fund-DOA	-				
	2704	Recovery Fund-UNC Hospitals	42,068	42,068			
	2710	Recovery Fund-Mental Health	-				
	2711	Recovery Fund -Dept. of Commerce	-				
	2712	Recovery Fund -Dorothea Dix Hospital	-				
	2713	Recovery Fund - Cherry Hospital	-				
	2714	Recovery Fund-John Umstead Hospital	-				
	2715	Recovery Fund - NC State	-				
	2716	Recovery Fund - UNC Asheville	-				
	2717	Crime Control & Public Safety	-				
	2718	Recovery Fund-Public Instruction	-				
	2719	Recovery Fund-Dept. of Justice	-				
	2720	Recovery Fund - Crime Control Public	84	84			
24262	A200	Motor Vehicle Safety Respository Fund	223,618	223,618			Central accounts-Distribution determined by DMV
24265	A500	Collegian/Cultural Attraction	57,251	57,251			Central accounts-Distribution determined by DMV
24700	2470	Unauthorized Subs. Tax	6,749,774	6,749,774			Central accounts-Distribution determined by Revenue

General Government Departments and Agencies
Analysis of Special, Trust, and Internal Service Funds
All Amounts in Whole Dollars

Office of The State Controller

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
64120	6412	Tobacco Settlement Res.	3,352,605	3,352,605			AG ruling pending
64103	6403	DOA-Tenn. Valley Res.	553	553			Central accounts-Distribution determined by Administration
64104	6404	DOA-Federal 75% D/D	576,013	576,013			Central accounts-Distribution determined by Administration
64105	6405	DOA-Federal 75% D/D	6,020	6,020			Central accounts-Distribution determined by Administration
64170	6180	DCAP-NC Flex	632,062	632,062			Employee money. Not State Dollars.
	6185	Health-NC Flex	1,160,468	1,160,468			Employee money. Not State Dollars.
64182	6100	Clean Water Bond 1999A Loan	2,167,847	2,167,847			Legally committed by Bond Issue
	6101	Clean Water Bond 1999A Grant	113,113,345	113,113,345			Legally committed by Bond Issue
64183	6200	Clean Water Bond 1999C	1,873,107	1,873,107			Legally committed by Bond Issue
64184	6300	Natural GASB 1999A Natural Gas Tax	2,595,150	2,595,150			Legally committed by Bond Issue
64185	6400	Natural Gas 199B Tax	20,000,000	20,000,000			Legally committed by Bond Issue
64201	BOOO	Drug Forfeiture	103,968	103,968			Central accounts-Distribution determined by DOT
74170		Workers Comp. Cost Cont.	1,081,110	1,081,110			Money owed to employees for workers' compensation claims.

Office of the State Controller

Publication and Report Inventory and Expenditures

Division or Program:
Office of the State Controller (Fund 1000)

Publications/Reports:	G.S. Citation	FY 99-00 # of Copies	FY 99-00 Cost per Copy	FY 99-00 Total Cost Per Year	FY 00-01 # of Copies	FY 00-01 Cost per Copy	FY 00-01 Total Cost Per Year
Comprehensive Annual Financial Report (CAFR) FY 6-30-99	143B-426.39	1000	6.97	$ 6,970			
Popular Report FY 6-30-99		625	0.94	$ 588			
Comprehensive Annual Financial Report (CAFR) FY 6-30-00	143B-426.39				1000	7.18	$ 7,175
Popular Report FY 6-30-00					625	0.94	$ 588
Monthly Financial Summary July-99 to June 00	143B-426.39(10)(11)	960	0.51	$ 490			
Monthly Financial Summary July 00 to Nov 00	143B-426.39(10)(11)				400	0.51	$ 204
Monthly Financial Summary Dec 00	143B-426.39(10)(11)						E-Mailed

Office of the State Controller

Salary Reserve
FY 2000-2001

	(Through December) FY 00-01
Division or Program:	
Office of the State Controller (Fund 1000)	
Beginning Balance 07/01/00	$ 2,709.00
New Hires	$ 21,764.00
Promotions	$ 3,481.00
Range Revisions	$ (88.00)
Reallocation	$ (9,610.00)
Salary Adjustments	$ (8,249.00)
Balance 02/28/01	$ 10,007.00

Note: *The State Personnel Commission in June 2000 approved a range revision for fiscal classes requiring at least twelve hours of accounting as a minimum requirement. The total affect for OSC Employees was $70,392 for thirty-seven positions. OSC did not have sufficient salary reserve to fund these increases. A request was made to acquire funding from the Salary Adjustment Fund. To date we have received no funding for this request.*

AGENDA

Joint Appropriations Subcommittee
on
General Government

March 14, 2001
Room 425
1:30 p.m.

Chairman: Representative Maggie Jeffus

Modified Zero-Base Budget Agency Review
(List of Expenditure Accounts attached)

Office of the Secretary of State
Elaine F. Marshall, Secretary of State

Department of Insurance
James Long, Commissioner

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: March 14, 2001
1:30 p.m.

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Kathie Austin	OSBPM
George Jeter	NC SOS
ANN Harris	Sec of State
BRUCE GARNER	Sec of State
Rodney Maddox	" "
Scott Completer	Sec State
Robert Wilson	Sec of State
Darshell Hopes	NC DOT
[illegible]	NC DOT
Jim Newman	NC D.O. Insurance
LARESIA EVERETT	NC Dept. of Insurance
Tami Luckyaldt	NC Dept of Insurance
Tammy Lester	OSBPM

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

March 14, 2001
1:30 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, March 14, 2001 at 1:30 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There was one Senate member present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.)

Representative Jeffus chaired the meeting and called the meeting to order. She introduced the pages, Ms. Lauren Capps of Goldsboro, sponsored by Representative N. Leo Daughtry, and Mr. Aaron Paschal of Raleigh, sponsored by Representative J. Russell Capps.

OFFICE OF THE SECRETARY OF STATE: Elaine F. Marshall, Secretary of State. (See Attachment I)

Representative Jeffus introduced Secretary Marshall to bring her department's review to the committee. Secretary Marshall introduced Mr. Mike Peeler, Administrative Deputy, who has been with the department about five weeks and will do the presentation.

Mr. Peeler reported that there were some questions that the staff and committee requested them to address.

Item 1, they have no new programs to add to the continuation budget.

Item 2, they have no contracted personal services to report.

Item 3 through 7, he referred the committee to the spreadsheets for an overview

For Miscellaneous Contracted Service, the recommended budget for 2001-02 is $55,409.

Rent/Lease General Office and Workshop Equipment, the recommended budget for 2001-02 is $11,345.

Transportation/Lodging/Subsistence In State, the recommended budget is $41,963 and "Out-Of-State is $30,635 for a total travel budget of $72, 598.

Representative Sherrill asked for an explanation of the increase in the travel request from $19,616 (FY99-00) and $41,963 (FY00-01). Mr. Peeler explained that they had moved some items from other lines into this to accommodate travel that they had to make for their normal course of business. Representative Sherrill asked for an example?

Ms. Ann Harris, Budget Director, responded that the difference for fiscal year 1999-00, they added security positions and investigators. Representative Sherrill asked for further information on the need for increased funds? Ms. Harris explained that initially they did investigations in Wake County area but now they cover the state.

The line item for Cellular Phone Service, the requested budget is $1,405. They have three cellular phones.

The line item for Office Furniture has a requested budget of $5,330.

Office and Other equipment line item recommended budget for FY01-02 is $13,673.

Equipment-Computers line item recommended budget for FY01-02 is $2,500.

Questions 8-10, the discretionary grants, loans, other aids and grants. None to report.

Question 11, the current cash balance in special fund is $217.06.

Question 12, the Department has no positions vacant for six months or more as of January 23, 2001.

As to the question of fees, Secretary Marshall stated that 99.9 per cent of the fees charged by the Secretary of State's Office are statutorily set.

Representative Barefoot asked if any of the fees need to be revisited? She stated that some members of the Senate asked last year and House of Representative toif they were competitive with other states. This has been done. Two years ago they raised the corporation-filing fee, the non-profit filing fee and tinkered with some others. Just last year the Uniform Commercial Code fee was raised to become effective July 1, 2001. They constantly review the fee issue and are not out of line with neighboring states.

Mr. Peeler presented an overview of the publications they generate.

Representative Sherrill understands that all of the publications are priced based on the number of copies printed and Mr. Peeler agreed. Representative Sherrill asked if the statutes dictate the number to be printed. Secretary Marshall answered that the statute tells them the minimum that they have to distribute and after the extras are available for sale or for legislative use, which is above and beyond the distribution schedule. They try to compute every time they order what the need is for these various items.

Representative Sherrill wanted to know if all the publications were available on the Internet? Secretary Marshall replied that they were not but they try to put as many on line as possible.

Represesentative Sherrill asked if they had any recommendations for the committee in order to save money by changing some statutes. Secretary Marshall stated that they do need to look at the number of publications they should send to each agency. The distribution schedule for the N. C. Manual and the Session Laws. Repeatedly, the District Court Judges have told them that they do not need those. The Supreme Court Library stated that they do not need as many copies. Secretary Marshall would like for the distribution lists to be fine-tuned.

Secretary Marshall stated that the Directory for the Board and Commissions is not on line. That directory was published in 1996 and they received many calls for it. It is not a budget line item and without a line item for it, we cannot redo. A prior Secretary of State had some extra money and published it. They do not have the figures on the cost of redoing. Secretary Marshall further stated that the last time that an index was printed for the local government laws was twenty to thirty years ago. There has been a demand for a reprint.

Representative Barefoot, asked about the cost to update the NORTH CAROLINA MANUAL and the committee be advised. Ms. Marshall advised that the census material in the book is from the 1980's and the Secretary of State was Mr. Thad Eure. The Secretary of State does not have any available copies and there is a demand for the reprint of this book.

With regard to the Salary Reserve, Mr. Peeler referred the committee to the spreadsheet that he gave as an overview. The Department total is $48,460 FY 00-01.

NORTH CAROLINA DEPARTMENT OF INSURANCE
James Long, Commissioner (Attachment II)

Mr. Daschell Propes, Chief Deputy Commissioner, filled in for Commissioner Long. He stated that their department is somewhat different from other departments as they are receipt supported in a modified way.

Commissioner Propes stated that they did not have any contracted personal services.

He highlighted the places in the miscellaneous contractual services that go up and down. In Administration, there was an increase from $16,440 to $31,593. They did some construction work in the Dobson Building and moved some walls and doors around. They do pay rent even though it is a State building. In the current year there is a figure of $18,837; there is a retired employee that is contracted back on like a half-time basis. He handles all of their surplus property. They are located in four different locations. Also, they had to replace some phone systems. The half time employee look after both of these items.

Commissioner Propes continued on this page and covered the company services, technical services, public services and Office of the Fire Marshall. They train instructors for the fire department and they return to their unit to train others. They have a matching grant program. They turn down many applications due to lacking funds.

Jim Newman stated that the part-time position collects mail from their four buildings and they use State Courier Service when possible.

Mr. Propes stated that the travel expenditure is either funded by the regulatory surcharge or other dedicated receipts that are not appropriated.

He made the point that the out of state collection agencies pay them back. The other companies do not pay for it.

Emergency Management Work is of the four main functions of the states' emergency response team. During Floyd, for example, there were twenty-three swift water rescue teams that were sent down east to save the people. They deployed each of the teams because they know which team is best suited for that kind of work. Most came from western North Carolina.

Mr. Propes stated that there are three inspectors in the Department of Insurance for new construction. He continued that unlike other buildings in this state, state buildings are not inspected for code compliance except for electrical. Any other new building in this state has a minimum of fourteen inspections on it for code compliance.

The state construction office has construction managers on every project for new buildings. The state law does not require inspections on state property.

Mr. Propes stated that they have added a security person for the entire Dobbs Building, which they did not have until they had some computers stolen. The Capitol Police had just secured the building.

Mr. Propes continued with his overview explaining the special fund cash balances as of December 31, 2000.

Mr. Propes will continue at the next meeting with a review of the Survey of Fees.

Representative Jeffus adjourned the meeting at 2:55 p.m. The next meeting will be March 15, 2001 at 8:30 a.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Presiding Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment I

March 14, 2001

Department of the Secretary of State

The following responses and attachments are in response to Fiscal Research memo dated February 21, 2001 and February 28, 2001:

Page 2 of January 21, 2001 memo

Item #1 - There are no new programs to report.

Item #2 - Contracted personal services (account 531321) - N/A

Items #3 – 7 Details attached – Section 1 of handout
Cellular phone details requested in the January 28 memo are behind account 532814.

Items #8-10 Expenditure accounts 5364AA, 5367AA, and 5369AA – N/A

Item #11 – The current cash balance in special fund 23800 is $217.06.

Item #12 - The Department has no positions vacant for 6 months or more as of January 23, 2001.

Page 3 of January 21, 2001 memo

Item #1 - N/A - No allocation formulas are used.

Item #2 - Fee surveys attached – Section 2 of handout

Item #3 - Publications information attached – Section 3 of handout

Item #4 - Salary reserve information attached – Section 4 of handout

Agency Heads
Specific Program and Expenditure Items
February 21, 2001

1. New programs or items added to the continuation budget since the 1996 session, including appropriations for the 1996-97 fiscal year. (Fiscal Research Division to prepare information.)
2. Contracted personal services (expenditure account 531321)
3. Miscellaneous contractual services (expenditure account 532199)
4. Rental/lease of equipment (expenditure accounts 532521 to 532525)
5. Travel and other employee expense (expenditure accounts 5327xx)
6. Cellular phone services (expenditure accounts 532814)
7. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
8. Discretionary grants (expenditure accounts 5364AA)
9. Loans (expenditure accounts 5367AA)
10. Other aids and grants (expenditure accounts 5369AA) (Applies to Departments of Administration and Cultural Resources)
11. Special fund cash balances (2xxxx budget codes)
12. Positions vacant for 6 months or more as of January 23, 2001, the date of Governor Easley's letter to department heads and fiscal officers regarding the current year budget deficit. (*Fiscal Research Division has printouts of vacant positions for each Agency. Therefore, it is not necessary for agencies to provide this information.)*

It is understood that not all of the ten (10) items related to zero-based budgeting apply to each agency. Therefore, agencies should prepare spreadsheets that reflect the accounts that are germane to their budgets. Provide information for each expenditure account for the five-year period, FY 1996-97 to 2000-01.

To promote uniformity in reporting information and to provide continuity in subcommittee discussions, agencies are asked to provide information on a spreadsheet following the format that is provided in Attachment 1 for zero base budgeting. The recommended organization of information is by agency, expenditure account, and Fund/Division. For item #10, additional sample spreadsheets are provided to capture administrative and grant expenditures (Attachment 2).

Agency Heads
Specific Program and Expenditure Items
February 21, 2001

In addition to the items outlined above the subcommittee will also review the following:

1. The elements of various allocation formulas to determine if changes can be implemented to improve the method and achieve cost savings
2. Agency fees to determine if any increases are appropriate and can be used to off-set operating appropriations
3. The expanded use of the Internet for distribution of information and material with consideration of reducing publication, postage, and telephone expenditures and changing statutes, as necessary, to achieve cost savings.
4. Salary Reserve Account expenditures by Fund and the purpose for which the funds were used.

Item #1 applies only to agencies that disburse funds on a formula basis. For item #2, the subcommittee will use as a base the report on the survey of fees collected by agencies in 1997-1998 that was compiled by the Office of State Budget, Planning and Management in 1999. If information for your agency was included in the survey, the respective pages of the report are attached for review and modification (Attachment 3). In regards to item #3, the Internet has become a viable and a successful means of transmitting information electronically. Please provide a list of all agency publications by Fund including the statutory citation, the number of copies printed, the cost per copy, and the total cost of printing each year of the 1999-2001 Biennium. A sample spreadsheet is attached for providing information for item #3 (Attachment 4). Please arrange the list of publications by categories, if appropriate.

Discussion of this information will begin on Wednesday, February 28, 2001. We will contact agencies about the order of presentations, as thought is being given to starting with agencies with the smallest budgets.

We recognize the task in providing this information to the subcommittee, and extend in advance our appreciation for your work.

Please let us know of your questions.

Attachments

2001-2003 biennium. The subcommittee will consider the information you present in deciding what *if any amount* will be included in the recommended budget for the 2001-2003 biennium for the specified line items and programs.

The current year budget shortfall is anticipated to have a significant negative impact on availability for the 2001-2003 biennium. To increase the availability for the *critical* needs of the agencies, the subcommittee is implementing this modified zero-based budgeting approach for the specified line items as an added dimension of its routine continuation or base budget review. *After we complete the review of the zero-based budgeting information and have the Governor's recommended budget, we will continue our review by looking at the entire continuation budget and hearing presentations of the information requested by staff in their January memos to you.* Again, in preparing your zero-based budgeting presentations be mindful of the fact that you are starting with $0 budgets in the specified line items. Be mindful also that the subcommittee needs to understand the impact that this will have on your ability to fulfill your responsibilities as it makes difficult budget decisions.

Please also note the additional points of clarification: (1) for salary reserves, indicate the purpose or use by Fund, e.g. $xxxx to reallocate or promote, etc. a, b, c position(s) and (2) for cellular phone usage, indicate the position of the employees who are using cellular phones.

Prepare 25 copies (3 hole-punched) of your presentation materials. If you have any questions, please contact Michele Nelson or Marilyn Chism. We recognize the task in providing this information as well as in adjusting your operations in light of the budget availability. We appreciate your work and cooperation with us and with staff.

Sincerely,

Senator Ed Warren

Representative Maggie Jeffus

Representative Wilma Sherrill

Secretary Of State

Zero Base Budgeting Expenditures **FY 1996-97 to FY 2000-01**

		FY 96-97	FY97-98	FY98-99	FY99-00	**BUDGET FY00-01**	ACTUAL Feb-01 FY00-01	NON RECURR. FY01-02	**Recommended Budget FY01-02**
Miscellanous Contracted Services (532199)									
ADMINISTRATION (FUND 1110)		45,366	31,162	49,018	70,918	35,159	17,000		**35,159**
PUBLICATIONS (1120)		10,523	1,257	3,453	6,079	0	0		**0**
CORPORATIONS (1210)		51,677	1,059	8,800	81,100	2,000	385		**2,000**
UNIFORM COMMERCIAL CODE (1220)		36,239	7,338	1,704	0	401,490	88,074	391,490	**10,000**
SECURITIES (1230)		23,904	3,146	190	1,207	1,000	604		**1,000**
BUSINESS LICENSE (1240)		702	1,606	0	1,995	150	0		**150**
NOTARY (1300)		7,755	628	0	0	2,000	0		**2,000**
LAND RECORDS (1400)		212	0	0	0	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	6,026	5,952	5,100	0		**5,100**
	Total	**176,378**	**46,196**	**69,192**	**167,250**	**446,899**	**106,062**	**391,490**	**55,409**
Rent/Lease General Office & Wkshp. Equipment (532522,24, & 24900)									
ADMINISTRATION (FUND 1110)		455	822	0	0	200	0		**200**
PUBLICATIONS (1120)		455	0	0	0	0	0		**0**
CORPORATIONS (1210)		0	0	0	0	0	0		**0**
UNIFORM COMMERCIAL CODE (1220)		0	0	0	0	11,040	5520		**11,040**
SECURITIES (1230)		127	89	0	0	105	0		**105**
BUSINESS LICENSE (1240)		0	0	0	0	0	0		**0**
NOTARY (1300)		0	40	57	0	0	0		**0**
LAND RECORDS (1400)		0	0	0	0	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	0	0	0	0		**0**
	Total	**1,037**	**951**	**57**	**0**	**11,345**	**5,520**		**11,345**

Secretary Of State **Zero Base Budgeting Expenditures** **FY 1996-97 to FY 2000-01**

	FY 96-97	FY97-98	FY98-99	FY99-00	**BUDGET FY00-01**	ACTUAL Feb-01 FY00-01	NON RECURR. FY01-02	**Recommended Budget FY01-02**
Transportation/Lodging/Subsistence In State								
ADMINISTRATION (FUND 1110)	3,662	3,591	7,114	10,779	10,850	6,787		**10,850**
PUBLICATIONS (1120)	893	126	341	2,014	1,700	218		**1,700**
CORPORATIONS (1210)	1,409	2,321	725	514	2,700	271		**2,700**
UNIFORM COMMERCIAL CODE (1220)	922	216	896	769	3,900	357		**3,900**
SECURITIES (1230)	7,351	2,584	5,174	6,148	11,374	5,510		**11,374**
BUSINESS LICENSE (1240)	1,228	3,126	1,013	1,150	2,200	396		**2,200**
NOTARY (1300)	2,385	899	285	614	1,400	225		**1,400**
LAND RECORDS (1400)	4,162	4,471	3,902	4,026	5,939	3,362		**5,939**
CHARITABLE FUND RAISING (1600)	0	0	167	398	1,900	218		**1,900**
Total	**22013**	**17334**	**19,616**	**26,414**	**41,963**	**17,346**		**41,963**
Transportation/Lodging/Subsistence Out of State								
ADMINISTRATION (FUND 1110)	2,767	3,656	12,229	6,737	9,040	6,460		**9,040**
PUBLICATIONS (1120)	0	0	0	0	0	0		**0**
CORPORATIONS (1210)	0	2,257	0	121	2,500	0		**2,500**
UNIFORM COMMERCIAL CODE (1220)	0	0	0	1,186	10,300	1,160		**10,300**
SECURITIES (1230)	983	464	1,539	752	6,000	160		**6,000**
BUSINESS LICENSE (1240)	0	513	943	0	650	0		**650**
NOTARY (1300)	0	0	0	264	145	145		**145**
LAND RECORDS (1400)	202	760	1,568	-643	2,000	0		**2,000**
CHARITABLE FUND RAISING (1600)	0	0	0	733	0	0		**0**
Total	**3,952**	**7,650**	**16,279**	**9,149**	**30,635**	**7,926**		**30,635**

Secretary Of State

Zero Base Budgeting Expenditures **FY 1996-97 to FY 2000-01**

		FY 96-97	FY97-98	FY98-99	FY99-00	**BUDGET FY00-01**	ACTUAL Feb-01 FY00-01	NON RECURR. FY01-02	**Recommended Budget FY01-02**
Cellular Phone Service (532814)									
ADMINISTRATION (FUND 1110)		83	300	885	1,070	1,050	991		**1,050**
PUBLICATIONS (1120)		0	0	0	0	0	0		**0**
CORPORATIONS (1210)		0	160	0	0	60	0		**60**
UNIFORM COMMERCIAL CODE (1220)		0	0	0	0	25	24		**25**
SECURITIES (1230)		85	69	138	168	170	130		**170**
BUSINESS LICENSE (1240)		0	107	0	0	100	0		**100**
NOTARY (1300)		0	0	0	0	0	0		**0**
LAND RECORDS (1400)		0	0	0	0	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	0	0	0	0		**0**
	Total	**168**	**636**	**1,023**	**1,237**	**1,405**	**1,145**		**1,405**
Furn-Office (534511)									
ADMINISTRATION (FUND 1110)		3,155	5,929	1,660	0	760	760		**760**
PUBLICATIONS (1120)		3,037	0	1,583	167	0	0		**0**
CORPORATIONS (1210)		1,268	863	0	290	13,192	1,753	11,192	**2,000**
UNIFORM COMMERCIAL CODE (1220)		924	0	9,980	0	762,018	0	762,018	**0**
SECURITIES (1230)		7,922	1,920	384	23	1,500	0		**1,500**
BUSINESS LICENSE (1240)		161	492	0	0	500	0		**500**
NOTARY (1300)		1,160	0	0	0	0	0		**0**
LAND RECORDS (1400)		0	911	0	0	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	0	0	570	0		**570**
	Total	**17,628**	**10,115**	**13,606**	**479**	**778,540**	**2,513**	**773,210**	**5,330**

Department of the Secretary of State

The following employees have cellular phones:

Elaine Marshall, Secretary of State
Rodney Maddox, Chief Deputy
Scott Templeton, Deputy

The following employees have pagers, which are charged to the cellular phone line item:

Michael Peeler, Deputy
Robert Wilson, Legislative Liaison
Zanetta King, Office Assistant
Technology team members:
- Dwayne Beamon
- John Hunter
- Bonnie Elek
- James McManus
- Walter Temple

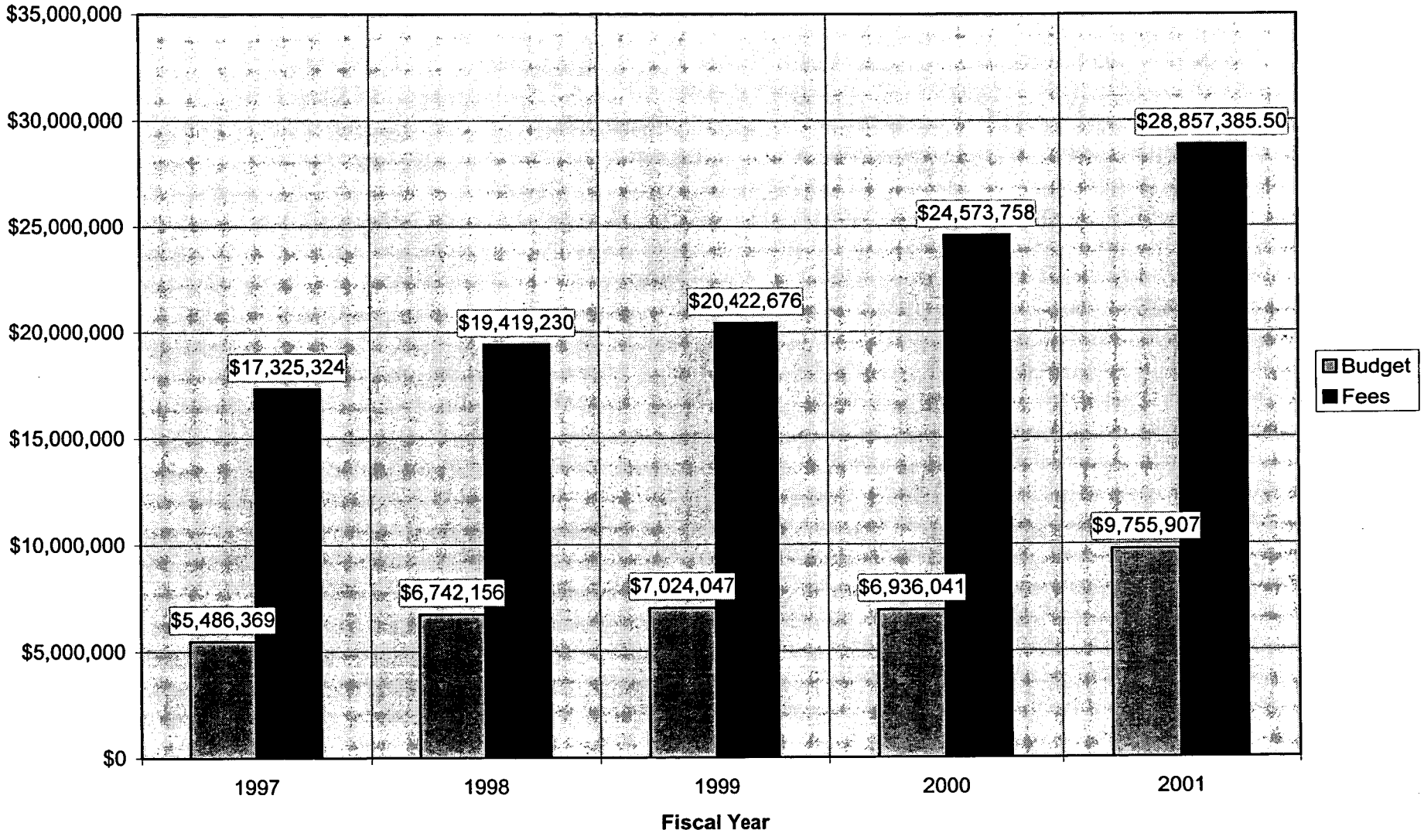
John Curry, Securities Supervisor
Kelvin Miles, Mail Center Supervisor

Secretary Of State

Zero Base Budgeting Expenditures **FY 1996-97 to FY 2000-01**

		FY 96-97	FY97-98	FY98-99	FY99-00	BUDGET FY00-01	ACTUAL Feb-01 FY00-01	NON RECURR. FY01-02	Recommended Budget FY01-02
Office and other Equipment (534521, 28 & 39)									
ADMINISTRATION (FUND 1110)		932	169,254	145,804	65,277	4,582	4,581		**4,582**
PUBLICATIONS (1120)		8,123	1,109	4,672	792	1,836	1,835		**1,836**
CORPORATIONS (1210)		6,151	16,273	375	41,427	13,244	13,129	8,141	**5,103**
UNIFORM COMMERCIAL CODE (1220)		47,632	5,983	2,484	10,827	138,407	20,457	138,407	**0**
SECURITIES (1230)		524	0	675	4,110	452	452		**452**
BUSINESS LICENSE (1240)		8,292	304	0	3,509	300	0		**300**
NOTARY (1300)		16	53	0	0	0	0		**0**
LAND RECORDS (1400)		16	0	0	2,492	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	0	2,297	1,400	1,277		**1,400**
	Total	**71,687**	**192,976**	**154,011**	**130,729**	**160,221**	**41,732**	**146,548**	**13,673**
Equip-Computers (534522)									
ADMINISTRATION (FUND 1110)		4,009	397,747	62,770	16,734	500	0		**500**
PUBLICATIONS (1120)		20,503	0	3,608	2,407	0	0		**0**
CORPORATIONS (1210)		44,562	382	5,413	15,661	19,716	7,390	17,716	**2,000**
UNIFORM COMMERCIAL CODE (1220)		6,033	0	12,629	4,728	323,109	0	323,109	**0**
SECURITIES (1230)		3,718	0	0	4,166	0	0		**0**
BUSINESS LICENSE (1240)		2,012	304	0	0	0	0		**0**
NOTARY (1300)		64	0	0	0	0	0		**0**
LAND RECORDS (1400)		5,264	0	0	1,621	0	0		**0**
CHARITABLE FUND RAISING (1600)		0	0	0	4,279	0	0		**0**
	Total	**86,163**	**398,433**	**84,420**	**49,596**	**343,325**	**7,390**	**340,825**	**2,500**

Secretary of State Programs, Fee Income and Budget Totals



p. 3 Stun. Ex. 1

For assistance contact an OSBM analyst.

Item 2

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Authentications
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
1110	437990	Authentications	147.37	$10.00	1/1/1999	Per occurrence	2,289	$	
1110	437990	Apostilles	147.37	$10.00	1/1/1999	Per occurrence	7,539		
1110	437990	Certificates of Authority	147.37	$10.00	1/1/1999	Per occurrence	1,529		

4

Notes: *$110,543.25 represents the total amount of fees collected for all documents. This total also reflects any reimbursements made, as well as documents prepared requiring corrections with no additional fee.*

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance, contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Administration, Lobbyist
2	**Budget Code:**	19952
3	**Fiscal Year:**	7/1/00 - 2/28/01

	A	B	C	D	E	F	G	H		I
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
	1110	435100	Lobbyist Registration Fee	120-47.3	$75.00	1983	Per	908		68,100
4	1110	435100	Lobbyist Late Expense Filing Fee	120-47.6	*See below	1999	Per	0	$	0
	1110	435100	Principal late Expense Filing Fee	120-47.7	*See below	1999	Per	0		0
	1110	435100	Certification of Session Laws and General Statutes	147-37	6.25 + .20 per page	1991	Per	6 x 6.25, 57 x .20		49
	1110	435100	Data Base Disc (all state records)	132	$20.00	1995	Per	0		0
	1110	435100	Labels (all state records)	132	$15.00	1995	Per	9		135
	*		Late fees were changed to $50.00 per day up to a maximum of $500.00							

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http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Administration(Trademark)
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - FY 7/1/00 to 2/28/01**

	A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
4	1110	435900	Trademark/Service Mark Registration Fee	80-3	$50.00	1991	Per occurrence	380	$	19,000
	1110	435900	Trademark/Service Mark Renewal Fee	80-5	$35.00	1991	Per occurrence	116		4,060
	1110	435900	Trademark/Service Mark Assignment Fee	80-6	$25.00	1991	Per occurrence	29		725
	1110	435900	Trademark/Service Mark Name Change Fee	80-7	$10.00	1991	Per occurrence	3		30
	1110	435900	Trademark/Service Mark - certified copies per page	80-7	$5.00	1991	Per occurrence	16		80
	110	435900	Trademark/Service Mark - copies per page	80-7	$1.00	1991	Per occurrence	82		82

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For assistance, contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Publications
2	**Budget Code:**	19952
3	**Fiscal Year:**	Actual - 7/1/00 - 2/28/01

	A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
4	1120	434310	1999 Senate & House Journals, Session Laws	147-45	$29.94	1999	Per occurrence	63		1,887
	1120	437990	Certification of Session Laws	147-37	$10.00	1998	Per occurrence	8	$	80
	1120	437990	Misc. Photo Copies	147-37	$0.20	1998	Per occurrence	564		113

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Publications
2	**Budget Code:**	13200
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

	A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
4	112002	434310	2000 Directory of the State and County Officials of NC	147-54	$8.49	6/1/2000	Daily	1,258		10,680
	112001	434310	1997-98 North Carolina Manual	147-54	$20.99	6/1/1998	Daily	8		175

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance, contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Corporations Division
2	**Budget Code:**	19952
3	**Fiscal Year:**	Actual - 7/1/00 - 2/28/01

A	B	C	D	E	F	G	H*		I**
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 2000-01
4 1210	435100	Articles of Incorporation, Non-Profit	55A-1-22(a)(1)	$60.00	10/1/1997	Per Occurrence	3,355	$	
1210	435900	Application for Certificate of Authority, Non-Profit	55A-1-22(a)(20)	$125.00	10/1/1997	Per Occurrence	112		
1210	435900	Application for an Amended Certificate of Authority, Non-Profit	55A-1-22(a)(21)	$25.00	7/1/1994	Per Occurrence	4		
1210	435100	Articles of Amendment, Non-Profit	55A-1-22(a)(10)	$25.00	7/1/1994	Per Occurrence	328		
1210	435100	Articles of Merger, Non-Profit	55A-1-22(a)(13)	$25.00	7/1/1994	Per Occurrence	2		
1210	435100	Agent's Statement of Resignation, Non-Profit	55A-1-22(a)(8)	No Fee	7/1/1994	Per Occurrence	45		
1210	435100	Change of Registered Office or Registered Agent, Non-Profit	55A-1-22(a)(6)	$5.00	7/1/1994	Per Occurrence	439		
1210	435100	Application for Certificate of Withdrawal of a Foreign Corp., NP	55A-1-22(a)(22)	$10.00	7/1/1994	Per Occurrence	10		
1210	435100	Articles of dissolution, Non-Profit	55A-1-22(a)(14)	$15.00	7/1/1994	Per Occurrence	147		
1210	437990	Copying & Comparing the copy of any filed document relating to a domestic or foreign corporation, per page, Non-Profit	55A-1-22	$1.00	7/1/1994	Per Occurrence	n/a		
1210	437990	For affixing the Secretary of State's Certificate & Official Seal, NP	55A-1-22	$5.00	7/1/1994	Per Occurrence	n/a		
1210	435100	Application to Reserve or Register a Corporate Name,NP	55A-1-22(a)(3)	$10.00	7/1/1994	Per Occurrence	62		
1210	435100	For Filing Any Other Document Not Herein Provided For, NP	55A-1-22	$10.00	7/1/1994	Per Occurrence	n/a		
1210	435100	Articles of Incorporation	55-1-22(a)(1)	$125.00	10/1/1997	Per Occurrence	13,261		
1210	435100	Application for a Reserved name	55-1-22(a)(2)	$10.00	7/1/1990	Per Occurrence	1,416		
1210	435100	Articles of Correction	55-1-22(a)(24)	$10.00	7/1/1990	Per Occurrence	143		
1210	435100	Application for Certificate of Existence or Authorization	55-1-22(a)(25)	$5.00	7/1/1990	Per Occurrence	n/a		
1210	435100	Any other document required or permitted to filed by the Chapter	55-1-22(a)(26)	$10.00	7/1/1990	Per Occurrence	n/a		
1210	435100	Advisory Review of Documents	55-1-22.2; 55A-1-22.2; 57C-1-22.2; 59-1106(12)	$200.00	10/1/1997	Per Occurrence	50		
1210	435900	Annual Reports	55-16-22	$20.00	10/1/1997	Annually	n/a		
1210	435100	Service of Process - Includes Business, Non-Profit, and Limited Liability Companies	55-1-22(b); 55A-1-22; & 57C-1-22(b)	$10.00	7/1/1990	Per Occurrence	776		
1210	437990	Copying & Comparing the copy of any filed document relating to a domestic or foreign corporation, per page	55-1-22©(1)	$1.00	7/1/1990	Per Occurrence	n/a		
1210	437990	Copies of a Certificate for any filed document relating to a domestic or foreign corporation, per page	55-1-22©(2)	$5.00	7/1/1990	Per Occurrence	n/a		

Notes: ***1) $6,130,843 represents the total amount of fees collected for all documents. The total also reflects the additional expedited fees paid and any reimbursements made for cancellation of filings.***

2) n/a means that the requested number is not available.

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Corporations
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
1210	435100	Notice of Transfer of Reserved Name	55-1-22(a)(3)	$10.00	7/1/1990	Per Occurrence	14	$	
1210	435100	Application for Registered Name	55-1-22(a)(4)	$10.00	7/1/1990	Per Occurrence	82		
1210	435100	Application for Renewal for Registered Name	55-1-22(a)(5)	$10.00	7/1/1990	Per Occurrence	110		
1210	435100	Statement of Change of Registered Agent and/or Office	55-1-22(a)(6)	$10.00	7/1/1990	Per Occurrence	1,834		
1210	435100	Agent's Statement of Change of Registered Office	55-1-22(a)(7)	$10.00	7/1/1990	Per Occurrence	183		
1210	435100	Agent's Statement of Resignation	55-1-22(a)(8)	No Fee	7/1/1990	Per Occurrence	394		
1210	435100	Designation of Registered Agent and/or Registered Office	55-1-22(a)(9)	$5.00	7/1/1990	Per Occurrence	77		
1210	435100	Articles of Amendment	55-1-22(a)(10)	$50.00	7/1/1990	Per Occurrence	416		
1210	435100	Restated Article of Incorporation	55-1-22(a)(11)	$10.00	7/1/1990	Per Occurrence	7		
1210	435100	Restated Article of Incorporation with Amendment	55-1-22(a)(11)	$50.00	7/1/1990	Per Occurrence	73		
1210	435100	Articles of Merger or Share Exchange	55-1-22(a)(12)	$50.00	7/1/1990	Per Occurrence	869		
1210	435100	Articles of Dissolution	55-1-22(a)(13)	$30.00	7/1/1990	Per Occurrence	1,725		
1210	435100	Articles of Revocation of Dissolution	55-1-22(a)(14)	$10.00	7/1/1990	Per Occurrence	7		
1210	435100	Certificate of Administrative Dissolution	55-1-22(a)(15)	No Fee	7/1/1990	Per Occurrence	n/a		
1210	435100	Application for Reinstatement Following Administrative Dissolution	55-1-22(a)(16)	$100.00	10/1/1997	Per Occurrence	1,476		
1210	435100	Certificate of Reinstatement	55-1-22(a)(17)	No Fee	7/1/1990	Per Occurrence	n/a		
1210	435100	Certificate of Judicial Dissolution	55-1-22(a)(18)	No Fee	7/1/1990	Per Occurrence	n/a		
1210	435100	Application for Certificate of Authority	55-1-22(a)(19)	$250.00	10/1/1997	Per Occurrence	3,741		
1210	435100	Application for Amended Certificate of Authority	55-1-22(a)(20)	$50.00	7/1/1990	Per Occurrence	44		
1210	435100	Application for Certificate of Withdrawal	55-1-22(a)(21)	$10.00	7/1/1990	Per Occurrence	697		
1210	435100	Certificate of Revocation of Authority to Transact Bus.	55-1-22(a)(22)	No Fee	7/1/1990	Per Occurrence	n/a		

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Corporations Division
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

	A	B	C	D	E	F	G	H		I
	Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 2000-01
	1210	435900	Articles of Organization, LLC	57C-1-22(a)(1)	$125.00	10/1/1997	Per Occurrence	8,061	$	
4	1210	435100	Application for a Reserved Name, LLC	57C-1-22(a)(2)	$10.00	10/1/1993	Per Occurrence	414		
	1210	435100	Notice of Transfer of Reserved Name, LLC	57C-1-22(a)(3)	$10.00	10/1/1993	Per Occurrence	10		
	1210	435100	Application for Registered Name, LLC	57C-1-22(a)(4)	$10.00	10/1/1993	Per Occurrence	43		
	1210	435100	Application for Renewal of Registered Name, LLC	57C-1-22(a)(5)	$10.00	10/1/1993	Per Occurrence	1		
	1210	435100	LLC's Statement of Change of Registered Agent and/or Office,LLC	57C-1-22(a)(6)	$5.00	10/1/1993	Per Occurrence	617		
	1210	435100	Agent's Statement of Change of Registered Office, LLC	57C-1-22(a)(7)	$5.00	10/1/1993	Per Occurrence	99		
	1210	435100	Agent's Statement of Resignation,LLC	57C-1-22(a)(8)	No Fee	10/1/1993	Per Occurrence	92		
	1210	435100	Designation of Registered Agent and/or Registered Office,LLC	57C-1-22(a)(9)	$5.00	10/1/1993	Per Occurrence	14		
	1210	435100	Amendment of Articles of Organization, LLC	57C-1-22(a)(10)	$50.00	10/1/1993	Per Occurrence	41		
	1210	435100	Restated Articles of Organization without Amendment,LLC	57C-1-22(a)(11)	$10.00	10/1/1993	Per Occurrence	0		
	1210	435100	Restated Articles of Organization with Amendment, LLC	57C-1-22(a)(12)	$50.00	10/1/1993	Per Occurrence	8		
	1210	435100	Articles of Merger, LLC	57C-1-22(a)(13)	$50.00	10/1/1993	Per Occurrence	124		
	1210	435100	Articles of Dissolution, LLC	57C-1-22(a)(14)	$30.00	10/1/1993	Per Occurrence	601		
	1210	435100	Cancellation of Articles of Dissolution, LLC (change in name only)	57C-1-22(a)(15)	$10.00	10/1/1993	Per Occurrence	1		
	1210	435900	Certificate of Administrative Dissolution, LLC	57C-1-22(a)(16)	No Fee	10/1/1993	Per Occurrence	n/a		
	1210	435900	Certificate of Reinstatement, LLC	57C-1-22(a)(17)	No Fee	10/1/1993	Per Occurrence	n/a		
	1210	435100	Application for Reinstatement Following Administrative Dissolution, LLC	57C-1-22(a)(16a)	$100.00	9/1/1997	Per Occurrence	15		
	1210	435100	Certificate of Judicial Dissolution, LLC	57C-1-22(a)(18)	No Fee	10/1/1993	Per Occurrence	0		
	1210	435100	Application for Certificate of Authority, LLC	57C-1-22(a)(19)	$250.00	10/1/1997	Per Occurrence	954		
	1210	435100	Application for Amended Certificate of Authority, LLC	57C-1-22(a)(20)	$50.00	10/1/1993	Per Occurrence	37		
	1210	435100	Application for Certificate of Withdrawal, LLC	57C-1-22(a)(21)	$10.00	10/1/1993	Per Occurrence	74		
	1210	435100	Certificate of Revocation of Authority to Transact Business, LLC	57C-1-22(a)(22)	No Fee	10/1/1993	Per Occurrence	0		
	1210	435900	Articles of Correction, LLC	57C-1-22(a)(23)	$10.00	10/1/1993	Per Occurrence	117		

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Corporations Division
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
1210	435100	Application for Certificate of Existence or Authorization, LLC	57C-1-22(a)(24)	$5.00	10/1/1993	Per Occurrence	n/a	$	
4 1210	435900	Annual Report, LLC	57C-122(a)(25)	$200.00	10/1/1993	Annually	n/a		
1210	435900	Any Other Document Required or permitted to be Filed by Chapter, LLC	57C-1-22(a)(26)	$10.00	10/1/1993	Per Occurrence	n/a		
1210	435100	Copying and Comparing Any Filed Document (per page), LLC	57C-1-22©(1)	$1.00	10/1/1993	Per Occurrence	n/a		
1210	435100	Certifying any Filed Document (per certificate), LLC	57C-1-22©(2)	$5.00	10/1/1993	Per Occurrence	n/a		
1210	435900	Certificate of Limited Partnership, LP	59-1106(1)	$50.00	10/1/1986	Per Occurrence	445		
1210	435900	Certificate of Amendment, LP	59-1106(2)	$25.00	10/1/1986	Per Occurrence	187		
1210	435900	Certificate of Cancellation, LP	59-1106(3)	$25.00	10/1/1986	Per Occurrence	223		
1210	435100	Application for Reservation of Name, LP	59-1106(4)	$10.00	10/1/1986	Per Occurrence	29		
1210	435100	Transfer of Name, LP	59-1106(5)	$10.00	10/1/1986	Per Occurrence	n/a		
1210	435100	Application for Registration as Foreign Limited Partnership, LP	59-1106(6)	$50.00	10/1/1986	Per Occurrence	187		
1210	435100	Copy of any document filed or recorded to a LP (per page), LP	59-1106(7)	$1.00	10/1/1986	Per Occurrence	n/a		
1210	435900	Affixed Certificate and Official Seal, LP	59-1106(7)	$5.00	10/1/1986	Per Occurrence	n/a		
1210	435900	Comparing a copy of any document filed or recorded (per page), LP	59-1106(8)	$1.00	10/1/1986	Per Occurrence	n/a		
1210	435900	For Filing any other document not herein specifically provided for, LP	59-1106(9)	$10.00	10/1/1986	Per Occurrence	n/a		
1210	435100	Total Collections						$	5,215,155
1210	435900	Total Collections						$	906,594
1210	437990	Total Collections						$	9,094

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - UCC
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

	A	B	C	D	E	F	G	H		I
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
	1220	435100	Filing Fee for UCC-1 and UCC-3 (excluding terminations)	25-9-403	$15.00 & ° $30.00	11/1/97 9/1/00	Per Occurrence	27,749.783 41,624.676	$	1,664,987
4	1220	434160	Fee for UCC-11 Search Per Debtor Name	25-9-403	$15.00 & $30.00	11/1/97 9/1/00	Per Occurrence	5,544	$	
	1220	435100	Fee for Copies	25-9-403	$.25 if customer makes copy; $1.00 if staff does	11/1/1997	Per Occurrence	(w/ucc-11)		
	1220	435900	Filing Fee for Federal Tax Liens	44-68.15	$5.00	10/1/1987	Per Occurrence	1,207	$	
	1220	434160	Fee for Federal Tax Liens Search	44-68.15	$5.00	10/1/1987	Per Occurrence	96		
	1220	434160	Certified Copies (per document)	147-37	$6.25	1991	Per Occurrence	(w/ucc-11)		
			Notes: $1,664,987 represents the total amount of fees collected for all transactions and filings.							

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Securities
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

A	B	C	D	E	F	G	H		I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
1230	435100074	Athlete Agent Registration Fee	78C-72	Jan. 1 - June 30 = $200/ July 1 - Dec. 27 = $100	1995	Per Occurrence	57		8,700
1230	435100074	Business Opportunity Filing Fee	66-97	$10.00	1997	Per Occurrence	79	$	790
1230	435100074	Membership Camping Operator Fee	66-236	Initial $1500/ Renewal $1000	1992	Per Occurrence	2 Renewals		2,000
1230	435100074	Membership Camping Salesperson Fee	66-236	$10.00	1992	Per Occurrence	24		240
1230	435100074	Telephonic Sellers Registration	66-261	$100.00	1997	Per Occurrence	3		300
							Total	$	12,030

For online access:
http://www.osbm.state.nc.us/instructions/

1	Department:		Department of the Secretary of State-Securities Division						
2	Budget Code:		19952						
3	Fiscal Year:		Actual – 7/1/00 – 2/28/01						
	A	B	C	D	E	F	G	H	I
	Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1997-98
	1230	435900037	Dealer Registration Fee (includes annual renewals)	78A-37(b)	$200	9/1/87	Yearly	2,288	457,675
	1230	435900038	Salesmen Registration Fee (includes renewals)	78A-37(b)	$55.00	1/1/93	Yearly	147,018	8,085,990
	1230	435900040	Investment Adviser Representative Registration Fee	78C-16(b)	$45	1/1/89	Yearly	3,823	172,045
	1230	435900052	No-Action letter/Interpretative Opinion Fee	78A-50(e); 78C-31(e)	$150	9/1/1987; 1/1/89	Per Occurrence	17	2,550
	1230	435900023	State Investment Advisor Registration Fee--	78C-17	$200	1/1/89	Yearly	257	51,490
	1230	435900039	Federal Investment Adviser Notice Filing Fee	78C-17	$200	10-1-97	Yearly	712	142,940
	1230	437990	Miscellaneous Service Fees					N/A	149
	1230	435900046	Mutual Fund Notice Filing Fee	78A-31(a)	$2,000	1/1/99	Initial Filing Only	557	1,114,525
	1230	435900047	Mutual Fund Notice Filing Renewal Fee	78A-31(a)	$100	10/1/97	Annually	2,154	215,350
	1230	435900041	Qualified Business Registration Fee	105-163.013(d)	$100.00	1/1/88	Per Occurrence	67	6,650
	1230	435900042	Qualified Business Renewal Fee	105-163.013(d)	$50.00	1/1/88	Annually	280	1,400
	1230	435900043	Rule 506 Notice Filing	78A-31(b)	$75.00	10/1/97	Per Offering	963	72,250
	1230	435900044	78A-17(17) Exemption Filings (Rule 505)	78A-17(17)	$75.00	6/13/83	Per Offering	7	500
	1230	435900050	Mutual Fund Notice Filing Amendment	78A-31(a)(4)	$50.00	10/1/97	Per Occurrence	69	3,450
	1230	435900045	Securities Exemption Filing Fee-Limited Offering	78A-17(9)	$25.00	6/13/83	Per Occurrence	10	250

	1230	435900048	Registered Public Offerings--Registration by Qualification	78A-28(b)	$2,000.00	1/1/99	Per Occurrence	2	4,000
	1230	435900049	Registered Public Offerings--Registration by Coordination	78A-28(b)	$2,000.00	1/1/99	Per Occurrence	49	98,000
	1230	435900051	Registered Public Offering--Amendment Fee	78A-28(j)	$50.00	8/1/83	Per Occurrence	1	50
	1230	435900036	Fairness Hearing Fees	78A-30	$500 to $5000, variable	1/1/99	Per Hearing	approx. 25	13,025
									$10,442,289

For assistance, contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Business License Information Office
2	**Budget Code:**	13200
3	**Fiscal Year:**	Actual - 7/1/00 - 2/28/01

	A	B	C	D	E	F	G	H		I
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
	1240	434310	Directory of NC Business Licenses and Permits	147-54.14	$10.00	98	Per occurance	4		40
4										

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Notary
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

	A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
4	1300	4353073	Notary Application Fee + Misc. Service Fees	10A-7	$30.00	10/1/1999	Every 5 years	22,994	$	689,833
	1300	4353023	Certification of Authority	147-37	$6.25	7/7/1991	Per Occurrence	560	$	3,500

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Notary
2	**Budget Code:**	13200
3	**Fiscal Year:**	Actual - 7/1/00 - 2/28/01

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
1300	434390	Other Sales of Goods or Services	132-6.2	$0.15/name	7/1/1993	Every two weeks	12,541	$	1,881
4								$	

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Land Records
2	**Budget Code:**	19952
3	**Fiscal Year:**	**Actual - 7/1/00 - 2/28/01**

	A	B	C	D	E	F	G	H		I
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
	1400	435900	Application Fees	147-54.4	$20.00	4/1/1994	2 Years	44	$	880
4									$	

For online access:
http://www.osbm.state.nc.us/instructions/

For assistance contact an OSBM analyst.

SURVEY OF FEES

1	**Department:**	Department of the Secretary of State - Charitable Fundraising
2	**Budget Code:**	13200
3	**Fiscal Year:**	Actual - 7/1/00 - 2/28/01

	A	B	C	D	E	F	G	H		I
	Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 2000-01**
4	1600	435100	License Fees	131F	$25 - $200	Jan. 1995	Daily	1,415	$	264,615

For online access:
http://www.osbm.state.nc.us/instructions/

Secretary of State

Publications Inventory and Expenditures

FY 1999-00 and FY 2000-01

			FY 99-00			FY 00-01	
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	# of Copies	Cost per copy	Total Cost Per Year
Divison or Program							
Trademark Section							
Pubications							
"How to Register a Trademark or Service Mark in North Carolina"	n/a				47,589	$0.10	$4,759

N.C.Secretary of State

Publications Inventory and Expenditures

Publications Division

Publication	G.S. Citation	# of Copies	Cost/Copy	Total Cost/Year	
Directory of	147-54.1	10,000	$1.78	$17,800	FY 99-00
Public Officials		10,000	$1.90	$18,990	FY 00-01
North Carolina	147.54	5,000	$17.58	$87,909	FY 99-00
Manual		5,000	$14.59	$72,965	FY 00-01
North Carolina	147-36.10	5,000	$1.15	$5,672	FY 99-00
Constitution		n/a	n/a	n/a	FY 00-01
Directory of	147-36.14	n/a		n/a	FY 99-00
Boards & Comm.		5,000	$3.60	$18,000	FY 00-01
Candidate Lists	163-108	n/a		n/a	FY 99-00
		1000	$4.00	$4,000	FY 00-01
Election Results	163-172	n/a	n/a	n/a	FY 99-00
					FY 00-01
Women in the	147-54.1	n/a	n/a	n/a	FY 99-00
General Assembly		n/a	n/a	n/a	FY 00-01
Government	147-54.1	n/a	n/a	n/a	FY 99-00
Ed. Material		n/a	n/a	n/a	FY 00-01
Index of Public/	147-54.1	n/a	n/a	n/a	FY 99-00
Private Laws					FY 00-01
Lobbyist Directory	120-47.2(d)	94	$5	$470	FY 99-00
					FY 00-01
Miscellaneous		30,000	$0.83	25,000	FY 99-00
					FY 00-01

Secretary of State

Publications Inventory and Expenditures

FY 1999-00 and FY 2000-01

		FY 99-00			FY 00-01		
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	# of Copies	Cost per Copy	Total Cost Per Year
Divison or Program							
Corporations Division							
Publications							
Business Guidelines	none	3000	$1.05	$3,135.00	2800	$1.30	$3,640.00
Nonprofit Guidelines	none	3000	$1.17	$3,495.89			
LLC Guidelines	none				600	$1.60	$960.00

SECRETARY OF STATE

Publications Inventory and Expenditures
FY 1999-00 and FY 2000-01

			FY 99-00			FY 00-01	
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	# of Copies	Cost per Copy	Total Cost Per Year
Division or Program	Certification and Filing Division						
Publications	"What you need to know about UCC Filing" (39 pages)	Article 9, UCC	300	$2.34	$702.00		
	UCC Newsletter	Article 9, UCC	200	$0.06	$12.00	200	$0.06	$12.00

Secretary of State

Publications Inventory and Expenditures

FY 1999-00 and FY 2000-01

				FY 99-00				FY 00-01	
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year		# of Copies	Cost per copy	Total Cost Per Year
Divison or Program								
Charitable Solicitation Licensing								
(Note: Receipt Supported)								
Publications								
Annual Report	131F-30	55	$17.91	$985				
Divison or Program								
Business License Information								
Publications								
Directory of NC Licenses & Permits	147-54.14	3,500	$4.59	$16,068				
Starting a New Business in NC						5,000	$0.58	$2,883

SECRETARY OF STATE

Publications Inventory and Expenditures
FY 1999-00 and FY 2000-01

			FY 99-00				FY 00-01	
Division or Program	Notary Division	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	# of Copies	Cost per Copy	Total Cost Per Year
Publications	Notary Public Newsletter	10A-Notary Act	810	$0.04	$32.40	405	$0.04	$16.20

		Secretary of State							
		Publications Inventory and Expenditures							
		FY 1999-00 and FY 2000-01							
				FY 99-00				FY 00-01	
		G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year		# of Copies	Cost per copy	Total Cost Per Year
Divison or Program	Land Records Management	147.54.3							
Publications	Minimum Real Property Indexing Standards	147.54.3	100	$2.19	$219				

Secretary of State

Salary Reserve Expenditures
FY 1999-00 and FY 2000-01

		FY 99-00			FY 00-01		
	Purpose	No. of Positions		Amount	No. of Positions		Amount
Divison or Program							
Administration	In Range	6		$10,703	1		$1,181
	Reallocation of						
	New Position	1		24,634			
	Reallocation				2		5,036
	New Hire	2		5,343	1		1,169
	Spec. Entry Rate	1		1,307			
	Promotion				1		888
Division Totals		**10**		**$41,987**	**5**		**$8,274**
Publications	In Range	1		$1,406			
Division Totals		**1**		**$1,406**			
Corporations	In Range	9		$8,555	3		$5,978
	Reallocation				1		1,675
	New Hire	2		5,799			
	Promotion				1		2,939
Division Totals		**11**		**$14,354**	**5**		**$10,592**

Secretary of State

Salary Reserve Expenditures
FY 1999-00 and FY 2000-01

		FY 99-00			FY 00-01		
	Purpose	No. of Positions		Amount	No. of Positions		Amount
Divison or Program							
UCC	In Range	8		$4,240			
	Reallocation				3		$6,025
	New Hire	1		3,127	1		5,023
	Promotion				2		2,493
Division Totals		**9**		**$7,367**	**6**		**$13,541**
Securities	In Range	4		$5,286	1		$1,641
	Reallocation	2		7,076			
	New Hire	1		2,680	1		113
	Promotion				3		9,114
Division Totals		**7**		**$15,042**	**5**		**$10,868**
Business License Info.	In Range				1		$550
Division Totals					**1**		**$550**
Notary	Reallocation	2		$2,522	1		4,635
Division Totals		**2**		**$2,522**	**1**		**$4,635**
Department Totals		**40**		**$82,678**	**23**		**$48,460**

Attachment II

Department of Insurance
Information Requested
2001/2002 through 2002/2003 Biennium

Jim Long
Insurance Commissioner

Contents

Modified Zero-based budget Expenditure Accounts (FY 97-01)

1. Contracted Personal Services (expenditure account 531321)
2. Miscellaneous Contractual Services (expenditure account 532199)
3. Rental/Lease of Equipment (expenditure accounts 532521 to 532525)
4. Travel and Other Employee Expenses (expenditure accounts 5327xx)
5. Cellular Phone Services (expenditure account 532814)
   Cellular Phone Usage—Listing by Position
6. Furniture and Equipment Replacement Schedules (expenditure account (534500 to 534550)
7. Discretionary Grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other Aids and Grants (expenditures accounts 5369AA)
10. Special Fund Cash Balances (2xxxx budget codes)

Special Interest Items

Fee Survey

Analysis of Publications

Analysis of Use of Salary Reserve

Cellular Phone Usage (inserted behind Cellular Phone Expenditure item 5, above)

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1. Contracted Personal Services (531321)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

2. Miscellaneous Contractual Services (532199)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	1,439	2,089	16,440	31,593	18,837	29,000	29,000
1200 Company Services	97,256	66,342	208,885	294,591	170,959	150,000	100,000
1300 Technical Services	-	-	13,236	12,250	68,124	35,000	-
1400 Public Services	600,600	628,723	736,384	644,400	715,544	720,000	740,000
1500 Office of the State Fire Marshal	2,266	(500)	49,755	47,817	62,106	50,000	50,000
Department of Insurance	701,562	696,654	1,024,700	1,030,652	1,035,570	984,000	919,000

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

3. Rental/Lease of Equipment (532521 to 532525)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
532521-532522 Motor Vehicle - Computer Equipment							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
532523 - Communication Equipment							
1100 Administration	1,781	1,975	2,570	1,752	2,028	1,750	1,750
1200 Company Services	765	1,031	1,443	1,797	1,800	1,600	1,600
1300 Technical Services	-	98	142	235	104	-	-
1400 Public Services	4,375	3,644	4,115	4,379	4,358	4,200	4,200
1500 Office of the State Fire Marshal	6,626	7,123	8,432	8,015	8,550	8,200	8,200
532524 - General Office Equipment							
1100 Administration	774	-	1,559	-	780	780	780
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	281	125	356	175	476	-	-
1400 Public Services	3,600	3,600	3,600	3,600	3,600	3,600	3,600
1500 Office of the State Fire Marshal	938	-	-	-	106	-	-
532525 - Furniture							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	19,140	17,596	22,218	19,952	21,802	20,130	20,130

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

4. Travel and Other Employee Expenses (5327xx)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	27,857	37,401	41,926	40,778	25,592	30,000	30,000
1200 Company Services (Travel money)	219,304	211,040	182,032	143,257	177,241	175,000	175,000
1300 Technical Services	322,334	244,301	281,971	307,385	310,328	325,000	325,000
1400 Public Services	207,403	249,051	264,244	260,071	257,000	275,000	275,000
1500 Office of the State Fire Marshal	409,580	462,552	513,877	537,596	422,874	475,000	475,000
Department of Insurance	1,186,479	1,204,344	1,284,050	1,289,086	1,193,035	1,280,000	1,280,000

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

5. Cellular Phone Services (532814)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	3,843	3,324	4,051	5,238	4,841	4,000	4,000
1200 Company Services	-	-	-	32	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	2,235	3,409	3,383	5,113	4,277	4,000	4,000
1500 Office of the State Fire Marshal	20,245	27,668	36,800	41,836	43,704	33,000	33,000
Department of Insurance	26,324	34,401	44,234	52,219	52,822	41,000	41,000

Department Of Insurance
Cellular Usage
FY 2000-2001

Fund/Title	Position Title	# Of Phones	Vendor
1100 Administration			
	Special Asst. for Reg. Affairs	1.00	ITS
	Special Asst. to Chf. Dep. Comm	1.00	ITS
	Assistant Commissioner	1.00	ITS
	Chief Deputy to Commissioner	1.00	ITS
	Attorney III	1.00	ITS
	Commissioner of Insurance	1.00	ITS
	Controller of Insurance	1.00	ITS
	Total of Phones	7.00	
1400 Public Service			
	Insurance Investigator	11.00	ITS
	Insurance Investigator/Asst Supvr	3.00	ITS
	Chief Financial Investigator	1.00	ITS
	Insurance Investigator/Asst. Supvr	1.00	ITS
	Motor Club Administrator	1.00	ITS
	Director of Insurance/Sp. Invest.	1.00	ITS
	Total of Phones	18.00	
1500 Office of the State Fire Marshal			
	Safety Grants Coordinator	1.00	ITS
	Building Systems Engineer	1.00	ITS
	Fire & Rescue Div. Asst. Director	2.00	ITS
	Fire & Rescue Info & Ed. Specialist	3.00	ITS
	Fire & Rescue Training Instructor	14.00	ITS
	Fire & Rescue Training Supvr	4.00	ITS
	Building Systems Engineer IV	1.00	ITS
	Electrical Inspector - 3 people in State	3.00	ITS
	Safety Officer III	3.00	ITS
	Building Systems Engineer I	1.00	ITS
	Building Systems Engineer III	3.00	ITS
	Total of Phones	36.00	
Budget Code 23901			
2555 Manufactured Building	Building Inspector III (mobile Homes)	6.00	Alltel
	Building Systems Engineer IV	1.00	ITS
	Administrative Asst. II	1.00	Alltel
	Building Systems Engineer I	1.00	Alltel
	Building systems Engineer	1.00	Alltel
	Total of Phones	10.00	
	Total Phones Used	71.00	

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534511 - Furniture Dobbs Bldg. 12 entrances							
1100 Administration	16,045	3,738	16,556	6,072	12,537	2,000	2,000
1200 Company Services purchased copier	44,095	45,859	42,240	101,997	47,630	5,000	5,000
1300 Technical Services	37,121	29,841	23,650	45,336	6,407	3,000	3,000
1400 Public Services	26,262	5,704	46,808	38,249	11,739	3,000	3,000
1500 Office of the State Fire Marshal	7,391	9,025	14,188	5,981	10,105	10,000	8,000
534521- Office Equipment							
1100 Administration	4,735	7,494	7,975	-	-	-	5,000
1200 Company Services	30,064	29,222	16,571	10,950	19,509	10,000	-
1300 Technical Services	24,866	-	26,628	31,132	3,602	16,000	-
1400 Public Services	3,449	2,295	8,582	827	17,019	-	13,000
1500 Office of the State Fire Marshal	20,121	1,068	1,091	25,200	1,696	-	18,000
534522 - Computer							
1100 Administration	1,397	7,916	18,737	298	47,887	10,000	10,000
1200 Company Services	242,683	116,053	254,486	459,445	56,132	50,000	50,000
1300 Technical Services	20,234	58,029	385,260	59,179	26,037	15,000	15,000
1400 Public Services	14,253	44,036	28,970	82	22,265	15,000	15,000
1500 Office of the State Fire Marshal	55,854	107,728	91,257	40,035	30,466	12,000	12,000
534528 - Communications							
1100 Administration	2,652	1,350	3,022	684	1,400	-	-
1200 Company Services	435	2,721	13,637	15,197	512	-	-
1300 Technical Services	569	28,210	23,454	2,032	-	-	1,400
1400 Public Services	1,706	25,701	45,014	7,393	-	-	-
1500 Office of the State Fire Marshal	-	47,495	1,639	48,201	-	1,400	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550) - cont

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534529 - Custody & Security							
1100 Administration	-	-	-	-	4,500	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	108	-	-	-	-	-
534539 - Other Equipment							
1100 Administration	-	-	1,213	136	11,346	-	-
1200 Company Services	-	-	-	23,690	-	-	-
1300 Technical Services	421	7,886	-	10,869	-	-	-
1400 Public Services	1,819	-	363	16,990	710	-	-
1500 Office of the State Fire Marshal	13,113	540	17,296	60,553	27,117	20,000	10,000
534539001 - Other Equipment Audio/Visual							
1100 Administration	-	-	-	120	-	1,000	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	5,825	5,380	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	5,818	-	8,316	-	-	-
534544 - Trailers							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	7,918	-	-	-
Department of Insurance	569,285	587,840	1,094,461	1,032,262	358,616	173,400	170,400

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

7. Discretionary Grants (5364aa)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

8. Loans (5367aa)

Division or Program	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

9. Other Aids and Grants(5369aa)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

NORTH CAROLINA DEPARTMENT OF INSURANCE
10. SPECIAL FUND (2XXXX) CASH BALANCES
AS OF DECEMBER 31, 2000

Dept. Budget Code #	Fund #	Fund Title		Cash Balance @ 12-31-2000
DOI - Special Revenue - Interest Bearing				
23900	2000	Insurance Regulatory Fund	$	8,144,368.01
23900	2001	Consumer Protection Fund		544,229.10
23900	2123	Volunteer Rescue/EMS Fund		924,383.47
23900	2133	Volunteer Fire Dept. Fund		2,459,800.30
		TOTALS BC 23900	**$**	**12,072,780.88**
DOI - Special Revenue - Non-Interest Bearing				
23901	2122	Rescue Squad Worker's Rel.	$	0.60
23901	2231	Continuing Education Program		301,389.60
23901	2552	Home Inspector Licensure		581,066.83
23901	2555	Manufactured Building		-121,175.43
23901	2556	Manufactured Building - Federal		588,419.61
		TOTALS BC 23901	**$**	**1,349,701.21**
DOI - Special Revenue - Interest Bearing - Unbudgeted				
23902	2201	Qualifications Board Fund	$	53,624.37
23902	2214	Safe Kids Grant		203,268.94
23902	2235	Fire & Rescue Journals		41,432.70
23902	2240	Fire Prevention Week		5,792.93
23902	2245	NC Hospital Foundation Grant		105,102.43
		TOTALS BC 23902	**$**	**409,221.37**
DOI - Special Revenue - Non-Interest Bearing - Unbudgeted				
23903	2313	Auto Safety Programs	$	28,045.20
23903	2332	Fire & Rescue Emergency Response		9,717.69
23903	2333	Seatbelt Safety Project		346,149.15
23903	2334	Hazardous Material Grant		28,293.18
23903	2337	GHSP-Bike QN99-13-23		-91.11
23903	2339	Shipmates Peer Monitoring		18,783.85
		TOTALS BC 23903	**$**	**430,897.96**

Stopped here 3/14/01 1:30-2:55 p.m.

North Carolina Department of Insurance

(Due 03/05/01)

SURVEY OF FEES

Section 9

Jim Long **Commissioner of Insurance**

Attachment 1

Department:	INSURANCE
Budget Code:	**13900 General Fund**
Fiscal Year:	**Actual - 1999-00**

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
11001112	438144	Intra Agency Transfers-listed below						
11001112	438144	Intra Agency Transfers-Reallocation of Salary Expense	OSBM-606	Salary	7/1/96	Monthly	12	31,688
11001111	437990	Other Miscelleous Revenues-listed below						
11001111	437990	Other Miscelleous Revenues-Photo Copy Fees.	GS58-6-5(3)	0.50	1/1/78	Daily	330	165
11001111	437990	Other Miscelleous Revenues-Summons-ser of legal process	GS58-16-30	$10.00	10/1/89	Daily	2166	21,656
12001221	437990	Other Miscellaneous Revenue- Listed Below						
12001221	437990	Seal Fees	GS58-6-5(1)	$10.00	7/28/90	Daily	300	3,000
12001221	437990	List of Insurance Companies	GS58-6-5(1)	$10.00	8/10/99	Daily	150	1,500
12001221	437990	By-Laws/Articles	GS58-6-5(1)	$25.00	7/28/90	Daily	75	1,875
12001221	437990	Sale of Securities	GS58-18-25	$50.00	7/28/90	Daily	0	0
12001221	437990	Expansion Filings	GS58-7-155	$200.00	7/28/90	Daily	0	0
12001221	437990	Certifications-Compliance, Deposit,Similarity	GS58-6-5(1)	$10.00	8/10/99	Daily	400	4,000
12001221	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,728	8,340
12001225	437990	Other Miscellaneous Revenue- Listed Below						
12001225	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Monthly	826	413
13001332	437990	Other Miscellaneous Revenue- Listed Below						
13001332	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	254	19,932
13001332	437990	A.M. Best	Agency Agree	$200.00	7/1/92	Annual	10	2,000
13001333	437990	Other Miscellaneous Revenue- Listed Below						
13001333	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	11,146	5,573
13001334	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	6	170,100
13001334	437990	Other Miscellaneous Revenue- Listed Below						
13001334	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	N/A	15	561
13001337	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	8	235,300
13001337	435600	Registration Fees	na	$100.00	na	As needed	112	11,200
13001337	437990	Other Miscellaneous Revenue- Listed Below						
13001337	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	33	2,087
14001441	435500	Fines, Penalties, Assess Fees	NCGS-20-309(E)	$200.00		As needed	1	200
14001441	437990	Other Miscellaneous Revenues-listed below						
14001441	437990	Other Miscellaneous Revenues-Certification Letters	GS58-6-5(3)	$10.00	na	As needed	1	10
14001441	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	As needed	15	1,110

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	434310	Sale of Publications-Candidate Guide Booklets	Agency Agreement	$5.00	7/1/89	Daily	7,482		37,410
14001442	434310	Sale of Publications-Computer Lists/Labels	Agency Agreement	$175-$275	7/1/89	Daily	119		37,901
14001442	435300005	ASI Testing Fees	GS58-33-30(e4)	$72.00	12/31/97	Semi-Monthly	8950		644,400
14001442	437990	Other Miscellaneous Revenue-listed below							
	437990	Other Miscellaneous Revenue-Certification/Clearance Letters	58-33-125(f)	$10.00	7/28/90	Daily	27,398		274,792
	437990	Other Miscellaneous Revenue-Copy Fees	GS58-6-5(a)	Varies	7/28/90	Daily	1		11
14001442	538030	Fines/Penalty/Forfeit	58-2-70(d)	$100-$1,000		Daily	10		10,000
14001443	437990	Other Miscellaneous Revenues-court restitution	NCGS 14-214 NCGS			As needed	1		26
14001444	435400020	Examiner's Travel Fee	GS58-70-5(n)	n/a	1989	Semi-Annual	34		33,835
14001444	435100022	Premium Finance Company License	GS58-35-5	$50-$1450	7/28/90	daily	209		108,865
14001444	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(a)	.50/copy	1/2/78	daily	22		295
14001444	435900	Other Lic, Fees/Permits	GS58-70-130	N/A	n/a	Monthly	12		42,050
		GS58-55-90-58-69-35	GS58-71-185						
15001552	434310	Sale of Publications-Building Codes	GS143-138	$5-$899	1/1/96	Daily	5,214		739,604
15001552	435400018	Validation Stamps/Modular Reviews and Inspections	GS143-139.1	$1-$1,000	3/1/90	Daily	3,974		488,282
15001552	435300004	Testing Agency Fees	GS143-139.1	$250-$2,500	4/1/82	Monthly	12		22,185
15001552	435300007	Inspectors-Standard Certification	GS143-151.16	$2-$20	1988	Daily	4,309		89,587
15001552	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,128		564
15001553	538812	Mobile Homes Monitoring	Grant	$9.00/Floor Shipped $2.50/Floor Produced	5/1/92	Monthly	12		664,229
15001553	435100019	Manufact House Board License-Listed Below							
15001553	435100019	Manufacturer	GS143-143.11	$300.00	7/1/90	Daily	124		37,200
15001553	435100019	Dealer	GS143-143.11	$250.00	7/2/90	Daily	1,404		351,000
15001553	435100019	Supplemental Dealer	GS143-143.11	$100.00	7/3/90	Daily	0		0
15001553	435100019	Set-Up Contractor	GS143-143.11	$250.00	7/4/90	Daily	555		138,750
15001553	435100019	Salesman	GS143-143.11	$25.00	7/5/90	Daily	5,902		147,550
15001553	435100019	Transfer of Salesman License	GS143-143.11	$15.00	7/6/90	Daily	1,054		15,810
15001555	435900009	Special School Fees-For Training Schools	Budget Manual	$10-$45	1/12/94	monthly	0		0
15001556	438160	Transfer from Code 63900	Budget Manual	Monthly$		Monthly	12		1,349,736
15001556	538210	Reim Dual Employment	Budget Manual			Yearly	1	1	559
15001556	437990	Photocopies	GS58-6-5(3)	$0.50 per pg	1/1/78	2		$	21

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23900 Special Revenue- Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
2000	433120	Interest Income-STIF	GS58-6-25(D)	STO	-	Monthly	12	518,862
2000	435500024	Insurance Regulatory Charge-Insurance Companies	GS58-6-25	7.00%	1/1/99	Qtrly	1,342	21,091,130
2001	438110	Transfer from Code 13900-Appropriation	GS2-215(c)	-	-	Yearly	1	485,000
2001	433120	Interest Income-STIF	GS2-215(a)	-	-	Monthly	12	17,619
2123	435400021	DMV Inspection Fees (Rescue Grant)	GS20-183.7	.15%	7/14/92	Qtrly	4	1,043,698
2123	433120	Interest Income-STIF	GS58-87-5	n/a		Monthly	12	52,032
2133	431100	Add Premium Tax-Rural VFD	GS105-228.5	0.33%	1/1/88	Monthly	32	2,846,328
2133	433120	Interest Income-STIF	GS58-87-1	STO	n/a	Monthly	12	171,396
20002500	435100020	Collection Agency License	GS58-70-35,45	$500.00	7/1/83	daily	478	239,509
20002500	435100021	Motor Club License	GS58-69-10,40	$50-$300	7/16/91	daily	723	46,913
20002500	435100024	Bail Bondsmen & Runner' License Fees	GS58-71-55,70,75,180	$60-$125	7/16/92	daily	1,250	151,926

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23901 Special Revenue- Non Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
2122	435400021	DMV Inspection Fees (Rescue Relief)	GS20-183-7	0.10%	7/14/92	Qtrly	4	695,799
2231	435300006	Continuing Education's Fees-Listed Below						
2231	435300006	Course Approval Submissions	GS58-33-130(j)	$100.00	N/A	Daily	1,260	126,000
2231	435300006	Course Rosters Fees	GS58-33-130(j)	Varies	N/A	Daily	4,034	566,383
2231	435300006	Recertification Fees	GS58-33-130(a)	$5.00	N/A	Monthly	25,109	125,546
2552	435300	Home Inspector Fees	GS143-151	n/a	n/a	Yearly	1	220,837

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23902 Non-Budget Special Revenue- Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2201	432400	Grants (Qualification Board Grant)	143-151.20		n/a	Yearly	1	10,000
2201	433120	Interest Income-STIF	143-151.20	STO	n/a	Monthly	12	2,444
2214	432400	Grant(Safe Kid's Grant)	Grant		n/a		1	44,276
2214	433120	Interest Income-STIF	Grant	STO	n/a		12	2,105
2235	432400	Gifts and Grants (F & R Journal)	GS58-78-5(5)		n/a	Yearly	1	16,000
2235	433120	Interest Income-STIF	Grant	STO	n/a		12	2,091
2240	432400	Gifts and Grants(Fire Prevention)	GS58-78-5(12)		n/a	Yearly	1	12,000
2240	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	172
2245	432400	Grants (NC Hospital foundation Grant)	Grant		n/a	Yearly	1	116,900
2245	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	7,057

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23903 Non Budget Insurance Special, Non Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2313	432400	Auto Safety Programs	Grant	n/a	n/a	Yearly	0	0
2321	432400	N.C. Firemen's Association Grant	Grant	n/a	n/a	Yearly	0	0
2332	432400	Gifts and Grants (NCIIA)	Grant	n/a	n/a	Yearly	1	21,900
2333	432502	Seatbelt Safety Project (GHSP)	Grant	n/a	n/a	Yearly	1	487,610
2334	432400	Hazardous Materials	Grant	n/a	n/a	Yearly	1	25,000
2337	432400	GHSP-Bike QN99-13-23	Grant	n/a	n/a	Yearly	0	0

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19912 GF Tax-Insurance	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-2000
11001112	431100	Gross Premium/Corp. Inc. Tax-Insurance Company Gross Premium Tax	GS105-228.5	1.9% & .50%	1/1/1992 & 07/01/88	Qtrly	1853		267,230,941
13001332	431100	SurplusLines Taxes	GS58-21-85	0.05		Qtrly	693		6,136,179

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19951 GF NonTax-Insurance Trf Reg Sur	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-2000
1951	438105	Transfer from Insurance Regulatory Fund (1202-2000)	GS 58-6-25	7.00%	Jan 1,1999	Qtrly	4		22,934,906
1951	438108	Transfer from BC 13900 (One time transfer for Fy 00)	OSBPM	na	na	na	na		900,000
		Reversion of Manufactured Building fund Balance							

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	19953 General Fund-Non Tax-Insurance Lic/Fee
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001112	435900	Filing and Examining Application for Admission-HMO	GS58-6-5(1)	$250.00	7/28/90	monthly	2	500
12001221	435900	Other License, Fees, Permits-Listed Below						298,555
12001221	435900	CCF Application Fee	GS58-64-5(b)	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Filing and Auditing Annual Statement	GS58-6-5(1)	$100.00	7/28/90	monthly	14,743	147,430
12001221	435900	Filing and Examining Application for Admission	GS58-6-5(1)	$250.00	7/28/90	Daily	100	25,000
12001221	435900	Filing other Papers	GS58-6-5(1)	$25.00	7/28/90	Daily	2,020	50,500
12001221	435900	Health Maintenance Organization Application Fee	GS58-67-160(1)	$250.00	7/28/90	Daily	40	10,000
12001221	435900	Quarterly Statements	GS58-6-5(1)	$25.00	7/28/90	Qtrly	2,025	50,625
12001221	435900	Risk Retention Group Application Fee	GS58-22-70	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Surplus Lines Application Fee	GS58-21-20(C)	$250.00	7/28/90	Daily	40	10,000
12001221	435100062	Bus/Shop/Salon Permit(Company Licenses) See Below						
12001221	435100062	Surplus Lines License Fee	GS58-21-20C	$500	7/28/90	Monthly	147	73,500
12001221	435100062	Accredited Reinsurer License Fee	GS58-7-21-(6)(2)	$500.00	10/1/93	Monthly	41	20,500
12001221	435100062	CCF Annual Filing	GS58-64-30(b)	$100.00	6/12/05	Monthly	46	4,600
12001221	435100062	County Farm Mutual License Fee	GS58-6-7(a)	$25.00	8/10/99	Monthly	15	375
12001221	435100062	Fraternal Order License Fee	GS58-6-7(a)	$100.00	7/28/90	Monthly	12	1,200
12001221	435100062	Health Maintenance Organization License Fee	GS58-67-160(1)	$1,000.00	8/10/99	Monthly	25	25,000
12001221	435100062	Insurance Company License Fee	GS58-6-7(a)	$1,000.00	8/10/99	Monthly	535	535,000
12001221	435100062	Insurance Company Multiple Line License Fee	GS58-6-7(a)+c	$1,100.00	8/10/99	Monthly	688	756,800
12001221	435100062	Risk Purchasing Group License Fee	GS58-22-70	$50.00	7/28/90	Monthly	300	15,000
12001221	435100062	Risk Retention Group License Fee	GS58-22-70	$1,000.00	8/10/99	Monthly	40	40,000
12001221	435100062	Service Corporation License Fee	GS58-65-55	$1,000.00	8/10/99	Monthly	2	2,000
12001224	435900	Other License, Fees, Permits-						
13001332	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20	7/28/90	Daily	3,120	62,400
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Joint Underwrite Assoc Lic	GS105-228.4	$500-$600	7/28/90	Monthly	7	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Rating Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	8	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)-Advisory Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	14	8,000
13001333	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20.00	7/28/90	Daily	3,076	61,520

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	435500	Agent Appointment Cancellations	GS58-33-125A	$10.00	7/28/90	Qtrly	2,799		708,645
14001442	435100060	Individual Licenses (Agents Daily Licenses)- Listed Below							
14001442	435100060	Company Appointments	GS58-33-125A	$10-$75	7/28/90	Qtrly,Monthly	4,726		14,161,730
14001442	435100060	Corporate/Partnership Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	3,508		171,000
14001442	435100060	Duplicate Licenses	GS58-33-125A	$5.00	7/28/90	Daily	1,983		12,785
14001442	435100060	Limited Licenses for Car Rental Companies	GS58-33-125A	$50.00	10/1/91	Daily, 12	40		1,880
14001442	435100060	MVD Appraiser Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	269		19,545
14001442	435100060	Nonresident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	312		31,200
14001442	435100060	Pre-renewal Lists	11NCAC6A.0501	$175.00	10/1/90	12	200		35,050
14001442	435100060	Purchasing Group Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	68		3,400
14001442	435100060	Resident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	4,313		214,860
14001442	435100060	Self-Employed Adjuster Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	2,189		164,145
14001442	435100060	Surplus Lines Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	233		11,710
14001442	435100060	Viatical Settlement Broker	GS58-58-42(1)	$50.00	7/28/90	Daily, 12	57		2,850

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63900 Insurance Trust Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 1999-00**
6100	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12		76,025
6100	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12		1,414,369
6100	437116001	Insurance Recovery With/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only		26,309
6100	437116002	Insurance Recovery WithOut/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only		74,821
6100	434600001	Insurance Premium-Fire	GS58-31-1	*	*	**	**		2,937,501
6100	434600002	Insurance Premium-Extended Coverage	GS58-31-15	*	*	**	**		1,708,206
6100	434600003	Insurance Premium-"All Risk"	GS58-31-15	*	*	**	**		1,166,577
6100	434600004	Insurance Premium-Theft	GS58-31-15	*	*	**	**		22,347
6100	434600005	Insurance Premium-Vandalism	GS58-31-15	*	*	**	**		70,330
6100	434600006	Insurance Premium-Sprinkler Leakage	GS58-31-10	*	*	**	**		20,391
6100	434600007	Insurance Premium-Broad Form	GS58-31-15	*	*	**	**		22,084
6100	434600008	Insurance Premium-Business Interruption	GS58-31-20	*	*	**	**		15,187
6100	434600009	Insurance Premium-Extra Expense	GS58-31-15	*	*	**	**		2,939
6100	434600010	Insurance Premium-Flood	GS58-31-15	*	*	**	**		2,329
6110	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12		541,280
6110	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12		374,767
6110	434600	Insurance Premium(Auto)	GS58-31-50	-	-	annual	1		7,835,856
6411	217190	Funds Held for Others (Wachovia Custodial Bank)	GS58-71-150,160	na	na	na	na		12,169,820

* Rates vary by line of coverage and by construction, occupancy, and protection. Rates change as the Insurance Services Office (the insurance industry rating organization) makes changes.

** Collections are annual or as requested by the State agencies or universities.

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63901 Insurance-Trust Firemens Relief Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
6308	217190	Funds Held For Others(Fireman's Relief)	GS58-84-10	5%		annual	675	2,831,898

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63902 Voluntary Safety Workers Compensation Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
6000	434600	Insurance Premiums	GS58-87-10	$50.00	n/a	weekly	24	1,744,934
6000	433120	STIF Interest Income	GS58-31-1	STO		monthly	12	452,853
6000	433130	LTIF Interest Income	GS58-31-1	STO		monthly	12	551,299
6000	438113	TFR Fro 13901 Approp	OSBPM	Approp	7/1/97	1	1	4,500,000

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Agent Services/Administration				
Fall/Winter 1999 Department Newsletter		85,000	$0.26	$22,029.98
Spring/Summer 2000 Department Newsletter		85,000	$0.15	$12,859.97
Fall/Winter 2000 Department Newsletter		94,800	$0.19	$17,628.42
2000 C.E. Course Catalog		55,000	$0.69	$37,950.00
Consumer Services				
1999 Guide to Automobile Coverages & Claims		10,000	$0.07	$736.00
2000 Guide to Health Insurance		10,000	$0.08	$857.00
2000 Appeals & Grievances		3,150	$0.37	$1,175.00
2000 Disaster Display Cards		330	$3.43	$1,132.00
2000 A Consumer's Guide to Automobile Insurance		5,000	$0.95	$4,766.82
2000 It Pays to be a Safe Driver		10,000	$0.09	$869.41
2000 After the Fire*		5,000	$0.60	$1,901.64
2000 A Consumer Guide to Homeowners Insurance		5,000	$1.12	$5,599.00
**** Total cost was $2990. OSFM paid balance***				
Managed Care				
Managed Care in N.C. Status Report & Analysis of 1998 Activity	58-3-191	400	$2.16	$864.56
1999 HMO Performance Report	58-3-191	10,000	$0.45	$4,514.00
1999 Managed Care Plan Handbook	58-3-191	10,000	$0.66	$6,550.00
Managed Care in N.C. Status Report & Analysis of 1999 Activity	58-3-191	500	$2.14	$1,069.44
2000 Managed Care Plan Consumer Guide	58-3-191	10,000	$1.02	$10,185.00
Financial				
1999 Continuing Care Retirement Communities Reference Guide		400	$1.62	$647.15
2000 Continuing Care Retirement Communities Reference Guide		500	$3.55	$1,776.04
After the Fire*		5,000	$0.60	$1,088.36
**** Total cost was $2990. Consumer Services paid balance***				

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
SHIIP				
1999 Cover & Binder Inserts for Training Manual		200	$0.16	$32.80
1999 Fall OnBoard Newsletter		1,300	$0.18	$231.00
1999 Counseling Report Forms		5,000	$0.06	$317.94
2000 Combo Form		5,000	$0.05	$252.30
2000 Cover & Binder Inserts for Training Manual *		200	$0.19	$38.32
2000 Gotag		10,000	$0.06	$572.40
2000 Spring OnBoard Newsletter		1,300	$0.21	$274.86
2000 Direct Mailer & Health Brochure		60,000	$0.13	$8,018.90
2000 SHIIP Brochures		10,000	$0.23	$2,310.80
2000 Minority Outreach Posters & Stands		1,500	$4.06	$6,087.58
2000 Summer OnBoard Newsletter		1,600	$0.23	$374.61
2000 Newsletter		1200	$1.46	$1,759.60
2000 SHIIP Brochures *		20,000	$0.13	$2,639.40
2000 Combo Form		10,000	$0.05	$478.72
2000 Medicare Supplement Guide		4,000	$1.36	$5,448.74
2000 OnBoard Newsletter		1,200	$1.56	$1,870.00
2000 Direct Mailer & Health Brochure *		75,000	$0.08	$6,075.00
2000 LTC Brochure		5,000	$0.07	$368.08
2001 Training Manual		300	$9.91	$2,972.97
2001 Medicare Supplement Guide **		5,000	$0.39	$1,936.75
2001 EGHP Manual **		200	$2.89	$577.89
Reprint				
****Will be ordered in the next 2 weeks***				
Manufactured Building				
1999-2000 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.67	$5,864.30
2000-2001 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.80	$6,152.17

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Engineering and Codes				
1999-2000 Inspections Directory	143-151.19 (c)	750	$2.53	$1,893.50
2000-2001 Inspections Directory	143-151.19 (c)	750	$2.86	$2,127.49
1999-2000 Instructor Manuals	143-151.12 (5)	100	$70.00	$7,000.00
1999-2000 Standard Certificates	143-151.13	2,500	$0.08	$200.00
2000-2001 Standard Certificates	143-151.13	2,500	$0.08	$200.00
1999-2000 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
2000-2001 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
Fire and Rescue				
2000 Vol. Fire Department Fund General Assembly Report*	58-87-1	200	$9.86	$1,972.32
Update Brochure for 1999 NC Fire & Rescue Instructor Conference		3,500	$0.09	$326.44
1999-2000 Fire Officer I Workbook		1,000	$1.61	$1,613.26
1999-2000 Update ERT Brochure**	87-5	200	$0.59	$117.72
1999-2000 Incident Reporting Annual Report		2,000	$0.21	$424.37
1999-2000 Fire & Life Safety Educator Certification Manual**	87-5	200	$2.22	$443.00
1999-2000 Emergency Rescue Technician Certification Manual		200	$2.22	$443.00
1999-2000 Fire Officer I Certification Manual		200	$1.46	$291.00
1999-2000 NFA State Weekend Brochure		1,800	$0.13	$236.38
1999-2000 Instructor Level**	87-5	18,500	$0.20	$3,733.08
2000-2001 Instructor Level**	87-5	7,400	$0.25	$1,838.51
1999-2000 ERT Manual Reprint		100	$31.16	$3,115.55
1999-2000 Fire & Life Safety Education Conference Flyer Year 2000		1,800	$0.11	$201.10
1999-2000 Terrorism Conference Brochure		2,500	$0.17	$424.00
1999-2000 Sert Hurricane Operations Plan		30	$6.87	$205.97
1999-2000 Live Fire Qualification Brochure**	87-5	2,500	$0.13	$331.00
1999-2000 NFIRS Newsletter		750	$0.12	$87.21
1999-2000 Instructor Conference 2000 Brochure**	87-5	3,700	$0.18	$673.63
1999-2000 NFA Brochure		1,800	$0.23	$414.46
2000-2001 Volunteer Incentive Program Brochure		1,800	$0.29	$529.82
2000-2001 Fire & Life Safety Conference Flyer		1,800	$0.41	$740.01
2000-2001 25th Annual Fire & Life Safety Education Conference Brochure**	87-5	3,000	$0.30	$891.44

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
1999-2000 Reprint NFIRS 5.0 Forms**		516	$3.49	$18,000.00
2000 Directory**	87-5	2,000	$3.11	$6,229.59
2000-2001 Region 4 Trade Banner		1	$235.50	$238.50
Jan. 2001 Instructor Level Newsletter**	87-5	3,700	$0.25	$908.88
2000-2001 Fire and Life Safety Educator Lesson Plans-Level II**	87-5	50	$14.44	$721.76
1999-2000 Test Bank-Level I Firefighter**	87-5	100	$5.18	$517.51
1999-2000 Test Question Bank-Level II Firefighter**	87-5	100	$3.81	$380.61
1999-2000 Test Bank-Combination Level I and II **	87-5	100	$3.60	$359.68
1999-2000 Firefighter I and II Lesson Plans**	87-5	500	$18.45	$9,224.43
1999-2000 Fire and Life Safety Educator Lesson Plans-Level I**	87-5	50	$10.36	$518.11
1999-2000 OSHA S.O.G.'s**	87-5	100	$3.50	$349.80
1999-2000 OSHA Planning Document**	87-5	100	$2.06	$205.52
1999-2000 OSHA Standards Document**	87-5	100	$8.47	$846.94
2001 Instructor Conference Brochures**	87-5	4,200	$0.30	$1,255.04
**** Funded by Fire Grant***				
***** Funded by Rescue Grant***				

Department of Insurance
Analysis of the Use of Salary Reserve
Based on changes in Reserves 7/1/00 - 12/31/00

Fund 1100

Reason	Position Type	Number of Positions	Amount
Range Revision	Accountants	4	$ 7,531
Reallocation	Attorney	1	4,494
Reallocation	Purchasing Officer	1	1,179

Fund 1200

Reason	Position Type	Number of Positions	Amount
Reallocation	Ins. Co. Examiner	1	$ 6,335
Reallocation	Admin. Assistant	1	2,885
Reallocation	Comp. System Admin.	1	4,394
Range Revision	Ins. Co. Examiners	5	5,447
Range Revision	Programmer	2	3,462
In Range	Ins. Co. Examiners	10	22,116
In Range	Programmer	1	4,000
Promotion	Programmer	1	10,736
New Hire	Ins. Co. Examiner	1	2,861
New Hire	Computing Consultant	1	12,973
Lateral Transfer	Ins. Co. Examiner	1	510

Fund 1300

Reason	Position Type	Number of Positions	Amount
In Range	Admin. Secretary	1	$ 683
New Hire	Ins. Regulatory Analyst	2	3,759
Reallocation	Ins. Regulatory Analyst	4	12,485
Reallocation	Director SHIIP	1	1,700
Promotion	Office Asst.	1	3,379
Transfer	Program Asst.	1	2,837

Fund 1400

Reason	Position Type	Number of Positions	Amount
New Hire	Office Asst.	1	$ 1,000
New Hire	Communication Spec.	1	2,300
In Range	OSSOG	4	5,317
In Range	Admin. Assistant	1	2,337
Range Revision	Dir. Consumer	1	4,000
Range Revision	Investigators	2	1,838

Fund 1500

Reason	Position Type	Number of Positions	Amount
In Range	OSSOG	2	$ 3,012
New Hire	Fire & Rescue Training Instr.	1	3,220
Reallocation	Fire & Rescue Training Instr.	1	187

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 15, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, March 15, 2001 8:30 a.m. in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Jeffus, Co-Chair Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson.

The pages for this meeting were: Rafael Penn from Charlotte sponsored by Representative Cunningham, Shannon Stancil from Garner sponsored by Representative Ellis, and Ashley Arnold from Middlesex sponsored by Senator Swindell.

The meeting began with the continuation of the Department of Insurance. Mr. Dascheill Probes continued with the presentation. The continuation begins with Section 9. There were revised sheets on fees that were distributed (attachment 1) and used for review instead of those in the original packet because they are strictly fees.

From discussion it was noted that the only funds that the Department of Insurance keeps are those collected from manufactured housing licensing dealers and that money is used for operation of budget of that division.

Most publications are on-line but some are printed material also, such as pamphlets for distribution.

The Insurance Department is paying rent to the private sector. There is a consideration of buying a building and renting from the state underway. There is an indication that if the building is bought and rented to the department there would be 1½ million dollars savings. A written proposal to purchase a building is to be submitted. It is expected that this proposal will move fast since the current lease is up in September 2001.
A saving in funds would probably be realized in the next budget.

Discussion about the Regulatory Actions Division (RADs) disclosed that it is an eight-bed unit. In order to fill an essential vacant position the salary had to be increased by $12,973 from reserves.

Mr. Probes replied in answer to a question about saving money, that there is another section of the Insurance Department called Insurance Direct and it is not receipt supported. It was set up some years ago for Volunteer Safety Workers Compensation and was funded at $4,500,000. The Insurance Commissioner approached this group this year and asked if they could put in $1,500,000 and the state would put in $1,500,000 and return he other $3,000,000. He also stated that this money is reflected in the Governor's budget.

Lisbeth Evans was recognized from the Department of Cultural Resources. Ms. Evans reviewed the report (attachment 2).

There was a question regarding the digital expenses. It was explained that there are massive files of microfiche that will have to be converted to digital. Digitize machines will be needed forever to convert from fiche to digital.

It is necessary to continue with the travel budget because all of the work is at a site away from office location. If the R&R and Capital is cut then cuts the mission of Cultural Resources.

There was discussion concerning Queen Anne's Revenge. There was money spent for dives and it is non-recurring in the Governor's Budget this year. Repair and renovations schedule changes were made this year. A specific report will be brought back. There are eight employees and there is tremendous support from the University System as well as scientist from all over the world.

There being no further business the meeting adjourned at 10:00 a.m. The next meeting will be on Tuesday at 8:30 a.m. and will be a continuation of Department of Cultural Resources beginning on page 60 of the report.

Senator Ed Warren, Chairman

Delores Ledford, Clerk

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

9. Other Aids and Grants(5369aa)

Division or Program	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

NORTH CAROLINA DEPARTMENT OF INSURANCE
10. SPECIAL FUND (2XXXX) CASH BALANCES
AS OF DECEMBER 31, 2000

Dept. Budget Code #	Fund #	Fund Title		Cash Balance @ 12-31-2000
DOI - Special Revenue - Interest Bearing				
23900	2000	Insurance Regulatory Fund	$	8,144,368.01
23900	2001	Consumer Protection Fund		544,229.10
23900	2123	Volunteer Rescue/EMS Fund		924,383.47
23900	2133	Volunteer Fire Dept. Fund		2,459,800.30
		TOTALS BC 23900	**$**	**12,072,780.88**
DOI - Special Revenue - Non-Interest Bearing				
23901	2122	Rescue Squad Worker's Rel.	$	0.60
23901	2231	Continuing Education Program		301,389.60
23901	2552	Home Inspector Licensure		581,066.83
23901	2555	Manufactured Building		-121,175.43
23901	2556	Manufactured Building - Federal		588,419.61
		TOTALS BC 23901	**$**	**1,349,701.21**
DOI - Special Revenue - Interest Bearing - Unbudgeted				
23902	2201	Qualifications Board Fund	$	53,624.37
23902	2214	Safe Kids Grant		203,268.94
23902	2235	Fire & Rescue Journals		41,432.70
23902	2240	Fire Prevention Week		5,792.93
23902	2245	NC Hospital Foundation Grant		105,102.43
		TOTALS BC 23902	**$**	**409,221.37**
DOI - Special Revenue - Non-Interest Bearing - Unbudgeted				
23903	2313	Auto Safety Programs	$	28,045.20
23903	2332	Fire & Rescue Emergency Response		9,717.69
23903	2333	Seatbelt Safety Project		346,149.15
23903	2334	Hazardous Material Grant		28,293.18
23903	2337	GHSP-Bike QN99-13-23		-91.11
23903	2339	Shipmates Peer Monitoring		18,783.85
		TOTALS BC 23903	**$**	**430,897.96**

North Carolina Department of Insurance

(Due 03/05/01)

SURVEY OF FEES

Section 9

Jim Long **Commissioner of Insurance**

Attachment 1

Department:	INSURANCE
Budget Code:	**13900 General Fund**
Fiscal Year:	**Actual - 1999-00**

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
11001112	438144	Intra Agency Transfers-listed below						
11001112	438144	Intra Agency Transfers-Reallocation of Salary Expense	OSBM-606	Salary	7/1/96	Monthly	12	31,688
11001111	437990	Other Miscelleous Revenues-listed below						
11001111	437990	Other Miscelleous Revenues-Photo Copy Fees.	GS58-6-5(3)	0.50	1/1/78	Daily	330	165
11001111	437990	Other Miscelleous Revenues-Summons-ser of legal process	GS58-16-30	$10.00	10/1/89	Daily	2166	21,656
12001221	437990	Other Miscellaneous Revenue- Listed Below						
12001221	437990	Seal Fees	GS58-6-5(1)	$10.00	7/28/90	Daily	300	3,000
12001221	437990	List of Insurance Companies	GS58-6-5(1)	$10.00	8/10/99	Daily	150	1,500
12001221	437990	By-Laws/Articles	GS58-6-5(1)	$25.00	7/28/90	Daily	75	1,875
12001221	437990	Sale of Securities	GS58-18-25	$50.00	7/28/90	Daily	0	0
12001221	437990	Expansion Filings	GS58-7-155	$200.00	7/28/90	Daily	0	0
12001221	437990	Certifications-Compliance, Deposit,Similarity	GS58-6-5(1)	$10.00	8/10/99	Daily	400	4,000
12001221	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,728	8,340
12001225	437990	Other Miscellaneous Revenue- Listed Below						
12001225	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Monthly	826	413
13001332	437990	Other Miscellaneous Revenue- Listed Below						
13001332	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	254	19,932
13001332	437990	A.M. Best	Agency Agree	$200.00	7/1/92	Annual	10	2,000
13001333	437990	Other Miscellaneous Revenue- Listed Below						
13001333	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	11,146	5,573
13001334	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	6	170,100
13001334	437990	Other Miscellaneous Revenue- Listed Below						
13001334	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	N/A	15	561
13001337	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	8	235,300
13001337	435600	Registration Fees	na	$100.00	na	As needed	112	11,200
13001337	437990	Other Miscellaneous Revenue- Listed Below						
13001337	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	33	2,087
14001441	435500	Fines, Penalties, Assess Fees	NCGS-20-309(E)	$200.00		As needed	1	200
14001441	437990	Other Miscellaneous Revenues-listed below						
14001441	437990	Other Miscellaneous Revenues-Certification Letters	GS58-6-5(3)	$10.00	na	As needed	1	10
14001441	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	As needed	15	1,110

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	434310	Sale of Publications-Candidate Guide Booklets	Agency Agreement	$5.00	7/1/89	Daily	7,482		37,410
14001442	434310	Sale of Publications-Computer Lists/Labels	Agency Agreement	$175-$275	7/1/89	Daily	119		37,901
14001442	435300005	ASI Testing Fees	GS58-33-30(e4)	$72.00	12/31/97	Semi-Monthly	8950		644,400
14001442	437990	Other Miscellaneous Revenue-listed below							
	437990	Other Miscellaneous Revenue-Certification/Clearance Letters	58-33-125(f)	$10.00	7/28/90	Daily	27,398		274,792
	437990	Other Miscellaneous Revenue-Copy Fees	GS58-6-5(a)	Varies	7/28/90	Daily	1		11
14001442	538030	Fines/Penalty/Forfeit	58-2-70(d)	$100-$1,000		Daily	10		10,000
14001443	437990	Other Miscellaneous Revenues-court restitution	NCGS 14-214 NCGS			As needed	1		26
14001444	435400020	Examiner's Travel Fee	GS58-70-5(n)	n/a	1989	Semi-Annual	34		33,835
14001444	435100022	Premium Finance Company License	GS58-35-5	$50-$1450	7/28/90	daily	209		108,865
14001444	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(a)	.50/copy	1/2/78	daily	22		295
14001444	435900	Other Lic, Fees/Permits	GS58-70-130	N/A	n/a	Monthly	12		42,050
		GS58-55-90-58-69-35	GS58-71-185						
15001552	434310	Sale of Publications-Building Codes	GS143-138	$5-$899	1/1/96	Daily	5,214		739,604
15001552	435400018	Validation Stamps/Modular Reviews and Inspections	GS143-139.1	$1-$1,000	3/1/90	Daily	3,974		488,282
15001552	435300004	Testing Agency Fees	GS143-139.1	$250-$2,500	4/1/82	Monthly	12		22,185
15001552	435300007	Inspectors-Standard Certification	GS143-151.16	$2-$20	1988	Daily	4,309		89,587
15001552	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,128		564
15001553	538812	Mobile Homes Monitoring	Grant	$9.00/Hour Shipped $2.50/Hour Produced	5/1/92	Monthly	12		664,229
15001553	435100019	Manufact House Board License-Listed Below							
15001553	435100019	Manufacturer	GS143-143.11	$300.00	7/1/90	Daily	124		37,200
15001553	435100019	Dealer	GS143-143.11	$250.00	7/2/90	Daily	1,404		351,000
15001553	435100019	Supplemental Dealer	GS143-143.11	$100.00	7/3/90	Daily	0		0
15001553	435100019	Set-Up Contractor	GS143-143.11	$250.00	7/4/90	Daily	555		138,750
15001553	435100019	Salesman	GS143-143.11	$25.00	7/5/90	Daily	5,902		147,550
15001553	435100019	Transfer of Salesman License	GS143-143.11	$15.00	7/6/90	Daily	1,054		15,810
15001555	435900009	Special School Fees-For Training Schools	Budget Manual	$10-$45	1/12/94	monthly	0		0
15001556	438160	Transfer from Code 63900	Budget Manual	Monthly$		Monthly	12		1,349,736
15001556	538210	Reim Dual Employment	Budget Manual			Yearly	1	1	559
15001556	437990	Photocopies	GS58-6-5(3)	$0.50 per pg	1/1/78	2		$	21

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	23900 Special Revenue- Interest Bearing
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2000	433120	Interest Income-STIF	GS58-6-25(D)	STO	-	Monthly	12	518,862
2000	435500024	Insurance Regulatory Charge-Insurance Companies	GS58-6-25	7.00%	1/1/99	Qtrly	1,342	21,091,130
2001	438110	Transfer from Code 13900-Appropriation	GS2-215(c)	-	-	Yearly	1	485,000
2001	433120	Interest Income-STIF	GS2-215(a)	-	-	Monthly	12	17,619
2123	435400021	DMV Inspection Fees (Rescue Grant)	GS20-183.7	.15%	7/14/92	Qtrly	4	1,043,698
2123	433120	Interest Income-STIF	GS58-87-5	n/a		Monthly	12	52,032
2133	431100	Add Premium Tax-Rural VFD	GS105-228.5	0.33%	1/1/88	Monthly	32	2,846,328
2133	433120	Interest Income-STIF	GS58-87-1	STO	n/a	Monthly	12	171,396
20002500	435100020	Collection Agency License	GS58-70-35,45	$500.00	7/1/83	daily	478	239,509
20002500	435100021	Motor Club License	GS58-69-10,40	$50-$300	7/16/91	daily	723	46,913
20002500	435100024	Bail Bondsmen & Runner' License Fees	GS58-71-55,70,75,180	$60-$125	7/16/92	daily	1,250	151,926

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	23901 Special Revenue- Non Interest Bearing
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2122	435400021	DMV Inspection Fees (Rescue Relief)	GS20-183-7	0.10%	7/14/92	Qtrly	4	695,799
2231	435300006	Continuing Education's Fees-Listed Below						
2231	435300006	Course Approval Submissions	GS58-33-130(j)	$100.00	N/A	Daily	1,260	126,000
2231	435300006	Course Rosters Fees	GS58-33-130(j)	Varies	N/A	Daily	4,034	566,383
2231	435300006	Recertification Fees	GS58-33-130(a)	$5.00	N/A	Monthly	25,109	125,546
2552	435300	Home Inspector Fees	GS143-151	n/a	n/a	Yearly	1	220,837

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	23902 Non-Budget Special Revenue- Interest Bearing
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2201	432400	Grants (Qualification Board Grant)	143-151.20		n/a	Yearly	1	10,000
2201	433120	Interest Income-STIF	143-151.20	STO	n/a	Monthly	12	2,444
2214	432400	Grant(Safe Kid's Grant)	Grant		n/a		1	44,276
2214	433120	Interest Income-STIF	Grant	STO	n/a		12	2,105
2235	432400	Gifts and Grants (F & R Journal)	GS58-78-5(5)		n/a	Yearly	1	16,000
2235	433120	Interest Income-STIF	Grant	STO	n/a		12	2,091
2240	432400	Gifts and Grants(Fire Prevention)	GS58-78-5(12)		n/a	Yearly	1	12,000
2240	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	172
2245	432400	Grants (NC Hospital foundation Grant)	Grant		n/a	Yearly	1	116,900
2245	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	7,057

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	23903 Non Budget Insurance Special, Non Interest Bearing
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2313	432400	Auto Safety Programs	Grant	n/a	n/a	Yearly	0	0
2321	432400	N.C. Firemen's Association Grant	Grant	n/a	n/a	Yearly	0	0
2332	432400	Gifts and Grants (NCIIA)	Grant	n/a	n/a	Yearly	1	21,900
2333	432502	Seatbelt Safety Project (GHSP)	Grant	n/a	n/a	Yearly	1	487,610
2334	432400	Hazardous Materials	Grant	n/a	n/a .	Yearly	1	25,000
2337	432400	GHSP-Bike QN99-13-23	Grant	n/a	n/a	Yearly	0	0

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19912 GF Tax-Insurance	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-2000
11001112	431100	Gross Premium/Corp. Inc. Tax-Insurance Company Gross Premium Tax	GS105-228.5	1.9% & .30%	1/1/1992 & 07/01/88	Qtrly	1853	267,230,941
13001332	431100	Surplus Lines Taxes	GS58-21-85	0.05		Qtrly	693	6,136,179

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19951 GF NonTax-Insurance Trf Reg Sur	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-2000
1951	438105	Transfer from Insurance Regulatory Fund (1202-2000)	GS 58-6-25	7.00%	Jan 1,1999	Qtrly	4	22,934,906
1951	438108	Transfer from BC 13900 (One time transfer for Fy 00)	OSBPM	na	na	na	na	900,000
		Reversion of Manufactured Building fund Balance						

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	19953 General Fund-Non Tax-Insurance Lic/Fee
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001112	435900	Filing and Examining Application for Admission-HMO	GS58-6-5(1)	$250.00	7/28/90	monthly	2	500
12001221	435900	Other License, Fees, Permits-Listed Below						
12001221	435900	CCF Application Fee	GS58-64-5(b)	$250.00	7/28/90	Daily	10	298,555 2,500
12001221	435900	Filing and Auditing Annual Statement	GS58-6-5(1)	$100.00	7/28/90	monthly	14,743	147,430
12001221	435900	Filing and Examining Application for Admission	GS58-6-5(1)	$250.00	7/28/90	Daily	100	25,000
12001221	435900	Filing other Papers	GS58-6-5(1)	$25.00	7/28/90	Daily	2,020	50,500
12001221	435900	Health Maintenance Organization Application Fee	GS58-67-160(1)	$250.00	7/28/90	Daily	40	10,000
12001221	435900	Quarterly Statements	GS58-6-5(1)	$25.00	7/28/90	Qtrly	2,025	50,625
12001221	435900	Risk Retention Group Application Fee	GS58-22-70	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Surplus Lines Application Fee	GS58-21-20(C)	$250.00	7/28/90	Daily	40	10,000
12001221	435100062	Bus/Shop/Salon Permit(Company Licenses) See Below						
12001221	435100062	Surplus Lines License Fee	GS58-21-20C	$500	7/28/90	Monthly	147	73,500
12001221	435100062	Accredited Reinsurer License Fee	GS58-7-21-(6)(2)	$500.00	10/1/93	Monthly	41	20,500
12001221	435100062	CCF Annual Filing	GS58-64-30(b)	$100.00	6/12/05	Monthly	46	4,600
12001221	435100062	County Farm Mutual License Fee	GS58-6-7(a)	$25.00	8/10/99	Monthly	15	375
12001221	435100062	Fraternal Order License Fee	GS58-6-7(a)	$100.00	7/28/90	Monthly	12	1,200
12001221	435100062	Health Maintenance Organization License Fee	GS58-67-160(1)	$1,000.00	8/10/99	Monthly	25	25,000
12001221	435100062	Insurance Company License Fee	GS58-6-7(a)	$1,000.00	8/10/99	Monthly	535	535,000
12001221	435100062	Insurance Company Multiple Line License Fee	GS58-6-7(a)+c	$1,100.00	8/10/99	Monthly	688	756,800
12001221	435100062	Risk Purchasing Group License Fee	GS58-22-70	$50.00	7/28/90	Monthly	300	15,000
12001221	435100062	Risk Retention Group License Fee	GS58-22-70	$1,000.00	8/10/99	Monthly	40	40,000
12001221	435100062	Service Corporation License Fee	GS58-65-55	$1,000.00	8/10/99	Monthly	2	2,000
12001224	435900	Other License, Fees, Permits-						
13001332	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20	7/28/90	Daily	3,120	62,400
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Joint Underwrite Assoc Lic	GS105-228.4	$500-$600	7/28/90	Monthly	7	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Rating Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	8	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)-Advisory Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	14	8,000
13001333	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20.00	7/28/90	Daily	3,076	61,520

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
14001442	435500	Agent Appointment Cancellations	GS58-33-125A	$10.00	7/28/90	Qtrly	2,799	708,645
14001442	435100060	Individual Licenses (Agents Daily Licenses)- Listed Below						
14001442	435100060	Company Appointments	GS58-33-125A	$10-$75	7/28/90	Qtrly,Monthly	4,726	14,161,730
14001442	435100060	Corporate/Partnership Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	3,508	171,000
14001442	435100060	Duplicate Licenses	GS58-33-125A	$5.00	7/28/90	Daily	1,983	12,785
14001442	435100060	Limited Licenses for Car Rental Companies	GS58-33-125A	$50.00	10/1/91	Daily, 12	40	1,880
14001442	435100060	MVD Appraiser Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	269	19,545
14001442	435100060	Nonresident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	312	31,200
14001442	435100060	Pre-renewal Lists	11NCAC6A.0501	$175.00	10/1/90	12	200	35,050
14001442	435100060	Purchasing Group Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	68	3,400
14001442	435100060	Resident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	4,313	214,860
14001442	435100060	Self-Employed Adjuster Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	2,189	164,145
14001442	435100060	Surplus Lines Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	233	11,710
14001442	435100060	Viatical Settlement Broker	GS58-58-42(1)	$50.00	7/28/90	Daily, 12	57	2,850

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	63900 Insurance Trust Fund
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
6100	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12	76,025
6100	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12	1,414,369
6100	437116001	Insurance Recovery With/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only	26,309
6100	437116002	Insurance Recovery WithOut/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only	74,821
6100	434600001	Insurance Premium-Fire	GS58-31-1	*	*	**	**	2,937,501
6100	434600002	Insurance Premium-Extended Coverage	GS58-31-15	*	*	**	**	1,708,206
6100	434600003	Insurance Premium-"All Risk"	GS58-31-15	*	*	**	**	1,166,577
6100	434600004	Insurance Premium-Theft	GS58-31-15	*	*	**	**	22,347
6100	434600005	Insurance Premium-Vandalism	GS58-31-15	*	*	**	**	70,330
6100	434600006	Insurance Premium-Sprinkler Leakage	GS58-31-10	*	*	**	**	20,391
6100	434600007	Insurance Premium-Broad Form	GS58-31-15	*	*	**	**	22,084
6100	434600008	Insurance Premium-Business Interruption	GS58-31-20	*	*	**	**	15,187
6100	434600009	Insurance Premium-Extra Expense	GS58-31-15	*	*	**	**	2,939
6100	434600010	Insurance Premium-Flood	GS58-31-15	*	*	**	**	2,329
6110	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12	541,280
6110	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12	374,767
6110	434600	Insurance Premium(Auto)	GS58-31-50	-	-	annual	1	7,835,856
6411	217190	Funds Held for Others (Wachovia Custodial Bank)	GS58-71-150,160	na	na	na	na	12,169,820

* Rates vary by line of coverage and by construction, occupancy, and protection. Rates change as the Insurance Services Office (the insurance industry rating organization) makes changes.

** Collections are annual or as requested by the State agencies or universities.

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	63901 Insurance-Trust Firemens Relief Fund	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
6308	217190	Funds Held For Others(Fireman's Relief)	GS58-84-10	5%		annual	675	2,831,898

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	63902 Voluntary Safety Workers Compensation Fund	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
6000	434600	Insurance Premiums	GS58-87-10	$50.00	n/a	weekly	24	1,744,934
6000	433120	STIF Interest Income	GS58-31-1	STO		monthly	12	452,853
6000	433130	LTIF Interest Income	GS58-31-1	STO		monthly	12	551,299
6000	438113	TFR Fro 13901 Approp	OSBPM	Approp	7/1/97	1	1	4,500,000

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Agent Services/Administration				
Fall/Winter 1999 Department Newsletter		85,000	$0.26	$22,029.98
Spring/Summer 2000 Department Newsletter		85,000	$0.15	$12,859.97
Fall/Winter 2000 Department Newsletter		94,800	$0.19	$17,628.42
2000 C.E. Course Catalog		55,000	$0.69	$37,950.00
Consumer Services				
1999 Guide to Automobile Coverages & Claims		10,000	$0.07	$736.00
2000 Guide to Health Insurance		10,000	$0.08	$857.00
2000 Appeals & Grievances		3,150	$0.37	$1,175.00
2000 Disaster Display Cards		330	$3.43	$1,132.00
2000 A Consumer's Guide to Automobile Insurance		5,000	$0.95	$4,766.82
2000 It Pays to be a Safe Driver		10,000	$0.09	$869.41
2000 After the Fire*		5,000	$0.60	$1,901.64
2000 A Consumer Guide to Homeowners Insurance		5,000	$1.12	$5,599.00
** Total cost was $2990. OSFM paid balance*				
Managed Care				
Managed Care in N.C. Status Report & Analysis of 1998 Activity	58-3-191	400	$2.16	$864.56
1999 HMO Performance Report	58-3-191	10,000	$0.45	$4,514.00
1999 Managed Care Plan Handbook	58-3-191	10,000	$0.66	$6,550.00
Managed Care in N.C. Status Report & Analysis of 1999 Activity	58-3-191	500	$2.14	$1,069.44
2000 Managed Care Plan Consumer Guide	58-3-191	10,000	$1.02	$10,185.00
Financial				
1999 Continuing Care Retirement Communities Reference Guide		400	$1.62	$647.15
2000 Continuing Care Retirement Communities Reference Guide		500	$3.55	$1,776.04
After the Fire*		5,000	$0.60	$1,088.36
** Total cost was $2990. Consumer Services paid balance*				

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
SHIIP				
1999 Cover & Binder Inserts for Training Manual		200	$0.16	$32.80
1999 Fall OnBoard Newsletter		1,300	$0.18	$231.00
1999 Counseling Report Forms		5,000	$0.06	$317.94
2000 Combo Form		5,000	$0.05	$252.30
2000 Cover & Binder Inserts for Training Manual *		200	$0.19	$38.32
2000 Gotag		10,000	$0.06	$572.40
2000 Spring OnBoard Newsletter		1,300	$0.21	$274.86
2000 Direct Mailer & Health Brochure		60,000	$0.13	$8,018.90
2000 SHIIP Brochures		10,000	$0.23	$2,310.80
2000 Minority Outreach Posters & Stands		1,500	$4.06	$6,087.58
2000 Summer OnBoard Newsletter		1,600	$0.23	$374.61
2000 Newsletter		1200	$1.46	$1,759.60
2000 SHIIP Brochures *		20,000	$0.13	$2,639.40
2000 Combo Form		10,000	$0.05	$478.72
2000 Medicare Supplement Guide		4,000	$1.36	$5,448.74
2000 OnBoard Newsletter		1,200	$1.56	$1,870.00
2000 Direct Mailer & Health Brochure *		75,000	$0.08	$6,075.00
2000 LTC Brochure		5,000	$0.07	$368.08
2001 Training Manual		300	$9.91	$2,972.97
2001 Medicare Supplement Guide **		5,000	$0.39	$1,936.75
2001 EGHP Manual **		200	$2.89	$577.89
Reprint				
****Will be ordered in the next 2 weeks***				
Manufactured Building				
1999-2000 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.67	$5,864.30
2000-2001 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.80	$6,152.17

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Engineering and Codes				
1999-2000 Inspections Directory	143-151.19 (c)	750	$2.53	$1,893.50
2000-2001 Inspections Directory	143-151.19 (c)	750	$2.86	$2,127.49
1999-2000 Instructor Manuals	143-151.12 (5)	100	$70.00	$7,000.00
1999-2000 Standard Certificates	143-151.13	2,500	$0.08	$200.00
2000-2001 Standard Certificates	143-151.13	2,500	$0.08	$200.00
1999-2000 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
2000-2001 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
Fire and Rescue				
2000 Vol. Fire Department Fund General Assembly Report*	58-87-1	200	$9.86	$1,972.32
Update Brochure for 1999 NC Fire & Rescue Instructor Conference		3,500	$0.09	$326.44
1999-2000 Fire Officer I Workbook		1,000	$1.61	$1,613.26
1999-2000 Update ERT Brochure**	87-5	200	$0.59	$117.72
1999-2000 Incident Reporting Annual Report		2,000	$0.21	$424.37
1999-2000 Fire & Life Safety Educator Certification Manual**	87-5	200	$2.22	$443.00
1999-2000 Emergency Rescue Technician Certification Manual		200	$2.22	$443.00
1999-2000 Fire Officer I Certification Manual		200	$1.46	$291.00
1999-2000 NFA State Weekend Brochure		1,800	$0.13	$236.38
1999-2000 Instructor Level**	87-5	18,500	$0.20	$3,733.08
2000-2001 Instructor Level**	87-5	7,400	$0.25	$1,838.51
1999-2000 ERT Manual Reprint		100	$31.16	$3,115.55
1999-2000 Fire & Life Safety Education Conference Flyer Year 2000		1,800	$0.11	$201.10
1999-2000 Terrorism Conference Brochure		2,500	$0.17	$424.00
1999-2000 Sert Hurricane Operations Plan		30	$6.87	$205.97
1999-2000 Live Fire Qualification Brochure**	87-5	2,500	$0.13	$331.00
1999-2000 NFIRS Newsletter		750	$0.12	$87.21
1999-2000 Instructor Conference 2000 Brochure**	87-5	3,700	$0.18	$673.63
1999-2000 NFA Brochure		1,800	$0.23	$414.46
2000-2001 Volunteer Incentive Program Brochure		1,800	$0.29	$529.82
2000-2001 Fire & Life Safety Conference Flyer		1,800	$0.41	$740.01
2000-2001 25th Annual Fire & Life Safety Education Conference Brochure**	87-5	3,000	$0.30	$891.44

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
1999-2000 Reprint NFIRS 5.0 Forms**		516	$3.49	$18,000.00
2000 Directory**	87-5	2,000	$3.11	$6,229.59
2000-2001 Region 4 Trade Banner		1	$235.50	$238.50
Jan. 2001 Instructor Level Newsletter**	87-5	3,700	$0.25	$908.88
2000-2001 Fire and Life Safety Educator Lesson Plans-Level II**	87-5	50	$14.44	$721.76
1999-2000 Test Bank-Level I Firefighter**	87-5	100	$5.18	$517.51
1999-2000 Test Question Bank-Level II Firefighter**	87-5	100	$3.81	$380.61
1999-2000 Test Bank-Combination Level I and II **	87-5	100	$3.60	$359.68
1999-2000 Firefighter I and II Lesson Plans**	87-5	500	$18.45	$9,224.43
1999-2000 Fire and Life Safety Educator Lesson Plans-Level I**	87-5	50	$10.36	$518.11
1999-2000 OSHA S.O.G.'s**	87-5	100	$3.50	$349.80
1999-2000 OSHA Planning Document**	87-5	100	$2.06	$205.52
1999-2000 OSHA Standards Document**	87-5	100	$8.47	$846.94
2001 Instructor Conference Brochures**	87-5	4,200	$0.30	$1,255.04
* ***Funded by Fire Grant***				
** ***Funded by Rescue Grant***				

Department of Insurance
Analysis of the Use of Salary Reserve
Based on changes in Reserves 7/1/00 - 12/31/00

Fund 1100

Reason	Position Type	Number of Positions	Amount
Range Revision	Accountants	4	$ 7,531
Reallocation	Attorney	1	4,494
Reallocation	Purchasing Officer	1	1,179

Fund 1200

Reason	Position Type	Number of Positions	Amount
Reallocation	Ins. Co. Examiner	1	$ 6,335
Reallocation	Admin. Assistant	1	2,885
Reallocation	Comp. System Admin.	1	4,394
Range Revision	Ins. Co. Examiners	5	5,447
Range Revision	Programmer	2	3,462
In Range	Ins. Co. Examiners	10	22,116
In Range	Programmer	1	4,000
Promotion	Programmer	1	10,736
New Hire	Ins. Co. Examiner	1	2,861
New Hire	Computing Consultant	1	12,973
Lateral Transfer	Ins. Co. Examiner	1	510

Fund 1300

Reason	Position Type	Number of Positions	Amount
In Range	Admin. Secretary	1	$ 683
New Hire	Ins. Regulatory Analyst	2	3,759
Reallocation	Ins. Regulatory Analyst	4	12,485
Reallocation	Director SHIIP	1	1,700
Promotion	Office Asst.	1	3,379
Transfer	Program Asst.	1	2,837

Fund 1400

Reason	Position Type	Number of Positions	Amount
New Hire	Office Asst.	1	$ 1,000
New Hire	Communication Spec.	1	2,300
In Range	OSSOG	4	5,317
In Range	Admin. Assistant	1	2,337
Range Revision	Dir. Consumer	1	4,000
Range Revision	Investigators	2	1,838

Fund 1500

Reason	Position Type	Number of Positions	Amount
In Range	OSSOG	2	$ 3,012
New Hire	Fire & Rescue Training Instr.	1	3,220
Reallocation	Fire & Rescue Training Instr.	1	187

VISITOR REGISTRATION SHEET

Appropriations - General Government — 03/15/01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
LARRY Lee EVERETT	Dept. of Insurance
Jim CROOKE	NC DEPT of INSURANCE
Jim Newman	NC Dept of Ins.
Keith McCombs	DOR
Ken Melton	Alley Associates
Ardis Watkins	SEANC
Brandon Thomas	SEANC
Zeb Alley	Alley Associates
Allen Williams	NCMA

VISITOR REGISTRATION SHEET

Appropriations - General Government — 3/15/01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Thomas Chesla	OSBPM
Byron Harris	OSBPM
Martha Clare	DOT
Sherry Melton	SEANC
Sandy Cooper	DCR - State Library
Jeffrey Crow	DCR - A & H
Brad Byrd	DCR
Renae Vance	DCR
Linda Evans	DCR
Mary Regan	DCR / Arts Council
Jani Luckwaldt	DOT

VISITOR REGISTRATION SHEET

Appropriations - General Government — 3/15/01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Tuesday, March 20, 2001

The Joint Appropriations Subcommittee on General Government met on Tuesday, March 20, 2001 at 1:30 P.M. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot Setzer and Adams. There were two Senate members present. Committee Counsel present: Michelle Nelson. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages.

Representative Sherrill recognized Ms. Lisbeth C. "Libby" Evans, Secretary of the Department of Cultural Resources. Secretary Evans continued her presentation of the Modified Zero-Base Budget for the Department of Cultural Resources. Representative Sherrill asked Ms. Evans if the brochures printed by the department were statutorily directed and also if they were printed each year. Ms. Evans answered that the brochures are printed to be give out to be used in scrap books, etc. and were printed as necessary.

Represented Sherrill asked Ms. Evans if the brochures the Chamber of Commerce printed were the same as the ones the Department of Cultural Resources printed. Ms. Evans will check on this for her. She said she knew that some of the brochures printed by the Chamber are same as their department and some are not. She said that her department prints specifically when they have exhibits.

Relative to salaries of the department, Representative Sherrill if she could get for her a break down of the salaries. Ms. Evans said she would get that information for her.

There being no further questions, Ms. Evans; presentation was concluded. For further details, see ATTACHMENT I)

Representative Sherrill then introduced Ms. Gwyn T. Swinson, Secretary of the Department of Administration who then introduced deputies from her department in attendance: Deputies Carlton, Wooten, Cooke, Glass, Liston and Henderson.

Ms. Swinson presented the Zero-Base Budgeting Expenditures of the Department of Administration. Senator Warren asked how many cell phones were in use in the department. Ms. Swinson answered that had only one cell phone in use at the present time. Representative Sherrill asked if the cell phone was under contract. Ms. Swinson answered that the cell phone was under contract and they made it available if an employee needs at for reasons such as traveling at night alone. Representative Sherrill asked how much the cost was per year. Ms. Swinson will get that for her.

Senator Harris asked if the 30 million dollars in federal funds received by the department go through the agency. Deputy Cooke answered that the federal funds go directly to the agency receiving the funds and not the Department of Administration.

Ms. Swinson continued to explain that the Division of Non Public Education was transferred to the Department of Administration by former Governor Hunt with three employees. After much discussion relative to this division, Representative Jeffus suggested that the committee "flag" this item for further discussion.

Relative to the Mail Service Center, Senator Harris asked why all departments did not use the Mail Service Center. Staff was asked to get this information for the committee. Representative Sherrill asked how many cell phones were used by this division. The answer was 17. (For further details, see (ATTACHMENT II)

The meeting had to adjourn at 2:45 P.M. for Session. Thus, the presentation of the Department of Administration will be continued on Wednesday, March 21, 2001.

Respectfully submitted,

Rosa S. Kelley
Committee Assistant

Representative Wilma Sherrill, Chair

NORTH CAROLINA

DEPARTMENT OF CULTURAL RESOURCES

Lisbeth C. Evans
Secretary

LEGISLATIVE OVERVIEW
for
GENERAL GOVERNMENT JOINT APPROPRIATIONS SUBCOMMITTEE

April, 2001

NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

LEGISLATIVE OVERVIEW

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Department of Cultural Resources

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- Notes on the Budget
- Mission Statements/Summary Descriptions of the Department's Divisions
- History of the Department
- Organizational Chart

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Fund # 1120 Administrative Services

Fund # 1210 through 1290 Division of Archives and History

Fund # 1320 North Carolina Museum of Art

Fund # 1330 North Carolina Arts Council

Fund # 1340 The North Carolina Symphony

Fund # 1410 and 1480 The State Library of North Carolina

Fund # 1500 North Carolina Museum of History

Fund # 2584 Roanoke Island Commission

First Flight Centennial Commission

Supplemental Information

DCR 1

DEPARTMENT OF CULTURAL RESOURCES

BUDGET SUMMARY

Fund		2001-2002 Recommended Appropriation	2002-2003 Recommended Appropriation	Number of Positions
	Administration			
1110	Office of the Secretary	$ 1,273,651	$ 1,273,651	21.25
1120	Administrative Services	$ 1,148,339	$ 1,148,339	17.00
	Division of Archives and History			
1210	Director's Office	$ 1,741,544	$ 1,741,544	22.00
1220	Historical Publications	$ 753,028	$ 753,028	14.50
1230	Archives and Records	$ 3,272,429	$ 3,272,429	77.30
1241	State Historic Sites	$ 7,029,739	$ 7,029,739	142.00
1242	Tryon Palace	$ 1,780,065	$ 1,780,065	57.00
1243	State Capitol / Visitor Center	$ 484,922	$ 484,922	11.00
1245	N.C. Maritime Museum	$ 1,091,375	$ 1,091,375	20.00
1250	State Historic Preservation Office	$ 1,502,635	$ 1,502,635	45.50
1290	Western Office	$ 344,555	$ 344,555	6.00
1320	N.C. Museum of Art	$ 3,837,208	$ 3,837,208	92.01
1330	N.C. Arts Council	$ 6,240,187	$ 6,240,187	24.24
1340	N.C. Symphony	$ 345,236	$ 345,236	9.00
1360	Grants in Aid to Arts	$ 2,123,252	$ 2,123,252	0.00
	State Library of N.C.			
1410	State Library Services	$ 4,646,804	$ 4,646,804	92.00
1480	Statewide Programs and Grants	$ 16,784,753	$ 16,784,753	0.00
1500	N.C. Museum of History	$ 5,287,796	$ 5,287,796	118.00
1992	Continuation Reserves	$ 340,178	$ 340,178	0.00
	Subtotal	$ 60,027,696	$ 60,027,696	768.80
2584	Roanoke Island Commission	$ 1,878,245	$ 1,878,245	32.00
	Grand Total	$ 61,905,941	$ 61,905,941	800.80

DCR 2

Notes on the Budget

North Carolina Department of Cultural Resources

	1995-96		1996-97		1997-98	
Certified Appropriation	$ 55,237,705		$ 49,379,190		$ 63,698,428	
Less: Appropriated Pass-through Grants	$ (27,768,527)	50%	$ (20,731,527)	42%	$ (29,505,527)	46%
Adjusted Appropriation	$ 27,469,178		$ 28,647,663		$ 34,192,901	

	1998-99		1999-00		2000-01	
Certified Appropriation	$ 71,389,249		$ 69,888,077		$ 61,289,606	
Less: Appropriated Pass-through Grants	$ (36,431,077)	51%	$ (35,183,550)	50%	$ (25,183,550)	41%
Adjusted Appropriation	$ 34,958,172		$ 34,704,527		$ 36,106,056	

* For the six fiscal years listed above, budget cuts in State Appropriations amounted to $11,514,038
* For the six fiscal years listed above, position cuts amounted to 40.75

Division of Archives and History:

Virtually out of space, the Archives and Records Section desperately needs a new state records center to meet its legislatively mandated responsibilities to manage the state's records. In addition, funds are needed for e-government initiatives (digitization of state records), and to continue excavation of the probable Queen Anne's Revenge (Blackbeard's flagship). The division has lost over 40 positions during the 1990's through various budget cuts.

North Carolina Museum of Art:

For 2000-2001, 89.9%, or $3,627,199 of the Museum of Art's budget consists of personnel related costs. 8.8%, or $355,701 covers basic operating expenses such as telephone, supplies, and insurance. Only 1.3%, or $51,511 directly supports museum programming.

North Carolina Arts Council:

Since 1994, the Arts Council has cut 4.5 Federal positions, equalling $120,000 in salaries and fringes. This is a 16% reduction in Arts Council staff, to 24.25 positions.

North Carolina Symphony:

In the early 1980's, State funding was approximately 70% of the operating budget, with 30% coming from the private sector. Now, these percentages have reversed. State funding is now only 29% of its budget, with private sector funding at 71%.

State Library:

Since 1990, the State Library's budget to support direct service to customers has been reduced by over $1 million (a 20% reduction). This includes $600,000 and 6 positions in State funds and $500,000 and 6 positions in Federal funds. These funds also covered basic operations, library materials, books, and equipment.

North Carolina Museum of History:

In 2000 the Museum had its first personnel study in twenty-six years (1974). Funding does not exist to implement any part of the study.

Budgets Approved by the North Carolina General Assembly for the N.C. Department of Cultural Resources

	FY 1995-1996	FY 1996-1997	FY 1997-1998	FY 1998-1999	FY 1999-2000	FY 2000-2001
Certified Continuation Budget	$ 44,125,706	$ 44,734,948	$ 52,690,328	$ 52,541,986	$ 58,594,234	$ 59,148,443
Expansion Budget	$ 11,111,999	$ 4,644,242	$ 12,589,344	$ 20,659,844	$ 13,120,000	$ 3,967,320
Total State Appropriation	$ 55,237,705	$ 49,379,190	$ 65,279,672	$ 73,201,830	$ 71,714,234	$ 63,115,763
Receipts (Including Federal)	$ 6,759,360	$ 6,670,271	$ 5,770,739	$ 5,342,324	$ 6,904,346	$ 6,821,152
Total Operating Budget	$ 61,997,065	$ 56,049,461	$ 71,050,411	$ 78,544,154	$ 78,618,580	$ 69,936,915
Capital Improvement Budget	$ 8,100,000	$ 250,000	$ 6,908,945	$ 9,400,000	$ 1,000,000	$ -
Repair & Renovation (R&R) Funds	$ 7,687,645	$ 9,710,900	$ 7,777,155	$ 11,160,610	$ 1,514,687	$ 3,808,677
Grand Total for Operating, Capital and R&R Funds	$ 77,784,710	$ 66,010,361	$ 85,736,511	$ 99,104,764	$ 81,133,267	$ 73,745,592

Note: In FY 1999-2000, **$5,186,704** in Capital Improvement funds were transferred to the Hurricane Floyd disaster relief fund.
Note: In FY 2000-2001, **$6,707,443** in R&R funds were transferred to the Budget Shortfall escrow account.

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DCR 4

DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
General Fund 14800				
Total Requirements	$ 81,162,720	$ 68,195,770	$ 68,195,770	$ 68,195,770
Receipts	$ 10,554,957	$ 7,355,074	$ 7,355,074	$ 7,355,074
General Fund Appropriation	$ 70,607,763	$ 60,840,696	$ 60,840,696	$ 60,840,696
Less: Recommended Reductions	$ -	$ -	$ (813,000)	$ (813,000)
Adjusted General Fund Appropriation	$ 70,607,763	$ 60,840,696	$ 60,027,696	$ 60,027,696

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DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET (Page 2)

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Roanoke Island Commission - General Fund 14802				
Total Requirements	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Less: Recommended Reductions	$ -	$ -	$ (29,000)	$ (29,000)
Adjusted General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,878,245	$ 1,878,245

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DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET (Page 3)

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Enterprise Fund 54800				
Total Requirements	$ 101,802	$ 87,023	$ 87,023	$ 87,023
Receipts	$ 104,942	$ 87,023	$ 87,023	$ 87,023
Increase (Decrease) in Cash Balance	$ 3,140	$ -	$ -	$ -
Beginning Cash Balance	$ 46,419	$ 49,559	$ 49,559	$ 49,559
Ending Cash Balance	$ 49,559	$ 49,559	$ 49,559	$ 49,559

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DEPARTMENT OF CULTURAL RESOURCES

More information about the Department of Cultural Resources is available on the Internet at the Department's Home Page on the World Wide Web. The address is: http://web.dcr.state.nc.us

Mission Statement

The mission of the Department of Cultural Resources is to enrich the cultural, educational and economic well-being of citizens and visitors to North Carolina through the preservation, development, presentation, promotion and dissemination of artistic, historical and information resources. (G.S. 121-1-42; G.S. 125-1-19; G.S. 140-5.3-15; G.S. 140-1-6; G.S. 143B-49-133.1).

The mission statements and summary descriptions of the department's divisions follow:

Division of Archives and History: To collect, preserve, and utilize the state's historic resources so that present and future residents may better understand their history. The division safeguards the documentary and material evidence of past generations for the education of all citizens and the protection of their democratic rights.

The Division of Archives and History is responsible for researching, preserving and maintaining a record of North Carolina's rich cultural heritage. The division consists of seven sections: State Historic Sites, Archives and Records, Historical Publications, Archaeology and Historic Preservation, State Capitol, and Tryon Palace Historic Sites and Gardens and the Maritime Museum. The Director's Office also oversees operation of divisional computing, Stagville Center, the Western Office, the First Flight Centennial Commission, the Federation of N.C. Historical Societies and the N.C. Literary and Historical Association.

The Division's Internet address is: www.ah.dcr.state.nc.us.

North Carolina Museum of Art: To acquire, preserve, and exhibit works of art for the education and enjoyment of the people of the state, and to conduct programs of education, research and publication designed to encourage an interest in and an appreciation for art on the part of the people of the state". (G.S. 140-5.12, enacted by the General Assembly April 3, 1947)

In addition, the Board of Trustees of the North Carolina Museum of Art adopted the following additional language in 1995 as a means to amplify the institution's mission:

"The North Carolina Museum of Art will be an active partner with arts and educational organizations that seek to advance knowledge about the visual arts and the creative process, and with economic development sectors of the state and its communities. The Museum is committed to serving people of diverse cultural backgrounds and of all ages with innovative programs of high quality, and to extending awareness of the collections of the Museum to the people of the state. The North Carolina Museum of Art acknowledges the ownership of its collections and facilities by all the people of North Carolina."—Board of Trustees Resolution adopted March 15, 1995

The North Carolina Museum of Art houses permanent displays of the state's art collections, plus changing exhibitions. The Museum's holdings represent over 5,000 years of human achievement and creativity. Collections of Renaissance and Baroque, English 18th century and American 19th century art are internationally recognized for their excellence.

NCMA is the premier institution of its type in the southeastern United States. The Museum of Art regularly receives national and international recognition for its collections, acquisitions, and programs. It has become a major tourist attraction, which draws many visitors from within the state and from beyond its borders each year. The hugely successful exhibition of the works of sculptor Auguste Rodin in the summer of 2000 drew over 300,000 visitors from around the nation. According to an economic impact study prepared by UNC-Chapel Hill, the Rodin exhibition contributed over $50 million in direct economic impact to the state. The Museum makes strong contributions to education and the state's cultural environment, further promoting the economy of North Carolina by helping to attract business and industry to locate and expand here.

In addition to exhibitions, the Museum's programs include films, lectures, concerts, workshops and classes for adults and children. Outreach programs are conducted across the state. The Museum features an outdoor performing arts facility and cinema, a gift shop, and a restaurant. The North Carolina Museum of Art actively employs technology to provide additional access to the Museum's collections. In the Museum, our interactive learning center, the Collection Connection provides computer access to digital images, information, and educational games based on the collection. The Museum's website (ncartmuseum.org) is currently averaging over 10,000 visits per week.

The Museum's Internet address is: www.ncartmuseum.org

North Carolina Arts Council: To enrich the cultural life of the state by nurturing and supporting excellence in the arts and by providing opportunities for every North Carolinian to experience the arts.

DCR 4

The North Carolina Arts Council provides grants, technical assistance, information, and a variety of services to non-profit organizations and individuals. The Grassroots Arts Program provides funds for local arts activities in every county on a per capita basis. Other grants support dance, music, theater, touring and presenting, folklife, literature and the public media, visual arts, and public art and community design. Fellowships and residencies are offered to professional artists and folk heritage awards to the state's finest folk artists. Arts education programs are offered in pre-K through 12th grade as well as after-school settings. Nearly 8.5 million people participated in Arts Council-funded projects in FY 98-99

The Arts Council's Internet address is: www.ncarts.org

North Carolina Symphony: The mission of the North Carolina Symphony is to present an orchestra of the highest artistic standard that enriches, entertains, and educates diverse audiences in a variety of settings and represents North Carolina as a leader in performance and music education.

The North Carolina Symphony, a major professional orchestra founded in 1932, performs approximately 175 adult and children's concerts each year, taking music to a wide range of communities across the state. In 1943, the symphony became the first state orchestra in the country to receive a state grant for ongoing support, and it has continued to receive the state aid for 57 years. The orchestra has one of the most extensive educational programs in the country, performing about 60 educational concerts a year as a part of the state's music curriculum for school children and sponsoring several youth competitions and a string internship program. **The N.C. Symphony Society raises approximately 71% of the symphony's annual operating budget,** while the N.C. Symphony Foundation holds the permanent endowment.

The Symphony's Internet address is: www.ncsymphony.org

State Library of North Carolina: The State Library of North Carolina focuses its services to the people of the state in three ways:

1. by working in partnership with local communities to develop and extend public library services statewide;
2. by coordinating efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and
3. by providing direct library services to a constituency that includes government officials, business people, and the general public, as well as services offered through the Library for the Blind and Physically Handicapped.

DCR 10

The State Library of North Carolina has a long, rich history that began with its founding in 1812, the appointment of the first full-time State Library in 1843, the establishment of the North Carolina Library Commission in 1909, and the merger of the commission and the State Library into a single agency in 1955. Today, the State Library serves North Carolinians statewide by working in partnership with local communities to develop and extend public library services; by developing the North Carolina Library and Information Network to coordinate efforts among all types of libraries to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and by providing direct library services to a constituency that includes government officials, business people, and the general public, as well as services offered through the Library for the Blind and Physically Handicapped. The State Library administers the State Aid to Public Libraries Fund which will distribute $16.9 million in fiscal year 1998-99 through formula grants to public libraries serving all 100 counties as well as the federal Library Services and Technology Act.

The State Library's Internet address is: http://statelibrary.dcr.state.nc.us/ncslhome.htm

North Carolina Museum of History: To promote the understanding of the history and material culture of North Carolina for the educational benefit of North Carolinians. Through collections and historical interpretation, its museums encourage citizens and visitors to explore and understand the past; to reflect on their own lives and their place in history; and preserve state, regional, and local history for future generations.

The North Carolina Museum of History promotes understanding of the history and material culture of North Carolina for citizens, school children and visitors in all one hundred counties. Three regional branches extend the museum's services: the Museum of the Albemarle in Elizabeth City, the Museum of the Cape Fear in Fayetteville, and the Mountain Gateway Museum in Old Fort. The museum develops, produces and maintains over 61,000 square feet of long and short term exhibits with interpretive programs, special events and publications for 350,000 visitors annually; it provides outreach to schools and community groups through programs such as the Tar Heel Junior Historians, a North Carolina Information Highway site and an Internet home page; and it serves other museums and historical organizations throughout the state through consultations and professional services. The museum's activities provide access to collections numbering over 300,000 artifacts representing all aspects of North Carolina history. Its support group, the North Carolina Museum of History Associates (numbering some 15,000), is the largest state history museum support group in the United States.

The Museum's Internet address is: http://nchistory.dcr.state.nc.us

DCR 11

The Office of the Secretary performs planning/policy development activities for the department and assures that departmental programs serve the people of North Carolina. The Office of the Secretary directs the North Carolina Awards program, instituted in 1961 by the N.C. General Assembly. The North Carolina Awards is the highest honor the state can bestow, which recognizes notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts and public leadership. The four units under the Office of the Secretary are: Administrative Services, Capital Projects Unit, Public Affairs Office and the Human Resources Office.

The Roanoke Island Commission, an independent commission situated within the Department of Cultural Resources, was established by G.S.141B-131.1 in 1994 and operates the *Elizabeth II* and Roanoke Island Festival Park. The commission is charged to protect, preserve, develop and interpret the historical and cultural assets of Roanoke Island.

DCR 12

History of the N.C. Department of Cultural Resources

Although the Tar Heel State has touted its cultural wealth since colonial times, not until 1971 did the artistic and historic treasures of North Carolina have a state-level agency devoted solely to their maintenance and preservation. First created as the Department of Art, Culture, and History, what evolved into the present-day Department of Cultural Resources was the first such cabinet-level agency in the nation. The founding of the department by the N.C. General Assembly took place during state government reorganization, helping to consolidate the efforts of statewide cultural organizations which had been working for decades to promote North Carolina's artistic, musical, informational and historic riches. So, as is true of many departments formed during reorganization, it included several agencies much older than the department itself.

N.C. Division of Archives and History

In 1903, the N.C. Literary and Historical Association requested that the General Assembly establish a commission to preserve the history of North Carolina. A bill was introduced by Sen. R. F. Beasley of Union County, who was assisted by Raleigh lawyer William Joseph Peele, who wrote the bill. The law was enacted on March 9, 1903, creating the N.C. Historical Commission, consisting of five members appointed for two-year terms by the governor. They were given $500 and were instructed to collect valuable documents pertaining to the state's history. The members received no personal monetary compensation for their work.

In 1907, the legislature strengthened the commission by increasing the appropriation and by naming Robert D. W. Connor the first salaried secretary of the commission.

A series of secretaries followed, including Albert Ray Newsome, who encouraged the commission to turn from simply collecting materials to preserving and displaying them. In 1935 Christopher Crittenden became secretary, an association that continued for 33 years.

In the 1940s there was a reorganization of state government, and the name changed from the N.C. Historical Commission to the Department of Archives and History. Within this department were eventually created the Division of Archives and Manuscripts, the Division of Publications, the Hall of History (later the N.C. Museum of History) and Historic Sites.

In 1971 another government reorganization created the Department of Art, Culture, and History, later renamed the Department of Cultural Resources. Archives and History became a division within the new department, and its component parts became sections within the division.

The legislature created another N.C. Historical Commission in 1973 to serve as an advisory board for the N.C. Division of Archives and History. These members are appointed by the governor.

The sections within the division today are Archives and Records, Archaeology and Historic Preservation, Historic Sites, Historical Publications, State Capitol/Visitor Services, Tryon Palace Historic Sites and Gardens, and the N.C. Maritime Museum. The N.C. Museum of History became a separate division in 1996.

Source: Public History in North Carolina, 1903-1978, Jeffrey J. Crow, Editor

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North Carolina Museum of Art

The North Carolina Museum of Art traces its origin to 1924 when the Art Society of North Carolina was founded with the purpose, "to promote an interest in providing a State Art Museum in Raleigh." In 1929, the General Assembly placed the Art Society under state patronage, which began a tradition of public/private partnership that continues to the present. In its early days, the Art Society began a program of collecting, staging exhibitions and educational programs even before there was a permanent museum. In 1947, North Carolina became the first state in the nation to appropriate public funds for the purchase of works of art to establish a state supported art museum. This effort was led by Senator Robert Lee Humber from Pitt County who obtained a commitment from Samuel H. Kress, the national five-and-dime store magnate, to contribute $ 1 million in art from his great collection with the stipulation that it be matched by the state. Armed with this extraordinary pledge, Humber leveraged support to gain legislative approval of the original appropriation to establish the North Carolina Museum of Art.

In 1953, the General Assembly appropriated funds to transform the former State Highway Building on Morgan Street in downtown Raleigh into an exhibition facility. William R. Valentiner, an internationally know art scholar, was appointed as the Museum's first Director in 1955. When NCMA opened on April 6, 1956, blockbuster crowds were thrilled with the results. The Museum operated in this location until 1983.

The present location of the North Carolina Museum of Art on Blue Ridge Road in west Raleigh was completed in 1983. This is the only art museum in the United States with a significant collection to be located on a large tract of land. The Museum has developed a master plan to develop the site into a major cultural destination. The first phase of that development was the Joseph M. Bryan, Jr. Theater in the Museum Park, an outdoor performing arts facility and cinema that opened in 1997. Here, the Museum presents live performances and films. Private funding of over 2 million dollars was raised for the design and construction of this facility.

Looking ahead, a major new development and opportunity for the Museum occurred in the summer of 2000. The General Assembly allocated to the Department of Cultural Resources, for the Museum of Art, the former Polk Youth Correctional facility land, which adjoins the Museum site. The Museum of Art had already begun plans to expand its current facility, which it had long since outgrown. However, analysis of the current building revealed the difficulty and high cost of adding to it. Recognizing the unique opportunity presented by the transfer of the former Polk site, the Museum's Board of Trustees at its December 2000 meeting, endorsed the concept of an entirely new building for the Museum to be located on the former Polk site. The new structure will not replace the current building, but will add significant space for education, public programs, and the state's growing collections. Many technical support facilities in the current building will continue to be used. The Museum is committed to building a new gallery building commensurate with its world class art collection. North Carolina deserves no less.

Source: N.C. Museum of Art

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Symphony performs in large and small communities across the state from Murfreesboro to Wilkesboro during the regular season. More than 1,500 volunteers make sure that the orchestra reaches both children and adults.

Presently, the orchestra is led by Music Director and Conductor Gerhardt Zimmermann who is also artistic director and conductor for two other orchestras: the Canton Symphony Orchestra in Ohio and the Breckenridge Music Institute in Colorado. William Henry Curry serves as Associate Conductor and Jackson Parkhurst is Assistant Conductor and Director of Education.

Source: The N.C. Symphony

State Library of North Carolina

The State Library's mission and organizational structure today reflect its development during almost 200 years of its history. In 2001, the State Library both works to make certain that all North Carolinians have the best possible library service and to deliver direct library services as a special library to state government, a genealogical research service, and a library for blind and physically handicapped people in our state.

Although several public libraries existed, the only tax-supported library in North Carolina prior to the twentieth century was the State Library. The Library was founded in 1812, and an inventory of the State Library in 1828 listed approximately 1,150 titles in fifteen categories from "Atlases" to "Speeches and Debates." Of those books, only 117 survived the State House fire of 1831; of the 117 volumes, 97 were on loan at the time of the fire. From 1841 until 1921, the library's annual book budget was $500. The first full-time State Librarian was appointed in 1843 by the library's trustees; and after 1871, the appointment was subject to approval by the General Assembly. In 1886, the library was available to the members of the General Assembly during its sessions, to officers of the Executive Department, to justices of the state supreme court, to the attorney general and to the commissioner of agriculture.

The other arm of the State Library began as the "North Carolina Library Commission," established by the General Assembly in 1909 in response to a "...statewide demand for a more systematic extension and careful fostering of the general library movement." During its first decades, the Commission operated a number of traveling libraries that served communities across the state that did not have public library service. Over time, with the establishment of the Aid to Public Libraries fund in the 1940, counties developed countywide library service. The traveling libraries continued until mid-century, when they were largely superseded by local book collections. In the mid-1990s, Warren County became the 100th countywide library qualified to receive state aid, completing the process of assuring that every person in North Carolina has access to public library service. Today, all 100 counties have access to public library service.

The General Assembly approved legislation merging State Library and the Library Commission into one agency in 1956. The number of libraries in the state,

DCR 15

N.C. Arts Council

Governor Terry Sanford created the North Carolina Arts Council by executive order in 1964 to "survey the status and needs of the arts" and to "advance the interests of the arts." The Arts Council became a state agency in 1967 during Governor Dan K. Moore's term of office. Today the Arts Council provides technical assistance and more than 1,200 grants each year to artists and nonprofit organizations throughout the state, ensuring that citizens in all 100 counties have opportunities to experience the arts.

North Carolina's unique approach to stimulating arts development was populist from the start, helping communities help themselves. When the Arts Council published its first survey of the state in 1967, 17 local arts councils and 233 arts groups were organizing, hiring staff, and investing in arts facilities in communities across the state. Thirty-three years later, statistics compiled by the Arts Council show:

* A network of 103 local arts councils
* 2,623 arts organizations operating in the state
* 8.5 million people participating annually in arts activities funded by the Arts Council

Modest but steady increase in financial support from the state have enabled this growth. In its first two years combined, the Arts Council disbursed $187,816 in program support and grants. In the fiscal year 1999-99, the Arts Council awarded $4,947,652 to 503 arts organizations, 365 schools and community and civic groups, and 44 individuals.

The Arts Council's grants have had a proven catalytic effect. Arts groups attribute much of their ability to raise funds locally to the Council's support, its rigorous review processes and its technical guidance. In 1998-99, Arts Council funds stimulated a 14 to 1 match in individual, business, local government, and foundation support.

Over the years, the Arts Council has moved from being primarily a grant-making agency to one which also plays a major role as a connector, catalyst and activist partner in developing and channeling the state's arts resources and cementing stronger partnerships between arts groups and the citizens of the state.

Source: N.C. Arts Council

N.C. Symphony

The N.C. Symphony was formed in 1932 under the direction of Pulitzer Prize-winning composer Lamar Stringfield. It served as a WPA project in the 1930s and in the 1940s became the first orchestra to receive state funding on a continuous basis. Under the 33-year leadership of Dr. and Mrs. Benjamin Swalin, the Symphony began its grassroots emphasis of taking the orchestra to the people of the state. That tradition has continued every year since the 1943 Horn Tootin' Bill was passed in the General Assembly. The

including public, college, associational, and special libraries had grown from 20 in 1910 to 266 in 1956. North Carolina's libraries continue to grow and thrive in the age of electronic information with leadership from the State Library.

Source: The State Library of North Carolina and Thornton W. Mitchell, *The State Library and Library Development in North Carolina*. Raleigh: Department of Cultural Resources, 1983.

N.C. Museum of History

After visiting Boston in the 1880s and marveling at its preserved past, Raleigh News and Observer publisher Samuel A'Court Ashe began an editorial campaign encouraging the saving of North Carolina's history so that natives and visitors could learn of North Carolinian ancestors' lives.

Following Ashe's campaign, city editor Frederick Augustus Olds, the "father" of the N.C. Museum of History, began traveling across North Carolina, collecting objects from the state's past and listening to the stories associated with each item. Also following Ashe's campaign, a gallery of history was created in the State Museum (now called the N.C. State Museum of Natural Sciences).

On December 5, 1902 after developing a sizable private collection, Olds combined his historical materials with the State Museum's historical items to create the Hall of History. The artifacts were contained in 37 cases which were mothproof, dustproof and had double safety locks.

In 1914 after the N.C. Historical Commission took over the Hall of History, the hall moved into its second home in the State Administration Building, (now known as the Ruffin Building), at the intersection of Morgan and Fayetteville Streets. It soon became obvious that even these two large halls would not be adequate space for the fast-growing number of items.

Under the commission, the Hall of History took on a new two-fold purpose: to teach the history of North Carolina and to preserve historical materials. The museum's educational programs and preservation techniques would grow in coming years.

In 1939, the Hall of History moved to the newly constructed Education Building on the corner of Edenton and Salisbury Streets. With the new space, designed specifically for the museum, came goals for more attractive exhibits, improved lighting, and a better arrangement of artifacts as well as a new emphasis on educational programs and the care and organization of artifacts.

After decades of growth, the Hall of History was no longer a "hall." On July 1, 1965, it became the N.C. Museum of History and was named a division within the Department of Archives and History (now a division within the Department of Cultural Resources.) By the middle of August 1968, the museum was moved to the new $3 million Archives and History/State Library Building at 109 East Jones Street. More than 90,000 items were moved during the next 18 months; the mezzanine exhibits opened in late 1973, completing the galleries in that building.

John D. Ellington became administrator in 1974 and worked to establish the N.C. Museum of History Associates in 1975. The Associates, a support group for the museum,

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were instrumental in finding more space for the museum.
At One East Edenton Street, a groundbreaking took place June 14, 1988, for what was to become the current home of the N.C. Museum of History. Completed in August 1992, the new $29 million facility had a research library, a variety of classroom spaces, a large and well-equipped 315-seat auditorium and large gallery spaces totaling 55,000 square feet.
The N.C. Museum of History was named the sixth division within the N.C. Department of Cultural Resources in 1996 by Cultural Resources Secretary Betty Ray McCain following a review by the N.C. Historical Commission.

Source: North Carolina Stories, The Grand Opening Celebration of the New North Carolina Museum of History Building, John Lee Bumgarner, Managing Editor, 1994.

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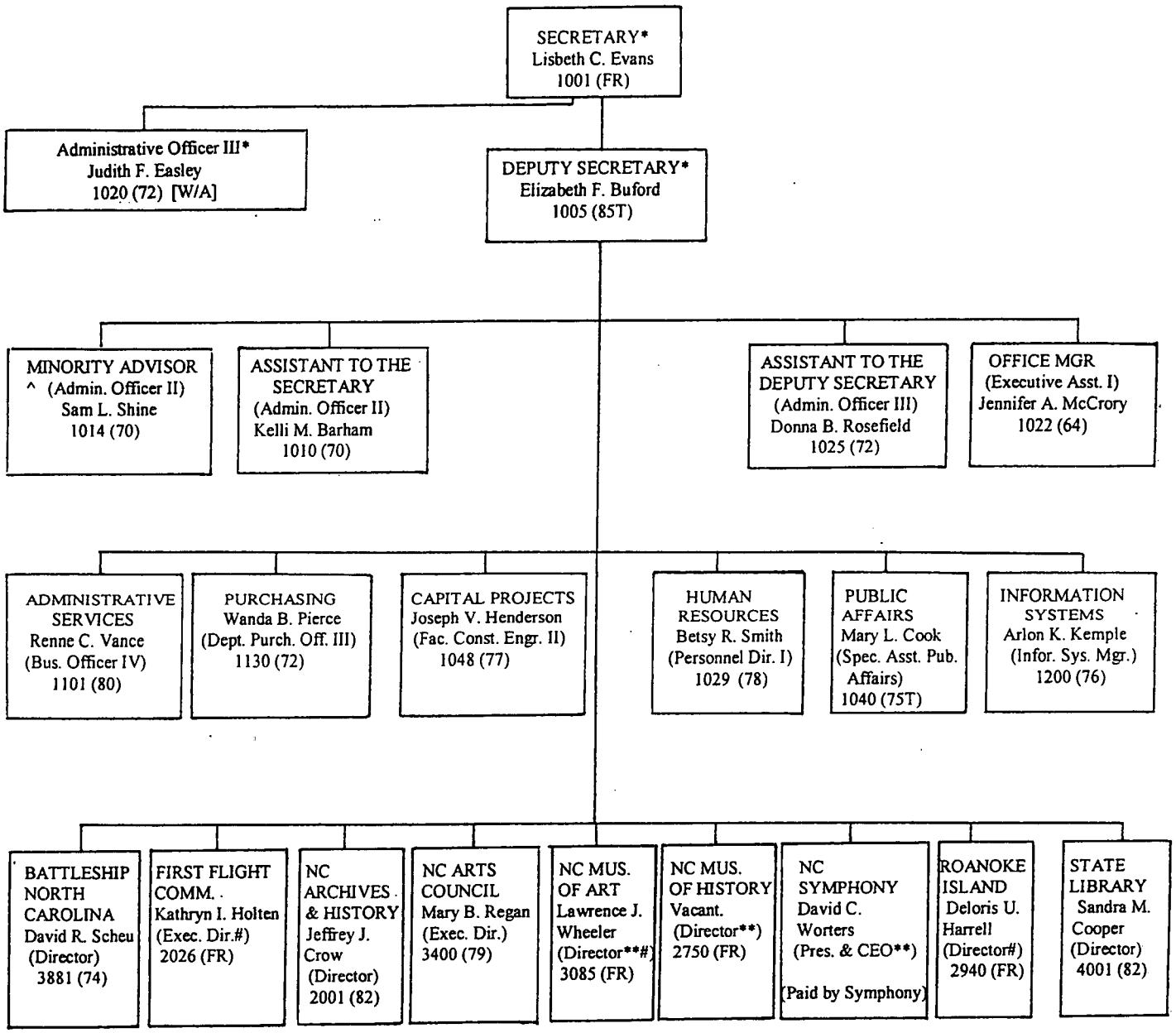
THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

Office of the Secretary and Division Directors



* Policy Making Exempt

** Salary Supplemented with Private Funding Sources

Exempt from State Personnel Act (GS 126)

^ Position moved to Human Resources Division 10/15/00

Signed:_____

Dated:_____

OFFICE OF THE SECRETARY

DCR 20

The Office of the Secretary

The Office of the Secretary directs the operations of the North Carolina Department of Cultural Resources. In addition to administrative matters, the office oversees budget, administrative planning/policy development-related activities, operations, legislative matters, public information services, personnel, and capital projects. The Office of the Secretary oversees six divisions in the department: Archives and History, North Carolina Museum of Art, North Carolina Arts Council, North Carolina Symphony, State Library of North Carolina, and the North Carolina Museum of History. The Office of the Secretary coordinates appointments to appropriate boards and commission. The Deputy Secretary serves as the legislative liaison for the department.

The Secretary's Office oversees several awards program. The North Carolina Awards were instituted by the North Carolina General Assembly in 1961. The North Carolina Awards recognize "notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts, and public leadership." It is the highest honor the State can bestow.

The Governor's Business Council on the Arts and Humanities presents the Governor's Business Awards each year. The awards are given to North Carolina businesses that have conducted or participated in innovative projects to promote the arts and/or humanities. Cultural organizations that have promoted innovative business support of the arts and humanities are also eligible for awards. This awards program was established in 1978.

The Office of the Secretary's budget (Fund # 1110) includes the following units: Capital Projects Unit, Public Affairs Office, and the Human Resources Office. The Administrative Services Office (Budget Office) is budgeted separately under Fund # 1120 and a separate description of this office follows.

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DEPARTMENT OF CULTURAL RESOURCES

OFFICE OF THE SECRETARY - FUND 1110

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,503,373	$ 1,313,706	$ 1,313,706	$ 1,313,706
Receipts	$ 122,399	$ 40,055	$ 40,055	$ 40,055
General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Number of positions	21.49	21.25	21.25	21.25

Administrative Services Section

The Administrative Services Section provides budgeting, accounting, data processing, purchasing, and payroll services to all divisions within the Department of Cultural Resources. The section assures the fiscal and audit accountability of all state, federal, and private funds entrusted to the department. The total recommended operating budget for the Department of Cultural Resources for FY 2001-2003 is $73.9 million
The Administrative Services Section is divided into the following four units: Administration, Budget and Accounting, Purchasing, and Computer Operations.

The **Administration** unit is responsible for:

- administration and oversight of all financial and business affairs in the Department of Cultural Resources
- planning and organizing all assignments to meet departmental goals and objectives while maintaining compliance with all federal and state laws and guidelines
- implementation of programs within statutory or policy/procedure limitations
- providing information and resources to every level of the department and state government
- administration of all departmental travel reimbursements and authorizations
- authorization and initiation of budget requests to Office of State Budget, Planning and Management (OSBPM)
- oversight of preparation of the department's biennial budget (continuation, expansion, capital)
- management of budget adjustments
-

The **Budget and Accounting** unit is responsible for:

- preparation of the department's biennial budget (continuation, expansion, capital, supplemental)
- preparation of financial statements for Office of State Controller (OSC)
- submission of budget revisions to Office of State Budget and Management
- submission of IRS forms
- requests for quarterly allotments
- reports to Office of State Auditor (OSA) on grants to private organizations
- administration of federal grants from U.S. Department of Education, U.S. Department of the Interior (National Park Service), National Endowment for the Arts, National Endowment for the Humanities, and National Historical Publications and Records Commission
- preparation of the indirect cost rate allowed for each federal grant
- management of State Treasurer Account by daily, monthly and quarterly revisions of general fund cash requirements and receipts
- management of employee benefits
- reporting of sales and use tax

Administrative Services, **Budget and Accounting** unit, continued

- administration of state telephone network operation
- administration of petty cash fund
- operation of employee transportation including parking and Motor Fleet Management leases
- management of accounts payable (1200-1600 checks written per month)
- management of accounts receivable
- maintenance of permanent and temporary payrolls
- control of fixed asset system

The **Purchasing Unit** is responsible for:

- procurement of goods and services for departmental operations (approximately $3 million per year in expenditures)
- coordination with Division of Facility Management for building maintenance and repair
- management of central supply store
- mail distribution
- disposition of surplus property

The **Computer Operations** unit is responsible for:

- operation of the departmental minicomputer facility, serving 650 users and over 50 applications, as well as public access terminals for the State Library and State Archives
- serving as representative on the state Information Resource Management Commission (IRMC)
- training department staff in the operation of microcomputer hardware and software

DCR 24

DEPARTMENT OF CULTURAL RESOURCES

ADMINISTRATIVE SERVICES - FUND 1120

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,330,181	$ 1,166,502	$ 1,166,502	$ 1,166,502
Receipts	$ 20,899	$ 18,163	$ 18,163	$ 18,163
General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Number of positions	17.00	17.00	17.00	17.00

Division of Archives and History

DCR 26

Division of Archives and History

Overview

The Division of Archives and History is the largest division in the Department of Cultural Resources. It is also the third oldest state historical agency in the country, having been formed in 1903. Nationally recognized, the Division of Archives and History has received a number of awards, including the first Distinguished Service Award of the Society of American Archivists in 1969 and the James Harvey Robinson Prize of the American Historical Association in 1984.

The Division of Archives and History is organized into sections based on program functions and activities as mandated by state law; intersectional functions are provided by the Director's Office (divisional administration). The Western Office in Asheville is also intersectional in nature but treated as a separate fund for budgetary purposes.

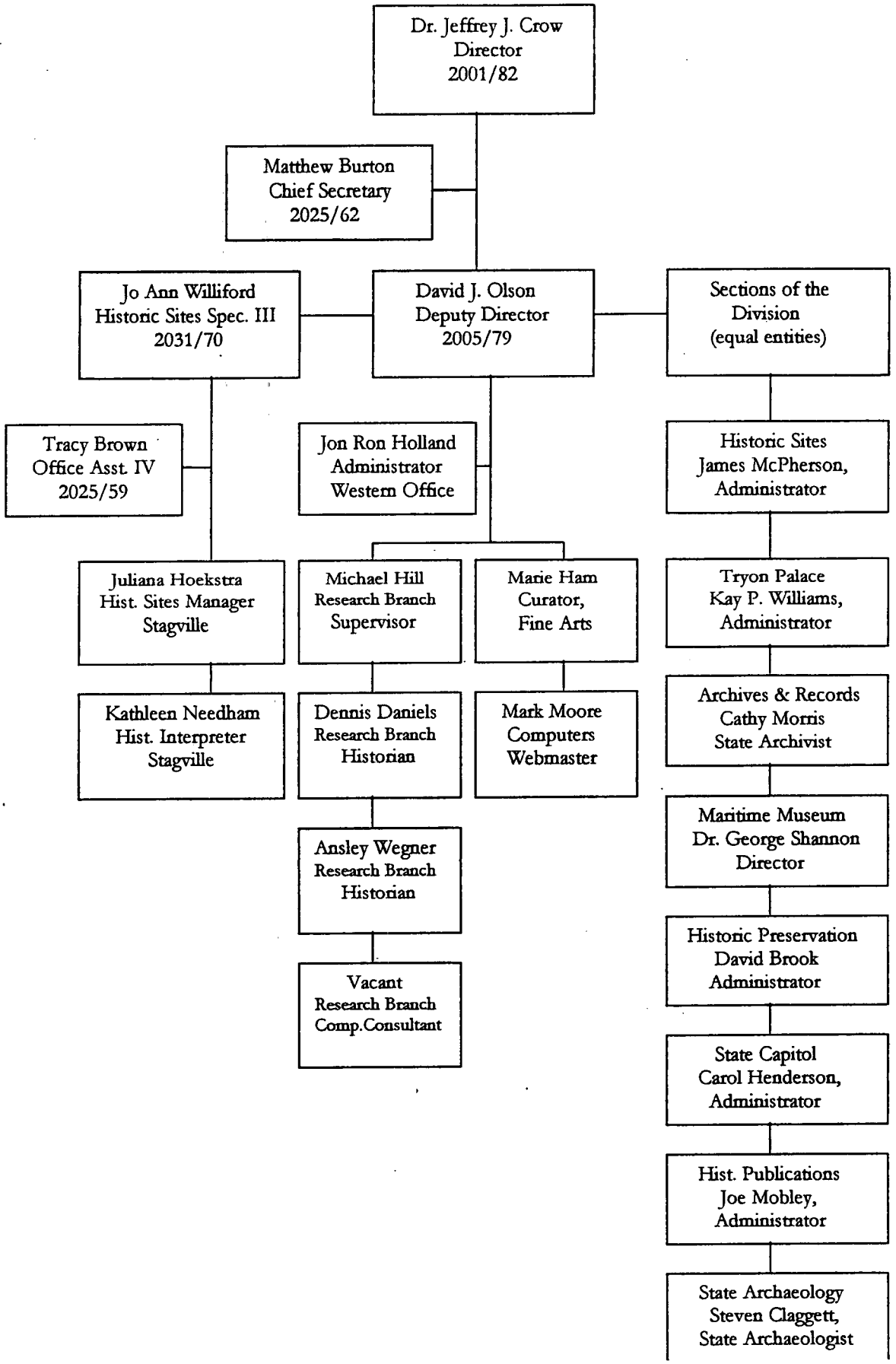
The division currently employs 415 permanent staff. Seventeen of these positions were added effective FY 1997-1998, when the North Carolina Maritime Museum (Beaufort, Carteret County) was transferred from the Department of Agriculture to Cultural Resources. In the 1999 General Assembly, the Maritime Museum at Southport was transferred to the division and three more employees were added.

The division's current challenges include:

- Each section of the agency is faced with flat or declining resources to accomplish its mission. This situation is forcing the agency to assess its service levels in the face of increasing demands from citizens and public agencies.
- The division is largely unable to meet its capital improvement needs. Such needs include plans for existing infrastructure as well as new projects.
- The agency is falling behind instead of progressing in the realm of the Internet and other technologies. The progress made to date has not been sufficient, given the dynamic nature of technological change.

DCR27

North Carolina Division of Archives & History Organizational Chart as of January 1, 2001



DCR 28

Division Administration (Director's Office) – Fund 1210

Divisional administration provides overall coordination and control of state public history management and intersectional programming and directly supplies a variety of services:

- Public/Private Partnerships. Provides staff for the Federation of North Carolina Historical Societies, Inc. (uniting over 220 such organizations in all 100 counties) and for the North Carolina Literary and Historical Association, Inc. The division also provides staff support for the North Carolina Historical Commission—the statutory authority for rule-making and grants review for history programs of the state.

- Research. The administration's Research Branch serves as the division's ultimate point of review for research-related historical matters, provides internal research reports, manages and operates the Highway Historical Marker program, and answers general research inquiries.

- Field Services. Educational and public service programs are provided through the Western Office (Asheville) and Historic Stagville (Durham County).

- Intersectional Planning and Supervision. Current examples include: the administration of the "QAR Project" centering on the recently discovered early 18th century shipwreck believed to be Blackbeard's flagship, *Queen Anne's Revenge*, the "2003 Project"—the commemoration of the one-hundredth anniversary of Archives and History and administration of the division's web site.

The office also oversees the division's general business and financial operations, provides curatorial services for the Executive Mansion, and provides "pass through" funds to the First Flight Centennial Commission.

DCR 29

DEPARTMENT OF CULTURAL RESOURCES

DIVISION OF ARCHIVES AND HISTORY - ADMINISTRATION - FUND 1210

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,253,830	$ 2,197,054	$ 2,197,054	$ 2,197,054
Receipts	$ 380,363	$ 455,510	$ 455,510	$ 455,510
General Fund Appropriation	$ 1,873,467	$ 1,741,544	$ 1,741,544	$ 1,741,544
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,873,467	$ 1,741,544	$ 1,741,544	$ 1,741,544
Number of positions	20.00	22.00	22.00	22.00

DCR 30

Historical Publications – Fund 1220

This section publishes and sells journals, pamphlets, and books on the history of North Carolina. Recent titles include *Gold Mining in North Carolina: A Bicentennial History, Recollections of My Slavery Days; Tar Heels: How North Carolinians Got Their Nickname; Thomas Wolfe: A Writer's Life; Records of the Moravians in North Carolina,* Volume 12, 1856-1866; *The Papers of William Woods Holden:* Volume 1: 1841-1868; and *Society in Early North Carolina: A Documentary History.* Ongoing documentary projects include *North Carolina Troops,* 1861-1865: *A Roster and The Colonial Records of North Carolina.* The quarterly North Carolina Historical Review has been published continuously since 1924 and contains timely articles on the state's history. Both schoolchildren and adults are the principal purchasers of the more than 150 titles offered for sale.

DCR 31

DEPARTMENT OF CULTURAL RESOURCES

HISTORICAL PUBLICATIONS - FUND 1220

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Number of positions	14.50	14.50	14.50	14.50

DCR 32

DEPARTMENT OF CULTURAL RESOURCES

HISTORICAL PUBLICATIONS - PRINTING - FUND 2220

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 183,965	$ 200,000	$ 185,000	$ 185,000
Receipts	$ 165,668	$ 200,000	$ 185,000	$ 185,000
Increase (Decrease) in Cash Balance	$ (18,297)	$ -	$ -	$ -
Beginning Cash Balance	$ 221,212	$ 202,915	$ 202,915	$ 202,915
Ending Cash Balance	$ 202,915	$ 202,915	$ 202,915	$ 202,915
General Fund Appropriation	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

DCR 33

Archives and Records Section – Fund 1230

The Archives and Records Section conducts statewide archival and records management programs for state, county, and municipal government to provide economical and efficient preservation, maintenance, and access to public records. The State Archives maintains and provides access to the records of the colony and state of North Carolina from the 17th century to the present. The Archives collects and preserves private papers, photographs, audiovisual materials, maps, and other documents of historical value. Some 13,000 visitors a year use the State Archives in person; about 15,000 postal and electronic mail requests are processed each year. Users include genealogists, historians, attorneys, students, educators, government agencies, and the general public. The section also maintains an electronic finding aid describing much of its holdings and is developing a program for providing access to selected public records via the Internet. In addition, the section administers the Outer Banks History Center in Manteo, a research facility that focuses on the state's maritime and coastal history.

The section also administers a comprehensive records management program for records of state and local government and for the community college and university systems as required by GS 121 and 132. Services include inventory and appraisal of public records; development of records retention and disposition schedules; operation of the State Records Center for efficient, low-cost storage of semi-current records; providing comprehensive micrographic and other reformatting services; and offering consultation, assistance, and training for public employees and public agencies across the state on records management issues including electronic records. The section also provides regional records management services through offices in Asheville and Greenville. Annual records management services include:

- Over 4 million micrographic images produced;
- Over 800 records management consultations with public agencies;
- Over 25,000 requests for records from the State Records Center;
- Over 40 records management training workshops conducted

The Archives and Records Section currently faces three major challenges. The first is handling the proliferation of public records resulting from the state's growth. Land transactions and conveyances as well as court records have shown a particular escalation in number. There is a tremendous backlog in the processing, microfilming, and preservation of county and state public records. While the section is examining and implementing new procedures to deal with this backlog more efficiently, there still remains a growing amount of records for which the Archives has responsibility. The second challenge involves storage of records from state and county agencies. Space is desperately needed for records storage for both original and microfilmed records. A short-term solution has been to lease private warehouse space, while the long-term solution is to build a new state records center--a solution adopted by other southern states in recent years. A third challenge involves the development of an electronic records program that includes both the digital preservation and access of public documents as well as a program to deal with the growing number of government records that exist only in electronic format. The Legislative Study Commission's study committee on the Digitization of Public Records by State Archives has recommended the funding of expansion budget requests that address this challenge.

DCR 34

DEPARTMENT OF CULTURAL RESOURCES

ARCHIVES AND RECORDS - FUND 1230

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,544,048	$ 3,550,428	$ 3,550,428	$ 3,550,428
Receipts	$ 599,707	$ 277,999	$ 277,999	$ 277,999
General Fund Appropriation	$ 2,944,341	$ 3,272,429	$ 3,272,429	$ 3,272,429
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 2,944,341	$ 3,272,429	$ 3,272,429	$ 3,272,429
Number of positions	76.30	77.30	77.30	77.30

DCR 35

State Historic Sites – Fund 1241

The mission of North Carolina Historic Sites is "preserving the past for all people" through interpreting, operating, maintaining, developing, and preserving the twenty-two state-owned historic sites located from the mountains to the coast telling North Carolina's story to her people and her visitors.

The Historic Sites Section served almost 789,000 visitors in 2000 at the following sites: Alamance Battleground (Alamance County), Aycock Birthplace (Wayne), Historic Bath (Beaufort), Bennett Place (Durham), Bentonville Battleground (Johnston), Charlotte Hawkins Brown Memorial (Guilford), Brunswick Town (Brunswick), CSS *Neuse*/Caswell Memorial (Lenoir), Duke Homestead (Durham), Fort Dobbs (Iredell), Fort Fisher (New Hanover), Historic Edenton (Chowan), Historic Halifax (Halifax), Horne Creek Living Historical Farm (Surry), House in the Horseshoe (Moore), North Carolina Transportation Museum (Rowan), Polk Memorial (Mecklenburg), Reed Gold Mine (Cabarrus), Somerset Place (Washington and Tyrrell), Town Creek Indian Mound (Montgomery), Vance Birthplace (Buncombe), and Thomas Wolfe Memorial (Buncombe).

Off-site educational programs principally served 75,000 participants in school programs and people with other offerings in 2000. Around 95,000 students visited Historic Sites in 2,300 organized school groups and 41,000 general groups. Nearly 180,000 visitors attended over 120 special events and programs at various sites in 2000. Historic Sites personnel were represented at 78 off-site promotional shows. Over 6,500 volunteers contributed nearly 106,000 hours to programs at the sites; this was the equivalent of approximately 50 full time employees. Nearly 1,000 offenders gave over 20,000 hours of court-ordered or inmate labor during the year. Four donors gave $7,500 worth of major in-kind and artifact gifts to the Section in 2000. The Section received $1,800,000 in 46 grants and cash gifts during the period.

The section maintains 236 buildings totaling 650,000 square feet as well as other structures such as a gold mine, Civil War ironclad and earthen forts. Historic Sites used both historically furnished structures and modern exhibit areas to interpret our sites. As of August 1998, we had 68,500 square feet of interior furnished space and 126,177 square feet of modern exhibit space. The Section maintains around 1,800 acres at the twenty-two historic sites.

Some projects of interest in 2001 at Historic Sites are a symposium for the centennial of Charles B. Aycock's governorship, continuing research and rebuilding of the slave structures and culture at Somerset Place, fundraising for the Back Shop restoration at North Carolina Transportation Museum, the exterior restoration of the Chowan County Courthouse, continued community and support group efforts toward saving additional sections of the battleground at Bentonville, rebuilding the Thomas Wolfe Memorial after the 1998 arson fire, providing temporary staff space at the CSS *Neuse* site in the aftermath of Hurricane Floyd devastation, and production of major new exhibits at Fort Fisher and Brunswick Town.

DCR 36

State Historic Sites Visitation Statistics

Historic Site	1996-97	1997-98	1998-99	1999-00	2000-01
Alamance Battleground	15,966	11,025	14,257	12,096	7,191
Aycock Birthplace	17,814	17,997	17,613	16,593	8,424
Bennett Place	22,078	27,595	26,744	17,509	9,251
Bentonville Battleground	34,884	26,907	24,265	53,930	11,609
Charlotte Hawkins Brown Memorial	10,541	12,187	12,929	11,898	9,603
Brunswick Town	24,212	29,920	16,336	23,705	17,753
CSS Neuse	17,912	16,833	17,793	13,321	11,366
Duke Homestead	26,762	24,112	23,792	21,456	13,484
Fort Dobbs	9,823	10,896	12,513	11,557	3,992
Fort Fisher	113,425	139,308	150,979	94,475	138,276
Historic Bath	20,865	23,420	21,511	21,055	10,828
Historic Edenton / Iredell House	27,497	25,889	25,662	23,944	15,704
Historic Halifax	32,009	28,600	27,286	29,129	24,312
Horne Creek Farm	23,646	23,867	24,671	18,272	16,618
House in the Horseshoe	17,154	15,077	16,326	15,405	12,244
NC Transportation Museum	102,077	103,413	98,641	110,688	77,556
Polk Memorial	20,355	21,199	18,509	16,459	10,120
Reed Gold Mine	54,314	63,362	73,841	64,847	34,386
Somerset Place	26,433	20,411	20,591	15,719	11,19
Town Creek Indian Mound	32,578	29,428	27,020	28,436	16,99
Vance Birthplace	18,711	16,234	17,385	18,015	10,957
Thomas Wolfe Memorial	21,814	24,823	15,014	14,364	7,688
Totals	690,870	712,503	703,678	652,873	479,557

Note: Visitation totals for FY 2000-01 are for the six-month period 7/1/00 - 12/31/00.

State Historic Sites Admission Receipts

Historic Site	1996-97	1997-98	1998-99	1999-00	2000-01
Historic Bath	$ 5,826	$ 5,155	$ 4,729	$ 4,196	$ 2,912
Historic Edenton / Iredell House	$ 4,197	$ 7,260	$ 4,719	$ 5,011	$ 3,369
Reed Gold Mine	$ 40,499	$ 44,045	$ 42,426	$ 43,362	$ 22,061
Thomas Wolfe Memorial	$ 12,680	$ 11,446	$ 4,812	$ 5,147	$ 2,661
Totals	$ 63,202	$ 67,906	$ 56,686	$ 57,716	$ 31,003

Notes:

1. Admission Receipts totals for FY 2000-01 are for the six-month period 7/1/00 - 12/31/00.
2. Refer to attached Fee Schedule explanation for these four sites.

DCR 37

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description
Historic Bath State Historic Site	$1.00 per house (Palmer-Marsh and Bonner) for adults $.50 per house for students
Historic Edenton State Historic Site	Walking Tours that include the Iredell House: $1.00 per adult and $.25 per student Trolley Tours: $1.00 per adult and $.25 per student
Reed Gold Mine State Historic Site	Panning Charge: $1.50 per pan of dirt for group of 10 or more with a reservation $2.00 per pan of dirt if not a group
Thomas Wolfe State Historic Site	$1.00 admission for adults $.50 admission for students and for pre-scheduled groups of 10 or more

DCR 38

DEPARTMENT OF CULTURAL RESOURCES

STATE HISTORIC SITES - FUND 1241

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,753,901	$ 7,413,241	$ 7,413,241	$ 7,413,241
Receipts	$ 1,739,527	$ 83,502	$ 83,502	$ 83,502
General Fund Appropriation	$ 8,014,374	$ 7,329,739	$ 7,329,739	$ 7,329,739
Less: Recommended Reductions	$ -	$ -	$ (300,000)	$ (300,000)
Adjusted General Fund Appropriation	$ 8,014,374	$ 7,329,739	$ 7,029,739	$ 7,029,739
Number of positions	141.00	142.00	142.00	142.00

DCR 39

DEPARTMENT OF CULTURAL RESOURCES

HISTORIC SITES SALES DESKS - FUND 5241

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 101,802	$ 87,023	$ 87,023	$ 87,023
Receipts	$ 104,942	$ 87,023	$ 87,023	$ 87,023
Increase (Decrease) in Cash Balance	$ 3,140	$ -	$ -	$ -
Beginning Cash Balance	$ 46,419	$ 49,559	$ 49,559	$ 49,559
Ending Cash Balance	$ 49,559	$ 49,559	$ 49,559	$ 49,559
General Fund Appropriation	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

DCR 40A

Tryon Palace Historic Sites & Gardens—Fund 1242

Tryon Palace Historic Sites & Gardens in New Bern is North Carolina's oldest historic site. The reconstructed government house opened to the public in 1959. The site has expanded over time and today serves about 85,000 visitors annually through tours and history education programs offered 360 days a year. Programs in North Carolina history include, in addition to guided tours, workshops, lectures, re-enactment activities, garden demonstrations and programs, character interpretation and dramatic presentations, crafts and domestic skill demonstrations, archaeological digs, and period dance and music offerings. The lead attraction is the restored 18th century palace which served as the seat of government first for the Colony of North Carolina and then as the first capitol of the State. Other sites open to the public include the 1779 home of the North Carolina Revolutionary patriot John Wright Stanly, the 1830 Dixon-Stevenson House, the 1804 Robert Hay House, the 1809 New Bern Academy, and 14 acres of formal and kitchen gardens.

The mission of Tryon Palace Historic Sites & Gardens is history education and preservation of historic artifacts. Preservation efforts focus on care of the historic buildings and a sizeable and significant collection of objects ranging from furniture through rare books. History education is carried out through a wide offering of programs year-round that serve both adults and children. Fifteen thousand school children visit each year to learn about their heritage as North Carolinians. Curriculum based programs are available for 2nd, 4th, 6th, and 8th graders, as well as high school students. The Living History Classroom, an educational newsletter designed for teachers, is distributed twice annually to more than 1,000 North Carolina educators to advance history education. An African American history research project was launched in 1998 and is providing important information for interpreting the roles of African Americans in the history of Tryon Palace Historic Sites & Gardens and the broader central coast area of North Carolina.

Professional staff members carry out the Palace mission both at home and throughout the state, by carrying educational programs and services off site on a regular basis. Additionally, objects from the collections are loaned to other institutions for inclusion in special exhibitions.

Tryon Palace Historic Sites and Gardens is an accredited museum of the American Association of Museums, a distinction held by only 700 of the Association's 9,000 members nationally.

Heritage tourism is an important and growing industry in North Carolina. Visitors to Tryon Palace Historic Sites & Gardens typically stay two to five nights in area hotels while combining their Palace experience with visits to other North Carolina heritage tour sites. Tourism revenues generated by these visits contribute significantly to the economy of the central North Carolina coast area and to the state's tourism industry generally. Paid admissions to Tryon Palace Historic Sites & Gardens generated more than $570,000 in fiscal 1999-2000.

Planning for a new history education center is underway. This state-of-the-art facility will greatly enhance the institutional mission by using 21st century techniques to advance the teaching and understanding of North Carolina's early history.

DCR 40B

DEPARTMENT OF CULTURAL RESOURCES

TRYON PALACE HISTORIC SITES AND GARDENS - FUND 1242

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,577,083	$ 2,780,182	$ 2,780,182	$ 2,780,182
Receipts	$ 878,708	$ 1,000,117	$ 1,000,117	$ 1,000,117
General Fund Appropriation	$ 1,698,375	$ 1,780,065	$ 1,780,065	$ 1,780,065
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 1,698,375	$ 1,780,065	$ 1,780,065	$ 1,780,065
Number of positions	56.00	57.00	57.00	57.00

DCR 41

State Capitol/Visitor Services Section – Fund 1243

The section annually serves over 400,000 people who visit the National Historic Landmark 1840 State Capitol (177,101 visitors), the Executive Mansion (50,864 visitors), and the Capital Area Visitor Center (73,405 visitors). The staff annually provides scheduling services and printed itineraries to approximately 3,200 school classes (111,850 students) touring the three state museums, the Capitol, the Legislative Building, and the Mansion. Thousands of North Carolina schoolchildren participate in educational programs provided by this section each year. The staff provides educational programs to visitors on the history and architecture of the Capitol and the Mansion, and the history and functions of state government. The Capitol and visitor center are open to the public seven days a week, 360 days a year. In addition to daily tours of the Capitol and seasonal tours of the Mansion and gardens, the programs include a variety of special event programs, an ongoing schedule of public lectures, workshops, and historical drams programs (living history presentations). Members of the staff coordinate over 100 special events held at the Capitol as well as develop and present educational presentations throughout the state. The nonprofit State Capitol Foundation, composed of twenty-four leading citizens of the state, seeks funding and support to assist with Capitol restoration and education programs. The ten-year restoration of the Capitol included interior and exterior painting, electrical rewiring, installing a new elevator, lighting of Union (Capitol) Square, and new HVAC systems. These projects were completed in February 2001.

The Capital Area Visitor Center is presently located in the 1914 Andrews-London House on the corner of Blount and Lane Streets. A new visitor center is being designed and will be located on the corner of Edenton and Wilmington Streets. An updated scheduling program will enable teachers to schedule tours, receive itineraries, and communicate more effectively via the Internet. Each day hundreds of national and international visitors, as well as several thousand N.C. schoolchildren will receive services at the center. Students will be safely unloaded onsite at the center, receive orientations in the 196-seat auditorium, visit restrooms, store and eat their lunches onsite (outside and inside picnic areas available), view traveling and permanent exhibits in two galleries, and participate in educational programs in one of three classrooms. The new center will have areas available for meetings, receptions, dramas, galas, and other special events and ceremonies. Underground parking will be available for visitors and state government employees.

DCR 42

DEPARTMENT OF CULTURAL RESOURCES

STATE CAPITOL / VISITOR SERVICES - FUND 1243

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 452,296	$ 485,022	$ 485,022	$ 485,022
Receipts	$ 7,270	$ 100	$ 100	$ 100
General Fund Appropriation	$ 445,026	$ 484,922	$ 484,922	$ 484,922
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 445,026	$ 484,922	$ 484,922	$ 484,922
Number of positions	11.00	11.00	11.00	11.00

DCR 43

North Carolina Maritime Museum – Fund 1245

The North Carolina Maritime Museum in Beaufort was transferred from the Department of Agriculture to the Department of Cultural Resources during the 1997 Session of the North Carolina General Assembly. Since the transfer, the Museum System has expanded to include three; the North Carolina Maritime Museum at Southport and the North Carolina Maritime Museum on Roanoke Island.

The North Carolina Maritime Museum System's annual visitation is over 220,000 people. That figure includes 60 percent in-state, 35 percent out-of-state, and 5 percent foreign. Some 80,000 school children visit the museum every year for general students. The Friends of the N.C. Maritime Museum, the museum's 501(c)(3) support group, is composed of 1,600 paid members. The Museum is accredited by the American Association of Museums, the highest professional certification available in North America. The museum is open to the public seven days a week, 360 days a year.

The North Carolina Maritime Museum is a treasure-trove of collections, exhibits, boats, and a library filled with a wide variety of books on marine topics. The Museum's Watercraft Center offers evening and weekend classes in boatbuilding, model building, and half model construction. The museum's Cape Lookout Studies Program conducts overnight field programs of several days' duration. The North Carolina Maritime Museum is the designated repository for the storage and exhibition of the underwater archaeology artifacts recovered from Blackbeard's flag ship the Queen Anne's Revenge.

In 1998 the museum purchased for 3.2 million dollars a 36-acre waterfront site for museum expansion. The property has 1,852 feet of estuarine shoreline in Beaufort to support the museum's expansion needs for the next 25+ years. The basic concept for this property is to build a turn of the century maritime village where there will be displays of tall ships, programs for junior sailing and boat builders, and educational exhibits and programs on maritime history. The museum's mission is to preserve and interpret all aspects of the rich maritime heritage found in North Carolina's coastal environment, through educational exhibits, programs and field trips.

DCR 44

DEPARTMENT OF CULTURAL RESOURCES

NC MARITIME MUSEUM - FUND 1245

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 882,036	$ 1,124,466	$ 1,124,466	$ 1,124,466
Receipts	$ 297	$ 10,300	$ 10,300	$ 10,300
General Fund Appropriation	$ 881,739	$ 1,114,166	$ 1,114,166	$ 1,114,166
Less: Recommended Reductions	$ -	$ -	$ (22,791)	$ (22,791)
Adjusted General Fund Appropriation	$ 881,739	$ 1,114,166	$ 1,091,375	$ 1,091,375
Number of positions	17.00	20.00	20.00	20.00

DCR 45

State Historic Preservation Office – Fund 1250

This section identifies, protects, and enhances the historic resources of North Carolina through a coordinated statewide program of information and assistance for public agencies, private organizations, and the state's citizens to enable them to undertake successful historic preservation planning and project implementation. Section programs include the processing of nominations to the National Register of Historic Places, comprehensive architectural and archaeological surveys, site excavations and interpretation, and technical assistance for the care and treatment of historic buildings. It functions as the state clearinghouse for federal and state protection and incentive programs for properties that qualify for the National Register of Historic Places.

Historic preservation state tax credit laws were enacted by the General Assembly in 1997 and became effective January 1, 1998. The Historic Preservation Office (HPO) administers the preservation tax credits program, and in calendar year 2000, the HPO processed 279 applications for nonincome-producing historic structures representing 114 proposed projects with a total estimated rehabilitation cost of $18.4 million and 41 completed projects with a total cost of $5.4 million. The 279 applications in 2000 for nonincome-producing structures represent a 39% increase in the demand for services from 201 applications in calendar year 1998.

In addition, during calendar year 2000, the section processed 224 Historic Preservation Certification Applications for federal and state historic rehabilitation tax credits for income-producing historic structures representing 75 proposed projects with a total estimated rehabilitation cost of $124.4 million and 44 completed projects with a total cost of $39.4 million. The 224 applications in 2000 for income producing structures represent a 37% increase in the demand for services from 163 applications in calendar year 1998. The total estimated rehabilitation construction costs generated by the tax credits in the last state fiscal year amounts to $142.8 million dollars.

In state fiscal year 1998 – 1999 the section processed 2,996 requests for environmental review related to construction and development. By comparison, the HPO processed 4,035 reviews in state fiscal year 1999 – 2000 representing a 35% increase in caseload. In the same period National Register Nominations processed increased by two from 54 to 56 representing a 4 % expansion. However, it should be pointed out that the nomination caseload of state fiscal year 1999-2000 is 60% more than the fiscal year 1996 – 1997 caseload of 35. Because National Register listing is a prerequisite for taking the state and federal tax credits, the case load rapidly rose after the current state credits went into effect in 1998, rising to 54 nominations by the 1998-1999 fiscal year.

In addition, in the last state fiscal year of 1999 – 2000 the State Historic Preservation Office provided approximately 9,200 additional consultations and services pursuant to law and public request. Currently, 36 cities and counties throughout the state are Certified Local Governments (CLGs)—a federally authorized designation that bestows funding preference under a small federal preservation grants program administered through the State Historic Preservation Office.

DCR 46

Office of State Archaeology

From its central Raleigh office, and branch offices in Fort Fisher, Morehead City, and Asheville, the Office of State Archaeology (OSA) safeguards the prehistoric, historic, and underwater archaeological resources of North Carolina through a coordinated statewide program of data inventory, resource protection, public education and technical assistance. The OSA is part of the North Carolina Division of Archives and History, Department of Cultural Resources, and serves as the professional archaeology staff for the North Carolina Historical Commission. It dovetails with the State Historic Preservation Office in providing archaeological review of compliance projects. Processing nominations to the National Register of Historic Places, grant administration and comprehensive archaeological resource planning also figure prominently in the OSA's roster of responsibilities.

The section maintains a statewide, computer-based inventory of archaeological sites, along with maps, photographs, and other supportive data. OSA libraries house more than 7500 compliance reports, theses, academic volumes, and journals. Laboratory processing and curation of artifact collections occur at the OSA Research Center, where archaeologists, students, educators, and agencies may study the center's holdings.

The OSA protects endangered archaeological sites through enforcement of the North Carolina Archaeological Resources Protection Act (G.S. 70, article 2), the Unmarked Human Burial and Human Skeletal Remains Protection Act (G.S. 70, article 3), the North Carolina Archaeological Record Program (G.S. 70, article 4), and the "abandoned shipwrecks law" (G.S. 121, article 3). In FYs 1998-2000, the section processed four ARPA permits for archaeological investigations on state property, and issued 29 permits for shipwreck exploration. The OSA encourages protection of archaeological sites by easements and tax incentives and through the federal Certified Local Government program.

Fulfilling its environmental review function as a sister section to the State Historic Preservation Office, the OSA processed nearly 3,000 review cases related to construction and development in FY 1999-2000. Pertinent laws include the National Historic Preservation Act (sections 106 and 110), the NC Coastal Management Act, the NC Environmental Policy Act, and the NC Mining Act. It assisted more than 300 engineering and archaeological contracting clients with background searches in conjunction with approximately 25 percent of these reviews. It provided an additional 350 consultations and services to individuals, universities, local government agencies, and museums.

An essential activity for the OSA is public education programs, which target school groups, amateur archaeological and historical societies, and government agencies. During FY 1999-2000, staff reached nearly 700 individuals through 50 lectures or presentations. The OSA administered six major grants and provided content for the state's comprehensive plan for inventory, evaluation, and protection of archaeological resources.

DCR 47

DEPARTMENT OF CULTURAL RESOURCES

ARCHAEOLOGY AND HISTORIC PRESERVATION - FUND 1250

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,367,741	$ 2,367,103	$ 2,367,103	$ 2,367,103
Receipts	$ 925,932	$ 864,468	$ 864,468	$ 864,468
General Fund Appropriation	$ 1,441,809	$ 1,502,635	$ 1,502,635	$ 1,502,635
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,441,809	$ 1,502,635	$ 1,502,635	$ 1,502,635
Number of positions	45.50	45.50	45.50	45.50

DCR 48

Western Office – Fund 1290

Located in Asheville, the Western Office provides program services in the areas of archaeology, historic preservation, archives and records management, historic sites programming, museum planning, and development, and local historical agency assistance to over one-quarter of the counties of the state.

The Western Office serves the following counties: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mithcell, Polk, Rutherford, Surry, Swain, Transylvania, Watauga, Wilkes, and Yancey.

The following is a list of specific duties performed, including statistics: surveys of significant properties and archaeological sites (57); assistance with National Register nominations and study list applications (14, 37); consultations on restoration of historic properties, including Tax Act projects (657); records management consultations (189); preservation of significant archival materials (59 cubic feet); consultations with regional museums and historical organizations (42); historic site consultations (121); photographic services (approximately 7,600 photographic images); presentation of public programs to schools and civic groups (35) and environmental reviews (1074).

DCR 49

DEPARTMENT OF CULTURAL RESOURCES

WESTERN OFFICE - ARCHIVES AND HISTORY - FUND 1290

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 382,331	$ 344,705	$ 344,705	$ 344,705
Receipts	$ 1,341	$ 150	$ 150	$ 150
General Fund Appropriation	$ 380,990	$ 344,555	$ 344,555	$ 344,555
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 380,990	$ 344,555	$ 344,555	$ 344,555
Number of positions	7.00	6.00	6.00	6.00

North Carolina Museum of Art

DCR 51

The North Carolina Museum of Art

The North Carolina Museum of Art is a division within the North Carolina Department of Cultural Resources and is governed by a 28 member Board of Trustees. Board members are appointed by the Governor, the General Assembly, the Art Society, Museum of Art Foundation Board, and the Board of Trustees.

The North Carolina Museum of Art traces its origin to 1924 when the Art Society of North Carolina was founded with the purpose, "to promote an interest in providing a State Art Museum in Raleigh." In 1929, the General Assembly placed the Art Society under state patronage, which began a tradition of public/private partnership that continues to the present. In its early days, the Art Society began a program of collecting, staging exhibitions and educational programs even before there was a permanent museum. In 1947, North Carolina became the first state in the nation to appropriate public funds for the purchase of works of art to establish a state supported art museum. That first appropriation matched a gift of 75 important works of art given by the Samuel H. Kress Foundation as part of its program of endowing regional museums throughout the United States. Negotiations with Mr. Kress and the Kress Foundation were led by State Senator Robert Lee Humber of Pitt County. Thanks to his efforts, of nearly one hundred institutions receiving art from the great Kress collection, the gift to the North Carolina Museum of Art was the largest and most important of any except that given to the National Gallery of Art in Washington, D.C. The Kress gift combined with purchases made with the original legislative appropriation created for the people of North Carolina the most distinguished collection of old master paintings in the southeastern United States, and formed the foundation for today's North Carolina Museum of Art.

The Museum's major responsibilities are well stated in its statutory mission, "...to acquire, preserve, and exhibit works of art for the education and enjoyment of the people of the State, and to conduct programs of education, research, and publication designed to encourage an interest in and an appreciation of art on the part of the people of the State." (G.S. 140-5.12). In keeping with that broad mission, the Museum's program budget objective is "to increase the percentage of visitors who experience an enhanced interest in and appreciation of art...". This is accomplished through a variety of programs focusing on the State's permanent art collection, which consists of thousands of objects spanning over 5,000 years of human history and creative effort. The Museum also brings to North Carolina many special exhibitions of important art treasures from around the world for the educational benefit and enjoyment of the people of our state. Scholarly publications and a full range of classes, workshops, lectures and other programs complement the Museum's educational mission and program objective.

The Museum is an active partner with the state's educational systems. Thousands of school children from all over North Carolina visit the Museum each year and learn about their own culture and about other civilizations through guided tours and other programs. Outreach exhibitions, slide programs, speakers, and teaching materials are also available

to schools and other groups in all counties throughout the state. The Museum continues to enhance accessibility to its collections through the use of new technologies such as digital imaging, CD ROM, and the Museum's World Wide Web page (http://ncartmuseum.org). The Museum's conservation department provides consultation and conservation treatment services to other museums and public collections around the state. There is an extensive art reference library available for researchers, and the Museum's curators are available on a regular schedule to consult with citizens about works of art in their own collections.

The Museum of Art regularly receives national and international recognition for its collections, acquisitions, and programs. It has become a major tourist attraction, which draws many visitors from within the state and from beyond its borders each year. A prime example is the hugely successful exhibition of the works of sculptor Auguste Rodin in the summer of 2000 drew over 300,000 visitors from around the nation. According to an economic impact study prepared by UNC-Chapel Hill, the Rodin exhibition contributed over $50 million in direct economic impact to the state. The Museum also contributes to the economic well being of North Carolina by helping to attract business and industry to locate and expand here. When asked why they chose to locate in North Carolina, business leaders will most often cite the state's quality of life, including the cultural environment and its commitment to education. The North Carolina Museum of Art makes strong contributions in these areas.

The Museum is assisted in its mission by two affiliated organizations, The North Carolina Art Society and the Museum of Art Foundation, Inc. As mentioned previously, the Art Society is the predecessor of the Museum. The Art Society is a venerable and distinguished organization, founded in 1924 and under the patronage of the state since 1929. General Statutes provide that the Art Society shall be the membership arm of the North Carolina Museum of Art and continue under state patronage (G.S. 143B-89 and G.S. 140-14). The Art Society also holds the permanent endowment, the Robert F. Phifer Fund. Proceeds from this endowment are used solely for the acquisition of works of art for the Museum's permanent collection. This modest endowment provides the Museum's only reliable source of acquisition funding. There have been no state funds appropriated to add to the Museum's collection since 1985. Consequently, the Museum's holdings of art of the late twentieth century are not in keeping with the strength of the collection in other periods.

The Museum of Art Foundation, Inc. a private, non-profit corporation with tax-exempt status under IRS Code 501(c)(3). The Foundation holds some endowment funds and plays the essential role of operating the Museum's private fundraising efforts. The Foundation accounts for approximately two thirds of the Museum's average annual operating budget. These funds are spent directly by the Foundation on the Museum's behalf to support exhibitions, educational programs, staffing and other operating needs.

In 1997, the Museum's new performing arts facility, the Joseph M. Bryan Theater opened. This amphitheater, designed and built with private funds raised by the Museum of Art Foundation, will enable the North Carolina Museum of Art to offer a full range of

performing arts experiences to complement the visual arts found inside the Museum's walls. Also in 1997, the Museum undertook a complete study of its present physical facilities made possible by an appropriation in the 1996 session of the General Assembly. This study directs the planning and programming of enhanced facilities to enable the institution to meet the state's needs well into the future.

In the 2000 session, the General Assembly allocated to the Department of Cultural Resources, for the Museum of Art, the state-owned property formerly occupied by the Polk Youth Correctional Facility. The transfer of this land has given the Museum a unique opportunity to accommodate the huge growth that has already occurred in the institution's programs into a new dynamic space. The Museum will seek to build a new structure to complement the existing building and provide exhibition and public spaces in keeping with the excellence of the Museum's collections and programs. In order to meet this and other challenges of the years ahead, the Museum looks forward to a continuation of the great tradition of partnering private funding with the public support provided by the General Assembly.

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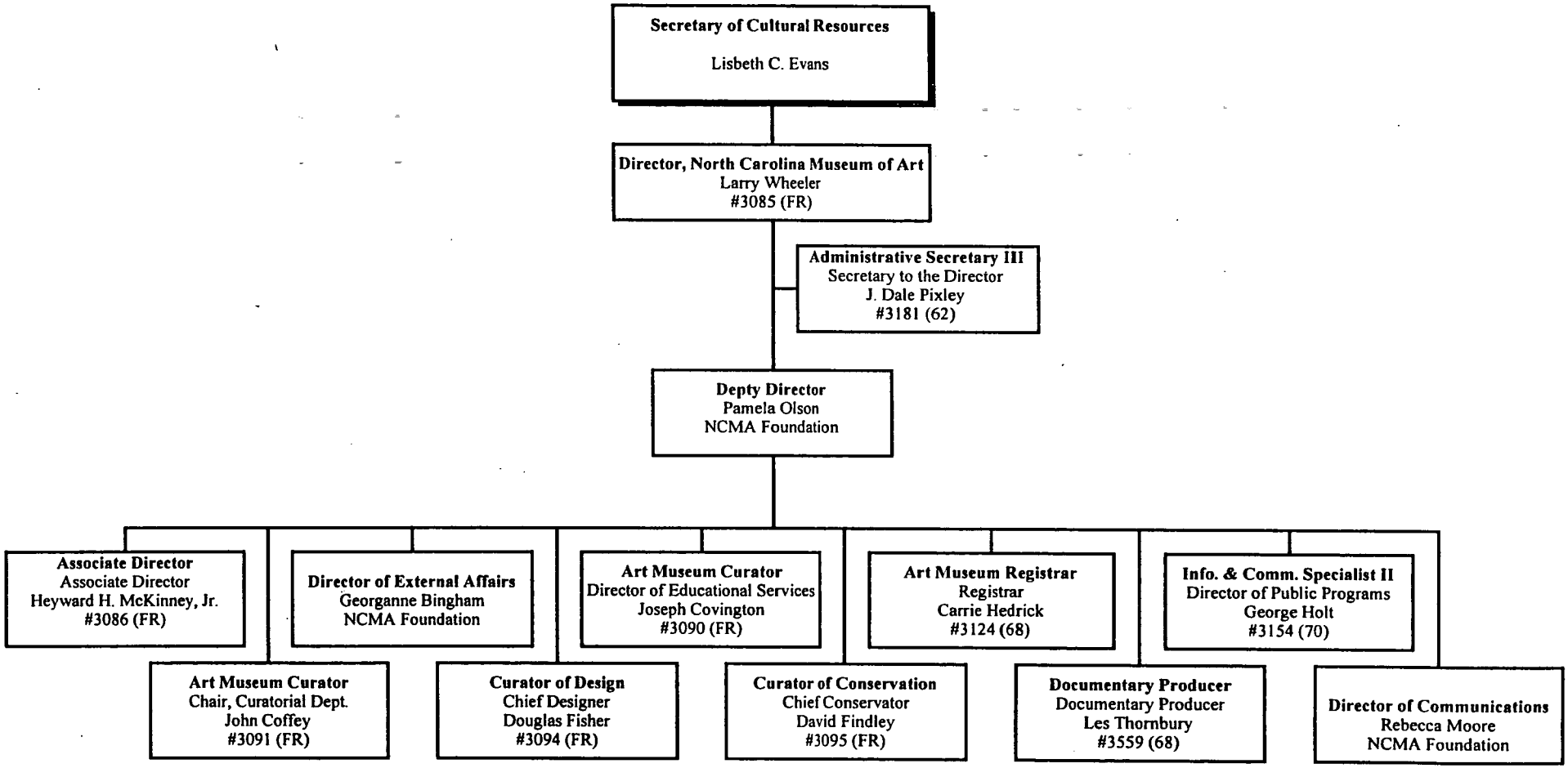
North Carolina Museum of Art
Selected Statistics

Total Museum Visitors Calendar 2000:	474,849
Public Programs Presented 2000 Season:	75
Public Program Attendance 2000 season:	45,207
Guided Tours:	2,372
Guided Tour Participants:	40,124
Recorded Audio Tours:	34,733
Art in the Schools Projects:	41,179
Works of Art Examined for Conservation	2.127
Remedial Conservation Treatments:	35
Full Conservation treatments:	19

North Carolina Department of Cultural Resources
North Carolina Museum of Art
Overall



Date: January 27, 2001

Signed:_____
Associate Director

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DEPARTMENT OF CULTURAL RESOURCES

MUSEUM OF ART - FUND 1320

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,969,602	$ 3,999,162	$ 3,999,162	$ 3,999,162
Receipts	$ 132,875	$ 144,954	$ 144,954	$ 144,954
General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,854,208	$ 3,854,208
Less: Recommended Reductions	$ -	$ -	$ (17,000)	$ (17,000)
Adjusted General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,837,208	$ 3,837,208
Number of positions	92.00	92.01	92.01	92.01

North Carolina Arts Council

DCR 58

North Carolina is known throughout the world for its pottery traditions, literary legacy, Southern Appalachian music traditions, jazz, blues and gospel heritage, and an abundance of artists and arts institutions. Recognizing the state's rich cultural climate in 1964, Governor Terry Sanford established a state arts council to strengthen North Carolina's creativity, invention and prosperity. Since its beginning, the North Carolina Arts Council has been recognized as one of the nation's leading state arts agencies.

To fulfill our mission **to enrich the cultural life of the state by nurturing and supporting excellence in the arts and by providing opportunities for every North Carolinian to experience the arts,** we focus our work in three key areas which correspond to the goals of our long-range plan:

1. Our relationship with the state's **arts resources**—artists, arts organizations and our cultural heritage. It is our responsibility to help these resources remain strong so they can continue to produce rich and diverse arts experiences for the benefit of the state's citizens and visitors.
2. Our relationship to the state's **communities**. We use the word "communities" in the broadest sense to mean the many ways groups of people gather, both geographically or through other shared identities. It is our responsibility to make sure communities are strengthened through the arts.
3. Our relationship as a state agency to the **state's agenda**. It is our responsibility to make sure the arts are valued as a tool for achieving a strong economy, well-educated children, vital communities and involved citizens.

In building these relationships, we play the roles of **connector, catalyst** and **activist partner, using our abilities to:**

- Provide an overview of the strengths, needs and issues of the arts in the state
- Give grants to activate partnerships between artists, arts organizations and communities which benefit every county in the state
- Convene various groups of people around important topics to forge new partnerships
- Maintain access to a number of information outlets through which we collect, publish and disseminate a variety of resource materials

Following is a 5-page summary of how the North Carolina Arts Council accomplished its goals and objectives during fiscal year 1998-99.

DCR 59

NORTH CAROLINA ARTS COUNCIL
1998-99 ACCOMPLISHMENTS

GOAL I: DEVELOP, PRESERVE, AND SUSTAIN NORTH CAROLINA'S ARTS RESOURCES

1. **Support the state's organizations that produce exemplary arts programs**
   - 62 organizations received a total of $1,415,650 in General Support grants for ongoing programs and operations.
   - Awarded $116,000 to 25 organizations to commission new works in the performing and visual arts.
   - 50 organizations received a total of $293,791 for innovative literary, performing, and visual arts programs.
   - 19 organizations received long-term organizational assistance through the New Realities Program.
   - 29 scholarship grants went to artists and arts administrators to attend conferences and workshops.
   - 4 community arts interns and 1 folklife intern received 3 months of professional training through our internship programs.
   - A total of $48,882 in grant funds was provided to 25 organizations for consultancies in facility development, fundraising, board and staff development, project planning, and audience development.

2. **Preserve and promote the state's folk cultural heritage through documentary projects and public programs**
   - 16 artists and organizations received a total of $142,892 for festivals, radio programs, exhibitions, and projects which documented and presented the traditions of Cherokee arts and culture, North Carolina pottery, gospel music of northwestern North Carolina, coastal communities of Northeastern North Carolina, and the Montagnard community of Greensboro.
   - Sites were selected for the traditional music and Cherokee arts and culture trails as part of the Blue Ridge Heritage Initiative.
   - Co-produced "Cold Mountain Old Time Music Gathering" with the North Carolina Museum of Art. The production featured Charles Frazier reading passages from his best-selling novel, which included references to traditional music. He was accompanied by musicians from western North Carolina.

3. **Improve financial support and professional opportunities for North Carolina's artists**
   - Awarded fellowships of $8,000 each to 18 visual artists, 3 film and video artists, and 4 choreographers to support their artistic development and the creation of new work.
   - Grants were awarded to 1 writer and 1 visual artist to be in residence at the Vermont Studio Center, 1 visual artist and 1 writer for residencies at the Headlands Center for the Arts in California, and 2 visual artists for residencies at La Napoule Foundation in France.

- Developed the North Carolina Poet Laureate Program and provided funds to subsidize the Poet Laureate to conduct readings, workshops for writers, and public presentations.
- Through a partnership program with the South Carolina Arts Commission Media Arts Center, provided $5,000 in grant funds to support North Carolina film/video artists to access the center's equipment, studios, and training programs.
- Funded the Regional Artist Project Grants Program, which made awards ranging from $250 - $2,500 to 165 artists through 12 regional consortia of local arts councils serving 93 of the state's 100 counties.
- Three regional workshops were conducted for NC touring artists to strengthen community residency work and to encourage artists to become full partners in planning and implementing residencies.
- Promoted North Carolina touring artists to out-of-state presenters at the annual Southern Arts Exchange booking conference.

GOAL II. DEEPEN THE CONNECTION BETWEEN THE ARTS AND NORTH CAROLINA'S COMMUNITIES

1. **Strengthen partnerships with local arts councils to provide arts programming in all 100 counties through the Grassroots Arts Program**
   - More than 750 organizations received a total of $1,679,117 through the Grassroots Arts Program's per capita funding system. Published the *Designated County Partner Guidebook*, to provide local arts councils with information on the most effective ways to administer Grassroots Arts Program county allotments.
   - Provided 27 grants totaling $128,435 to local arts agencies to hire additional staff, to encourage increased local government contributions, and for professional development opportunities.
   - Provided a total of $265,818 to local arts councils to support visual arts, folklife, touring, and arts in education programs.
   - Developed a gallery resource guide for local arts councils and small town exhibition venues.
   - Staff conducted workshops and planning sessions at the annual Local Arts Council Executive Directors' Retreat.

2. **Increase access to racially and culturally diverse arts programs**
   - The Multicultural Organization Development Program provided $179,650 to strengthen the arts programs of African-American, Native American, Latino, and Asian American organizations. Funded a two-day workshop to assist multicultural organizations in developing entrepreneurial strategies to increase earned income revenue.
   - Grassroots Arts Program's per capita funds were distributed according to the percentage of racial and ethnic diversity of the population of each county.
   - $544,000 was awarded for arts programs that build appreciation and understanding of the state's diverse cultures.

3. **Increase arts programming in underserved communities**
   - Developed two large-scale cultural tourism initiatives, one focusing on rural counties in the west and the other on the northeast coastal region.
   - Staff member served on the Governor's Issue Team for Personal and Parental Responsibility.
   - Convened Arts Council's Access Advisory Group to recommend strategies to help arts organizations comply with 504/ADA regulations and to increase and strengthen accessible arts programs.
   - Awarded a grant to The Center for Universal Design to conduct planning workshops and provide recommendations for increasing participation of people with disabilities in the state's arts programs.
   - Provided $17,245 for arts programs in hospitals, nursing homes, and mental health centers.

4. **Provide support for performances and artists' residencies in communities across the state**
   - Awarded $314,650 for performance series, artist residencies of two weeks to six months, projects to strengthen the programs of the state's arts presenters, and a variety of performances and activities in schools and community venues.
   - Funded a marketing brochure for the NC Presenter's Consortium that contained a calendar of the seasons of over 35 North Carolina presenters.
   - Helped develop and coordinate a statewide tour of David Dorfman Dance to 5 communities across the state. Provided a grant and helped secure additional funding to support 17 weeks of performances and residency activities involving over 50 community partner organizations.
   - Helped 10 literary organizations develop and coordinate a 10-week residency by Chicano writer Luis Rodriquez. Provided a grant and helped secure additional funding to support readings and residency activities in Latino and non-Latino communities and build lasting bridges between them.

4. **Develop and support public art projects that enliven community buildings and spaces**
   - Installed 9 new artworks in state buildings, bringing the total of the state's public art collection to 60; published educational materials for each completed artwork and included this information on the Council's web site; hired a professional art appraiser to perform a comprehensive appraisal and assess conservation needs of the entire collection; hired a photographer to document the collection for a new brochure.
   - Updated the slide bank of the work of artists who create public art for use as a resource for communities pursuing public art projects.
   - Assisted 7 communities with public art planning and worked with the Department of Transportation and Triangle Transit Authority to explore the possibility of creating an art in transit program for the state's Amtrak stations and for the Triangle's future regional transit system.
   - Made presentations on public art, gave tours of the state's collection, and convened quarterly meetings of the Public Art Network to increase awareness and appreciation of public art.

GOAL III. HEIGHTEN UNDERSTANDING OF THE ROLE AND VALUE OF THE ARTS TO THE STATE

1. **Build public awareness about the benefit of the arts to the lives of North Carolinians**
   - County histories, which included narratives and listings of all Arts Council grants to the county over the years, were published for each of the 100 counties and distributed to all legislators and local arts councils.
   - Published 3 issues of *ncarts*, the Arts Council's journal that examines issues that shape the development of the arts across the state, and reports on important arts events.
   - Expanded the Arts Council's Web site to include more links to artists and arts organizations and information on 3 cultural tourism trails.
   - Developed and distributed a communications tool kit to assist grantees in publicizing funded projects and keeping legislators informed about their activities.
   - Made presentations to arts and civic groups on the Arts Council and the arts in the state, and participated in media workshops for local constituents on more effective writing.

2. **Further the role of the arts as an essential part of education**
   - Arts in Education (AIE) Partnership grants totaling $154,729 were awarded; 34 % of these funds benefited 5 rural, low-wealth counties.
   - AIE Development category funded 12 projects totaling $45,650.
   - A total of $121,833 funded 17 artist residencies, after-school programs, and summer arts camps, as well as 17 short-term performing arts projects.
   - Convened a weekend workshop entitled *Tapestry: Weaving Artistry and Education* to train artists to work more effectively in school settings. 75 artists attended sessions conducted by national and state arts-in-education leaders on topics such as early childhood development, school culture, the state curriculum, and integration of the arts with other subjects.
   - Produced a two-day workshop on arts in education program evaluation methods attended by 40 arts professionals.
   - Developed a partnership with the School of Education at UNC-Chapel Hill to create a traditional music curriculum that would be taught in schools as part of the Blue Ridge Heritage Initiative education component.
   - Hired a consultant to create a residency planning guide to provide technical assistance to organizations conducting arts in education residencies.

3. **Develop initiatives to strengthen the role of the arts in economic and community development, tourism, international relations, and human services**
   - Worked closely with the Blue Ridge Parkway Division of the National Park Service and the Eastern Band of Cherokee Indians to implement the Blue Ridge Heritage Initiative; completed resource inventories and selected sites for a traditional music trail and a Cherokee art and culture trail.
   - Provided a consultant and staff assistance to North Carolina Heritage, Inc., a nonprofit organization created to support heritage tourism development, to facilitate a planning process, and strengthen the organizational structure.

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- Convened three meetings of the Interagency Heritage Tourism Task Force, which coordinates the efforts of statewide agencies and provides training and technical assistance to local heritage tourism efforts. The task force is composed of representatives from the state's commerce, tourism, transportation, agriculture, and natural resource departments.
- Worked with the Department of Commerce on several joint projects including an African-American heritage publication and a 19-county eastern heritage initiative in the northeast coastal region.
- Organized and funded a consortium of major summer performing arts festivals, outdoor dramas, and theaters to collectively develop joint marketing strategies and pursue initiatives to increase cultural tourism to their sites.

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North Carolina Arts Council - At a Glance

Arts Council Programs

- provide information and other resources to North Carolina's 2,728 non-profit arts organizations
- take artists into the schools
- tour professional dance, music and theater companies throughout the state
- support the state's major professional music, dance, theater, visual arts and literary organizations, many of which have regional and national reputations
- fund local priorities through the decentralized Grassroots Arts Program
- recognize our finest folk artists with Folk Heritage Awards and our finest career artists with fellowships
- provide targeted assistance to organizations in previously underserved communities
- work with local community leaders to develop cultural tourism opportunities

Arts Council Services

25 staff members work with arts and other community organizations to help them expand, stabilize, develop in appropriate directions and become managerially stronger. Staff targets and gives special attention to rural areas, urban organizations in communities with limited resources and older, established organizations going through transition. Through conferences, workshops, publications, information and special events, the staff provides support and technical assistance to the citizens of our state who are using the arts to build their communities.

Impact of Arts Council-funded Activities in FY 99-00

- Nearly 8.5 million people participated in Council-funded projects.
- Projects were funded in every county in the state.
- Grants went to 521 arts organizations, 439 school, community and civic groups, and 46 individuals.
- Each dollar granted by the Council was matched by twelve other dollars, many generated directly by the Council's grant.

Organizations Assisted by the Arts Council Play a Significant Role

- in North Carolina's tourism industry
- in downtown revitalization projects in numerous towns and cities
- in the creation of jobs, both within arts organizations and indirectly in restaurants, hotels, parking lots, printing and catering businesses
- in attracting and keeping desirable industries by making the community a more stimulating place in which to live and work

Prepared April 2001

DCR 65

North Carolina Arts Council - Summary of FY 99-00 Grant Activities

Number of Applications		
Individuals	566	
Organizations	1,400	
	1,966	
Number of Awards		
Individuals	46	
Organizations	1,290	
	1,336	(68% of applications funded at least partially)

Amount Requested	$ 14,148,578	
Amount Awarded and Spent	$ 7,790,800	(55 % of requested amount funded)
Total Project Costs	$ 86,057,664	(9% of costs provided by Arts Council)
Total Project Participants	8,463,990	

* * * * *

Funded Organizations: 960

Arts Organizations		*Other Community Organizations*	
performing groups	198	schools	176
performance facilities	10	higher education institutions	17
museums and galleries	20	libraries	14
small presses, literary magazines	5	humanities/historical societies, museums	37
fairs, festivals, concert series	62	community service groups	155
arts centers	58	parks, recreation departments	21
arts councils	95	radio, television	3
arts service organizations	18	other community groups	16
artist associations	55		
Total arts organizations	**521**	**Total other community organizations**	**439**

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NORTH CAROLINA ARTS COUNCIL – SUMMARY OF FY 00-01 INCOME

State of North Carolina		
Grant Programs	$	4,103,235
Grassroots Arts Program		2,143,367
Personnel		1,192,721
Operating Support		393,448
Total State Income	**$**	**7,832,771**
National Endowment for the Arts		
Basic State Grant	$	416,600
Arts in Education Alloction		76,200
Underserved Allocation		111,200
Total Federal Income	**$**	**604,000**
Total FY 00-01 Income	**$**	**8,436,771**

* * * * *

STATE ARTS AGENCIES' LEGISLATIVE APPROPRIATIONS - FY 00-01

Per Capita Ranking*

1	Hawaii	$ 4.94
2	New York	2.87
3	Massachusetts	2.80
4	Minnesota	2.66
5	Michigan`	2.60
46	Colorado	.44
47	Oregon	.41
48	Tennessee	.33
49	Montana	.32
50	Texas	.23

Southern Arts Federation States:

8	Florida	$ 2.19
12	South Carolina	1.24
16	Louisiana	1.12
17	Alabama	1.08
21	**North Carolina**	**.98**
23	Kentucky	.97
26	Mississippi	.85
41	Georgia	.54
48	Tennessee	.33

*population figures are 2000 census

North Carolina Arts Council FY 99-00 Per Capita Distribution

COUNTY	$/CAPITA	GRANTS	COUNTY	$/CAPITA	GRANTS	COUNTY	$/CAPITA	GRANTS
1 Clay	7.85	64,629	34 Henderson	0.75	61,002	67 Vance	0.40	16,676
2 Tyrrell	7.81	30,434	35 Graham	0.73	5,441	68 Yadkin	0.40	14,231
3 Mitchell	6.59	96,335	36 Jackson	0.73	21,640	69 Caldwell	0.38	28,891
4 Swain	4.26	51,892	37 Robeson	0.71	81,283	70 Craven	0.38	34,267
5 Transylvania	3.01	85,112	38 McDowell	0.68	27,422	71 Cumberland	0.38	111,003
6 Watauga	3.00	122,637	39 Wilson	0.67	46,208	72 Polk	0.38	6,298
7 Durham	2.97	597,173	40 Pasquotank	0.66	23,053	73 Wayne	0.38	42,929
8 Chowan	2.74	39,465	41 Wake	0.65	374,247	74 Currituck	0.37	6,366
9 Alexander	2.02	64,324	42 Anson	0.63	15,155	75 Gaston	0.37	67,131
10 Orange	2.01	219,554	43 Rowan	0.63	78,633	76 Cleveland	0.36	33,047
11 Bertie	1.91	38,179	44 Stanly	0.60	33,376	77 Davidson	0.35	48,910
12 Gates	1.80	17,995	45 Hyde	0.59	3,366	78 Warren	0.35	6,681
13 Madison	1.53	28,790	46 Lenoir	0.59	34,806	79 Cherokee	0.34	7,846
14 Carteret	1.49	88,575	47 Beaufort	0.58	25,282	80 Montgomery	0.34	8,352
15 Ashe	1.48	35,148	48 Alamance	0.57	69,710	81 Macon	0.33	9,303
16 Forsyth	1.38	398,980	49 Camden	0.57	3,629	82 Martin	0.33	8,581
17 Mecklenburg	1.33	828,406	50 Halifax	0.55	30,715	83 Union	0.33	35,896
18 Yancey	1.33	22,044	51 Randolph	0.52	65,031	84 Chatham	0.32	14,691
19 Jones	1.32	12,264	52 Nash	0.51	45,039	85 Hoke	0.32	9,631
20 Pamlico	1.30	15,751	53 Granville	0.50	22,343	86 Person	0.32	10,586
21 Dare	1.25	35,269	54 Johnston	0.50	53,541	87 Pender	0.31	11,898
22 Edgecombe	1.06	58,040	55 Moore	0.50	35,748	88 Scotland	0.31	11,066
23 Hertford	1.05	22,586	56 Pitt	0.49	62,224	89 Cabarrus	0.30	36,280
24 Caswell	1.02	22,769	57 Columbus	0.48	25,165	90 Franklin	0.30	13,441
25 Guilford	1.01	393,619	58 Richmond	0.48	21,881	91 Sampson	0.30	15,815
26 Buncombe	0.97	186,625	59 Duplin	0.47	20,999	92 Brunswick	0.29	19,373
27 Catawba	0.90	118,311	60 Alleghany	0.46	4,507	93 Lincoln	0.29	17,229
28 New Hanover	0.90	133,916	61 Iredell	0.45	50,853	94 Rutherford	0.29	17,344
29 Lee	0.87	42,339	62 Northampton	0.45	9,367	95 Wilkes	0.29	18,399
30 Haywood	0.82	42,374	63 Greene	0.44	8,055	96 Burke	0.28	23,636
31 Avery	0.81	12,377	64 Perquimans	0.44	4,844	97 Harnett	0.28	23,486
32 Washington	0.79	10,369	65 Surry	0.41	27,916	98 Rockingham	0.28	25,057
33 Davie	0.75	24,214	66 Stokes	0.40	17,354	99 Onslow	0.27	40,207
						100 Bladen	0.21	6,520
						[redacted]		

* In addition, $389,185 was granted to statewide organizations for projects affecting more than one county and $32,651 was granted to organizations outside the state for projects benefitting North Carolinians.

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NORTH CAROLINA ARTS COUNCIL BUDGET GOAL: To Reach the National Average for Per-Capita Spending through State Arts Agencies

The national average is projected to be $1.50 in FY 02-03. A $4 million increase to the Arts Council's FY 00-01 budget would place North Carolina at the national average. With 98¢ to spend on each citizen in FY 00-01, North Carolina ranks 21st in the nation and 5th in the South, behind Florida, South Carolina, Louisiana and Alabama.

The Arts Council's Board has developed the following framework for future increases:

1. Grassroots Arts Program - $1,000,000 – Per capita funds will increase from 28¢ to 40¢ for community arts activities in all 100 counties. Local arts councils, vital players in community planning and economic development, are local partners in the distribution of funding.

2. Primary Arts Organizations - $1,000,000 – General support grants are awarded to 81 of the state's finest orchestras and opera companies, museums and galleries, arts centers, craft schools, dance and theater companies, literary and multicultural organizations. This increase will move all eligible organizations to their appropriate levels within the funding formula.

3. Arts in Education - $500,000 – The popular grants program which funds partnerships between arts organizations and school systems will expand. New programs will include annual training institutes for artists and teachers, yearlong artist residency programs, and early childhood and youth-at-risk initiatives. Because effective programs require one-on-one staff assistance, especially in small and rural schools with limited human resources, one consultant (Grade 68) and one program assistant (Grade 59) will be added.

4. Cultural Tourism - $500,000 – In the state's second largest industry, keeping our citizens at home for their recreational travel is important because they comprise one-third of this tourist market. The highest growth segment of the tourism industry, culture tourists are prized because they spend more, stay longer, are easy on the environment, and help sustainable economic development, especially in rural areas. These funds will increase new product development, provide marketing to build citizens' awareness of cultural opportunities as they travel, and stimulate support of arts statewide. One coordinator (Grade 68) will be added to assist with the labor-intensive activities required in this expansion.

5. Other Grant Programs - $350,000 – Several grant programs which did not benefit from the FY 99-01 increases are experiencing great demands from constituents. Included are touring and presenting, literature, folk arts, new works, and programs for small, emerging groups that need help with performances and exhibitions. This increase will more adequately address those needs.

6. Public Art and Community Design - $200,000 – The state's collection of over 60 artworks, appraised at $3.3 million, has more than doubled in value over the 11 years during which the artworks were produced. The value will continue to increase, provided the artworks are properly cared for and protected. These funds will cover the costs of appropriate conservation as well as interpretive displays and promotional events and publications. Funds will also allow communities to engage in public art and community design projects as a means of creating a sense of place and identity for residents and visitors. Grants will fund the creation and implementation of master plans, address specific design issues such as gateways, plazas, parks and downtown redevelopment; and plan for the development of arts facilities.

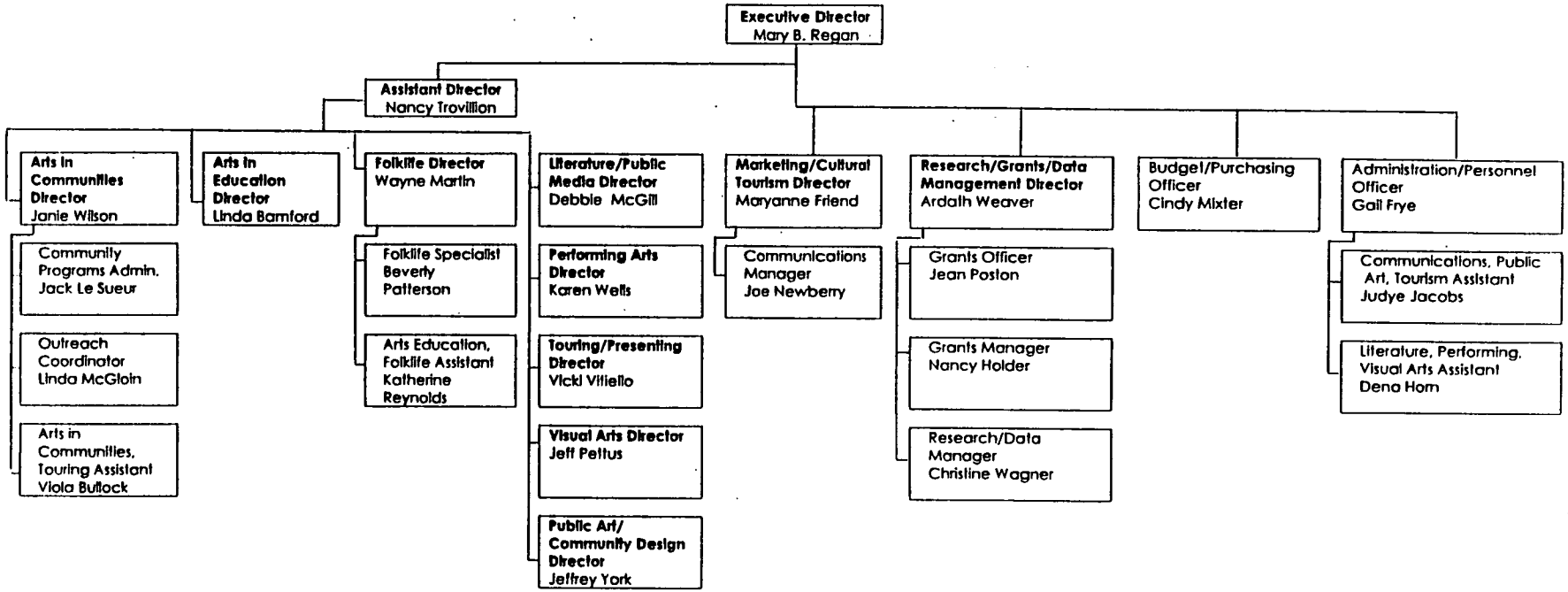
7. International Program - $100,000 – In response to the complexity and richness of the various cultures represented in North Carolina and to the state's growing international economic connections, the Arts Council will develop ongoing cultural relationships with selected countries to provide more comprehensive artist exchanges and other programming.

8. Research - $100,000 – Though the Arts Council has done very little in this area over the years, its enabling legislation charges it with "the study, collection, maintenance and dissemination of factual data and pertinent information relative to the arts" and to "identify research needs in the arts area and to encourage such research." Much research needs to be undertaken, much information collected, so that the arts community can make the most of its resources. This increase will fund the beginning of a series of comprehensive research studies and appropriately disseminate the information.

9. Arts Resource Center - $100,000 – An arts resource center will be established to provide learning and training opportunities to arts professionals, educators, students, tourism professionals, and others interested in the state's arts and culture. The Arts Council's significant and unique collection of folklife photographs, audio recordings, films, and videos are presently stored for safekeeping and are not easily available to the public. Also, there are heritage tourism inventories, arts in education curriculum guides, national studies, examples of model programs and other reference materials useful to those involved in planning arts projects. This funding will provide listening stations, a film/video viewing room, exhibition space, computer terminals and a library, as well as additional and/or updated inventories, reference materials, other resources, and sprinklers and a security system.

10. Operating Support - $150,000 – The $260,000 increase the Arts Council received for FY 00-01 replaced federal funds that were subsequently redirected to grants. Therefore, this year's $393,000 in operating support is the same as ten years ago. In the meantime, the number of nonprofit arts organizations in North Carolina has increased by 55.9%, and other organizations and individuals seeking Arts Council information has increased by over 8,400. This budget increase will allow staff to visit more constituents, site evaluators will make needed in-depth site visits and provide reports for use in making grant recommendations, and the Arts Council will continue to upgrade its technology and other equipment and services.

North Carolina Arts Council
Organization Chart
January 2001



DCR 70

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DEPARTMENT OF CULTURAL RESOURCES

ARTS COUNCIL - FUND 1330

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 8,714,172	$ 8,933,671	$ 6,924,034	$ 6,924,034
Receipts	$ 657,263	$ 580,900	$ 580,900	$ 580,900
General Fund Appropriation	$ 8,056,909	$ 8,352,771	$ 6,343,134	$ 6,343,134
Less: Recommended Reductions	$ -	$ -	$ (102,947)	$ (102,947)
Adjusted General Fund Appropriation	$ 8,056,909	$ 8,352,771	$ 6,240,187	$ 6,240,187
Number of positions	24.25	24.24	24.24	24.24

North Carolina Symphony

DCR 73

GERHARDT ZIMMERMANN, MUSIC DIRECTOR
DAVID CHAMBLESS WORTERS, PRESIDENT & CEO

NORTH CAROLINA SYMPHONY

PART 1 - SYMPHONY OVERVIEW

The mission of the North Carolina Symphony is to present an orchestra of the highest artistic standard that enriches, entertains, and educates diverse audiences in a variety of settings and represents North Carolina as a leader in performance and music education.

Formed in 1932 under the direction of Lamar Stringfield, the North Carolina Symphony served as a WPA project in the 1930s and then in the 1940s became the first orchestra to receive state funding on a continuous basis. Under the 33-year leadership of Dr. and Mrs. Benjamin Swalin, the Symphony began its grassroots emphasis of taking the orchestra to the people of the state. That tradition has continued every year since the 1943 "Horn Tootin' Bill" was passed by the State Legislature and it continues today.

- The North Carolina Symphony is the 30th largest orchestra organization in the country; however, it is singularly unique in two respects:

  1) its commitment to statewide service
  2) its dedication to the musical education of public school children

- Each season, the North Carolina Symphony performs approximately 175 full-orchestra concerts for adults and children across the state. **Nearly two-thirds of its performances take place outside the Triangle.** Each season, the Symphony visits between 30 and 40 counties across the state, performing for more than a quarter-million individuals.

  No other orchestra in America serves its state to the extent the North Carolina Symphony does. Comparing to the 120 annual North Carolina Symphony performances outside of the Triangle, the next-most "statewide" orchestra in America (the Syracuse Symphony) performs only 45 performances annually outside its home base.

  Orchestra travels approximately **20,000 miles a season** throughout the state of North Carolina

2 EAST SOUTH STREET RALEIGH NC 27601 TEL 919-733-2750 FAX 919-733-9920 WWW.NCSYMPHONY.ORG

- The Symphony performs between **45 and 65 full-orchestra music education concerts** for school children throughout North Carolina. (See attachment for 2000-01 Educational Concert Schedule.) Between 60,000 and 100,000 school children are served each season. In 2000, the Symphony added two new positions: a composer-in-residence and an assistant conductor. Both of these positions have added renewed vitality the Symphony's music education programs.

- In February 2001, the Symphony opens a new concert hall, Meymandi Concert Hall at the BTI Center for the Performing Arts in Raleigh. The new concert hall is anticipated to be the finest performance venue in the southeast, possibly rivaling Boston's Symphony Hall and Vienna's Musikverein. The new hall will allow for major programmatic expansion, including a longer series, a new chamber orchestra series, a recital series, and opportunities for artistic partnerships with other organizations around the state.

  The General Assembly dedicated $3 million toward the $38 million cost of the BTI Center for the Performing Arts. State funds were used to enhance the acoustical quality of Meymandi Concert Hall, the new home of the North Carolina Symphony.

- In June 2001, the Symphony opens a new outdoor facility in Cary at Regency Park. The new facility will raise the profile and excellence of the Symphony's Summerfest series that serves 20,000 annually.

- 2001-02 marks the 20th anniversary of Music Director Gerhardt Zimmermann. The milestone will be observed with special programming, including the premiere performances of five new orchestral works.

- Approximate annual **attendance is 300,000**

- The Symphony has **64 full-time musicians**. (Most orchestras of the Symphony's size have about 80. Finances permitting, the Symphony's Board of Trustees desires to bring this number up to the more ideal number.)

PART II - FINANCIAL

In the early 1980s, State funding was approximately 70% of the operating budget, with 30% coming from the private sector. In 1984, a subcommittee asked the Symphony to make significant changes in the percentage of funding in order to reduce public funding and increase private funding. The Symphony has worked very hard to accomplish this, and as of 2000-01 those percentages have reversed. Today, private sector funding has been increased to 71% of the budget with only 29% coming from state funding.

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HIGHLIGHTS OF OPERATING BUDGET FROM 1999-2000

(most recently completed fiscal year)

Revenue		
State Grant-in-Aid	(27%)	$ 2,084,719
State Appropriations through DCR	(4%)	334,712
Total State of North Carolina	(31%)	$ 2,419,431
Private and Other Sources of Income	(69%)	$ 5,285,284
Total operating/program income	**(100%)**	**$ 7,704,715**
Net of transfers from Endowment Earnings and other Funds		**$ 187,658**
Highlights		
Ticket income - Wake County		$ 1,908,924
Ticket income - Outside Wake County		$ 455,720
Corporate Sponsorships in Triangle		$ 405,862
Expenses		
Performances Outside Wake County	(41%)	$ 3,210,099
Performances in Wake County	(34%)	$ 2,734,528
Marketing and development support	(9%)	$ 693,948
Administration and overhead	(16%)	$ 1,249,515
Total operating/program expenses	**(100%)**	**$ 7,888,091**
Highlight		
Amount spent on music education programs	(26%)	$ 2,047,321

Current Fee Structure:

School Concert only	$ 8,500
School Concert and Evening Concert depending on repertoire and guest artists	$ 17,500-30,000
School Concert and Evening Concert (low per capita income counties)	$ 12,500

PART III - MUSIC EDUCATION OVERVIEW

The North Carolina Symphony has one of the most extensive music education programs of any orchestra in the United States. These concerts are part of the schools' music education curriculum and music teachers help to write and present the curriculum to fellow teachers in a unique, yearly workshop.

DCR 76

- Approximately 45 to 65 concerts are given free of admission yearly to school children throughout the state.
- Extensive curriculum development and collateral materials designed each year specifically for the music education program.
- An annual workshop for 350 music education teachers is held to assist them in preparing students for the statewide music education concert programs.
- Symphony annually stages a Youth Concerto Competition.
- Symphony sponsors the Triangle Youth Philharmonic.
- Symphony has established a partnership program to provide students at North Carolina schools and universities an opportunity to perform with the orchestra in rehearsals and concerts. (i.e. North Carolina School for the Arts; Appalachian State University; UNC-Greensboro; East Carolina University; and UNC-Chapel Hill)
- Opportunity for high school students to take music lessons from Symphony professionals.
- Develop adult music education programs for North Carolina citizens through statewide pre-concert lectures and discussions.
- The Symphony is a partner with WUNC (PBS Radio Station at UNC-Chapel Hill) for its composer-in-residence program.
- The Symphony continues to partner with UNC-TV to produce video programming showcasing the instrument families of the Orchestra. These programs are broadcast statewide and distributed to all school systems throughout North Carolina in advance of North Carolina Symphony visits.

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2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Asheville (Buncombe Co.)	1	Wed., 4/11/01	10:00 a.m.	Asheville
Boone (Watauga/Avery Co.)	2	Fri., 9/15/00	9:30 a.m. 12:30 p.m.	Boone Boone
Buies Creek/Erwin/Dunn (Harnett Co.)	1	Wed., 11/8/00'	10:30 a.m.	Erwin
Burlington (Alamance Co.)	2	Wed., 1/10/01	9:45 a.m. 12:45 p.m.	Burlington Burlington
Chapel Hill (Orange Co.)	3	Mon., 4/30/01 Tues., 5/1/01	10:15 a.m. 12:20 p.m. 10:15 a.m.	Chapel Hill Chapel Hill Chapel Hill
Clinton (Sampson Co.)	1	Fri., 5/4/01	10:00a.m.	Clinton
Durham (Durham Co.)	4	Wed., 5/2/01 Thurs., 5/3/01	10:15 a.m. 12:30 p.m. 10:15 a.m. 12:30 p.m.	Durham Durham Durham Durham
Fayetteville (Cumberland Co.)	3	Thurs., 2/2/01 Fri., 2/3/01	9:45 a.m. 12:30 p.m. 9:45 a.m.	Fayetteville Fayetteville Fayetteville
Gastonia (Gaston Co.)	2	Wed., 9/13/00	10:00 a.m. 12:15 p.m.	Gastonia Gastonia
Greenville (Pitt Co.)	2	Tues., 10/3/00	10:15 a.m. 12:45 p.m.	Greenville Greenville
Havelock (Craven/ Pamlico/Jones Co.)	1	Wed., 10/4/00	10:30 a.m.	Cherry Point MCAS

DCR 78

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Jacksonville (Onslow Co.)	1	Thurs., 10/5/00	11:00 a.m.	Jacksonville
Kinston (Lenoir Co.)	1	Wed., 4/25/01	10:30 a.m.	Kinston
Lincolnton (Lincoln Co.)	1	Fri., 11/3/00	10:30 a.m.	Lincolnton
Lumberton/Pembroke (Robeson Co.)	1	Wed.,,5/16/01	11:30 a.m.	Pembroke
Morehead City (Carteret Co.)	2	Wed., 2/7/01	10:00 a.m. 1:00 p.m.	Morehead City Morehead City
Mt. Olive (Wayne Co.)	1	Thurs., 4/26/01	10:45 a.m.	Mt. Olive
Murfreesboro (Hertford Co.)	1	Tues., 10/31/001	2:45 p.m.	Murfreesboro
Newton-Conover (Catawba Co.)	1	Wed., 11/29/00	10:30 a.m.	Newton
Raleigh (Wake Co.)	5	Tues., 9/19/00 Tues., 10/17/00 Wed., 10/18/00 Tues., 1/23/01	10:00 a.m. 2:30 p.m. 10:30 a.m. 10:30 a.m. 10:30 a.m.	Raleigh Raleigh Raleigh Raleigh Raleigh
Rocky Mount (Nash Co.)	2	Mon., 4/9/01	10:45 a.m. 1:15 p.m.	Rocky Mount
Salisbury (Rowan Co.)	2	Thurs., 1/11/	10:00 a.m. 12:30 p.m.	Salisbury Salisbury
Sanford (Lee Co.)	1	Tues., 1/16/01	10:30 a.m.	Sanford
Smithfield (Johnston Co.)	1	Tues., 11/15/00	10:30 a.m.	Raleigh
Southern Pines (Moore Co.)	3	Mon., 1/8/01 Tues., 1/9/01	10:00 a.m. 1:00 p.m. 10:00 a.m.	Southern Pines Southern Pines Robbins

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2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Snow Hill (Greene Co.)	1	Tues., 4/24/01	1:00 p.m.	Snow Hill
Sparta (Alleghany Co.)	1	Thurs., 9/14/00	10:00 a.m.	Sparta
Tarboro (Edgecombe Co.)	1	Thurs., 4/5/01	11:00 a.m.	Tarboro
Whiteville (Columbus Co.)	1	Wed., 10/4/00	1:00p.m.	Whiteville
Wilkesboro (Wilkes Co.)	1	Fri., 12/1/00	10:30 a.m.	Wilkesboro
Wilmington (New Hanover)	1	Tues., 3/27/01	10:30 a.m.	Wilmington

Total Education Concerts Performed in 2000-01: 51

DCR 80

2000-2001 Statewide Schedule

AUGUST 2000

31 **BUIES CREEK**
Campbell University
Pops Concert

SEPTEMBER 2000

3 **RALEIGH**
Meredith College
Pops in the Park

8 **UNC-WILMINGTON**
Kenan Auditorium
Orchestra Showcase with Paul Randall, Trumpet; Melanie Wilsden, Oboe; Rebekah Binford, Violin; Kimberly Van Pelt, French Horn

DURHAM
Carolina Theatre
Orchestra Showcase with Paul Randall, Trumpet; Melanie Wilsden, Oboe; Rebekah Binford, Violin; Kimberly Van Pelt, French Horn

12 **GASTONIA**
Hunter Huss High School
Pops Concert

22- **RALEIGH**
23 Memorial Auditorium
Classical Concert with the New Century Saxophone Quartet

26 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Kimberly Van Pelt, French Horn

9- RALEIGH
30 Memorial Auditorium
Pops Concert with Roger Williams, Piano

30 **RALEIGH**
Memorial Auditorium
Young People's Concert- "Symphonasaurus"

OCTOBER 2000

7 **DURHAM**
Carolina Theatre
Classical Concert with Amadi Hummings, Viola

10 **FAYETTEVILLE**
Reeves Auditorium
Methodist College
Classical Concert

12 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Ani and Ida Kavafian, Violin and Viola

13 **UNC-WILMINGTON**
Kenan Auditorium
Classical Concert with Ani and Ida Kavafian, Violin and Viola

14 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert with Ani and Ida Kavafian, Violin and Viola

20- **RALEIGH**
21 Memorial Auditorium
Classical Concert with
David Lockington,
Guest Conductor

NOVEMBER 2000

2 **WINGATE UNIVERSITY**
Batt Center for the
Performing Arts
Classical Concert

6 **GOLDSBORO**
Paramount Theater
Pops Concert

10 **ECU, GREENVILLE**
Wright Auditorium
Classical Concert with Norman Krieger, Piano

11 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert with Norman Krieger, Piano

17- **RALEIGH**
18 Memorial Auditorium
Bach's Magnificat with the Raleigh Oratorio Society

20 **MURFREESBORO**
Helms Center
Chowan College
Holiday Pops

21 **CLINTON**
First Baptist Church
Holiday Pops

22 **PINEHURST**
Pinehurst Hotel and Resort
Holiday Pops

24- **RALEIGH**
25 Memorial Auditorium
Holiday Pops

28 **LINCOLNTON**
Citizens Center
Holiday Pops

30 **WILKESBORO**
Wilkes Community College
Holiday Pops

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2000-2001 Statewide Schedule

DECEMBER 2000

1 DURHAM
Carolina Theatre
Holiday Pops

2 MOREHEAD CITY
West Carteret H.S. Auditorium
Holiday Pops

3 JACKSONVILLE
Jacksonville H.S. Auditorium
Holiday Pops

5 TARBORO
Tarboro H.S. Gymnasium
Holiday Pops

7 UNC-WILMINGTON
Kenan Auditorium
Holiday Pops

8 LUMBERTON
Robeson Community College
Holiday Pops

9 ELON COLLEGE CAMPUS
Koury Center
Holiday Pops

12 KINSTON
Grainger-Hill
Performing Arts Center
Holiday Pops

13 WHITEVILLE
Whiteville H.S. Auditorium
Holiday Pops

15- RALEIGH
17 Memorial Auditorium
The Nutcracker Ballet with the NC School of the Arts

31 RALEIGH
Memorial Auditorium
Viennese New Year's Eve

JANUARY 2001

5- RALEIGH
6 Memorial Auditorium
Pops Concert with Cherish the Ladies

6 RALEIGH
Memorial Auditorium
Young People's Concert-
"Klezmer and All That Jazz"

14 ECU, GREENVILLE
Wright Auditorium
Classical Concert

19 SALISBURY
Keppel Auditorium
Catawba College
Classical Concert

20 UNC-CHAPEL HILL
Memorial Hall
Classical Concert

25 SOUTHERN PINES
Pinecrest High School
Classical Concert with Philippe Bianconi, Piano

26- RALEIGH
27 Memorial Auditorium
Classical Concert with Philippe Bianconi, Piano

FEBRUARY 2001

6 MOREHEAD CITY
West Carteret H.S. Auditorium
Classical Concert

13 SANFORD
Dennis A. Wicker Civic Ctr.
Pops Concert

17 UNC-CHAPEL HILL
Memorial Hall
Classical Concert with Andre Raphel Smith, Guest Conductor

22 SOUTHERN PINES
Pinecrest High School
Classical Concert with Nadja Salerno-Sonnenberg, Violin

23- RALEIGH
24 Meymandi Concert Hall
Classical Concert with Nadja Salerno-Sonnenberg, Violin

26 UNC-WILMINGTON
Kenan Auditorium
Classical Concert

MARCH 2001

2- RALEIGH
3 Meymandi Concert Hall
Pops Concert with Banu Gibson and The New Orleans Hot Jazz

4 ELON COLLEGE CAMPUS
Model Center for the Arts
Classical Concert

16- RALEIGH
17 Meymandi Concert Hall
Classical Concert with Muza Rubackyte, Piano

17 RALEIGH
Meymandi Concert Hall
Young People's Concert-
"Pictures at an Exhibition"

20 SOUTHERN PINES
Pinecrest High School
Classical Concert

21 ECU, GREENVILLE
Wright Auditorium
Classical Concert

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23 FAYETTEVILLE
Reeves Auditorium
Methodist College
Classical Concert with
Susan Marie Pierson, Soprano

24 UNC-CHAPEL HILL
Memorial Hall
Classical Concert with
Susan Marie Pierson, Soprano

26 UNC-WILMINGTON
Kenan Auditorium
Classical Concert with
Susan Marie Pierson, Soprano

30- DURHAM
31 Duke Chapel, Duke University
Beethoven's Missa Solemnis with
the Choral Society of Durham

APRIL 2001

6-7 RALEIGH
Meymandi Concert Hall
Verdi Requiem with the Raleigh
Oratorio Society and guest soloists

10 ASHEVILLE
Thomas Wolfe Auditorium
Classical Concert

24 NEW BERN
Grover C. Fields
Middle School
Classical Concert

27- RALEIGH
28 Meymandi Concert Hall
Pops Concert with
Jeff Tyzik, Guest Conductor

MAY 2001

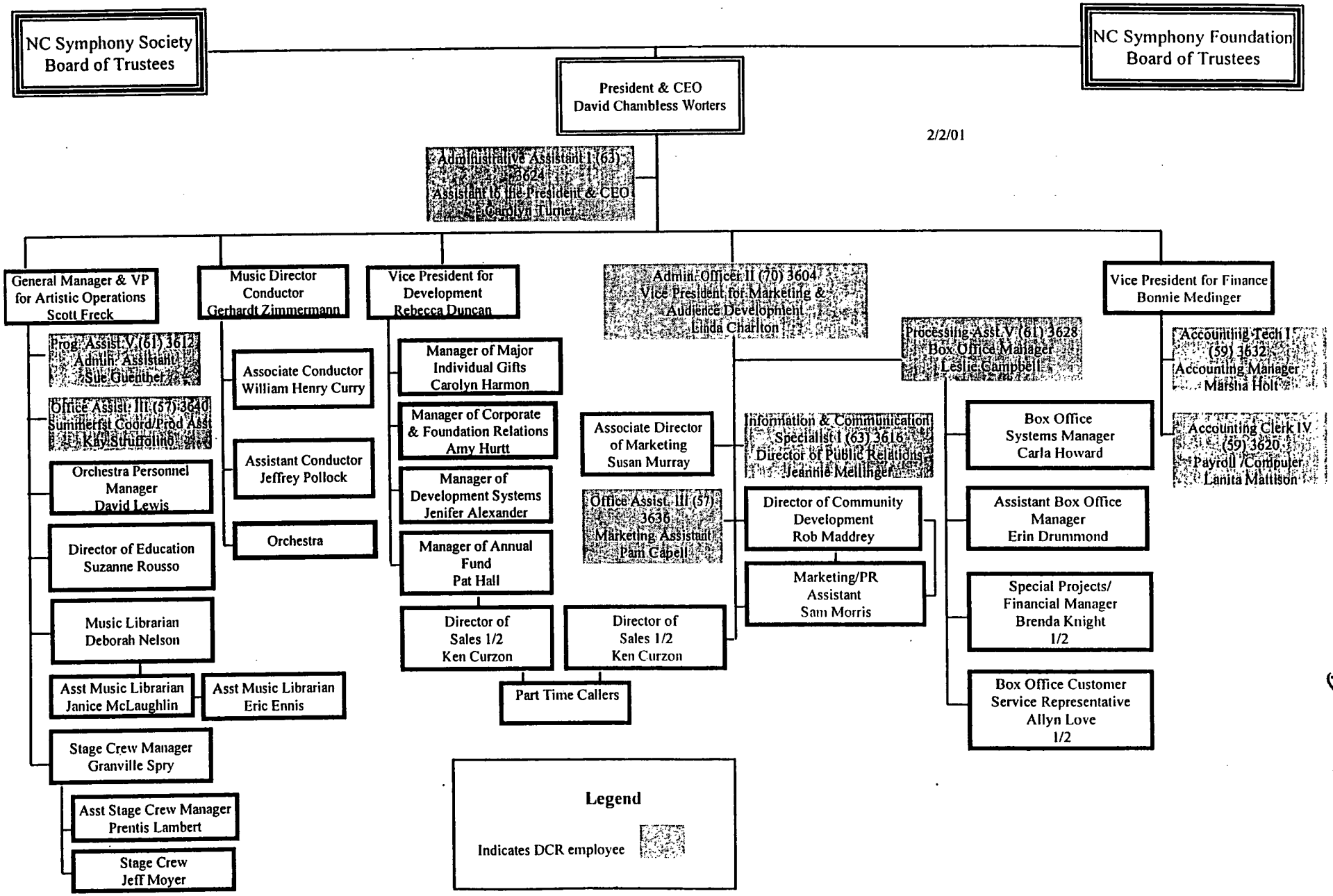
9- RALEIGH
10 Meymandi Concert Hall
Pops Concert with
Michael Feinstein

11- RALEIGH
12 Meymandi Concert Hall
Classical Concert with
Angela Cheng, Piano

13 FAYETTEVILLE
Reeves Auditorium
Methodist College
Classical Concert with
Angela Cheng, Piano

18- RALEIGH
19 Meymandi Concert Hall
Pops Concert with
Michael Feinstein

North Carolina Symphony



DCR 83

DCR 84

DEPARTMENT OF CULTURAL RESOURCES

NORTH CAROLINA SYMPHONY - FUND 1340

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 340,578	$ 345,236	$ 345,236	$ 345,236
Receipts	$ 5,867	$ -	$ -	$ -
General Fund Appropriation	$ 334,711	$ 345,236	$ 345,236	$ 345,236
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 334,711	$ 345,236	$ 345,236	$ 345,236
Number of positions	9.00	9.00	9.00	9.00

DCR 85

DEPARTMENT OF CULTURAL RESOURCES

GRANTS - IN - AID TO ARTS - FUND 1360

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,640,979	$ 2,140,979	$ 2,140,979	$ 2,140,979
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 3,640,979	$ 2,140,979	$ 2,140,979	$ 2,140,979
Less: Recommended Reductions	$ -	$ -	$ (17,727)	$ (17,727)
Adjusted General Fund Appropriation	$ 3,640,979	$ 2,140,979	$ 2,123,252	$ 2,123,252
Number of positions	0.00	0.00	0.00	0.00

State Library of North Carolina

DCR 87

The State Library of North Carolina
A Division of the Department of Cultural Resources

Part I - State Library Overview

The State Library has a long and proud history, beginning with its founding in 1812 as a collection of books in the office of the Secretary of State and the appointment of the first full-time State Librarian in 1843. Another historic milestone was the establishment of the North Carolina Library Commission in 1909. The Commission's primary mission was to provide assistance, advice, and counsel to: all libraries; all communities that proposed to establish libraries; and all persons interested in the best means of establishing and administering libraries. By action of the General Assembly in 1955, the State Library and the Library Commission were merged to form a single State Library.

Today, the State Library is a division of the Department of Cultural Resources; and the State Library Commission, a 15-member group of citizens and professional librarians, advises the Secretary of Cultural Resources and the State Librarian on priorities and policy issues.

Under the authority of G.S.125, the State Library of North Carolina focuses its service to the people of the state in three ways:

(1) by working in partnership with local communities to develop and extend public library services statewide;

(2) by coordinating efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and

(3) by providing direct library services to a constituency that includes government officials, business people, and the general public, with an emphasis on the geneaology researcher and people who qualify for the services offered through the Library for the Blind and Physically Handicapped.

Part II – Financial Overview

The State Library's budget is divided into two funds:

- *Fund 1410 – State Library Services*: funds those State Library services provided to its customers. The budget of $4.7 million supports personnel, operating costs, library materials and resources, and other expenditures related to the direct delivery of library services and direct support for local library staff members. Today, the library employs 91.95 FTEs funded with state appropriations, and an additional 3.5 FTEs who work on federally funded projects.

- *Fund 1480 – Statewide Programs and Grants*: funds activities that help local libraries improve services and totals $21.7 million in state and federal funds. Major areas of expenditure include:
  - Aid to Public Libraries Fund: funded in 2000-2001 at $15.4 million, with $500,000 in non-recurring funds and $14.9 million in recurring funds. See Attachment A for a full description of this program.

  - NC LIVE and Internet Access for Public Libraries: NC LIVE is the groundbreaking electronic library project that went online in April 1998 (see Attachment B). The State Library receives $1 million to fund public library participation in NC LIVE. The State Library also administers $735,000 in ongoing funds to assure public library access to the Internet and to a range of information resources to supplement their print collections, assuring equal access to information to support the education of our young people as well as information to support people in their work and their daily lives.

  - Funds for children and reading services were added to the State Library's budget in 1998-99. The appropriation of $100,350 supports the statewide summer reading program, other programs for children and teens, and a portion of the activities of The North Carolina Center for the Book, a state affiliate of the Library of Congress program that promotes books, reading, and literacy.

  - The Library Services and Technology Act (LSTA) is a new federal library program. It provides a block grant of approximately $4 million to the State Library to support programs in all types of libraries that use technology to improve services, build collaborative programs among libraries, and extend services to unserved and underserved North Carolinians. This year, the State Library has funded 223 LSTA grants to public libraries as well as libraries in schools, community colleges, and other publicly and privately funded academic institutions.

The State Library's budget to support direct service to its customers in Fund 1410 has, however, been reduced by over $1 million in the 1990s—a reduction of about 20%. The reductions in state funds have totaled almost $600,000, including 6 positions. With changes in federal funding programs, the State Library has also had to eliminate approximately $500,000 in federal funds that it had come to rely on for basic operations, resulting in the elimination of another 6 positions as well as funds for library materials and equipment. Lost funds have resulted in diminished levels of customer service and a significant cutback in the Library's book budget.

The highest priorities for the State Library in the upcoming biennium are $500,000 in additional funding for NC LIVE; and $112,000 in funds to implement the site differential for salaries for professional librarians at the State Library recently approved by the Office of State Personnel.

Part II - State Library Priorities and Services

The State Library's performance plan reflects its statutory mission and is based on input from its customers, including the State Library Commission and focus groups held in 1995 with representatives of the State's library community.

State Library Program Statement: Develop & promote library services - The purpose of this program is to provide library and information services and to assist local libraries in the development of programs, services, and facilities.

State Library Goal #1: Develop and extend public library services for North Carolinians in partnership with local communities.

Customers: Public library users statewide, local government officials, public library staff members, and library board members and friends

Funds supporting this goal: 1410 - State Library Services & Programs & 1480 - Statewide Programs & Grants

Examples of strategies or activities directed toward this objective:

- In 1999-2000, the State Library provided technical assistance to library staff, trustees, and friends statewide through 8,936 telephone and in-office consultations. The projected number of site visits to assist local libraries this year is 100. Last year, nearly 4,700 library staff members, trustees, and friends attended workshops sponsored by the State Library.

- The State Library administers the Aid to Public Libraries Program, which is distributed on a formula basis to libraries in all 100 counties through the 76 public library systems (see Attachment A for more information.) Annually, the State Library administers approximately 200 federal grants for libraries statewide.

- A comprehensive program designed to strengthen public library services for children and youth resulted in 122,000 children participating in local library programs that were made possible by the State Library's coordination and leadership.

- The public library statistics program provides information to assist local libraries in planning and evaluation. The State Library also participates in national library data collection efforts in partnership with the National Center for Education Statistics.

- The Center for the Book program promotes reading, books, and lifelong learning and helps local libraries develop programs and services. This program resulted in an increase from 271 in 1994-95 to 3,344 in 1999-2000 in the number of adults attending local library programs supported by State Library.

- The State Library continues to monitor trends, needs, and issues to assure that its programs are responsive to the primary customers for this goal area.

State Library Goal #2: Coordinate efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure, assuring equity of access to information for all North Carolinians;

Customers: Users of all types of libraries statewide and North Carolina residents with access to the Internet.

Funds contributing to objective: 1410 - State Library Services & 1480 - Statewide Programs & Grants

Description of strategies or activities directed toward this objective:

- The State Library is a partner in NC LIVE, the statewide electronic library, making resources available through libraries statewide--including the full-text of 5,500+ magazines and newspapers, 13,000 electronic books, and indexes to guide people to information in over 10,000 publications. (See Attachment B for more information.)

- Technical assistance and continuing education for library staff statewide.

- Federal grants to public and academic libraries to support improved access to the Internet for their library users.

- The State Library currently supports electronic mail accounts for over 500 library staff members from around the state, funds and manages nearly 430 Internet accounts for library staff statewide, and administers electronic discussion groups to foster communication and the exchange of information among library staff members statewide.

- The State Library also makes sharing of print resources possible among 189 smaller libraries of all types in the state, a service that delivered over 21,000 books and articles to North Carolinians in 1999-2000.

- Today, all public library staff in North Carolina have the opportunity to access the Internet and all of the 76 public library systems in North Carolina offer public access to the Internet as a service to users.

State Library Goal #3: Provide library and information resources for North Carolinians to promote knowledge, education, and business.

Customers: State agency personnel, local government officials, businesses, and the general public, with the emphasis on genealogical researchers and North Carolina residents with visual and physical impairments

Funds contributing to objective: 1410 - State Library Services
Description of strategies or activities directed toward this objective:

- The State Library manages the State Publications Clearinghouse, a coordinated program to collect, catalog, and distribute state publications in print and microfiche to 29 depository libraries statewide. In 1999-2000, this program cataloged and distributed over 44,100 state publications.

- The State Library assists other state agencies in cataloging and making their library holdings available in the library's online catalog.

- The State Library's FIND NC project (http://www.findnc.org) provides a way to search all North Carolina state government World Wide Web pages and NC GILS (Government Information Locator Service) indexes to get more information by and about state government.

- The State Library acquires, catalogs on-line, processes, and provides access to a varied collection of books, magazines, electronic information resources, and videos in excess of 212,000 items. In 1999-2000, the Library responded to over 22,300 requests for information, and over 172,000 items from the collection were used in-house or checked out.

- The State Library's Web site, which includes the electronic *North Carolina Encyclopedia*, was accessed 8.1 million times during the last year.

- The regional Library for the Blind and Physically Handicapped serves over 12,000 users statewide and circulated over 450,000 items last year.

- The State Library loaned over 21,000 books, videos, and other library materials to help other libraries serve their patrons last year.

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Attachment A

Fact Sheet: The Aid to Public Libraries Fund

North Carolina's Aid to Public Libraries program has been in effect since 1941--when the General Assembly articulated its policies regarding the role of the state in public library development--and appropriated the first $100,000 for the program.

Chapter 153 of the General Statutes of North Carolina (the chapter dealing with counties) contains the "Declaration of State policy" that says: *The General Assembly recognizes that the availability of adequate, modern library services is in the general interest of the people of North Carolina and a proper concern of the State and of local governments. Therefore, it is the policy of the State of North Carolina to promote the establishment and development of public library services throughout the state.* Chapter 125, which is the chapter dealing with the State Library, re-iterates that policy and established the state aid program: *For promoting, aiding, and equalizing public library service in North Carolina a sum shall annually be appropriated out of moneys within the State treasury to be known as the Aid to Public Libraries fund.*

From the time of that first appropriation of $100,000, the program has continued and evolved. Today 76 county, regional, and municipal library systems serving all 100 counties receive state aid--51 single-county libraries, 15 regional libraries serving 49 counties, and 10 municipal libraries that meet the minimum standards to qualify.

The current formula went into effect in 1983-84--and includes two components:

- ✓ A block grant: one-half of the appropriation is divided among the qualifying libraries. Each county receives one grant, and a regional library receives a block grant for each county plus an additional one for the region. Municipal libraries do not receive a block grant.

- ✓ Per Capita Equalization Grant: one-half of the appropriation is allocated under a weighted per capita grant inversely proportional to the average per capita income of people residing in the library's legal service area.

State aid is 20% or more of the operating budget for public libraries in 54 counties; and a total of 75 counties depend on the program for 15% or more of their public library operating funds. Statewide, state aid equals 10% of the total expenditures for public library service; however, that amount varies from a low of 2% in Charlotte/Mecklenburg to a high of 44%. For municipal libraries that do not receive a block grant, state aid represents an even lower percentage of operating expenditures.

Currently, state aid gives North Carolina public libraries considerably less buying power than they had in 1987, yet the number of people being served and the demand for services is greater than at any time in their history. During the past six years, the General Assembly has increased the Aid to Public Libraries Fund to $15.4 million, which represents $2.02 per capita. Even with these increases, the per capita Aid to Public Libraries appropriation this year is only $.34 more than the per capita appropriation in 1987. If the appropriation had kept pace with inflation, it would be $2.53 per capita, or $19.4 million. The $0.5 million appropriated for the current year is non-recurring, so the Fund will drop to $14.9 million (or $1.95 per capita) if additional funds are not appropriated.

(1.29.01)

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Attachment B

NC LIVE
Your Library Link to the World

April 1998 marked the beginning of a new era in library service to the people of North Carolina. With the launch of NC LIVE—North Carolina LIbraries for Virtual Education—every North Carolina community gained access to a state-of-the-art service available using the telecommunications capabilities provided by the Internet.

NC LIVE provides:

- Access to an online treasure trove of information, with the added bonus of expert librarians to assure the quality of the resources and to help people with their search.
- Online access to 5-10 years of complete articles from over 5,500 journals, magazines, newspapers, and encyclopedias.
- Indexing and article summaries for more than 10,000 additional magazines, journals, and newspapers.
- Online access to over 13,000 electronic books
- The ability to use these resources at home, at school, or anywhere else there's a connection to the Internet, 24 hours a day, seven days a week

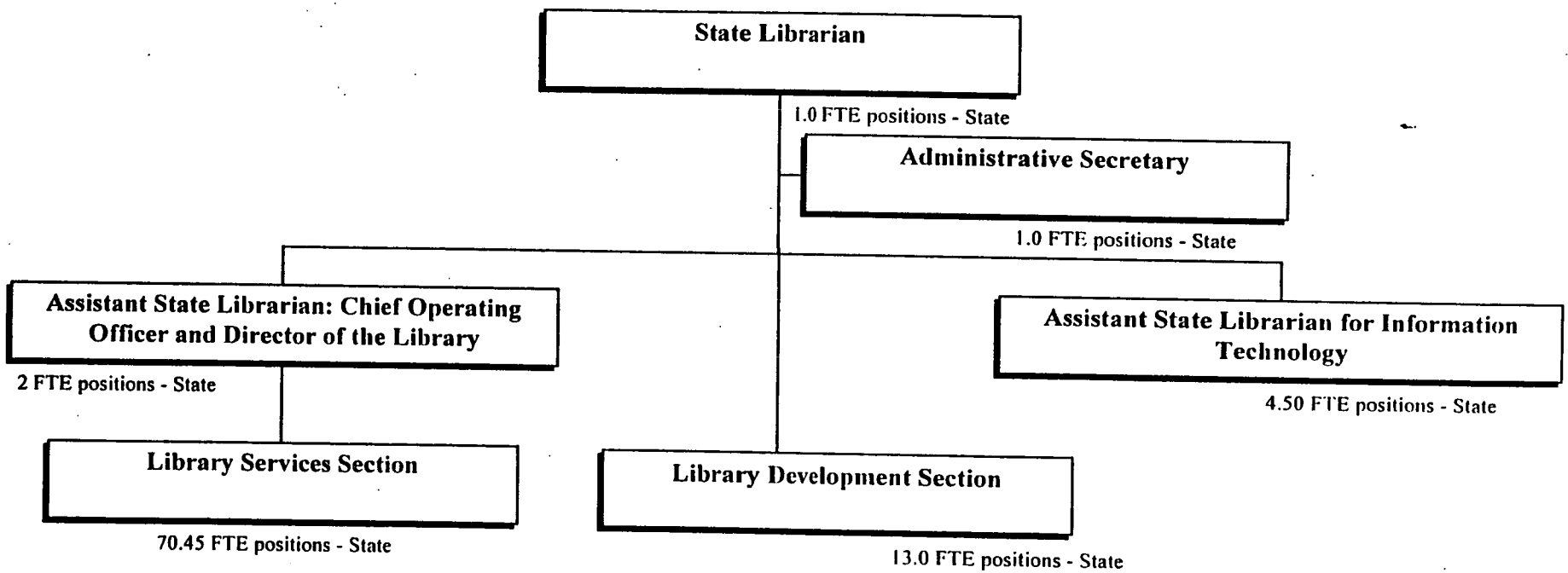
NC LIVE is a partnership of The University of North Carolina System (16 institutions), the North Carolina Community College System (59 institutions), the State Library of North Carolina (for public libraries serving all 100 counties), and the North Carolina Independent Colleges and Universities (36 institutions). A unique public-private venture between the state-funded organizations and the state's private colleges and universities, NC LIVE has leveraged their buying power to expand access to information statewide.

The current appropriation from the General Assembly is $2.7 million. Funds pay for subscriptions to the electronic publications and the technical infrastructure to allow all participating libraries to access information online. Each partner contributes not only funding but its special expertise to make the project a success. The University of North Carolina's institutions provide their exceptional technological expertise and the State Library offers training and support. Representatives of all the organizations help with governing, planning, and implementation.

NC LIVE **"levels the playing field"** so that rural isolation, community or institutional financial constraints, and limited local library resources are not barriers to accessing information. Everyone benefits!

DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY OF NORTH CAROLINA
TABLE OF ORGANIZATION
February 2001

Date 02-01-01
Division Head Signature _____



31.50 Librarians - State
1.00 Librarians - Federal Special Projects *
60.45 Staff - State
2.50 Staff - Federal Special Projects *
95.45 Total

* Temporary Time-Limited Project Staff

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DCR 95

DEPARTMENT OF CULTURAL RESOURCES

STATE LIBRARY SERVICES - FUND 1410

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 4,281,437	$ 4,681,504	$ 4,681,504	$ 4,681,504
Receipts	$ 54,215	$ 34,700	$ 34,700	$ 34,700
General Fund Appropriation	$ 4,227,222	$ 4,646,804	$ 4,646,804	$ 4,646,804
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 4,227,222	$ 4,646,804	$ 4,646,804	$ 4,646,804
Number of positions	91.50	92.00	92.00	92.00

DCR 96

DEPARTMENT OF CULTURAL RESOURCES

STATEWIDE PROGRAMS AND GRANTS - FUND 1480

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 21,349,055	$ 20,436,201	$ 20,436,201	$ 20,436,201
Receipts	$ 4,571,797	$ 3,651,448	$ 3,651,448	$ 3,651,448
General Fund Appropriation	$ 16,777,258	$ 16,784,753	$ 16,784,753	$ 16,784,753
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 16,777,258	$ 16,784,753	$ 16,784,753	$ 16,784,753
Number of positions	0.00	0.00	0.00	0.00

North Carolina Museum of History

DCR 98

North Carolina Museum of History Division

Mission

The North Carolina Museum of History Division promotes the understanding of the history and material culture of North Carolina for the education benefit of North Carolinians. Through collections and historical interpretation, its museums encourage citizens and visitors to explore and understand the past; to reflect on their own lives and their place in history; and to preserve state, regional, and local history for future generations.

Overview

The museum opened to the public in 1902 as the Hall of History in the State Museum of Natural History, located in the old Agriculture Building. In 1914 it joined the State Archives and Historical Publications Program as part of the North Carolina Historical Commission and moved to the old Supreme Court building. In 1939 the Museum moved to the Education Building, and in 1968 to the new Archives and History/State Library Building. Beginning in 1979, three other institutions became part of the Museum of History: the Museum of the Albemarle in Elizabeth City, the Museum of the Cape Fear in Fayetteville, and the Mountain Gateway Museum in Old Fort. These regional museum enhance the statewide presence of the Museum of History through exhibits, programs, and the extensive involvement of the communities they serve.

The Museum's new Raleigh facility opened to the public on April 23, 1994 with four new exhibits and a series of special celebrations. Since that time the Museum opened a total of 80 new exhibitions, hosted over 1,600 public programs for 250,420 participants, and toured some 441,618 in groups (primarily schoolchildren). During October 1997 the Museum's one-millionth visitor entered.

On February 1, 1996, the Museum became a separate Division of the Department of Cultural Resources.

The Museum of History as a whole develops, produces, and maintains over 63,000 square feet of long- and short-term exhibits with interpretive programs and special events. Visitation for 1999-2001 was 478,615. Since 1994 the museum has provided outreach to 2,003,085 people in school and community groups through the Tar Heel Junior Historians, the Media Center services (audiovisual services and History in a Box outreach kits), distance-learning classes, publications, traveling exhibits and other outreach services. The Museum's website provides access to collections numbering over 95,000 on-line artifacts representing all aspects of North Carolina's history.

The North Carolina Museum of History Associates, the Museum's statewide support group, is one of the largest such groups for a state history museum in the country with over 10,000 members, and promotes the Museum in 94 counties around the state by providing educational resources, programs, and membership involvement in the Museum.

DCR 99

Current Status, Goals, and Strategies

The Museum is currently working with the Human Resources Division of the Department of Cultural Resources and the Office of State Personnel on its first position study in over 20 years. The completion of the study will provide a sound basis for staff development in the coming years. The study is nearing completion, but funding does not exist for positions reallocated.

Work on capital projects (Raleigh restaurant, Elizabeth City new building, Fayetteville building and Arsenal Park, Old Fort amphitheatre and restrooms) continues to place demands on staff but will provide great improvements in service delivery and accessibility. The capital campaign to raise funds for exhibits for the new Museum of the Albemarle more that doubled its goal, raising over $1.7 million.

Outreach program development (technology access, traveling exhibits, collaborative programs, Tar Heel Junior Historians, audiovisuals) will become critical linkage between the four museums of the Museum of History and the counties they serve across the state.

Within the framework of preserving and promoting historical properties, the Museum's overall objective is to increase the percentage of visitors who express an enhance appreciation of North Carolina History. The primary strategies involved are to complete capital projects now in progress, improve the management and coordination of museum resources through constant evaluation, and continue to develop the four museums as an effective statewide organization.

Since the Museum of History opened its new facility in 1994 it has installed some sixty exhibits on a wide variety of topics related to North Carolina History. Most of the exhibits at the Museum are developed and created in-house such as the award winning Health & Healing Experiences in North Carolina and North Carolina and the Civil War. But others are borrowed from other agencies for short periods of time. In January 2001 the Museum of History was the debut location for an international traveling exhibit from the Smithsonian Institution's National Portrait Gallery--A Brush With History, Paintings from the National Portrait Gallery. In 2002, the Museum will again be a host of another significant exhibit from the Smithsonian-- Presidential Portraits. Through the generous support of the North Carolina Museum of History Associates and the Department of Cultural Resources the Museum is able to provide these world-class exhibitions free of charge to the public.

In 1999 a team of staff members from the Museum of History were charged with developing plans for a new and expanded exhibition on the history of North Carolina. Since it's opening in 1994, the Museum has relied on a temporary exhibit, Past in Progress, to orient visitors to North Carolina's rich history. After nearly two years of research, meeting with special interest groups and consulting with three advisory committees (American Indian, African American and an Academic Advisory Committee) to insure that the exhibition would be as inclusive as possible, a Concept Plan outlining the exhibition has been created and approved. The museum is now poised to begin work with an architect and exhibition design firm to begin creating this blockbuster exhibit on the history of North Carolina.

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Exhibits at Museum of History Since 1994.

1994 (5 Exhibits)
Past in Progress (April 24, 1994-August, 2000)

North Carolina Women Making History (April 24, 1994-June 2, 1996)

The Spirit of the Community (April 24, 1994-Current)

North Carolina Sports Hall of Fame (April 24, 1994-Current)

Celebrations! (November 18, 1994-January 17, 1995)

1995 (8 Exhibits)

Southern Women Go To College. (March 13-March 26, 1995) Traveling Exhibit

Constance Stuart Larabee: WWII Photo Journal. (April 22-May 28, 1995) Traveling Exhibit

Jugtown Pottery. (June 8-August 27, 1995) Traveling Exhibit

Tar Heel Junior Historian Gallery. (September 1995-Present)

Legends in Gray: The Civil War Paintings of Mort Kunstler. (September 17, 1995-Janaury 28, 1996)

Women in Action: Rebels and Reformers. (October 22-November 19, 1995) Traveling Exhibit

At Home in North Carolina with Bob Timberlake. (October 23, 1995-December 8, 1995)

Celebrations! (November 28, 1995-January 7, 1996)

1996 (7 Exhibits)

Growth and Grace: The Story of Women's Golf in America. (February 27-April 28, 1996) Traveling Exhibit

Recent Acquisitions. (April 27-November 14, 1996)

Going for Gold: North Carolina's Olympians. (May 21-September 1, 1996)

Into Their Labors: Documentary Photography in the South Tirols and the Southern Appalachians. (September 3, 1996-March 2, 1997)

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"With All Necessary Care and Attention": The Artistry of Thomas Day. (September 3, 1996-June 28,1998)

Medicines: The Inside Story. (November 1-December 31, 1996) Traveling Exhibit

Celebrations! (November 26, 1996-January 5, 1997)

1997 (6 Exhibits)

First Families of North Carolina. (January 11, 1997-Janaury 4, 1998)

Recent Acquisitions: Civil War Artifacts. (March 1-October 22, 1997)

Fred Olds Case. (April, 1997-Present)

Suspended In Time: Portraits From the Museum of History Collection. (June 16-October 26, 1997)

What We Brought With Us: Mementos of the Flight from Europe, 1933-1950. (November 2, 1997-Janaury 25, 1998)

Celebrations! (November 25, 1997-January 4, 1998)

1998 (11 Exhibits)

Recent Acquisitions--*Carolina Quilts: Layers of History.* (February 3-November 1, 1998)

A Romantic Architect in Antebellum North Carolina: The Works of Alexander Jackson Davis. (February 10, 1998- May 1, 1998) Traveling Exhibit

North Carolina in the Spanish American War. (February 15-August 15, 1998)

Face to Face: Portraits of North Carolina Notable. (February 24-June 28, 1998)

North Carolina Silver. (case) (1998-1999)

Pepsi-Cola: A Taste of Carolina for 100 Years. (case) (1998-1999)

Health & Healing Experiences in North Carolina. (April 28, 1998-Present)

The Press in North Carolina History. (May 12-June 29, 1998)

The Cultural Landscape of the Plantation. (July 1-October 18, 1998) Traveling Exhibit

America's Reconstruction: People and Politics after the Civil War. (November 10, 1998-April 30, 1999)

Christmas in the 1940s. (November 24, 1998- Janaury 10, 1999)

1999 (13 Exhibits)

Merci America: The 50th Anniversary of the French Gratitude Train. (February 5- July 4, 1999)

Seeking Liberty and Justice: The Legal Profession in North Carolina. (February 10-May 30, 1999)

Hmong in America: Journey from a Secret War. (February 12-May 30, 1999) Traveling Exhibit.

North Carolina Gold. (March 16-October 31, 1999)

Pipe, Plug, and Stogie: The Story of Bull Durham Tobacco. (case) (April 1, 1999-December, 2000)

Captured in Time: Cameras and Photographs of North Carolina. (case) (April 1, 1999-December, 2000)

Andrew Jackson Desires a Duel. (case) (April, 1999-2000)

Sunshine from Darkness. (June 10-July 27, 1999)

North Carolina Postal History. (July 20-October 31, 1999)

Going Once...Going Twice!: Objects from the Tate Estate Auction. (August 8-October 31, 1999)

Corridor of Change. (August 13, 1999-January 30, 2000)

North Carolina and the Civil War. (September 17,1999-Present)

Reflections and Revelries: New Year's Traditions. (November 16, 1999-January 30, 2000)

2000 (7 Exhibits)

Recent Acquisitions: Partners in Preservation. (February 28-October 31, 2000)

Remember Me When I Am Gone. (March 6-November 5, 2000)

North Carolina Legends. (April 4-October 15, 2000)

America's Secret Warriors: The OSS and the George Watts Hill Collection. (July 25, 2000-Present)

Carolina Preserves. (September 5, 2000-January 7, 2001)

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Tar Heel Junior Historian Gallery. (relocation and redesign) (November, 2000)

New Years Eats. (November 24, 2000-January 28, 2001)

2001

First Families of North Carolina. (January 5, 2001-January 6, 2002)

A Brush With History: Paintings from the National Portrait Gallery. (January 26-April 8, 2001) Traveling Exhibit

Recent Acquisitions—*Snapshots of a Family: The Delany's.* (February 2, 2001-October , 2001)

Its All About Attitude. (February 20-June 10, 2001)

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Museum of History Division

	Visitors in organized groups	Number of public programs	Participants in public programs	Participants served by Outreach Services		
1/99-6/99	46,664	224	15,934	70,634		
7/99-12/99	21,667	130	19,385	58,951		
1/00-6/00	41,557	147	12,302	49,663		
7/00-12/00	24,290	136	20,055	51,631		
Totals	**134,178**	**637**	**67,676**	***230,879**		

Traveling Exhibits – 80,000 participants

Attendance
January 2000 -
December 2000

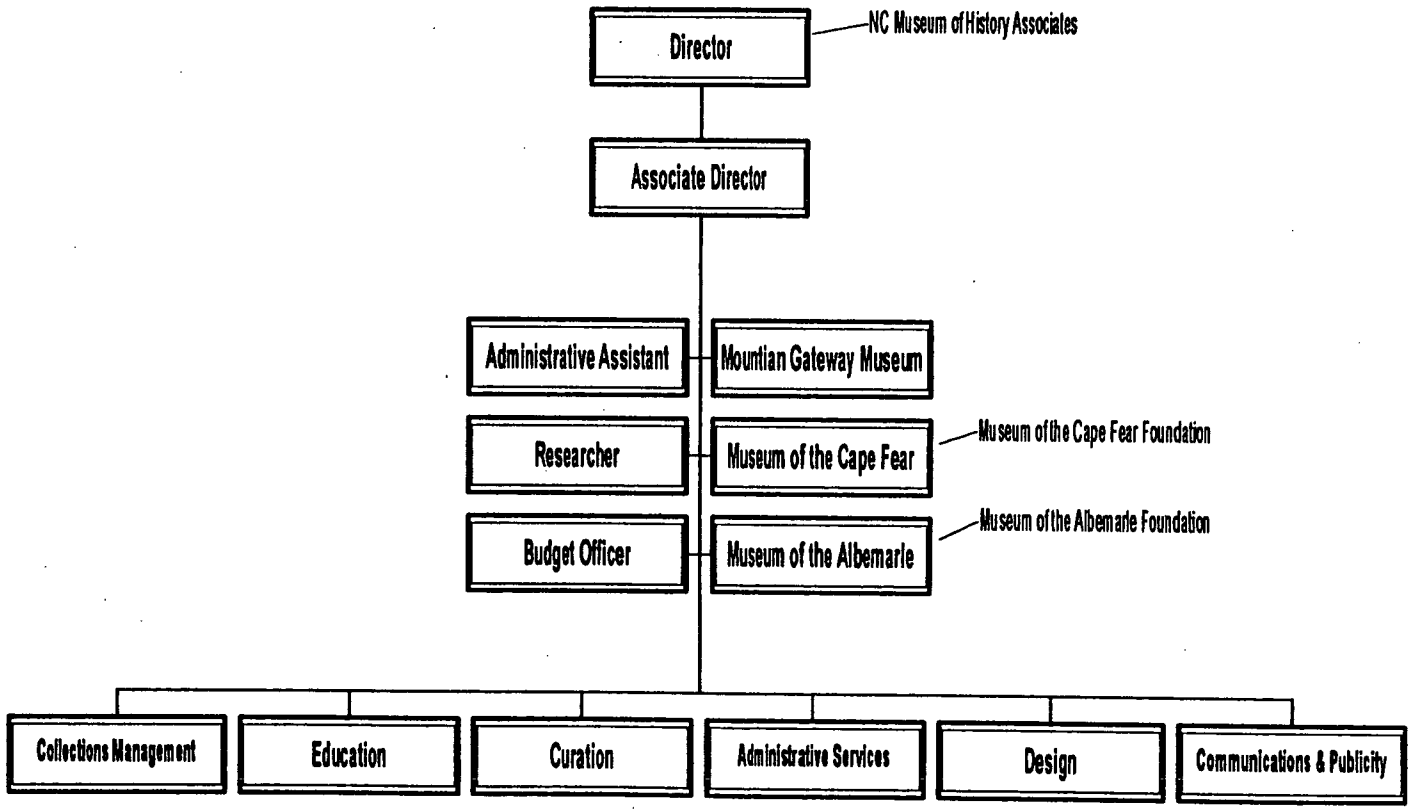
	Jan-00	Feb-00	Mar-00	Apr-00	May-00	Jun-00	Jul-00	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	*subs*	
North Carolina	4,623	9,982	7,532	25,069	11,872	16,637	18,739	16,556	10,742	11,126	14,956	19,330	*167,164*	
US (not NC)	261	627	616	812	682	601	1,300	624	1,073	799	847	2,081	*10,323*	
International	127	102	142	86	63	87	28	122	113	85	49	54	*1,058*	*TOTAL*
Special Events	0	2025	1235	975	1675	1635	300	0	1220	1200	350	1150	*11,765*	
Tours	549	1587	9440	12187	13743	3634	2296	934	2265	7182	7015	4265	*65,097*	
TOTAL	**5,560**	**14,323**	**18,965**	**39,129**	**28,035**	**22,594**	**22,663**	**18,236**	**15,413**	**20,392**	**23,217**	**26,880**	*255,407*	*255,407*

Attendance January 1999 - December 1999

	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99	Jul-99	Aug-99	Sep-99	Oct-99	Nov-99	Dec-99	*subs*	
North Carolina	8,058	8,944	8,670	9,916	8,057	8,112	9,965	7,825	8,073	6,484	8,772	15,785	*108,661*	
US (not NC)	269	346	791	738	507	1064	941	948	553	1,136	646	376	*8,315*	
International	83	54	109	55	102	203	224	140	139	194	104	79	*1,486*	*TOTAL*
Special Events	1200	2200	1955	1100	2300	1150	540	400	800	2775	445	1850	*16,715*	
Tours	1146	2633	12056	13416	13121	3992	2382	554	1651	6475	5698	4907	*68,031*	
TOTAL	**10,756**	**14,177**	**23,581**	**25,225**	**24,087**	**14,521**	**14,052**	**9,867**	**11,216**	**17,064**	**15,665**	**22,997**	*203,208*	*203,208*

DCR 105

North Carolina Museum of History Division



DCR 106

DCR 107

DEPARTMENT OF CULTURAL RESOURCES

MUSEUM OF HISTORY - FUND 1500

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 4,824,956	$ 5,661,371	$ 5,661,371	$ 5,661,371
Receipts	$ 96,412	$ 21,040	$ 21,040	$ 21,040
General Fund Appropriation	$ 4,728,544	$ 5,640,331	$ 5,640,331	$ 5,640,331
Less: Recommended Reductions	$ -	$ -	$ (352,535)	$ (352,535)
Adjusted General Fund Appropriation	$ 4,728,544	$ 5,640,331	$ 5,287,796	$ 5,287,796
Number of positions	103.55	118.00	118.00	118.00

Roanoke Island Commission

DCR109

THE ROANOKE ISLAND COMMISSION, an independent commission situated within the NC Department of Cultural Resources for historic resource management, organizational and budgetary purposes was established by legislation in 1994 under GS 141B-131.1. The 24-member Commission was created to protect, preserve, develop and interpret the historical and cultural assets of Roanoke Island, the birthplace of English speaking America. The Commission is legislatively associated with the North Carolina Department of Transportation for the Roanoke Voyages Corridor established by legislation in 1982. The Corridor is funded by DOT.

HISTORY: In 1984, the nation celebrated the 400th anniversary of the Roanoke Voyages and the first English colony in the New World. The State of North Carolina lead that celebration with the opening of a 24-acre state site which included a 69-foot representative 16th century sailing vessel, the ELIZABETH II. The Roanoke Voyages Corridor was also established as part of this permanent memorial. With these actions, North Carolina marked its place in history not unlike Jamestown or Colonial Williamsburg.

In 1988: The Outer Banks History Center, a 6,200 sq. ft. public research library and manuscript repository was opened by the Division of Archives and History

In 1998: The site expanded to include an 8,500 sq. ft. museum, a 238 seat film theatre, an art gallery/meeting space, an outdoor performance pavilion with lawn seating for 3,000, a maintenance facility, a museum store and marsh side boardwalks.

The Roanoke Island Institute of the North Carolina School of the Arts unveiled its premiere season with 45 performances of music, dance and drama.

The Commission requested and was awarded a parcel determined to be surplus by DOT at the foot of the Wright Memorial Bridge for future public water transportation from the northern beaches.

A cooperative agreement was initiated between the Commission, the NC Maritime Museum and the Town of Manteo to establish a working boat shop to begin the NC Maritime Museum on Roanoke Island.

In 1999: A dormitory housing facility was constructed for seasonal staff and performers vital for housing in this resort area.

A cooperative effort was established with WUNC Public Radio enabling the beginning of public radio in this region through use of a Festival Park space.

In 2000:

Preservation funds were sought and efforts were successful to acquire 130 acres, primarily wetlands, adjacent to this state site to protect and preserve natural resources in perpetuity.

The Commission initiated action to protect the entrance to Roanoke Island through options to acquire land with transfer to the North Carolina Wildlife Resources Commission.

Grant funds were sought and awarded to the Commission and the Roanoke Voyages Corridor Committee to remove remaining billboards on Roanoke Island.

An overdue restoration of the Elizabeth II was accomplished.

Since 1984 over 2 million visitors have celebrated our state and national history at this heritage site.

The Friends of Elizabeth II, Inc., a 501c3 non-profit organization, has worked to support the programs of this state site since its inception.

The Roanoke Island Festival Park Internet address is: www.roanokeisland.com

DCR 110

CURRENT SERVICES PROVIDED:

- Hands-on history programs with 16th century, costumed interpreters aboard the ELIZABETH II and at the working settlement site
- Present annual Civil War event each February
- Outreach programming through voyages of the ELIZABETH II, fall and spring to other coastal ports (Fall 2000 voyage served 7,000 visitors)
- Hands-on learning and programs within the interactive museum covering 400 years of history
- A 40 minute docu-drama of the region's Native American heritage
- Monthly art openings and exhibits in the Gallery
- Performances including fully staged dramas, ballets and orchestras as well as special events in the outdoor pavilion May – October
- Indoor performances are staged during year utilizing film theatre
- Meeting space provided for approximately 100 groups annually
- Non-profit operates museum store with annual sales of $241,680
- Provide theatre space during school year for one class period to enable drama classes to be offered in local schools
- Work cooperatively with Roanoke Island attractions (NC Aquarium, the Elizabethan Gardens, "The Lost Colony" outdoor drama, the NC Maritime Museum on Roanoke Island and the National Park Service) to offer a Roanoke Island Pass or combination ticket to visitors
- Site is open year-round with the exception of January when the ship goes to annual haul out and resort visitation is minimal. The site operates 7 days a week closing only for Thanksgiving Day, Christmas and New Year's

STATUS REPORT:

Each year brings new records in public participation. The year 2000 showed:

- School and tour group visitation was up 21%
- Performing and visual arts venues saw an increase of 44%
- 2000 visitation was up 15% to 110,000 despite the absence of the Elizabeth II for a 3-month restoration.

Total Year-round staff:	Perms:	34
	Temps (FT/PT):	06
Seasonal staff:	Temps:	16
Active volunteers:		52
Non-profit staff:	Perm	01
	Temps (FT/PT)	03
	Seasonal Temps	03

CURRENT ORGANIZATIONAL CHART: attached

DCR 111

SUMMARY OF ACTIONS TAKEN BY COMMISSION CONSISTENT WITH THE POWERS AND DUTIES OF THE COMMISSION SET FORTH IN G.S. 143B-131.2:

January 99

- Defer loan payment OF $35,000 to Friends of Elizabeth II – one year
- Authorize Executive Director to spend funds for design/implementation of dressing areas, restrooms & laundry facilities for North Carolina School of the Arts (NCSA)-Roanoke Island (RI) Institute, based on adequate capital improvement funds

April 99

- No actions noted
- Discussion: "completion of the land donation to RIFP of marshlands adjacent to the north of the site"

June 99

- Support NCSA request to develop RI Institute housing – understanding that land provided by Commission with facilities separated from RIC facilities; proposed facilities will be owned, operated & maintained by the University system with appropriate developmental coordination between NCSA and Roanoke Island Commission (RIC) and Friends of Elizabeth II, Inc.
- Transfer $400,000 of awarded "Repair & Renovation" funds to Friends of Elizabeth II, Inc. for purposes of critical restoration/maintenance of "Elizabeth II" during 1999-2000.
- Transfer $500,000 from operating fund balance to Endowment Fund as controlled by GS 143-B-131.8 to be held until July 2000 after which 80% of interest earned may be used
- Transfer $832,400 from operating fund balance to Friends of Elizabeth II, Inc. for purposes which the Commission was created as stated in Sec 12.6(a) GS 143-B-131.1 (to include but not limited to educational & cultural programming and events, development, advertising, maritime development, staff support/subsidy, capital improvements)
- The above transfers are in accordance with Senate Bill 1366, Sec. 21.1, GS 143B-131.2(b)10 and 143B-131.2(b)15.

October 99

- No actions noted

January 00

- Inter Surface Transportation Act (ISTEA) enhancement grant award of $44,000 for removal of billboards from Corridor. Executive Committee approved required $11,000 match for total grant amount of $55,000.
- Authorize initiation of removal process of billboards from north to south end of island
- Salary increase approval for Executive Director

April 00

- No actions noted; recognition of $25,000 grant to Maritime Museum for Shad boat project
- $400,000 restoration project on Elizabeth II completed on time and on budget

July 00

- Authorized Chair/Secretary/Executive Director to enter into agreement to purchase Collins land & work with Wildlife Resources Commission to secure funding. Project title: Roanoke Island Wetlands Conservation and Greenways Project. Funding sources: NC Clean Water Management Trust Fund; Natural Heritage Trust Fund; Dare County Tourist Bureau Greenways Fund. Purchase price: $2,000,000, substantiated by MAI Appraisal, approved by State Property Office & Council of State

October 00

- Motion to authorize Executive Director to set site calendar-open/closed to public.

DCR 112

RECOMMENDATIONS FOR LEGISLATION AND ADMINISTRATIVE ACTION TO PROMOTE AND DEVELOP THE ELIZABETH II STATE HISTORIC SITE AND VISITOR CENTER:

In light of the current budget deficit, no additional requests are being put forth in this session. The Commission is working diligently towards a goal of self-sustainment through revenues, grants and endowments over the next decade. These efforts are described in the "Accounting of Funds" section below.

AN ACCOUNTING OF FUNDS RECEIVED AND EXPENDED:
Budget Office Fiscal Data attached; overview follows:

	7/1/98-6/30/99	7/1/99-6/30/00
Appropriations	1,854,350.00	1,878,192.00
Expended personal svcs	1,091,001.00	1,206,236.00
Expended operations	331,161.00	316,040.00
Balance to endowment	432,188.00	335,916.00
Gate Admission	319,893.00*	330,740.00*
Interest/Dividends	93,193.00	124,997.00
Grants/Other Income	2,300.00	35,000.00
Natural Heritage Conservation Fund		385,000.00
R&R Funds-EII restoration (Completed 99-00)		400,000.00
ISTEA Grant for billboard removal (Awarded/in process)		44,000.00

When the Roanoke Island Commission became responsible for this state site in 1994, the site had experienced numerous budget cuts and personnel reductions that had caused it to be in a state of disrepair. For that reason it is the long-term goal of the Commission to make this state site self-sustaining. In 1994, the Commission established an endowment fund requiring 25% (*) of all revenues to be applied; that fund is currently $1,184,114.

Additional fund growth has been possible during this period due to:

- Savings in salary expense when construction completion was delayed
- Retained admissions
- Non-reversion of fund balances

It is important to note the current appropriation budget is on-target for the actual costs of operating the site.

Please note: the Roanoke Island Historical Association, a non-profit organization that produces "The Lost Colony" outdoor drama is a separate entity with no budgetary ties to the Commission.

DCR 113

DEPARTMENT OF CULTURAL RESOURCES

ROANOKE ISLAND COMMISSION - FUND 2584

Fiscal Data

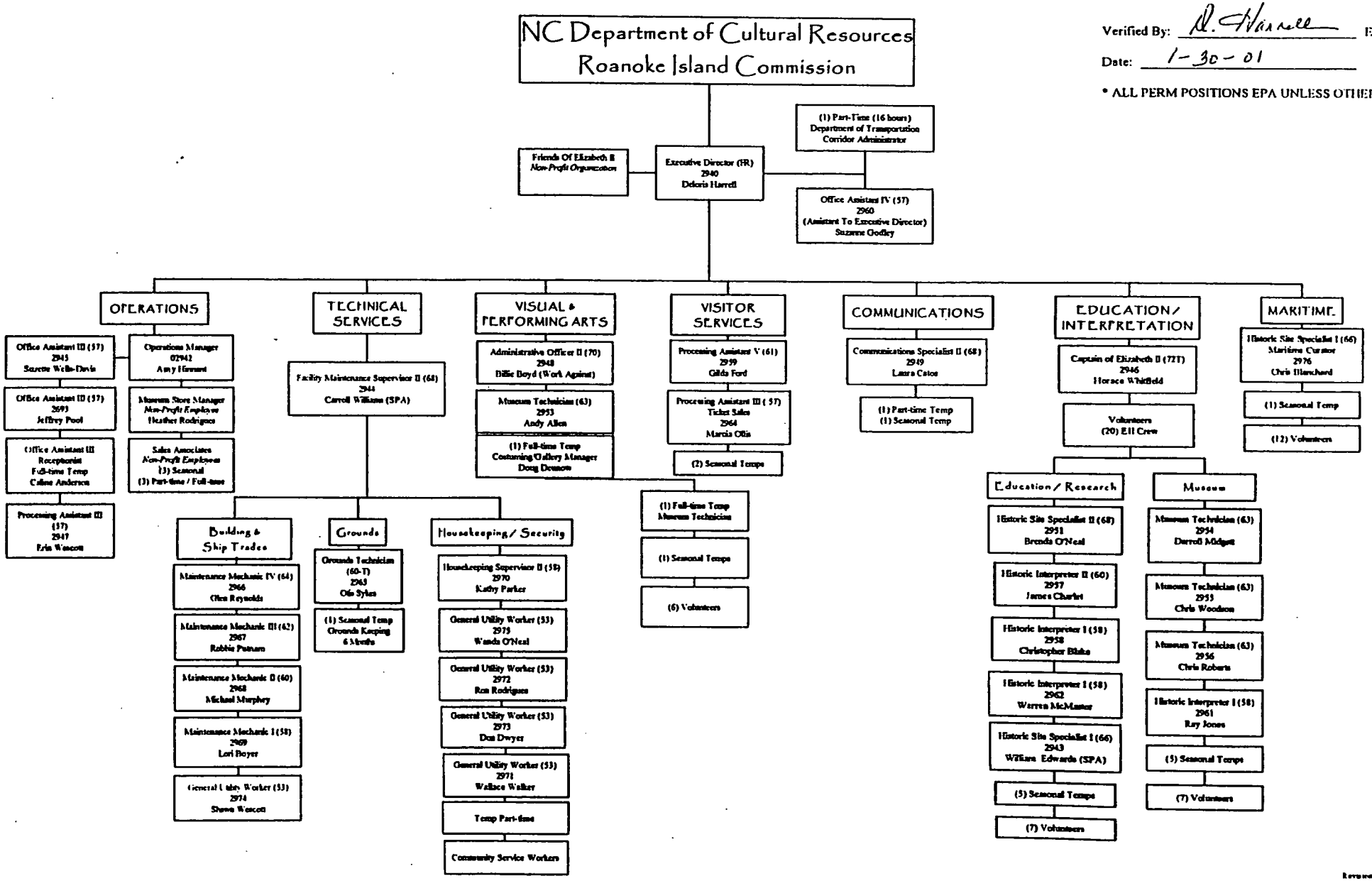
	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Less: Recommended Reductions	$ -	$ -	$ (29,000)	$ (29,000)
Adjusted General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,878,245	$ 1,878,245
Number of Positions	32.00	32.00	32.00	32.00

NC Department of Cultural Resources
Roanoke Island Commission

Verified By: D. Harrell Executive Director

Date: 1-30-01

* ALL PERM POSITIONS EPA UNLESS OTHERWISE NOTED



DCR 114

First Flight Centennial Commission

DCR 116

The North Carolina First Flight Centennial Commission
Countdown to 2003: www.firstflightnc.com

- The First Flight Centennial Commission (FFCC) was established by the NC General Assembly to plan programs and activities in commemoration of the 100th anniversary of the Wright brothers' first flight.

- Goal: To make the world aware of North Carolina's role in the first flight and the subsequent 100 years of aviation, and to invite the world to share the celebration with us.

- Programs: Public awareness, educational outreach, and a statewide and yearlong series of celebrations and commemorations that involve business, the arts, the military, communications, transportation, aerospace and humanitarian flight.

- Partnerships are many, including the Fayetteville Festival of Flight 2003, National Park Service, NASA, FAA, Smithsonian, US Centennial of Flight Commission, Dayton Ohio, Canada's National Aviation Museum, Experimental Aircraft Association, American Institute of Aeronautics and Astronautics, corporations and aviation organizations.

- Major commemorative achievements to date:
  - Restoration and rededication of the Wright Brothers National Memorial monument
  - B-2 bomber named the Spirit of Kitty Hawk
  - Annual North Carolina and Ohio Class of 2003 summer educational programs
  - Centennial Schools program statewide with annual Centennial Teacher of the Year Award
  - US Mint release of the NC quarter with the Daniels photograph of the first flight
  - Travelling exhibit of NC's first flight displayed to hundreds of thousands at museums, NC State Fairs, Sun 'n Fun, Oshkosh Fly-in, Chicago O'Hare airport
  - International Symposium, *They Taught the World to Fly*, Oct. 22-25, 2001

- Plans for 2003 will put North Carolina in the international spotlight:
  - Major conventions, conferences and exhibitions brought to North Carolina
  - Fayetteville Festival of Flight 2003, Memorial Day
  - NASCAR world record fly-over, Lowe's Motor Speedway
  - State travel guide, state map, airports guide, all to feature the first flight
  - Yearlong program to draw visitors to aviation sites throughout NC
  - World premiere of a First Flight Symphony with educational program

- Special advisors to the First Flight Centennial Commission include:
  - General Henry "Hugh" Shelton, Chairman, Joint Chiefs of Staff, Military Advisor
  - Col. Edward "Buzz" Aldrin, Aviation Advisor
  - H. Ross Perot, Corporate Advisor

DCR 117

The North Carolina First Flight Centennial Commission
Countdown to 2003: Report to the North Carolina General Assembly

December 17, 1903... With Orville Wright at the controls and his brother Wilbur running alongside, a fragile airplane lifted off the sands of North Carolina's Kill Devil Hills. It flew 120 feet in twelve seconds. The brothers flew three more flights on that cold and windy day, and the world changed forever.

In 2003, North Carolina will proudly host the centennial anniversary of mankind's first successful flight in a powered aircraft and celebrate the subsequent 100 years of aviation. The General Assembly established the First Flight Centennial Commission (FFCC) in 1994 under GS 143-640 to "develop and plan activities to commemorate the centennial of the first successful, manned, controlled, heavier-than-air, powered flight and other historical events related to the development of powered flight." The FFCC is an independent commission with administrative support from the Department of Cultural Resources (DCR). It receives its appropriation through DCR.

The Commission is preparing a statewide, yearlong series of celebrations to be launched on December 17, 2002. It is also developing partnerships for national and international observances. It is already clear that North Carolina will be in the national and international spotlight, drawing many visitors to the Wright Brothers National Memorial, northeastern North Carolina and aviation and historical sites throughout the state. Major events of the year will include national and international figures in commemorative events, major aerial displays and air shows, major media productions, new publications, community airport events, significant educational activities, and commissioned performance and public art. North Carolina will be the ideal venue for national and international conferences and conventions involving business, cultural, educational, heritage, scholarly, aviation, engineering, mechanical, aerospace, technological and other audiences. It will be a year to celebrate North Carolina pride throughout the state.

STRATEGIC PLAN

The Commission has divided its charge from the North Carolina General Assembly into four overlapping phases, summarized as Awareness / Education / Celebration / Legacy. Those phases will find expression through themes in the arts, commerce, military contributions, and humanitarian uses of flight.

1. AWARENESS: Generate positive national and international awareness and celebratory understanding of North Carolina's role in the first successful, manned, controlled, heavier-than-air flight achieved by the Wright brothers on December 17, 1903. Examples are:
   - The centennial website for events and programs, **www.firstflightnc.com**, was launched on National Aviation Day and has been visited by readers from almost every state and 24 countries.
   - The NC quarter design features the famous Daniels photograph of the first flight. The US Mint will place 750 million quarters in circulation in 2001.
   - Participation in the July 4th Ottawa celebration as guests of U.S. Ambassador Giffin brought exposure to over 5,000 Canadians. The FFCC exhibit was then at the National Aviation Museum in Canada through the summer 2000.
   - The FFCC centennial exhibit was featured at Chicago O'Hare Airport from December through March 2001, reaching hundreds of thousands of international visitors.
   - FFCC was a lead participant in centennial pavilions at the Sun 'n Fun (Lakeland, Florida) and Oshkosh (Wisconsin) air shows and the AirVenture Race from Manteo to Oshkosh, reaching nearly one million people over two years.

- FFCC's 1600 square-foot exhibit, winner of the Governor's Award, educated visitors at both the Mountain State Fair and the NC State Fair in Raleigh during years of record attendance.
- The covers of the 2003 aeronautical charts, airports guide, and state map and the NC Travel Guide (approximate distribution of 1 million copies nationally) will feature the centennial.
- Outer Banks Tourist Bureau's multi-million dollar advertising campaigns over next 3 years.
- Multi-state advertorial (advertising plus editorial) campaign with tabloid supplements on North Carolina's quality of life, role in the first flight, aviation and historic sites, and centennial programs and events.

2. EDUCATION: Create interest and understanding, especially for students and teachers, about our state's role and the resultant worldwide legacy of the events of 1903. This will happen through:
   - International symposium in Raleigh, featuring major speakers, October 22-25 2001.
   - Parallel teacher/student symposium in October 2001, co-sponsored with NASA and NC Space Grant Consortium, to help teachers develop a "flight plan" of lessons for 2001-2003.
   - Centennial Schools program for all NC schools, including annual Centennial Teacher of the Year Award for best classroom project on aviation.
   - Class of 2003: 35 high school students from across NC who come together annually with their Ohio counterparts and who serve throughout the year as centennial ambassadors in local activities like library reading programs in their communities.
   - NASA program with DPI to link all NASA educational resources on the centennial of flight and aviation to NC curriculum standards.
   - NASA-Connect feature of the First Flight Elementary School on an aviation program downlinked to 1600 elementary schools throughout the NASA network.
   - Educational outreach: Working with Boy Scouts, Girl Scouts, Civil Air Patrol, FAA, NASA, US Centennial of Flight Commission, NC Public Libraries, NC Symphony, NC Museums, Tar Heel Junior Historians, NC School for Science and Math to commit their educational programs to themes of aviation and North Carolina in 2002-2004 school years.
   - Air Force Association and programs with similar organizations to honor and preserve the memory of veterans who flew in service to the United States.
   - Aviation Maintenance Careers Commission, with broad-based industry endorsement, to promote opportunities in aviation maintenance as a career.

3. CELEBRATION: Create a celebratory/commemorative program whereby the state's residents as well as visitors from around the world will benefit directly and indirectly.
   - From December 17, 2002 through December 17, 2003:
     - A statewide celebratory program – First Flight Day – that will involve each of the 80 public airports and their local communities.
     - A statewide program to create centennial displays in exhibit spaces (museums, community centers, courthouses, libraries) in communities across North Carolina.
     - At least one significant event each month to take place at different sites across the state (detailed in this report under Scheduled Events).
     - Compelling travel programs and tours to revisit and explore those places in NC where the Wright brothers experimented and lived, as well as more recent locations of aviation and historical interest.

- Week of December 13-21, 2003 and December 17 celebration
  - An extensive program developed in conjunction with key centennial stakeholders, to include both WBNM-site and surrounding area activities such as major commemorative speakers, aerial displays and flyovers from every branch of the military and additional non-military groups, fireworks, festival of flight, static displays, educational exhibits, themed days of celebration (military, industry, general aviation), etc.
  - Statewide, national and international extensions from Kitty Hawk to celebrate at key aviation sites throughout the world.

- National commemorative initiatives that will enhance the North Carolina celebrations include
  - Commemorative postage stamp
  - NASA 2003 Mars explorer missions
  - National Air & Space Museum dedication of the new Dulles wing
  - Federal Centennial of Flight Commission's national programs
  - US Mint commemorative coin to be released in 2003

4. **LEGACY**: Plan the centennial to ensure that North Carolina's profile at home and abroad will be significantly enhanced beyond 2003.
   - Tourism development: The investment in 2003-related tourism activities will be returned in the form of increased visitation to North Carolina, generating new tourism expenditures and direct state and local revenues. The plan is to build on the existing tourism and cultural assets in North Carolina; expand cooperative marketing partnerships and communications programs; and add new tourism products that complement the current offerings.
   - Economic development: The centennial of flight will bring economic development benefits to all regions of the state by highlighting and giving national and international exposure to North Carolina's distinctive assets, including its unique cultural and historic treasures and its tradition of hospitality – after all, the Wright brothers came to Kitty Hawk because they were invited, and they returned throughout the years. The centennial anniversary will feature North Carolina in all publications, involve North Carolina companies in outreach activities, involve foreign businesses both in the state and abroad, and attract national and international aviation, aerospace, engineering, technological and military business conferences and conventions to North Carolina during 2003.
   - Special publications are in the production stages to add to the body of information about the Wright brothers, the achievement of flight, and the subsequent 100 years of aviation, and the future of aeronautics and astronautics.
   - Video productions are underway to document a variety of interesting angles generated by the centennial anniversary of flight
   - Special aviation heritage trails will be established in North Carolina, along a corridor from Maryland to Kitty Hawk, and from North Carolina to Dayton Ohio.
   - Plans are underway to establish a North Carolina Aviation Hall of Fame to honor the state's aviation pioneers and heroes
   - Commissioning new works of art: Inviting North Carolina artists as well as those from around the world to celebrate the centennial by creating new works of sculpture, art and literature, and new performing arts productions, such as a First Flight Symphony.

SCHEDULED PROGRAMS AND EVENTS:

- Major international symposium and parallel teacher/student symposium in 2001
- Special enhanced celebrations on December 16-17, 2001
- Launch of centennial year on December 17 2002
- 2003: January: World Premiere of First Flight Symphony
- February: Celebration of the contributions of African American aviators
- March: Celebration of the contributions of women in aviation
- April: North Carolina extensions of the Aviation World's Fair, Hampton VA
- May: Fayetteville Festival of Flight 2003
  Charlotte: NASCAR air show at Lowe's Motor Speedway
- June: DOT's World Flight 2003
  Paris Air Show
- July: Celebration in Dayton Ohio at July 4th Exposition
- August through November: Airport community days, centennial exhibits across the state, media tabloids with concurrent centennial commemorations in cities nationwide
- November: Veterans Day celebrations honoring military aviators
- December: Centennial anniversary celebrations throughout North Carolina with national and international extensions

Ongoing throughout the year: State Fairs; major educational conferences in science, history, math and technology; publicity via editorials, speakers bureau, marketing partnerships, major centennial pavilions at annual air shows, and a variety of centennial events at the local community, statewide, national and international levels.

LOGISTICS:

The Commission knows that an international event of this caliber and duration will bring a host of visitors to all parts of North Carolina, and is developing a multi-modal transportation plan. Aspects include:

- DOT Division of Aviation has commissioned an Air Transportation Study to inventory aviation and community data, develop forecasts to predict the amount of air traffic in 2003, evaluate the existing NC aviation system's ability to manage the air traffic, recommend solutions and determine cost estimates for implementing the 2003 air traffic plan.
- FAA regional steering committee meets quarterly to review all aviation-related plans and events for appropriate approvals and planning, including the provision of temporary control towers, radar and other facilities.
- Representatives from the Department of Crime Control and Public Safety (e.g., Emergency Management Services, the Highway Patrol, the Civil Air Patrol and the National Guard) and the Department of Transportation (ground and aviation coordinators), as well as personnel from the Department of Commerce (tourism, statewide travel and visitors centers, NE NC Partnership) are developing an operations plan.
- Dare County and the Commission have formed integrated local planning teams with the county and municipality planners, sheriffs' offices, fire chief, and other logistical and public safety personnel from throughout the region.
- The National Park Service has hired a special events coordinator at the Wright Brothers National Memorial dedicated to the centennial anniversary; a logistical team from the regional headquarters is working with the Commission on all aspects of site involvement.

MARKETING and FINANCES:
A fully integrated marketing and promotions plan is generating widespread awareness of the importance of North Carolina's role in the first flight and a desire to be involved in the celebrations. The Commission expended its biennial appropriation for 1999-2001 in setting up offices in Raleigh and at the Outer Banks; hiring a time-limited full-time staff; participating in statewide, national and international events; developing and distributing educational materials to schoolteachers and students; preparing for an international symposium in Raleigh in 2001; creating promotional materials, traveling exhibits and a website; and planning the centennial 2003 events. An overview of expenditures is attached.

Preliminary estimates approximate the need from the state for $1.6 million in 2001-2002 and $3 million in 2002-2003. These expenditures are for additional critical time-limited positions (media, volunteer, communications and transportation coordinators), aggressive web-based and promotional marketing, the international symposium, educational outreach programs, expanded satellite office operations at Dare County in 2003, and national and international events. (By comparison, the Inventing Flight-Dayton 2003 projected expenditures are in the $30 - $50 million range.) A chart of allocated expenditures for 1999-2003 is attached.

The actual costs of North Carolina's celebration will exceed the amount requested from the General Assembly. It is clear that significant public and private financial support will be required to realize the potential benefit of the commemoration of the first flight. The Commission is acutely aware of the fiscal problems in North Carolina, and has expanded its application for resources to the following:

- Private fund raising from individuals and educational foundations
- Corporate contributions
- Promotional partnerships with NC and national tourism partners
- Endorsements and commercial commemorative partnerships
- Revenues from merchandise and e-commerce, expected to be generated in 2003
- Continued support from the NC General Assembly
- Support from the federal government
- Local government support
- Support from foreign participants in the celebration

Additionally, the Commission has acquired and will increasingly acquire in-kind contributions from numerous sources. These contributions, for services ranging from printing to promotions, from aerial resources to avionic website pages, from cargo airline assistance to volunteer expertise, will eventually amount to millions in dollar-value to the centennial celebration. An inventory of in-kind contributions is on file at the FFCC for an end-of-project economic impact statement.

PARTNERS and VOLUNTEER LEADERSHIP:
The Commission is forging many partnerships with other centennial affiliated groups in order to leverage resources and awareness and create a centennial year that is truly greater than the sum of its parts. Volunteer leadership is a key part of building effective partnerships. In addition to the 28 Commissioners from around the nation who serve on the First Flight Centennial Commission, leaders from the legislative and executive branches of state government, from state agencies and cultural organizations, and from the public and private sectors have joined the Commission's planning efforts. The focus of the volunteers and staff has been to identify and enlist partners – individuals and civic, cultural and business organizations – throughout North Carolina and the nation to join the centennial planning efforts. In addition to those listed earlier in this report, some of our partners and volunteer leader groups are listed on the following chart.

DCR 122

FIRST FLIGHT CENTENNIAL COMMISSION
SELECTED PARTNERS AND VOLUNTEER LEADERSHIP GROUPS

American Institute of Aeronautics and Astronautics
Aviation World's Fair
Charlotte Motor Speedway
Department of Transportation's World Flight 2003
Fayetteville Festival of Flight 2003
First Flight Centennial Foundation
Inventing Flight – Dayton 2003 (Ohio)
NC Airports Association
NC Symphony
NASA: headquarters, Langley, Glenn
National Park Service: headquarters, regional, Dayton, Wright Brothers National Memorial
North Carolina Community Colleges
O'Hare international airport, Chicago

Professional Aviation Mechanics Association
US Centennial of Flight Commission
US Mint (50 Quarters program)
Wright Experience

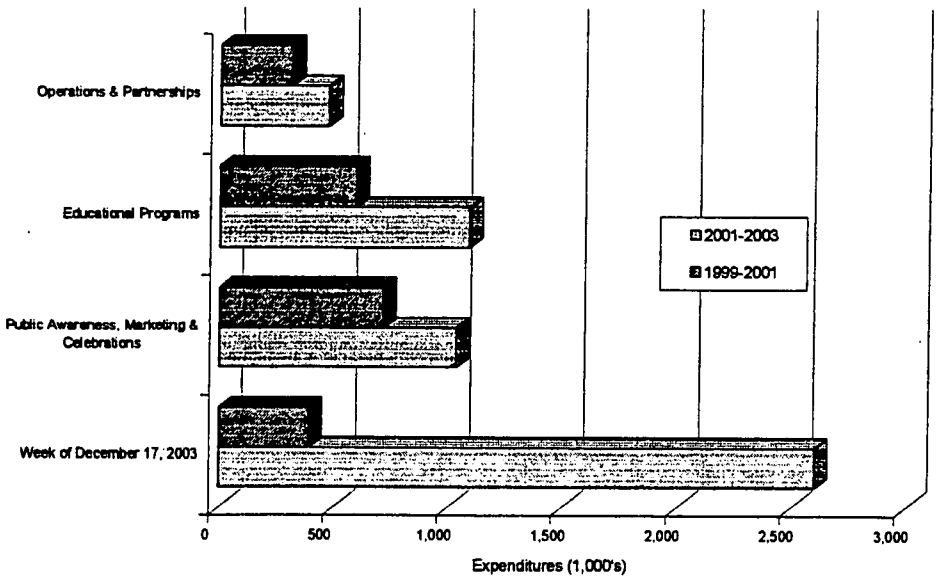
Aviation Maintenance Careers Commission
Cargo Airline Association
Dare County and Outer Banks communities
Elizabeth City Coast Guard
Federal Aviation Association
First Flight Society
Library of Congress
NC museums and cultural organizations
NE NC Partnership
National Air and Space Museum
NC State Agencies

Northrop Grumman
Pentagon (General Shelton serves as the Commission's military advisor)
Seymour-Johnson Air Force Base
U.S. Department of Defense
UNC Board of Governors, university campuses
Wright Flight

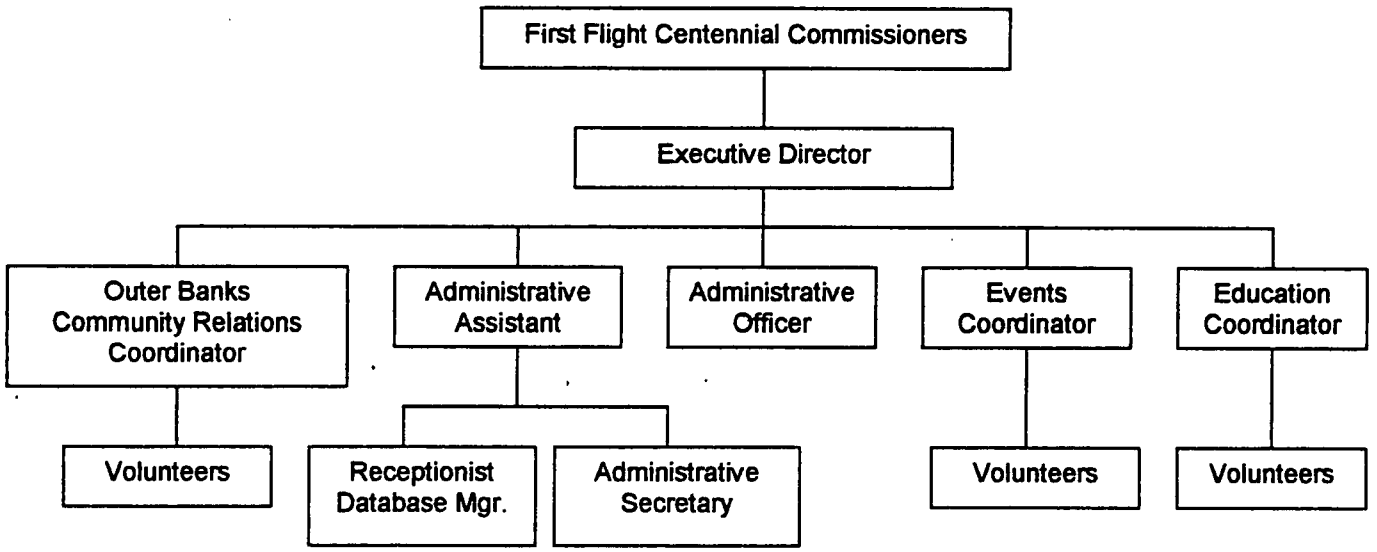
FIRST FLIGHT CENTENNIAL COMMISSION
OVERVIEW OF EXPENDITURES, 1999-2001 Biennium

	1999-00	2000-01
Expenditures		
Salaries	245,805	378,000
Full-time time-limited director; events, education, Outer Banks coordinator; administrative officer; 3 secretaries; seasonal temporary help		
Educational Programs	26,146	166,000
Teacher Resource Guide, Class of 2003, NC Centennial Schools, Centennial Teacher of the Year award, international symposium, school fairs, field trips		
Events	86,786	230,600
State Fairs, community fairs, July 4th at US Embassy in Canada, O'Hare Airport, NC Quarter, Astronaut fly-in to NC Schools, Oshkosh and Sun 'n Fun air shows, December 17 commemorations, etc.		
Office Operations	136,948	157,000
Set up 2 offices – Raleigh and Outer Banks – with furniture and equipment; computers, telephones, supplies, stationery, printing, postage, administrative overhead, etc.		
Contracted Services	127,091	259,700
Legal, financial, audit, centennial strategic event planning, advertising, website and communications services		
Marketing	27,132	215,000
Traveling exhibits, 1600 square foot First Flight display, posters, give-aways, First Flight logo design, presentation materials, Visitor Center panel cards, etc		
Total Expenditures	649,908	1,406,300
Revenues		
State Appropriation	823,800	823,800
Carryforward from previous fiscal year	493,189	713,788
Other income	46,707	50,970
Grants, sales, donations, interest, etc.		
Total Revenues	1,363,696	1,588,558
Revenues - Expenditures	713,788	182,258

First Flight Centennial Commission
Allocation of Expenditures 1999-2003



North Carolina First Flight Centennial Commission



DCR 125

I. DEPARTMENT OF CULTURAL RESOURCES SPAN OF CONTROL DATA 1997/98 and 2001

	1997/98			2001		
	Number of Supervisors	Total Staff	Avg. Span	Number of Supervisors	Total Staff	Avg. Span
ADMINISTRATION	13	38	2.92	12	38	3.17
ARCHIVES AND HISTORY	117	382	3.26	127	433	3.41
ART MUSEUM	21	95	4.52	21	96	4.57
ARTS COUNCIL	9	25	2.78	9	25	2.78
HISTORY MUSEUM	27	94	3.48	25	106	4.24
NC SYMPHONY	2	10	5.00	2	9	4.50
STATE LIBRARY	23	94	4.09	21	94	4.48
BATTLESHIP MEMORIAL	N/A	N/A	N/A	6	29	4.83
TOTALS	212	738		223	830	
OVERALL AVERAGE SPAN			3.72			4.00

(The Battleship Memorial was not part of the Department in 1997/98)

DCR 126

Department of Cultural Resources
Maintenance Contracts - FY 99-00 and FY 00-01

Vendor Name	FY 99-00	FY 00-01
Aaron Graphics	$.00	$445.00
Advanced Business Equipment	385.00	420.00
Ameritrend Corp	668.00	553.00
Anacomp	499.38	499.38
B & B Office Products	205.00	1,840.00
Business Machines	1,305.00	1,098.00
Cam Care	1,090.00	.00
Capital Business Machines	225.00	.00
Carolina Copier	2,025.00	2,285.00
Carraway Business Machines	.00	160.00
Cash Register Systems	490.00	490.00
Cavin's	4,880.46	4,955.97
Charlotte Copy Data	198.00	762.00
COECO	2,588.00	4,055.31
Commercial Business	2,510.00	2,510.00
Copiers Plus	.00	240.00
Copy Business Services	515.00	515.00
Commercial Equipment, Inc.	1,006.00	993.00
Copy Service & Supply	1,770.00	1,770.00
Copy Service of WNC	274.00	274.00
Copypro	2,250.00	2,250.00
Danka	3,869.25	1,240.80
Eastman Kodak	15,847.00	17,155.00
G E Richards Graphics Supplies	2,782.50	1,000.00

DCR 127

Department of Cultural Resources
Maintenance Contracts (continued) FY 99-00 and FY 00-01

Vendor Name	FY 99-00	FY 00-01
Ikon Office Solutions	850.00	1,700.00
Ilford Imaging	2,195.00	1,795.00
Image Office Systems	3,060.00	.00
K M Data	305.00	.00
Knogo North America	930.60	.00
Lason Corp.	8,959.00	10,850.49
McRae Graphics	1,280.00	7,014.00
Minolta	4,096.48	2,718.48
Pitney Bowes	523.00	1,267.00
Raleigh Typewriter Exchange	11,965.00	11,685.00
Sharp Electronics	585.12	585.12
Simplex Time Recorder Co	111.00	115.50
Staples Communications	1,172.78	1,628.90
Systel Office Automation	7,548.00	10,179.58
Triad Business Solutions	606.00	633.93
Typewriter Sales & Service	1,088.00	1,224.00
Visual Edge Technology	822.00	.00
Xerox Corp.	3,389.38	3,570.81
TOTAL	$94,868.95	$100,479.27

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	00000	R 100	53	-MP	4810-0000-0003-914	03914	SALES CLERK II	$17196	$337	01/01/01 VACANT	1.000	$17533
4601	00000	R 100	63	MIN	4810-0000-0003-971	03971	ELECTRICIAN II	$23411	$0	02/01/92 VACANT	1.000	$23411
4601	00000	R 100	63	MIN	4810-0000-0005-030	05030	ELECTRICIAN II	$23411	$0	07/01/85 VACANT	1.000	$23411
4601	00000	R 100	50	MIN	4810-0000-0005-048	05048	LABORER	$17067	$0	07/01/92 VACANT	1.000	$17067

FUND-OBJECT TOTALS=00000 - TOTAL VACANT POSITIONS= 4.00 TOTAL POSITIONS= 4.00 BUDGET SALARY= $81,422

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.00 BUDGET SALARY= $81,422

POTENTIAL RESERVE= $337

DCR 128

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,049

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601 00000	53	R 100	53	-MP	4810-0000-0004-000 04000	SALES CLERK II	$17196	$683	10/06/00 VACANT-LWOP	1.000	$17879

FUND-OBJECT TOTALS=00000 - TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $17,879

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $17,879

POTENTIAL RESERVE= $683

BUDGET TOTALS= 00000 TOTAL VACANT POSITIONS= 5.00 TOTAL POSITIONS= 5.00 BUDGET SALARY= $99,301

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 5.00 BUDGET SALARY= $99,301

POTENTIAL RESERVE= $1,020

DCR 129

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	59	-MP	4801-0100-0001-020	01020 OFFICE ASSISTANT IV	$19951	$1273	02/29/00 VACANT	1.000	$21224
14800	1110100										
4601	531211	G 100	72	-MP	4801-0100-0001-049	01049 FACIL ENGINEERING SPEC	$34046	$3405	10/01/00 VACANT	1.000	$37451
14800	1110103										

FUND-OBJECT TOTALS=14800 1110-1211 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $58,675

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $58,675

POTENTIAL RESERVE= $4,678

DCR/30

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
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DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	68	+MP	4802-0100-0002-038	02038	RESEARCH HISTORIAN	$28729	$8568	02/01/01 VACANT	1.000	$37297
14800	1210120											

FUND-OBJECT TOTALS=14800 1210-1211 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $37,297

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $37,297

POTENTIAL RESERVE= $8,568

DCR 131

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531212	R 100	72T	-MP	4802-0100-0002-028	02028	FIRST FLIGHT CENTEN COORD	$34046	$7634	09/15/00 VACANT	1.000	$41680
14800	1210193											
4601	531212	G 100	72	+MP	4802-0100-0002-049	02049	ADMINISTRATIVE OFF III	$34046	$14842	06/01/99 VACANT	1.000	$48888
14800	1210193											

FUND-OBJECT TOTALS=14800 1210-1212 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $90,568

GENERAL FUND FUND-OBJECT TOTALS: PCT= 54.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $48,888

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 46.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $41,680

POTENTIAL RESERVE= $22,476

DCR 132

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
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DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	70	+MP	4802-0302-0002-111 02111	ARCHIVIST II	$31315	$10050	02/29/00 VACANT	1.000	$41365
14800	1230100										
4601	531211	G 100	68	-MP	4802-0302-0002-124 02124	ARCHIVIST II	$28729	$4241	09/01/00 VACANT	1.000	$32970
14800	1230100										
4601	531211	G 50	65	-MP	4802-0302-0002-149 02149	ARCHIVIST I	$12672	$1295	01/22/01 VACANT	.500	$13967
14800	1230100										
4601	531211	G 100	65	-MP	4802-0303-0002-161 02161	ARCHIVIST I	$25343	$2590	02/01/01 VACANT	1.000	$27933
14800	1230100										
4601	531211	G 100	59	-MP	4802-0304-0002-218 02218	PROCESSING ASSISTANT IV	$19951	$2164	02/01/01 VACANT	1.000	$22115
14800	1230100										
4601	531211	G 100	57	-MP	4802-0304-0002-224 02224	PROCESSING ASSISTANT III	$18480	$1567	12/22/00 VACANT	1.000	$20047
14800	1230100										
4601	531211	G 100	68	-MP	4802-0305-0002-242 02242	ARCHIVIST II	$28729	$4261	09/01/00 VACANT	1.000	$32990
14800	1230100										

FUND-OBJECT TOTALS=14800 1230-1211 TOTAL VACANT POSITIONS= 6.50 TOTAL POSITIONS= 6.50 BUDGET SALARY= $191,387

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 6.50 BUDGET SALARY= $191,387

POTENTIAL RESERVE= $26,168

DCR/133

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531222	F 100	68	MIN	4802-0303-0002-151	02151	ARCHIVIST II	$28729	$0	08/01/00 VACANT-NEW	1.000	$28729
14800	1230100											

FUND-OBJECT TOTALS=14800 1230-1222 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $28,729

FEDERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $28,729

POTENTIAL RESERVE= $0

DCR 134

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	60	-MP	4802-0407-0002-368	02368	MAINTENANCE MECHANIC II	$20752	$1761	11/19/00 VACANT-LWOP	1.000	$22513
14800	1241226											
4601	531211	G 100	58	+MP	4802-0424-0002-476	02476	HISTORIC INTERPRETER I	$19181	$4975	12/15/00 VACANT	1.000	$24156
14800	1241238											
4601	531211	G 100	57	-MP	4802-0424-0002-480	02480	OFFICE ASSISTANT III	$18480	$3310	01/15/01 VACANT	1.000	$21790
14800	1241238											

FUND-OBJECT TOTALS=14800 1241-1211 TOTAL VACANT POSITIONS= 3.00 TOTAL POSITIONS= 3.00 BUDGET SALARY= $68,459

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 3.00 BUDGET SALARY= $68,459

POTENTIAL RESERVE= $10,046

DCR 135

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	53	-MP	4802-0500-0002-523	02523	GENERAL UTILITY WORKER	$17196	$676	01/22/01 VACANT	1.000	$17872
14800	1242100											
4601	531211	G 100	50	-MP	4802-0500-0002-538	02538	LABORER	$17067	$1479	12/15/00 VACANT-LWOP	1.000	$18546
14800	1242100											

FUND-OBJECT TOTALS=14800 1242-1211 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $36,418

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $36,418

POTENTIAL RESERVE= $2,155

DCR 136

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601 14800	531212 1242100	R 100	63	MIN	4802-0500-0202-554	02554	INFORMA & COMMUNIC SPEC I	$23411	$0	01/01/93 ATH,NOT EST (FND, NOT EST)	1.000	$23411
4601 14800	531212 1242290	R 100	68	+MP	4802-0500-0202-555	02555	RESEARCH HISTORIAN	$28729	$9072	02/04/00 VACANT	1.000	$37801

FUND-OBJECT TOTALS=14800 1242-1212 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $61,212

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $61,212

POTENTIAL RESERVE= $9,072

DOR 137

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	60	-MP	4803-0200-0003-243	03243	SECURITY OFFICER I	$20752	$387	01/15/01 VACANT	1.000	$21139
14800	1320100											
4601	531211	G 100	60	-MP	4803-0200-0003-256	03256	SECURITY OFFICER I	$20752	$554	10/31/00 VACANT	1.000	$21306
14800	1320100											
4601	531211	G 100	60	-MP	4803-0200-0003-265	03265	SECURITY OFFICER I	$20752	$1232	10/01/00 VACANT	1.000	$21984
14800	1320100											
4601	531211	G 50	58T	-MP	4803-0200-0003-276	03276	MUSEUM SECURITY GUARD	$9591	$0	11/23/99 VACANT	.500	$9591
14800	1320100											
4601	531211	G 100	58T	-MP	4803-0200-0003-322	03322	MUSEUM SECURITY GUARD	$19181	$341	01/01/01 VACANT	1.000	$19522
14800	1320100											

FUND-OBJECT TOTALS=14800 1320-1211 TOTAL VACANT POSITIONS= 4.50 TOTAL POSITIONS= 4.50 BUDGET SALARY= $93,542

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.50 BUDGET SALARY= $93,542

POTENTIAL RESERVE= $2,514

DCR 138

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
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DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	79	+MP	4804-0100-0004-004	04004	ASST STATE LIBRARIAN	$46652	$21567	11/30/00 VACANT	1.000	$68219
14800	1410100											
4601	531211	G 100	71	-MP	4804-0200-0004-124	04124	LIBRARIAN III	$32659	$2606	02/05/01 VACANT	1.000	$35265
14800	1410430											
4601	531211	G 50	67	N/A	4804-0200-0004-132	04132	LIBRARIAN II	$13785	N/A	05/23/00 VACANT	.500	$1
14800	1410100											
4601	531211	G 100	61	+MP	4804-0400-0004-694	04694	PROCESSING UNIT SUPV V	$21626	$9220	11/30/00 VACANT-LWOP	1.000	$30846
14800	1410460											
4601	531211	G 100	61	-MP	4804-0500-0004-828	04828	PROCESSING ASSISTANT V	$21626	$1875	10/26/00 VACANT	1.000	$23501
14800	1410470											

FUND-OBJECT TOTALS=14800 1410-1211 TOTAL VACANT POSITIONS= 4.50 TOTAL POSITIONS= 4.50 BUDGET SALARY= $157,832

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.50 BUDGET SALARY= $157,832

POTENTIAL RESERVE= $35,268

DCR 139

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,060

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	58T	-MP	4808-0801-0002-795	02795	MUSEUM SECURITY GUARD	$19181	$1555	12/20/00 VACANT-LWOP	1.000	$20736
14800	1500110											
4601	531211	G 100	68	-MP	4808-0802-0002-802	02802	ASSOCIATE MUSEUM CURATOR	$28729	$2586	07/01/00 VACANT-NEW	1.000	$31315
14800	1500272											
4601	531211	G 100	66	MIN	4808-0802-0002-803	02803	MUSEUM SPECIALIST	$26413	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
4601	531211	G 100	66	-MP	4808-0802-0002-807	02807	MUSEUM SPECIALIST	$26413	$2316	07/01/00 VACANT-NEW	1.000	$28729
14800	1500272											
4601	531211	G 100	66	MIN	4808-0802-0002-809	02809	MUSEUM SPECIALIST	$26413	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
4601	531211	G 100	66	+MP	4808-0802-0002-817	02817	FACILITY MAINT SUPV I	$26413	$8095	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$34508
14800	1500											
4601	531211	G 100	58T	MIN	4808-0802-0002-818	02818	MUSEUM SECURITY GUARD	$19181	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$19181
14800	1500											
4601	531211	G 100	50	-MP	4808-0802-0002-819	02819	HOUSEKEEPER	$17067	$83	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$17150
14800	1500											
4601	531211	G 100	58T	MIN	4808-0802-0002-820	02820	MUSEUM SECURITY GUARD	$19181	$0	03/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$19181
14800	1500											
4601	531211	G 100	57	MIN	4808-0802-0002-821	02821	PUBLIC INFORM ASST III	$18480	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$18480
14800	1500											

DCR 140

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
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DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
14601	531211	G 100	60T	MIN	4808-0802-0002-822	02822	MUSEUM SECURITY SUPV.	$20752	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$20752
14800	1500											
14601	531211	G 100	66	MIN	4808-0802-0002-823	02823	MUSEUM SPECIALIST	$26413	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
14601	531211	G 100	63	+MP	4808-0802-0002-824	02824	ADMINISTRATIVE ASST I	$23411	$9315	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$32726
14800	1500											
14601	531211	G 100	68	-MP	4808-0802-0002-825	02825	MUSEUM EXHIBIT DESIGNER	$28729	$5399	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$34128
14800	1500											
14601	531211	G 100	63	MIN	4808-0802-0002-826	02826	INFORMA & COMMUNIC SPEC I	$23411	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$23411
14800	1500											
14601	531211	G 100	63	+MP	4808-0802-0002-827	02827	MUSEUM TECHNICIAN	$23411	$7426	03/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$30837
14800	1500											

FUND-OBJECT TOTALS=14800 1500-1211 TOTAL VACANT POSITIONS= 16.00 TOTAL POSITIONS= 16.00 BUDGET SALARY= $410,373

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 16.00 BUDGET SALARY= $410,373

POTENTIAL RESERVE= $36,775

BUDGET TOTALS= 14800 TOTAL VACANT POSITIONS= 44.50 TOTAL POSITIONS= 44.50 BUDGET SALARY= $1,234,492

DCR 141

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
GENERAL FUND BUDGET TOTALS:		PCT= 89.00					TOTAL POSITIONS=		40.50	BUDGET SALARY=		$1,102,871
FEDERAL FUND BUDGET TOTALS:		PCT= 2.00					TOTAL POSITIONS=		1.00	BUDGET SALARY=		$28,729
RECEIPT FUND BUDGET TOTALS:		PCT= 8.00					TOTAL POSITIONS=		3.00	BUDGET SALARY=		$102,892
										POTENTIAL RESERVE=		$157,720

DCR 142

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4602	531112	R 100	60	-MP	4802-5000-0202-968	02968	MAINTENANCE MECHANIC II	$20752	$825	10/11/00 VACANT	1.000	$21577
24802	2584											
4602	531112	R 100	53	-MP	4802-5000-0202-974	02974	GENERAL UTILITY WORKER	$17196	$684	11/01/00 VACANT	1.000	$17880
24802	2584											

FUND-OBJECT TOTALS=24802 2584-1112 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

POTENTIAL RESERVE= $1,509

BUDGET TOTALS= 24802 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

POTENTIAL RESERVE= $1,509

DCR 143

DCR 144

USING THE ADJUSTED APPROPRIATION (AFTER 1.5% CUT). THE FOLLOWING REFLECTS BUDGET CUTS AT 1% AND 2% SPREAD THROUGHT THE FUNDS.
SFY 2001-2003

BC 14800

FUND	FUND NAME	ADJ APPROP	1.0% CUT	ADJ TOTAL	2.0% CUT	ADJ TOTAL
1110	OFFICE OF THE SECRETARY	1,273,651	12,737	1,260,914	25,473	1,248,178
1120	ADMINSTRATIVE SERVICES	1,148,339	11,483	1,136,856	22,967	1,125,372
1210	DIV OF ARCHIVES-ADMIN.	917,744	9,177	908,567	18,355	899,389
1210	FIRST FLIGHT CENT COMM	823,800	8,238	815,562	16,476	807,324
1220	HISTORICAL PUBLICATIONS	753,028	7,530	745,498	15,061	737,967
1230	ARCHIVES & RECORDS	3,272,429	32,724	3,239,705	65,449	3,206,980
1241	STATE HISTORIC SITES	7,029,739	70,297	6,959,442	140,595	6,889,144
1242	TRYON PALACE	1,780,065	17,801	1,762,264	35,601	1,744,464
1243	STATE CAPITOL/VISITOR CTR	484,922	4,849	480,073	9,698	475,224
1245	NC MARITIME MUSEUM	1,091,375	10,914	1,080,461	21,828	1,069,548
1250	ARCHAEOLOGY/HIST PRESERV.	1,502,635	15,026	1,487,609	30,053	1,472,582
1290	WESTERN OFFICE-ARCH & HIST	344,555	3,446	341,109	6,891	337,664
1320	MUSEUM OF ART	3,837,208	38,372	3,798,836	76,744	3,760,464
1330	ARTS COUNCIL	5,720,187	57,202	5,662,985	114,404	5,605,783
1330	LOST COLONY	260,000	2,600	257,400	5,200	254,800
1330	SHAKESPEARE FESTIVAL	260,000	2,600	257,400	5,200	254,800
1340	NC SYMPHONY	345,236	3,452	341,784	6,905	338,331
1360	GRANTS IN AID TO ARTS(includes: Flat Rock,NC Art Soc, NC Symphony)	2,123,252	21,233	2,102,019	42,465	2,080,787
1410	STATE LIBRARY SERVICES	4,646,804	46,468	4,600,336	92,936	4,553,868
1480	STATEWIDE PROG & GRANTS	16,784,753	167,848	16,616,905	335,695	16,449,058
1500	MUSEUM OF HISTORY	5,287,796	52,878	5,234,918	105,756	5,182,040
1991	INDIRECT RESERVE	0	0	0	0	0
1992	CONTINUATION RESERVE	340,178	3,402	336,776	6,804	333,374
	TOTAL	60,027,696	600,277	59,427,419	1,200,554	58,827,142

BC 14802

FUND	FUND NAME	SUBTOTAL ADJ APPROP	1.0% CUT	ADJ TOTAL	2% CUT	ADJ TOTAL
1584	Roanoke Island Commission	1,878,245	18,782	1,859,463	37,565	1,840,680

filesname:1%. 2% cuts sfy 01-03

VISITOR REGISTRATION SHEET

Appropriations - General Government — 3-20-01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Ken Melton	Alley Associates
Ronnie Vance	DCR
Donna Rosefield	DCR
Kathie Austin	OSBPM
Libba [illegible]	DCR
Pammy Lester	OSBPM
Sandy Cooper	DCR - State library
Joe Mabry	DCR - archives & Hist
Sherry Nelson	SEANC
Ardis Watkins	SEANC
Martha Black	DOA
Kathy Crooke	DOA

VISITOR REGISTRATION SHEET

Name of Committee: _____ Date: 3-20-01

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Mary Regan	DCR / NC Arts Council
Thomas Cheek	OSBPM
Bunky Hunt	"
Byron Harris	✓
Margaret Westbrook	KCLH
Jarvis Williams	DCR / MOH
Ruth Cook	Contemporary Art Museum
Peggy Alexander	Council for Women / 526 N. Wilmington St.
Ivy Hoffman	DOA / PUBLIC TELECOMMUNICATIONS ADMIN BUS
Gwynn T. Swinson	DOA
McKinley Wooten, Jr.	DOA
Carolyn Mynatt	DOA
Joe Henderson	DOA
[illegible]	DOA

2001

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

MINUTES

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 21, 2001

The Joint Appropriations Subcommittee on General Government met Wednesday, March 21, 2001 8:30 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, and Gene Wilson.

The pages for this meeting were: Marcus Ratley from Robeson, Representative Bonner's District; Ben Fleetwood from Burlington, from Representative Teague's District; and Reid Huttel from Raleigh, from Senator Basnight's District.

Representative Wilma Sherrill chaired the meeting in Senator Ed Warren's absence. Delores Ledford served as clerk.

Gwynn Swinson, Secretary Department of Administration began the continuation of the Modified Zero-Base Budget Expenditure report with State Property office on page 20 of the report distributed at the previous meeting. Those items to be reported and discussed are attached (attachment # 1).

A decision was made to separate out the two items in the Purchase and Contract line item for Furniture and Equipment. A breakdown will be brought back for further review. It was also asked that all departments separate out the Furniture and Equipment line item. Fiscal Staff requested a special presentation of this item.

In discussion of the difficulty of hiring a separate staff of Police for the State Capitol, the question arose as to whether the Capitol Police could be a part of the City of Raleigh Police force. This matter will be considered later.

With regard to the displaced homemaker program on page 26, the question was asked of how much money was brought in during the contribution budget? This information will be brought back at a later date.

More information will be brought back in regard to the need for more money and help to the Veterans Affairs administration which is an advisory for Veterans to get help in their home counties.

After some discussion of the Science and Technology Division to be moved to Commerce, the issue was flagged for further consideration.

The meeting adjourned at the end of page 39 Modified Zero-Based Budgeting. The next meeting is scheduled for Thursday, March 22, 2001 at 8:30 a.m. and will begin on page 40 of the Budget Presentation Modified Zero-Based Budgeting.

Respectfully Submitted

Representative Wilma Sherrill, Chair
For Senator Ed Warren

Delores Ledford, Clerk

DEPARTMENT OF ADMINISTRATION

Budget Presentation
Modified Zero-Based Budgeting

Attachment # 1

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Property Office **Fund 1412**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	6,425	5,229
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,879	21,886	17,287	18,843	21,000	8,322
Cellular Phone Service	532814	0	436	494	935	1,000	741
Furniture and Equipment	534500-4550	19,944	41,583	43,268	15,757	43,496	43,496
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Property Office in accordance with G.S. 143-341 and 146 is the administering agency in state government for: the acquisition and disposition of real property or any interest therein; the allocation and reallocation of land, buildings or space in buildings among agencies, institutions or departments of the state; management of the state's vacant and unappropriated lands and submerged lands. It is also responsible for maintaining a complete and accurate inventory of all state lands and buildings.

Miscellaneous Contracted Services - (532199) - Continuation funding is not requested for this line item. This expense was a onetime expense for the conversion of 12,000 files from standard file cabinets to an high-density file system.

Travel and Other Employee Expenses - (5327XX) - The budgeted amount is being requested to make site visits, inspections, conduct negotiations and for education purposes. The One Million Acres Initiative and expected workload associated with the Wetlands Restoration Program and the Clean Water Management Trust Fund will put additional pressure on the travel budget.

Cellular Phone Services - (532814) - Cellular phones provide efficient use of staff time when traveling. Staff is able to negotiate property transactions, arrange appointments and keep in contact with client agencies and the office while traveling. The budgeted amount is actually less than needed, but we will limit use as necessary to stay within the budget.

Furniture and Equipment Schedule - (534500-4550) - The budgeted amount includes nonrecurring expenditures supported by receipts from the land fund to purchase a copier and a high density filing system. Continuation funds are being requested to replace computers as recommended by Management Information Systems, a fax machine, and other miscellaneous furniture.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Building Commission **Fund 1416**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	4,145	6,484	6,229	5,986	15,009	2,829
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	478	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Building Commission was established to develop procedures to direct and guide the State's capital facilities development and management program.

Travel and Other Employee Expense (5327XX) - Current funding is requested to support the travel expenses associated with monthly commission meetings scheduled for the fiscal year.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Facility Management **Fund 1421**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,430	572	0	0	0	0
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expense	5327XX	17,947	23,419	18,847	18,977	28,190	16,257
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	433,697	543,546	635,229	438,646	241,300	82,094
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Facility Management is responsible for performing prompt maintenance and repair to all assigned state properties and insuring a safe and healthful work environment for employees and the general public. The division employees perform renovations and improvements to properties, operate support shops, maintain support equipment, and maintain warehouse operations of materials and supplies inventory for the various craft shops, housekeeping and landscape.

Travel and Other Employee Expenses - (5327XX) - Funding is requested at the current level to support vehicle operating expense and transportation for employees to perform their job responsibilities. Travel funds are also required to maintain the James K. Polk Building in Charlotte.

Furniture and Equipment - (534500-4550) - Continuation funding is necessary to support the replacement of twenty computers in order to adhere to the three-year replacement schedule in the Dept. of Administration. A minimum of four vehicles also need to be replace in accordance with Division's vehicle replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Purchase and Contract **Fund 1511**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	4,550	12,711	37,890	145,165	2,280	2,280
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expens	5327XX	73,826	75,341	92,256	97,259	102,250	60,120
Cellular Phone Service	532814	0	597	1,834	2,905	3,000	1,888
Furniture and Equipment	534500-4550	90,328	153,877	84,603	18,782	94,115	22,184
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Purchase and Contract is the central purchasing authority for all state departments, institutions, agencies, community colleges, technical institutes, and city or local boards of education. It also makes purchasing services available to local governments, charitable non-project hospitals, local non-profit community sheltered workshops, volunteer fire departments, and rescue squads. The Division establishes term contracts and disseminates information on these contracts via the Internet to all agencies that are required to buy commonly used products or services. By combining commonly used items into one contract, the division eliminates the need for each agency to independently solicit bids for these products and services, thereby saving millions of dollars to the citizens of this State.

Miscellaneous Contracted Services - (532199) - Current funding is requested to support statewide E-Procurement initiative that began February 8, 2001. Once the project is fully implemented, it is projected that contractual services may be necessary to perform some of the tasks associated with the project.

Travel and Other Employee Expenses - (5327XX) - Current funding level is requested to support the responsibilities required by statute, rule and/or procurement process. Among these include (1) the purchasing compliance team that conduct in-depth reviews and audits of purchasing transactions and processes for State Purchasing entities. This team also provides assistance by reviewing and assisting with development of purchasing procedures that comply with State Purchasing statutes, with education and training of purchasing personnel, (2) Quality Control Inspectors who travel throughout the State primarily inspecting goods that have been purchased to ensure compliance with purchase contracts prior to release of payment to vendor, (3) attendance at pre-bid conferences to ensure a clear understanding of the bid solicitation document, site conditions, special equipment, and installation requirements, (4) Travel and subsistence provided to Advisory Budget Commission members who participate in the weekly Board of Awards, (5) travel expenses associated with participation in local, state and national purchasing organization meetings which provide for continuing communication and improvements in State purchasing, (6) continuing education and training of professional purchasing personnel.

Cellular Telephone Services - (532814) - Current funding is requested to support telephones for designated employees in full time travel status authorized for efficiency in work assignments and safety while traveling.

Furniture and Equipment - (534500 - 534550) - Current funding is requested for the periodic replacement of equipment to support the needs of sixty-one employees. As a leader in the use of technology, we must purchase and maintain adequate equipment for communicating and performing job responsibilities. The Department recommends a three year replacement schedule for all computers and software. Copy machines, printers, faxes and telephone systems must also be replaced periodically.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Capitol Police **Fund 1623**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	4,938	5,207	5,124	11,000	3,221
Rental/Lease of Equipment	532525	3,600	3,600	3,600	3,600	4,000	1,800
Travel and Other Employee Expense	5327XX	46,703	46,126	47,613	40,042	42,133	27,661
Cellular Phone Service	532814	0	0	0	933	1,200	676
Furniture and Equipment	534500-4550	6,071	27,973	40,052	9,506	4,508	3,154
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Capitol Police is a law enforcement agency with police powers throughout Raleigh and state property in Wake County and provides security and property protection for state government facilities in Raleigh, Garner, Cary and Wake County. The agency protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assist visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarms statewide.

Miscellaneous Contractual Services (532199) - Funding is needed to have background investigation done on prospective employees and when the need arises to do internal investigations of a sensitive nature. This allows our investigators to concentrate on their ever-increasing case load. It is more cost efficient to the Division to contract for these services than to hire a full-time employee.

Rental/Lease of Equipment - (532525) - Funding is necessary to support expense of accessing the Division of Criminal Information. This enables State Capitol Police to access vehicle registration, drivers history and license information. This is the link with other law enforcement agencies.

Travel and Other Employee Expenses - (5327XX) - These funds are necessary to support expense of leasing vehicles from the Division of Motor Fleet Management.

Cellular Phone Service - (532814) - Phones are installed in the patrol vehicles for officers to conduct official business. These phones insure that the officer will have contact with communications when in a dead spot.

Furniture and Equipment - (534500-4550) - These funds are necessary to replace at least two computers in order to adhere to the Dept. of Administration's three-year replacement schedule and update current software to keep up with changing technology.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: N.C. Council for Women **Fund 1731**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	200	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expens	5327XX	20,018	18,011	21,325	19,662	19,130	17,927
Cellular Phone Service	532814	681	723	397	428	500	213
Furniture and Equipment	534500-4550	0	7,096	2,042	3,421	2,600	2,573
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The North Carolina Council for Women is the official state advocacy agency for women. The mission of the Council for Women is to advise the Governor and the N.C. Legislature on special needs of women in North Carolina. The N.C. Council for Women administers state and federal funding to local programs across the state addressing abuser treatment, displaced homemakers, domestic violence, rape prevention and sexual assault. The Council is composed of a twenty-member Board, and seventeen staff members, twelve located in Raleigh and five in other regional offices across the State.

Miscellaneous Contractual Services - (532199) - Current funding necessary to support conference speaker presentation fee.

Travel and Other Employee Expenses - (5327XX) - Current funding necessary to support staff of seventeen and council members' travel and subsistence to accomplish themission of the Council. The five region directors located in New Bern, Greenville, Greensboro, Charlotte and Asheville use permanently assigned state cars to travel extensively in their respective regions to serve their clients across the state.

Cellular Phone Service - (532814) - Current funding necessary to support cost of cellular phones. These phones are needed primarily for the five region directors who travel extensively. Much of their travel is done in rural areas at night and these phones are needed in case of an emergency.

Furniture and Equipment - (534500 - 534550) - The budgeted amount will allow for the replacement of outdated computer equipment and related software in order to adhere to the Department's three year replacement schedule. The Council will also need to replace copiers and fax machines on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Displaced Homemakers Prog **Fund 1732**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	22	0	0
Travel and Other Employee Expense	5327XX	1,076	1,193	3,710	2,775	3,850	1,839
Cellular Phone Service	532814	0	0	0	51	100	0
Furniture and Equipment	534500-4550	851	2,344	20,371	2,786	9,656	8,803
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	314,995	314,995	701,164	1,055,152	1,051,140	359,200

G.S. 143B0-394 requires that the Council for Women provide grants to displaced homemaker programs throughout the state. (A displaced homemaker is defined as an adult who is working primarily without remuneration to care for the home and family and, for that reason, has diminished marketable skills, or is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.)

Travel and Other Employee Expenses - (5327XX) - Current funding is essential to support the state displaced homemaker coordinator. This coordinator must be able to help monitor the 30 displaced homemaker programs across the state when there is a problem with a program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on displaced homemakers.

Other Aids and Grants - (5369XX) - These grants provide funds to displaced homemaker programs throughout the state. Currently there are thirty (30) displaced homemaker programs throughout the state which served nearly 6000 clients in 1999-2000 with counseling, job placement, health education, financial management, educational services, tuition assistance, and daycare assistance. The state saves thousands of dollars as a result of investing in the displaced homemaker programs as the clients become self-sufficient by going to work and leaving public assistance.

* **Note**: $314,995 of these funds represent state appropriation and the balance supported by $20 of each individual divorce fee collected statewide.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Rape Crisis Program **Fund 1734**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	882	2,102	292	3	1,475	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	819	2,885	300	3,863	3,815
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	892,500	892,500	892,500	1,117,500	* 1,117,500	490,500

In accordance with G.S. 143B-394.2 the rape crisis program supports rape crisis programs in all 100 counties for men, women and children victims, and the establishment of a network of coordinated public and private services for victims of sexual assault, incorporating existing programs as well as aiding in the development of new programs. To accomplish this, the Council for Women provides regional workshops and technical assistance necessary to create and find funding for local rape crisis programs with the goal of increasing the number of local areas with the identified mix of services for rape victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the travel expense for the coordinator of this program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on sexual assault victims.

Other Aids and Grants (5369XX) - These grant funds are awarded to rape crisis programs across the state that provide services for victims of sexual assault.

* **Note:** $225,000 of these funds were allocated as non-recurring. These funds were allocated as follows:
- 57 programs received an additional allocation of $1,181 making the total grant funding for each program $21,000
- The Coalition Against Sexual Assault received $50,000 to provide training and information to local programs.
- New services were extended to (13) thirteen additional undeserved counties.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Human Relation Commissior **Fund 1741**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,584	6,332	0	0	400	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	32,982	28,220	33,684	25,903	30,310	16,990
Cellular Phone Service	532814	103	0	0	0	500	0
Furniture and Equipment	534500-4550	5,275	3,904	1,345	0	1,942	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The North Carolina Human Relations Commission provides services and programs aimed at improving relationships among all citizens of the state, while seeking to ensure equal opportunities in the areas of employment, housing, public accommodations, recreation, education, justice and governmental services. The commission also enforces the North Carolina Fair Housing Act and is fully substantially equivalent with the Division of Fair Housing within the U.S. Department of Housing and Urban Development. The commission participated in writing and implementing the Fair Housing goals for the Comprehensive Housing Affordability Strategy and the Consolidated Housing Plan required by the federal government. The commission also serves as a resource to Community Development Block Grant recipients in helping them develop adequate Fair Housing plans.

Miscellaneous Contractual Services - (532199) - Funding requested at current level to engage an occasional conference speaker.

Travel and Other Employee Expenses - (5327XX) - Funding requested at current level to allow state to establish and assist local human relations commissions, respond to crisis in the community, conduct community relations training, or solicit hate violence information network participants.

Cellular Phone Service - (532814) - Funding requested at current level. These phones are used to assist employees for emergency use when traveling in community relations roles. statewide.

Furniture and Equipment - (534500 - 534550) - Current funding is required to replace existing computer equipment and office equipment on periodic basis. Current budgeted funds are sufficient to replace one computer per year.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Martin Luther King Comm. for Person with Disabilities **Fund 1742**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	21,584	9,984	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	2,972	3,795	6,659	4,991	8,238	3,690
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	2,177	4,519	0	13,000	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	62,000	49,107	54,709	46,050	46,050	46,050

The Martin Luther King Jr. Commission was established to encourage appropriate ceremonies and activities throughout the state relating to the observance of the legal holiday honoring Martin Luther King Jr's birthday and to provide assistance to local governments and private organizations across the state with respect to the observance of such holiday. The commission also promotes among the people of North Carolina an awareness and appreciation of the life and work of Martin Luther King Jr.

Travel and Other Employee Expenses - (5327XX) - Current funding is necessary for staff and Board members to meet and carry out its statutory mandates.

Furniture and Equipment - (534500 - 534550) - Current funding is required to purchase data projector and laptop to conduct training and workshops for the upcoming year. Funding is also required to replace existing computer equipment on a three year replacement schedule according to the departmental MIS Division.

Other Aids and Grants - (5369XX) - The General Assembly, when creating the commission, allocated $50,000 of the $75,000 appropriation to be spent on min-grants. To date, 223 grants with a total amount of $370,566 have been awarded. Many of the programs that promote the philosophy of Dr. King on a year-round basis depend on state funds as start-up money. Loss of these funds would prevent the commission from carrying out its statutory mandate of promoting the philosophy of Dr. King on a year-round and statewide basis.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Youth Involvement Office **Fund 1761**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	100	360	150
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,743	9,219	11,228	6,535	7,485	4,456
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	7,048	7,474	10,633	6,747	2,799	343
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	12,500	12,500	13,500	12,997	6,500	1,000

The Youth Advocacy and Involvement Office, under the leadership and directives of councils and advisory groups and in cooperation with public and private agencies, serves as an advocate for children and youth. Through these collaborative efforts, this agency seeks to enhance the quality of life for North Carolina's children and youth through policy reviews, legislative recommendations, and positive intervention through leadership development and experiential educational opportunities.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference speaker presentation fee.

Travel and Other Employee Expense - (5327XX) - Budgeted funds to support eleven staff and council members travel and subsistence.

Furniture and Equipment - (534500-4550) - The office will need funding to replace at least one computer in order to adhere to the Dept. of Administration's three year replacement schedule. There is also a need to lease or purchase a small fax machine to replace current seven year old machine.

Other Aids and Grants - (5369XX) - The state appropriates $6,500 each year to support the mini-grant program (grants to local youth councils). The Youth Endowment Funds provides the additional $6,000 to $7,000 funding.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Veterans Affairs - Admin. **Fund 1771**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	202	552	2,443	375	360	150
Rental/Lease of Equipment	532525	0	0	0	9,065	9,065	9,065
Travel and Other Employee Expense	5327XX	89,250	91,860	98,893	91,275	97,900	57,602
Cellular Phone Service	532814	0	31	116	42	50	0
Furniture and Equipment	534500-4550	112,738	50,734	50,875	32,166	16,811	744
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	184,234	180,327	182,473	176,576	580,000	512,000

The responsibilities of the Division of Veterans Affairs are to assist veterans and their families in the presentation, processing, proof, and establishment of claims, privileges, rights and benefits as they may be entitled to under federal, state or local laws. the division also cooperates with the various governmental units and veterans organizations in seeking to serve veterans.

Miscellaneous Contractual Services - (532199) - Funding is requested at current level to support inmate labor contracted for at the Veteran Cemetery at Black Mountain.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to provide expected services.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested to support responsibilities of the Division as specified in G.S. 165-6 to assist veterans and their dependents, to aid persons in active military service and to train, supervise and assist any county, city or town that is engaged in veterans services. The Division has fifteen district offices that provide the assistance to veterans and provide training and supervision to county veteran service officers.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. In order to fulfill the requirements of the statutes governing the responsibilities of this office, we must have the capability to replace old equipment. Most computers have been in place for over five years, the copy machine is over 10 years old

Other Aids and Grants - (5369XX) - Current funding level is required to support G.S. 165-6(9) that allows the Division to contribute to each county an amount not to exceed $2,000 on a matching basis for any fiscal year of the operation of a county service program.
The additional amount for FY 2000/01 was a one-time contribution of $392,000 to the National World War II Memorial Fund.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Veteran Nursing Home Fund 1772

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	3,690	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	785	2,657	5,400	2,095
Cellular Phone Service	532814	0	0	0	60	200	58
Furniture and Equipment	534500-4550	412	50,734	22,933	24,390	20,398	20,398
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The operation of the North Carolina State Veterans Nursing Home is funded solely upon receipts.
There are no appropriated funds for this program.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Program **Fund 1781**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	6,159	7,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	496	4,253	3,431	1,246	2,830	1,243
Cellular Phone Service	532814	58	0	0	0	250	0
Furniture and Equipment	534500-4550	0	5,168	4,454	401	3,990	3,548
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,682,430	2,782,500	2,674,100	2,682,500	* 2,682,500	1,325,500

The Domestic Violence Program provides grants and technical assistance to community groups providing services to victims of domestic violence. It makes available domestic violence programs for men, women, and children in all 100 counties. The goal of these programs is to decrease the incidence of domestic violence and increase help to victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the Domestic Violence Coordinator. This employee must be able to monitor the ninety-three Domestic Violence Programs across the state when there is a problem with the program. This employee also plays an active role in the state Domestic Violence Coalition which results in additional travel.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on domestic violence victims.

Other Aids and Grants (5369XX) - These funds along with the marriage license fee funds (1782 fund) provide grants to ninety-three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The safety of the victims is paramount and elimination of these grant funds could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

* Note: $1,000,000 of these grant fund were allocated in as non-recurring funds. These additional funds were allocated as follows:
- 77 Programs received an additional appropriation of $9,520 making their total grant $31,500.
- 16 programs received start-up funds to provide a portion of services provided by the other 77 programs.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Centers **Fund 1782**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	0	0	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,311,423	1,287,101	1,340,180	1,345,280	1,350,000	435,882

In accordance with S.B. 935, Ch. 693, this fund was created as the Domestic Violence Fund supported by receipts from the Marriage License Fees. There are no state dollars appropriated to this fund but rather supported by a fee attached to each marriage license. Elimination of these funds will result in an unfunded mandate. These funds along with domestic violence funds in (Fund 1781 budget) provide grants to ninety three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The programs that serve multiple counties receive a portion of the marriage license fees for each county they serve. The N.C. Coalition Against Domestic Violence also receives a share according to SB 935. The safety of the victims is paramount and elimination of the marriage license fees could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Comm. On Domestic V Fund 1783

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	20,700	2,500
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	1,781	8,783	8,504
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	652	550
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Commission on Domestic Violence was created by executive order to improve the state's response to domestic violence. It's mission is to coordinate strategy, policy, programs and services to conduct domestic violence.

Miscellaneous Contractual Services - (532199) - Current funding is requested to contract with consultants to provide consultation in such areas as the state workplace violence policy, review and provide consultation to the training curriculum related to the workplace violence policy of the state and to assist in conferences planned for resource professionals in state government.

Travel and Other Employee Expenses: - (5327XX) - Current funding is requested for travel to support quarterly commission meetings, occasional travel to attend conferences associated with domestic violence programs, and local travel that is essential in order to participate in committee meetings and regular speaking engagements across the state.

Furniture and Equipment - (534500 - 4550) - Prior expenditures included the purchase of a work table and several file cabinets. This minimal amount should be retained in the budget for miscellaneous small purchases as they occur.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Ethics Board **Fund 1810**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	10,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	448	2,123	3,329	7,450	2,644
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	14,598	16,855	10,073	2,500	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Board of Ethics operates under Executive Order 1. The members are appointed by the governor and serve four year terms. The current Board, appointed in 1993, has a membership of seven. Gubernatorial and legislative appointees to boards which are not advisory and state employees serving in policy-making, exempt positions are required to file statements of economic interest annually with the Board. The Board reviews the statements for actual or potential conflict of interest and notifies the proper officials. The Board renders advisory opinions and hears complaints.

Miscellaneous Contractual Services - (532199) - The Agency proposes the elimination of this budgeted $10,000. These funds were initially budgeted to support the expenses of a private investigator during any needed complaint investigation. Currently, the board has no pending complaint investigations requiring the use of these funds. Future need is unpredictable.

Travel and Other Employee Expense - (5327XX) - The Board request continuation of travel at the current level to support (1) travel for in-state ethics education and awareness presentations, (2) Board members' travel for Board Meetings, and (3) out-of-state travel to ethics meetings/conferences. The Agency recommends a possible reduction in the travel budget in the amount of $2,950. This can be accomplished by eliminating the out-of-state amount budgeted of approximately $2,200 and approximately $750 in budgeted funds associated with education.

Furniture and Equipment - (534500-4550) - The continuation of these budgeted funds are necessary to accommodate the replacement of computer and office equipment on an as needed reoccurring bas

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Advocacy Council for Person with Disabilities **Fund 1811**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	904	328	0	0	1,000	0
Rental/Lease of Equipment	532525	53	35	142	780	1,050	672
Travel and Other Employee Expens	5327XX	17,478	10,927	6,123	3,834	7,075	657
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	3,072	6,438	3,460	5,859	400	355
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Governor's Advocacy Council for Persons with Disabilities is mandated by State and Federal Law to protect and advocate for the rights of persons with disabilities. The Governor has under authority of these laws designated the council to be the Protection and Advocacy Agency for North Carolinians with disabilities. Mandated to work with and for persons with disabilities,, the GACPD staff go into the community and into twenty four hour treatment and residential facilities to investigate allegations of abuse, neglect and exploitation.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference presentation fees.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to maintain and track necessary data.

Travel and Other Employee Expenses - (5327XX) - Travel funds at the existing level are necessary to maintain adequate coverage of these statewide responsibilities.

Furniture and Equipment - (534500-534550) - Equipment funds are necessary at the budgeted level to maintain computer and software on a three year replacement schedule in order to maintain essential databases and to ensure the capacity to track, monitor and deliver services within statutory guidelines.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Commission on Indian Affairs **Fund 1861**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	16,899	17,501	18,637	22,250	26,625	18,996
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	4,126	2,312	1,845	14,371	4,143	410
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	10,000	0	100,000	100,000

The NC Commission of Indian Affairs was created in 1971 by the NC General Assembly in response to the requests of concerned Indian citizens from across the state. The Commission's mission is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life.

Travel and Other Employee Expenses - (5327XX) - As per NCGS 143B-408, the Commission is required to hold quarterly meeting as part of its legislative mandate. The Commission membership administers state recognition procedures under NCGS 143B-406. The Commission also serves as an advisory body over federal and state programs administrated by the Commission. Budgeted travel is required to meet these legislative mandates.

Furniture and Equipment - (534500-4550) - The Commission will need funding to replace outdated computer equipment and related software in order to adhere to the Dept. of Administration's three-year replacement schedule. The Commission will also need to replace copiers and fax machines on a less frequent replacement schedule.

Other Aids and Grants - (5369XX) - The budgeted amount of $100,000 was a one time appropriation to provide funding to the Lumbee Indian Tribe regarding a tribal governance matter.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Science and Tech. Research Fund 1871

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Curent Fiscal Year Authorized Budget FY 2001	Curent Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	38,648	0	7,577	26,621	66,160	27,053
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	13,191	22,821	22,115	29,517	18,130	15,946
Cellular Phone Service	532814	0	42	635	4,065	800	668
Furniture and Equipment	534500-4550	31,200	12,649	12,336	4,434	11,666	148
Discretioinary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	117611	165840	163557	118674	117291	3783

The N.C. Board of Science and Technology, established in 1963 has been modified over the years and most recently under Governor Hunt began to concentrate on strengthening research and education base in fields important to our state's economic growth. The powers and duties of the Board are to identify, support and foster the identification of important research needs of our public and private agencies, institutions and organizations in North Carolina. The Board has the responsibility of allocating funds available to the Board to support research projects, to purchase research equipment and supplies and to construct or modify research facilities.

Budget Presentation
Modified Zero-Based Budgeting

Summary of Other Aids and Grants

By Division

VISITOR REGISTRATION SHEET

General Govt. Sub Committee — 3-21-2001
Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Gene Benfield	Dept of Administration Raleigh
Peggy Alexander	Dept. of Adm - Council for Women Raleigh
Leslie Starsoneck	DOA · Domestic Violence Commission
Michael Jones	DOA · Board of Science & Technology
[illegible]	Science & Technology / DOA
[illegible]	Department of Administration - Veterans Affairs
Rod Heiden	DOA-D/NPE
Martha Chase	DOA
Kathy Caine	DOA
McKinley Wooten	DOT
Carlton Myrick	DOT
Charlie Smith	DOA - Veterans Affairs
Byron K. Harris	OSBPM
Thomas Cheek	OSBPM
Sherry Keeton	SEANC
Carl Hendrix	OSP
Kathie Austin	OSBPM
Tammy Lester	OSBPM
John Lewis	DOA P&C
Ross M. Smith	PCS PHOSPHATE
Joe Henderson	Dept of Administration
Andy [illegible]	NCRMA

AGENDA

Joint Appropriations Subcommittee
on
General Government

March 22, 2001
Room 425
8:30 a.m.

Chairman: Representative Maggie Jeffus

Modified Zero-Base Budget Agency Review
(List of Expenditure Accounts attached)

Department of Administration (cont.)
Gwynn Swinson, Secretary

Department of Revenue
Norris Tolson, Secretary

Modified Zero-Base Budget Expenditure Accounts

1. Contracted personal services (expenditure account 531321)
2. Miscellaneous contractual services (expenditure account 532199)
3. Rental/lease of equipment (expenditure accounts 532521 to 532525)
4. Travel and other employee expense (expenditure accounts 5327xx)
5. Cellular phone services (expenditure accounts 532814)
6. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
7. Discretionary grants (expenditure accounts 5364AA)
8. Loans (expenditure accounts 5367AA)
9. Other aids and grants (expenditure accounts 5369AA)
   (Applies to Departments of Administration and Cultural Resources)
10. Special fund cash balances (2xxxx budget codes)

Joint

VISITOR REGISTRATION SHEET

Appropriations

Subcommittee on General Government — Mar. 22, 2001

Name of Committee — Date — 8:30 am

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Nancy Fowler	DOR
William Riddick	DOR
Sherry Meadors	SEANC
Kathie Anglin	DSBPM
Ross M. Smith	PCS PHOSPHATE
Randy Bowers	DOR
Keith McCombs	DOR
[illegible]	DOR
[illegible]	DOA
[illegible]	DOA
McKinley Wooten, Jr	DOA
Guyon T. Swinson	DOA
Carlton Myrick	DOA
Byron Harris	OSBPM
Thomas Cook	OSBPM
Robert Powell	OSBPM
Tyler Nabors	Sen Warren Jernigan
Robert Wilson	Sec. of State
L A Harris	L. A. Harris / NSEAE
Tommy Lester	OSBPM
Kim Knott	Office of the Governor

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

March 22, 2001
8:30 a.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Thursday, March 22, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were three Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.

Representative Maggie Jeffus, Chair, called the meeting to order, welcomed those in attendance, and introduced the pages as follows: Allison Carr, Representative Daniel T. Blue, Jr., sponsor; Andrew Turke, Representative J. Samuel Ellis, sponsor; and Tucker Mabry, Senator William R. Purcell, sponsor.

DEPARTMENT OF ADMINISTRATION – Summary of Publications
(Attachment 1, Pages 46-57)

Representative Jeffus stated that there is only a small portion to finish for the Department of Administration and recognized Secretary Gwynn T. Swinson.

Office of The Secretary (page 47)

Secretary Swinson stated that the bulk of their publications are on their website.

In the Office of the Secretary, there are two publications, The Employee Newsletter, being transmitted electronically, and The DOA Record is a four-year publication that summarizes the departmental achievements which was recently published and do not have the need to do this for several years.

Division of Non-Public Education (page 48)

They are using their website to publish this directory of non-public schools and hope to reduce the number of hard copies to no more than five hundred and probably eliminate all hard copies beginning in January 2002.

Agency of Telecommunications Office (Page 49)

There is a statutory mandate under 143B-426.10 to provide and advise citizens and provide a clearinghouse of information. The January-February issue

was not sent out by bulk mail and they will distribute all of the copies by hand, interoffice mail and website.

State Construction Office (Page 50)

The Instructions to Bidders is a document that they must produce in order for the bidders to be fully informed as to what they are submitting bids. The CPC Manual is probably not appropriate for this category but put them here for full disclosure. They are Capital Improvement Coordinator training manuals. They are used for course material and provided to the personnel in the various agencies including the universities and community colleges who are responsible for overseeing capital improvement. They only produce the manual when they teach the courses and they average one course a year

North Carolina Council for Women (Page 51)

The newsletter for the council is published quarterly to communicate about the various activities of the council to constituent groups around the state. They are looking into doing as much as possible on the website but understand that many of the victims do not have access to the Internet.

Human Relations Commission (Page 52)

They produce a Human Relations brochure, which is available to the local community of the Human Relations Agencies around the state. The Biennial Report has already been mailed out and they do not anticipate doing again this fiscal year.

Martin Luther King, Jr. Commission (Page 53)

This Six-Year Report has already gone out and it will be several years before it will be published again.

Youth Advocacy and Involvement Office (Page 54)

They will put the newsletter on the website but by General Statute 143B-414 the office is required to provide information to the general public. They will electronically communicate as much as possible.

The Board of Ethics (Page 55)

The Board publishes a newsletter that contains the Ethics opinions.

Governor's Advocacy Council for Persons with Disabilities (Page 56)

They have a number of ADA issues in terms of accessibility. Particularly, for those visually impaired. Accessibility is an issue here. Most of the publications are federally funded and the state's cost is less than five hundred dollars.

North Carolina Commission of Indian Affairs (Page 57)

The annual report is required to be in writing by General Statute 143B-409.

NORTH CAROLINA DEPARTMENT OF ADMINISTRATION – Summary of Salary Reserve
(Attachment 1, Pages 58-60)

There are three categories.

The first category is the in range of salary adjustments based on job change or labor market funding source. On page 59, the first column is the sub totals for 7/1/99-6/30/00 and the second column is the amount used 7/1/00-2/28/01.

The second category is reallocations from class to class not associated with state personnel commission actions funding source. The amount used 7/1/99-6/30/00 was $75,563.00. The amount used 7/01/00-2/28/01 is only $10,895.00.

Representative Sherrill inquired as to amount they now have. Secretary Swinson stated that they have practically none.

The third category is state personnel commission approved actions and associated special entry rates funding source. Last year $17,005.00 was used and as of 2/28/01 they have used $3,792.

Senator Harris inquired as to their change out of computers every three years. What would it entail or how much would it put you behind if they deferred the change out of your computers for the upgrade? Secretary Swinson stated that it was her understanding that they have already been deferring the change outs for a number of years. In some places, the computers have already been in place for five years. They are already behind but that three-year time period is an ideal optimum time frame.

Senate Harris asked what is the number of vehicles that you anticipate purchasing this coming biennium and what kind of results would it be if you deferred purchasing those vehicles? Secretary Swinson stated that for the

Division of Facility Management they have a recommendation that at least four of the vehicles should be replaced for a total of about $100,000. They have already been deferring in this area. For the Division of Motor Fleet Management, which is completely receipt supported, she does not know but will get the figures.

Senator Warren asked Secretary Swinson to get the figures on what it would cost to delay all purchases in the motor fleet for one year.

Senator Kinnaird stated that some high schools take in computers and repair and upgrade them. She stated that Cary has curbside computer pickup. Have you considered some of these computers? Secretary Swinson stated that they do get some old computers from the state surplus warehouse.

NORTH CAROLINA DEPARTMENT OF REVENUE (Attachment 2, Pages 1-35)

Representative Jeffus recognized Secretary E. Norris Tolson for his presentation on the North Carolina Department of Revenue. Secretary Tolson summarized the department.

Secretary Tolson introduced Mr. Keith F. McCombs, Director of Financial Services. He began by talking about getting temporary employees. Last year was most difficult, as they could not keep up with the private sector and what they could pay their temporary employees on an hourly basis. As of January 1, 2001, they increased the basic wage that they pay temporaries that come in and help during the tax rush. They increased that by $1.13 per hour bringing the total to $8.95 per hour. As a result, they have had no trouble in attracting the right people they have needed. It was increased on January 1 with no additional money in their budget and they are currently using lapsed salaries to fund that. They have made a request in their recommended budget that they submitted last fall to increase that money so they would not be taking it from lapsed salaries. However, that has not been funded at this point.

Mr. McCombs stated that as he goes through their handout, if anyone has a question, please stop him. The first twenty-seven pages will address the zero base budgeting expenditures.

Mr. McCombs reported that any shaded area represents receipts supported divisions or programs as opposed to general fund appropriation. They have about 1,280 permanent employees and about 350 temporaries. These people assist taxpayers or are involved in the collection of money. They review taxpayers' records as an auditor and the individual who process the paper. Last year they processed over nine million tax forms, and over 2.4 million refunds. Last year, they spent a little over $2 million on postage and Information Technology Services were paid a little over $5.5 million to process work for the Department of Revenue.

Mr. McCombs continued that he would speak to some of the items that appear to be rather large.

Miscellaneous Contractual Service (Page 1)

In Data Capture they spent $60,400 in the previous fiscal year. This is their image base. They put it into place in the fiscal year 1998-99 so they were appropriated over the two years something around $18 million for that project. That project will be brought to closure by June 30, 2001. The $60,400 was for an individual who had expertise in area of data processing. There is no money budgeted there for future years as it is rolled into everything else they are doing. The line Planning, Development and Technology spent $111,105 for fiscal year 1998-99 and fiscal year 1999-2000 $307,370. This was spent for Y2K compliance with the computer system. They used their money and some money from the statewide Y2K funds to make the changes to their system. They were large expenditures for those years only. Please note on all the pages the columns for Authorized Budget for fiscal year 2000-01 and the Recommended Budget for fiscal years 2001-02 and 2002-03. In Property Tax for fiscal year 1999-00, the $23,997 represents a study that was conducted by North Carolina State University for the property tax division to determine the value of farmland for farming purposes. In Administrative Service, the $65,986 for fiscal year 2000-01 was money that the Department received a number of years ago for the EFT Program that was put in place in the fiscal year 1993-94. Some money has been used but not the amount that was budgeted for that program; however, they may have used some other contractual line item for legal services in the same account area.

Rent/Lease of Equipment – Motor Vehicles (Page 2)

Mr. McCombs continued that the only expenditure for fiscal year 2000-01 was for a leased truck because the mail truck broke down.

Rent/Lease of Equipment – Data Processing Equipment (Page 3)

The only money here is in Motor Fuels for the next two years. It is totally receipt supported by the Highway Fund.

Rent/Lease of Equipment – General Office Equipment (Page 4)

This expenditure was for a leased large copier for the print shop. They had a copier that they had purchased from the North Carolina General Assembly in 1996-97 for $5,000 from State Surplus. The North Carolina General Assembly wore it out and they finished wearing it out. The copier they have now does about 135 copies per minute. They have a sixty-month lease on the copier that will cost over a five-year period $129,000. They did not have enough money in the budget

to purchase it outright. Some of the money to pay for the copier is coming from maintenance money they were using on the old copier.

Rent/Lease of Equipment – Furniture and Furnishings (Page 5)

This expenditure is for the leasing of tables and chairs to open the heavy mail in mid-April.

Transportation (Pages 6-17)

These pages all deal with a type of travel, which is the fifth largest operating expenditure in the Department of Revenue. This is not considering salaries.

For the five hundred collectors, auditors, enforcement agency, criminal investigations that travel daily in performing their duties, the outside collectors usually collect nine dollars for every dollar that is spent; the in-house auditors usually collect about fifteen dollars for every dollar spent; the field auditors are usually around seventeen dollars for every dollar spent; interstate auditors return about twenty-five dollars for every dollar is spent. The interstate auditors are the ones usually stationed outside of the State. They live in a large metropolitan area like Atlanta, New York City, Los Angeles, etc. They audit large corporations in that area that have business in North Carolina. They have about 220 collectors that are located in the state and they are in the thirty-five local offices throughout the state. They have a staff from the Attorney General's office assigned to the Revenue Department for collection purposes and sometimes have to engage an attorney from another state if they are trying to collect revenue from someone in another state. They have contracted with a private collection agency and they are now pursuing the out-of-state accounts. This has been very successful. This was started last September and they have received more than $8 million in collections from the out-of-state accounts. They are paying the fee of about twenty to twenty-five percent to the agencies that are paid from individual income tax collections. There was legislation that allowed Revenue to continue this project, which expires June 30, 2001, and now have pending legislation that will allow them to continue this project. It has been very successful.

You will note that travel dollars are lower this year because they have been asked to cut down on travel and do not know if this has affected the amount of receipts.

Mr. McCombs continued that their travel has increased in the amount of money they have been given for travel over the last five years because the number of interstate auditors has increased from twenty-eight in 1997 to a total of forty-six. These auditors do require a lot of dollars when it comes to travel. Some fly from the Raleigh-Durham Airport.

Senator Harris wanted to know the amount of money that was collected as a result of the increase in the number of auditors? Mr. McCombs will get the figures to Senator Harris.

Senator Warren stated that in the Governor's budget he is asking for $18 million and wouldn't this require more travel money and more people? Mr. McCombs responded that they are developing a plan for the amount of money they will raise and the amount of money it will require to raise that amount of money.

Board/Non-Employee Transportation (Page 18) and Subsistence (Page 19)

Mr. McCombs continued that these two pages relate to travel but not for state employees but travel for the North Carolina Property Tax Commission. This Commission is made up of five members appointed, three by the Governor, one by the President Pro-Tem, and one by the Speaker of the House. This group hears the appeals of property tax evaluation from the local and state level. They meet once a month except in July. They have historically not had enough money for this group to travel and have to get money from other places either in that budget or another budget in the department. They have already spent $7,200 as of December and they only hah $8,40 several years.

Mr. McCombs pointed out that there is an increase as of July 1 for lodging and meals in all agencies. They have increased their budget on the basis of this increase. Those increases are not in the Governor's proposed budget to the legislature.

Mr. McCombs stated that they do have agreements with certain hotels in the state but not with out of state hotels. They receive what is referred to as the state rate. Also, they encourage them to share rooms and also to share rides to locations.

Cellular Phone Services (Page 20-20A)

Mr. McCombs continued that with an agency that has approximately 1,300 permanent employees, they have fifty-five cellular phones that are distributed to designated individuals or groups of people. On page 20 is the expenditure and on page 20A is the cellular phone listing. The Secretary of Revenue is the only one that can approve the issuance of a telephone.

Furniture – Office (Page 21)

Mr. McCombs spoke to Data Capture where $249,666 was spent during 1999-00. Again this is a one-time project and no money is budgeted in the next few years for that particular program.

For administrative services, $62,410, a portion of that was money spent on the Property Tax Board Room. A reception desk was purchased for the rotunda in the Revenue Building.

The $347,883 for fiscal year 2000-01, for the Motor Fuels Tax Division was relocated to a location outside the Revenue Building on Rock Quarry Road. This is not a state owned building. It is leased.

Office Equipment (Page 22)

Mr. McCombs continued that this could be a large item for them since they have an in-house printing shop and also a number of large mail extracting pieces of equipment. Note that on Data Capture line for 1999-00, $813,700, which was used to buy a mail-sorting machine for $112,000. This was the basic machine and then a number of pieces of equipment were added. The line for Administrative Services, lists $159,663, and they spent $43,000 for a multi-graphic press. This is located in the print shop. Motor Fuels spent $50,857 for the relocation of this Division.

Representative Jeffus stated that obviously they have not finished with the Department of Revenue and hope that they can return to finish on Tuesday, March 27, 8:30 a.m.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Presiding Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

DEPARTMENT OF ADMINISTRATION

Budget Presentation
Modified Zero-Based Budgeting

ATTACHMENT 1

Budget Presentation
Modified Zero-Based Budgeting

Summary of Expenditure Account

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Contracted Personal Services (531321)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non-Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411						
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421			N/A			
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Science and Tech. Research	1871						

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous Contracted Services (532199)

Division or Program:	Fund		Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111		4,002	12,278	80,119	22,047	18,800	1,881
DOA - Fiscal Management	1121				8,195	6,556	17,228	9,834
DOA - Personnel	1122						5,000	-
Non–Public Education	1230						-	-
Management Information	1241				35,506		2,250	-
Telecommunications Office	1264		39,619	68,883	79,966	52,955	56,909	41,653
Central Mail Service	1280					224,717	-	-
State Construction Office	1411			4,011			35,577	-
State Property Office	1412						5,425	5,229
State Building Commission	1416						-	-
Facility Management Division	1421		3,430	572			4,200	-
Purchase and Contract	1511		4,550	12,711	37,890	145,165	2,280	2,280
State Capitol Police	1623			4,938	5,207	5,124	11,000	3,221
N.C. Council for Women	1731						200	-
Displaced Homemakers Program	1732						-	-
Human Relations Commission	1741		3,584	6,332			400	-
Martin Luther King Commission	1742		21,584	9,984			-	-
Youth Involvement Office	1761					100	750	-
Veterans Affairs - Admin.	1771		202	552	2,443	375	360	150
State Veterans Nursing Home	1772			3,690			-	-
Domestic Violence Program	1781					6,159	7,000	-
Gov. Comm. On Domestic Violence	1783						20,700	2,500
Ethics Board	1810						10,000	-
Persons with Disabilities	1811		904	328			1,000	-
Comm. On Indian Affairs	1861						-	-
Science and Tech. Research	1871		38,648		7,577	26,621	66,160	27,053
Total Misc. Contracted Services			116,523	124,279	256,903	489,819	265,239	93,801

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rental/Lease of Equipment (532521-532525)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	2,283	2,252	3,439	7,153	7,138	7,138
DOA - Fiscal Management	1121						
DOA - Personnel	1122				2,417	2,417	2,417
Non--Public Education	1230						
Management Information	1241				3,636	3,636	3,636
Telecommunications Office	1264	2,059	10,780	5,210	3,006	888	888
Central Mail Service	1280				10,161	21,808	8,066
State Construction Office	1411			-	-		-
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421		4,630	13,340	12,921	14,100	1,381
Purchase and Contract	1511	7,178	2,582	-	-		-
State Capitol Police	1623	3,600	3,600	3,600	3,600	4,000	1,800
N.C. Council for Women	1731			-	-		-
Displaced Homemakers Program	1732				-		
Rape Crisis Program	1734						
Human Relations Commission	1741			-	-		-
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771			-	9,065	9,065	9,065
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811	53	35	142	780	1,050	672
Comm. On Indian Affairs	1861				-		
Science and Tech. Research	1871						
Total Rental/Lease of Equipment		15,173	23,879	25,731	52,739	64,102	35,063

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Travel and Other Employee Expenses (532711 - 532799)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	12,935	13,003	11,356	18,917	29,693	10,249
DOA - Fiscal Management	1121		18		3	400	-
DOA - Personnel	1122	3,833	3,520	3,643	1,790	6,033	2,913
Non--Public Education	1230			6,403	6,994	7,407	4,757
Management Information	1241	108	32	257	173	1,645	-
Telecommunications Office	1264	7,023	13,491	16,353	8,282	14,726	6,542
Central Mail Service	1280			92	1,177	3,650	1,435
State Construction Office	1411	106,091	125,071	115,914	87,296	119,948	55,095
State Property Office	1412	9,879	21,886	17,287	18,843	21,000	8,322
State Building Commission	1416	4,145	6,484	6,229	5,986	15,009	2,828
Facility Management Division	1421	17,947	23,419	18,847	18,977	28,190	16,257
Purchase and Contract	1511	73,826	75,341	92,256	97,259	102,250	60,120
State Capitol Police	1623	46,703	46,126	47,613	40,042	42,133	27,661
N.C. Council for Women	1731	20,018	18,011	21,325	19,662	19,130	17,927
Displaced Homemakers Program	1732	1,076	1,193	3,710	2,775	3,850	1,839
Rape Crisis Program	1734	882	2,102	292	3	1,475	-
Human Relations Commission	1741	32,982	28,220	33,684	25,903	30,310	16,990
Martin Luther King Commission	1742	2,972	3,795	6,659	4,991	8,238	3,690
Youth Involvement Office	1761	9,743	9,219	11,228	6,535	7,485	4,456
Veterans Affairs - Admin.	1771	89,250	91,860	98,893	91,275	97,900	57,602
State Veterans Nursing Home	1772		-	785	2,657	5,400	2,095
Domestic Violence Program	1781	496	4,253	3,431	1,246	2,830	1,243
Gov. Comm. On Domestic Violence	1783			-	1,781	8,783	8,504
Ethics Board	1810		448	2,123	3,329	7,450	2,644
Persons with Disabilities	1811	17,478	10,927	6,123	3,834	7,075	657
Comm. On Indian Affairs	1861	16,899	17,501	18,637	22,250	26,625	18,996
Science and Tech. Research	1871	13,191	22,821	22,115	29,517	18,130	15,946
Total Travel and Other Employee Expenses		487,477	538,741	565,255	521,497	636,765	348,768

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Cellular Phone Services (532814)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12-31/00
Office of the Secretary	1111	834	330	120	612	1200	362
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264	131	214	298	173	250	62
Central Mail Service	1280				210	1000	534
State Construction Office	1411		32	147	481	1600	1009
State Property Office	1412		436	494	935	1000	741
State Building Commission	1416						0
Facility Management Division	1421	150	352			500	0
Purchase and Contract	1511		597	1834	2905	3000	1888
State Capitol Police	1623		49		933	1200	676
N.C. Council for Women	1731	681	723	397	428	500	213
Displaced Homemakers Program	1732				51	100	0
Human Relations Commission	1741	103				500	0
Martin Luther King Commission	1742					0	0
Youth Involvement Office	1761					0	0
Veterans Affairs - Admin.	1771		31	116	42	50	0
State Veterans Nursing Home	1772				60	200	58
Domestic Violence Program	1781	58				250	0
Gov. Comm. On Domestic Violence	1783					0	0
Ethics Board	1810					0	0
Persons with Disabilities	1811					0	0
Comm. On Indian Affairs	1861				3	0	
Science and Tech. Research	1871		42	635	4065	800	668
Total Cellular Phone Services		1957	2806	4041	10898	12150	6211

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Furniture and Equipment Replacement Schedules (534500 - 534550)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12-31-00
Office of the Secretary	1111	8,068	13,809	8,707	15,084	8,253	-
DOA - Fiscal Management	1121	12,278	12,079	15,052	26,067	16,036	339
DOA - Personnel	1122		1,813	8,976	463	2,774	-
Non--Public Education	1230			4,607	5,776	1,819	1,819
Management Information	1241	35,487	61,967	11,939	29,083	15,800	195
Telecommunications Office	1264	14,826	200,222	194,160	104,911	201,200	88,876
Central Mail Service	1280			60,686	39,853	22,351	8,504
State Construction Office	1411	27,223	52,528	94,745	32,170	51,700	4,088
State Property Office	1412	19,944	41,583	43,268	15,757	43,446	43,496
State Building Commission	1416	478		-	-	-	-
Facility Management Division	1421	433,697	543,546	635,229	438,646	341,300	82,094
Purchase and Contract	1511	90,328	153,877	84,603	18,782	94,115	22,184
State Capitol Police	1623	6,071	27,973	40,052	9,506	4,508	3,154
N.C. Council for Women	1731		7,096	2,042	3,421	2,600	2,573
Displaced Homemakers Program	1732	851	2,344	20,371	2,786	9,656	8,803
Rape Crisis Program	1734		819	2,885	300	3,863	3,815
Human Relations Commission	1741	5,275	3,904	1,345		1,942	-
Martin Luther King Commission	1742		2,177	4,519		13,000	-
Youth Involvement Office	1761	7,048	7,474	10,633	6,747	2,799	343
Veterans Affairs - Admin.	1771	112,738	50,734	50,875	32,166	16,811	744
State Veterans Nursing Home	1772	412		22,933	24,390	20,398	20,398
Domestic Violence Program	1781		5,168	4,454	401	3,990	3,548
Gov. Comm. On Domestic Violence	1783					652	550
Ethics Board	1810		14,598	16,855	10,073	2,500	-
Persons with Disabilities	1811	3,072	6,438	3,460	5,859	400	355
Comm. On Indian Affairs	1861	4,126	2,312	1,845	14,371	4,143	410
Science and Tech. Research	1871	31,200	12,649	12,336	4,434	11,666	148
Total Equipment Purchases		813,122	1,225,110	1,356,577	841,046	897,722	296,436

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Discretionary Grants (5354AA)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411						
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Science and Tech. Research	1871						

N/A

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Loans (5367AA)

Division or Program:	Fund		Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111							
DOA - Fiscal Management	1121							
DOA - Personnel	1122							
Non–Public Education	1230							
Management Information	1241							
Telecommunications Office	1264							
Central Mail Service	1280							
State Construction Office	1411							
State Property Office	1412							
State Building Commission	1416							
Facility Management Division	1421				N/A			
Purchase and Contract	1511							
State Capitol Police	1623							
N.C. Council for Women	1731							
Displaced Homemakers Program	1732							
Human Relations Commission	1741							
Martin Luther King Commission	1742							
Youth Involvement Office	1761							
Veterans Affairs - Admin.	1771							
State Veterans Nursing Home	1772							
Domestic Violence Program	1781							
Gov. Comm. On Domestic Violence	1783							
Ethics Board	1810							
Persons with Disabilities	1811							
Comm. On Indian Affairs	1861							
Science and Tech. Research	1871							

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Aids and Grants (5369AA)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	141,402	157,103	182,103	267,626	198,973	198,973
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411	25,000					
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732	314,995	314,995	701,164	1,055,152	1,051,140	359,200
Rape Crisis Program	1734	892,500	892,500	892,500	1,117,500	1,117,500	490,500
Human Relations Commission	1741						
Martin Luther King Commission	1742	62,000	49,107	54,709	46,050	46,050	46,050
Youth Involvement Office	1761	12,500	12,500	13,500	12,997	65,000	1,000
Veterans Affairs - Admin.	1771	184,234	180,327	182,473	176,576	580,000	512,000
State Veterans Nursing Home	1772						
Domestic Violence Program	1781	1,682,430	2,782,500	2,674,100	2,682,500	2,682,500	1,325,500
Domestic Violence Center	1782	1,311,423	1,287,101	1,340,180	1,345,280	1,350,000	435,882
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861			10,000		100,000	100,000
Science and Tech. Research	1871	117,611	165,840	163,557	118,674	117,291	13,783
Total Other Aids and Grants		4,744,095	5,841,973	6,214,286	6,822,355	7,308,454	3,482,888

Budget Presentation
Modified Zero-Based Budgeting

Summary By Division

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Office of the Secretary **Fund 1111**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	4,002	12,278	80,119	22,047	18,800	1,881
Rental/Lease of Equipment	532525	2,283	2,252	3,439	7,153	7,138	7153
Travel and Other Employee Expense	5327XX	12,935	13,003	11,356	18,917	29,693	10,249
Cellular Phone Service	532814	834	330	120	612	1,200	362
Furniture and Equipment	534500-4550	8,068	13,809	8,707	15,084	8,253	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	141,402	157,103	182,103	267,626	198,973	198,973

The Secretary's Office provides direction for the management of all divisions of the department. Operations within the Secretary's Office include the Office for Historically Underutilized Businesses (HUB Office), Public Information Office, the N.C. Office on the Americans with Disabilities Act, Quality Improvement Operations and the N.C. State Clearinghouse.

Miscellaneous Contractual Services - (532199) - Current funding level is requested to support occasional conference speaker, departmental studies such as efficiency, quality improvement, etc. that may be required of the Department. Prior year studies included the consolidation of the Mail Service Center and others.

Rental/Lease of Equipment - (532525) - Funding requested to support three-year lease of new computers acquired to replace outdated computers. Sufficient equipment funds were not available to purchase the necessary equipment.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested to support the travel expenses associated with the varied assignments and tasks of the Secretary's Office. These funds not only support the travel of the Secretary and her immediate staff but the travel of the HUB Coordinator, the ADA Officer, the Quality Improvement Coordinator, etc.

Cellular Phone Services - (532814) - Current funding is requested to support cellular phone for the Secretary of the Department. This position is on-call on a moments notice and must be accessible at all time.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. Computer equipment must be replaced on a three year average cycle to adhere to DOA's replacement schedule. Copiers, printers, and fax machines also must be replaced on a less frequent replacement schedule.

Other Aid and Grants - (5369XX) - Current funding level requested to fund the Appalachian Regional Commission (ARC) Assessment to North Carolina. This assessment is based on the amount of ARC grants allocated to North Carolina.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Fiscal Management **Fund 1121**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	8,195	6,556	17,228	9,834
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	18	0	3	400	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	12,278	12,079	15,052	26,067	16,036	339
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Office of Fiscal Management accounts for all fiscal activity within the Department of Administration in accordance with requirements of the Office of State Budget, Planning and Management, the Office of the State Controller, the Department of State Auditor and federal agencies. It files timely financial reports and invoices for central receipt-supported services.

Miscellaneous Contractual Services - (532199) - Expenditures in this category are supported by receipts generated from indirect cost. These expenditures represent a contractual agreement with a firm to prepare the indirect cost plan for the Department of Administration.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested in order to support minimal travel by this agency to attend training workshops, etc.

Furniture and Equipment - (534500 - 534550) - Current level of funding is necessary to have the ability to replace essential equipment. Computer equipment is used to perform the majority of the task within this office through the North Carolina Accounting System and various other systems. We must have the ability to replace equipment in accordance with the existing replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Human Resources Managem **Fund 1122**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	2,417	2,417	2,417
Travel and Other Employee Expense	5327XX	3,833	3,520	3,643	1,790	6,033	2,913
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	1,813	8,976	463	2,774	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Human Resources Management Office (HRM) provides a range of service for the Department of Administration. The Human Resources Management Office's services encompass all major areas of personnel administration in accordance with the requirements of the State Personnel Act. The division is responsible for employee selection and recruitment, position management, training and development, employee and management relations, and health benefits administration. The office also administers the State Employee Incentive Bonus Program and the department's Safety and Health Program.

Rental/Lease of Equipment - (532525) Budgeted to support three-year lease of new computers to replace outdated computers. The HRM office did not have sufficient funds to purchase the replacement computers. Without the computers and technology available the office would not be able to provide expected services.

Travel and Other Employee Expenses - (5327XX) - Travel is budgeted to provide training to department employees mandated by the Office of State Personnel; to analyze statewide employee suggestions sent from departments to the state coordinator of the State Employees Incentive Bonus Program; to provide training to State Employee Incentive Bonus Program coordinators; to provide staff training offered outside the Raleigh area, and to attend State Personnel Roundtable Meetings not offered in the Raleigh area.

Furniture and Equipment - (534500-534550) - Computer equipment must be replaced on a three-year average cycle to adhere to DOA's replacement schedule. Copiers and fax machines also need to be replaced on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Non-Public Education **Fund 1230**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	Gov. Office Budget		0	0	0	0
Miscellaneous Contractual Service	532199	Gov. Office Budget		0	0	0	0
Rental/Lease of Equipment	532525	Gov. Office Budget		0	0	0	0
Travel and Other Employee Expense	5327XX	Gov. Office Budget		6,403	6,994	7,407	4,757
Cellular Phone Service	532814	Gov. Office Budget		0	0	0	0
Furniture and Equipment	534500-4550	Gov. Office Budget		4,607	5,776	1,819	1,819
Discretionary Grants	5364XX	Gov. Office Budget		0	0	0	0
Loans	5367XX	Gov. Office Budget		0	0	0	0
Other Aids and Grants	5369XX	Gov. Office Budget		0	0	0	0

The Division of Non-Public Education was established in 1961 as a regulatory agency within the Dept. of Public Instruction. In 1979, the General Assembly enacted legislation requiring the Governor to designate a duly authorized representative of the State of NC to receive notice of intent to operate and to terminate certain private schools. It operated as a monitoring agency under the direct jurisdiction of the Office of the Governor from October 1979 until July 1, 1998, when Governor Hunt transferred it to the Dept. of Administration.

Travel and Other Employee Expenses - (5327XX) DNPE travel is confined entirely to in-state, non-public school visitation. GS115C-548 thru 562 requires that non-public schools meet certain requirements - including keeping and maintaining certain records which must be made available to a DNPE representative. The DNPE staff member must also check at the time of each visit to make certain that the facility's state and local fire safety and sanitation requirements are being satisfied.

Furniture and Equipment (534500-4550) - The perpetual growth, the maintaining of home school registration records and information is a constant challenge for our equipment and staff. The number of 99-00 home schools totaled 16,623 while the 90-91 total was 2,479. Computer equipment must be replaced on a three year average cycle to adhere to DOA's replacement schedule. Copiers and fax machines also need to be replaced on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Management Information Ser **Fund 1241**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	35,506	0	2,250	0
Rental/Lease of Equipment	532525	0	0	0	3,636	3,636	3,636
Travel and Other Employee Expense	5327XX	0	108	32	257	1,645	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	35,487	61,967	11,939	29,083	15,800	195
Discretionary Grants	5364XX			0	0	0	0
Loans	5367XX			0	0	0	0
Other Aids and Grants	5369XX			0	0	0	0

The Management Information Systems Division provides the Department of Administration with quality computer services for technical support and business process re-engineering.

Miscellaneous Contracted Services - (532199) - Current funding is requested to provide temporary assistance from the Office of Information Technology Services (ITS) or contractor services. These funds are necessary when specialized expertise is required in resolving highly technical problems for the Department or assistance in planning new statewide automation initiatives required by ITS and the IRMC.

Rental/Lease of Equipment (532522) - Current funding is requested to support current lease of computer equipment leased to replace outdated computers. The Division did not have sufficient funds to buy the replacement equipment. Without the computers and technology available, the office would not be able to provide expected services.

Travel and Employee Expenses - (5327XX) - Current funding level is necessary to support expenses of e-commerce initiatives. Travel funds are necessary to attend required classes in support of this effort. These funds are also required to support staff travel to client sites to provide technical computer support.

Furniture and Equipment - (534500 - 534550) - Request current level funding to replace outdated computer equipment that is vital to the division. The Division has the responsibility of providing automation leadership, computer programming, and computer support to the Department. In order for this Division to support new computer hardware and software purchases throughout the department, we must have compatible equipment.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Agency For Public Telecom. **Fund 1264**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	39,619	68,883	79,966	52,955	56,909	41,653
Rental/Lease of Equipment	532525	2,059	10,780	5,210	3,006	888	888
Travel and Other Employee Expense	5327XX	7,023	13,491	16,353	8,282	14,726	6,542
Cellular Phone Service	532814	131	214	298	173	250	62
Furniture and Equipment	534500-4550	14,826	200,222	194,160	104,911	201,200	88,876
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Agency for Public Telecommunications (APT) was founded in 1979 to serve as the media production facility for state government and to provide satellite-based teleconferencing and live, interactive public affairs programs via cable to increase citizen access to government and to improve government efficiency through telecommunications.

Miscellaneous Contractual Services - (532199) - Funding is requested at the current level for this line item to support miscellaneous contracts with producers and talent necessary for the production of video projects, for teleconferences and for client-sponsored call-in hours on the Open Public Events Network. Using contractors for these purposes and for hosts on appropriated supported OPEN programs makes it unnecessary to add permanent employees to the APT staff. Future need for these services will vary, based on the kind and complexity of our clients' projects. **Note**:Majority of this line item is supported by client receipts.

Rental/Lease of Equipment - (532525) - Funding for this line item is supported by receipts received from clients. As part of the cost of production, our public agency clients pay us for the special communication and production equipment we rent, as needed, for their projects. Future needs will vary based on the kind and complexity of client projects.

Travel and Other Employee Expenses - (5327XX) - Funding is requested at the current level for this line item due to travel being necessary as a part of production. **Note**: Majority of this line item is supported by receipts from clients. Clients pay APT for the travel required for their projects. The need for travel will vary, based on the requirements of each production. The small amount of funds budgeted in this line item not supported by receipts, covers the cost of employee travel to annual cable meetings, etc.

Cellular Phone Service - (532814) - Funding for this line item is supported by receipts received from our clients. As part of the cost of productions, our clients pay for our cell phone connections with field locations while we are videotaping, uplinking for satellite teleconferences, or shooting video for OPEN programs. Cell phone usage in the future will vary, based on the amount of on-location shooting required for clients' production.

Furniture and Equipment - (534500-534550) - Funding for this line item is supported by both appropriation and receipts. Continual funding is necessary in order to replace equipment when it can no longer be maintained in good working order and is no longer compatible with the rest of the video production industry. In order to produce high quality products equipment must be in good working order. Without adequate funding and a timely schedule of replacements, cameras, studio and field gear, and other critical production equipment will gradually become obsolete, beyond repair, and impossible to maintain and operate over the next few years, making it necessary to rent more gear or fail to provide services our mandate requires.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Mail Service Center **Fund 1280**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	224,717	0	0	0
Rental/Lease of Equipment	532525	0	0	0	10,161	21,808	8,066
Travel and Other Employee Expense	5327XX	0	0	92	1,177	3,650	1,435
Cellular Phone Service	532814	0	0	0	210	1,000	534
Furniture and Equipment	534500-4550	0	0	60,686	39,853	22,351	8,504
Discretionary Grants	5364XX			0	0	0	0
Loans	5367XX			0	0	0	0
Other Aids and Grants	5369XX			0	0	0	0

The Mail Service Center provides mail services with the highest quality in the most cost-effective manner.

Rental/Lease of Equipment - (532525) - Current funding is requested to support the cost of leasing twelve (12) postage-metering machines. USPS regulations do not allow a company or agency to own postage-meters that will process USPS mail. These machines must be leased through a USPS approved vendor. The number of machines being leased was reduced by approximately 40 machines with the consolidation of numerous mailrooms into the centralized mail facility at the Mail Service Center.

Travel and Other Employee Expenses - (5327XX) - Current funding is necessary to fund the director of the Mail Service Center's attendance at the annual USPS Postal Forum. This forum is specifically designed for the professional mail managers and deals with industry concerns and the latest technological advances in the mailing industry.

Cellular Phone Services - (532814) - Current funding is necessary to allows for the leasing of the phones for the inter-city (Wake County) mail carriers. This allows for voice communication between the Mail Service Center and the carriers on their respective routes.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to have the ability to replace essential equipment based on an established replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Construction Office **Fund 1411**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	4,011	0	0	35,577	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	106,091	125,071	115,914	87,296	119,948	55,095
Cellular Phone Service	532814	0	32	147	481	1,600	1,009
Furniture and Equipment	534500-4550	27,223	52,528	94,745	32,170	51,700	4,088
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	25,000	0	0	0	0	0

The State Construction Office is responsible for the review and approval of all plans and specifications for the construction or renovation of all state buildings; preparation of cost estimates relating to appropriation requests for the construction or renovation of state buildings; supervision of the letting of all contracts for the design, construction or renovations of all state buildings; and inspection and acceptance of all work done and materials used in the construction or renovation of all state buildings.

Miscellaneous Contracted Services - (532199) - Funding of this line item is necessary in order to contract for technology services. Such Services are necessary when specialized expertise is needed in technology services. Such services are necessary when specialized expertise is needed in conducting highly technical maintenance to our internal database InterSCOPE. This system was written and developed by contracted technical experts under the Y2K efforts. It will be necessary for this office to contract for necessary repairs and modifications to the system on an as needed basis. This system is essential due to the fact that the General Assembly and public access this database and rely on it for status reports of construction projects.

Travel and Other Employee Expenses - (5327XX) - Current level funding is requested for this line item in order to fulfill the duties and responsibilities of the State Construction Office in accordance with G.S. 143-341 and G.S. 143-34-44. Travel is an inherent and vital part of staff's job responsibilities. In order to complete the tasks in an efficient and timely manner, overnight and sometimes extended travel is necessary. It is not possible to inspect construction of state facilities and resolve problems without on-site visits.

Cellular Phone Services - (532814) - Current level funding for cellular phones is being requested. Since travel is such a vital role in fulfilling the duties and responsibilities of the State Construction Office, it is equally important to be able to contact field staff in a timely manner. The ability to have cellular and/or radio contact with field staff allows for a more effective and efficient use of staff and customer time. It is necessary to be able to communicate with architects, engineers and other state officials to timely resolve problems and give directions to expedite the construction of facilities.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. All information regarding capital improvement projects is maintained on the State Construction Office central database, InterSCOPE. In order to fulfill the requirements of the statutes governing the duties of this office, it must have the capability to keep up to date with advances in computer technology. Our customers depend on our database to be accurate. The office must have the ability to stay in line with the private sector's technological level in order to serve our customers in the most efficient manner possible.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Property Office **Fund 1412**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	6,425	5,229
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,879	21,886	17,287	18,843	21,000	8,322
Cellular Phone Service	532814	0	436	494	935	1,000	741
Furniture and Equipment	534500-4550	19,944	41,583	43,268	15,757	43,496	43,496
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Property Office in accordance with G.S. 143-341 and 146 is the administering agency in state government for: the acquisition and disposition of real property or any interest therein; the allocation and reallocation of land, buildings or space in buildings among agencies, institutions or departments of the state; management of the state's vacant and unappropriated lands and submerged lands. It is also responsible for maintaining a complete and accurate inventory of all state lands and buildings.

Miscellaneous Contracted Services - (532199) - Continuation funding is not requested for this line item. This expense was a onetime expense for the conversion of 12,000 files from standard file cabinets to an high-density file system.

Travel and Other Employee Expenses - (5327XX) - The budgeted amount is being requested to make site visits, inspections, conduct negotiations and for education purposes. The One Million Acres Initiative and expected workload associated with the Wetlands Restoration Program and the Clean Water Management Trust Fund will put additional pressure on the travel budget.

Cellular Phone Services - (532814) - Cellular phones provide efficient use of staff time when traveling. Staff is able to negotiate property transactions, arrange appointments and keep in contact with client agencies and the office while traveling. The budgeted amount is actually less than needed, but we will limit use as necessary to stay within the budget.

Furniture and Equipment Schedule - (534500-4550) - The budgeted amount includes nonrecurring expenditures supported by receipts from the land fund to purchase a copier and a high density filing system. Continuation funds are being requested to replace computers as recommended by Management Information Systems, a fax machine, and other miscellaneous furniture.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Building Commission **Fund 1416**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	4,145	6,484	6,229	5,986	15,009	2,829
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	478	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Building Commission was established to develop procedures to direct and guide the State's capital facilities development and management program.

Travel and Other Employee Expense (5327XX) - Current funding is requested to support the travel expenses associated with monthly commission meetings scheduled for the fiscal year.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Facility Management **Fund 1421**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,430	572	0	0	0	0
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expense	5327XX	17,947	23,419	18,847	18,977	28,190	16,257
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	433,697	543,546	635,229	438,646	241,300	82,094
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Facility Management is responsible for performing prompt maintenance and repair to all assigned state properties and insuring a safe and healthful work environment for employees and the general public. The division employees perform renovations and improvements to properties, operate support shops, maintain support equipment, and maintain warehouse operations of materials and supplies inventory for the various craft shops, housekeeping and landscape.

Travel and Other Employee Expenses - (5327XX) - Funding is requested at the current level to support vehicle operating expense and transportation for employees to perform their job responsibilities. Travel funds are also required to maintain the James K. Polk Building in Charlotte.

Furniture and Equipment - (534500-4550) - Continuation funding is necessary to support the replacement of twenty computers in order to adhere to the three-year replacement schedule in the Dept. of Administration. A minimum of four vehicles also need to be replace in accordance with Division's vehicle replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Purchase and Contract **Fund 1511**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	4,550	12,711	37,890	145,165	2,280	2,280
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expens	5327XX	73,826	75,341	92,256	97,259	102,250	60,120
Cellular Phone Service	532814	0	597	1,834	2,905	3,000	1,888
Furniture and Equipment	534500-4550	90,328	153,877	84,603	18,782	94,115	22,184
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Purchase and Contract is the central purchasing authority for all state departments, institutions, agencies, community colleges, technical institutes, and city or local boards of education. It also makes purchasing services available to local governments, charitable non-project hospitals, local non-profit community sheltered workshops, volunteer fire departments, and rescue squads. The Division establishes term contracts and disseminates information on these contracts via the Internet to all agencies that are required to buy commonly used products or services. By combining commonly used items into one contract, the division eliminates the need for each agency to independently solicit bids for these products and services, thereby saving millions of dollars to the citizens of this State.

Miscellaneous Contracted Services - (532199) - Current funding is requested to support statewide E-Procurement initiative that began February 8, 2001. Once the project is fully implemented, it is projected that contractual services may be necessary to perform some of the tasks associated with the project.

Travel and Other Employee Expenses - (5327XX) - Current funding level is requested to support the responsibilities required by statute, rule and/or procurement process. Among these include (1) the purchasing compliance team that conduct in-depth reviews and audits of purchasing transactions and processes for State Purchasing entities. This team also provides assistance by reviewing and assisting with development of purchasing procedures that comply with State Purchasing statutes, with education and training of purchasing personnel, (2) Quality Control Inspectors who travel throughout the State primarily inspecting goods that have been purchased to ensure compliance with purchase contracts prior to release of payment to vendor, (3) attendance at pre-bid conferences to ensure a clear understanding of the bid solicitation document, site conditions, special equipment, and installation requirements, (4) Travel and subsistence provided to Advisory Budget Commission members who participate in the weekly Board of Awards, (5) travel expenses associated with participation in local, state and national purchasing organization meetings which provide for continuing communication and improvements in State purchasing, (6) continuing education and training of professional purchasing personnel.

Cellular Telephone Services - (532814) - Current funding is requested to support telephones for designated employees in full time travel status authorized for efficiency in work assignments and safety while traveling.

Furniture and Equipment - (534500 - 534550) - Current funding is requested for the periodic replacement of equipment to support the needs of sixty-one employees. As a leader in the use of technology, we must purchase and maintain adequate equipment for communicating and performing job responsibilities. The Department recommends a three year replacement schedule for all computers and software. Copy machines, printers, faxes and telephone systems must also be replaced periodically.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Capitol Police **Fund 1623**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	4,938	5,207	5,124	11,000	3,221
Rental/Lease of Equipment	532525	3,600	3,600	3,600	3,600	4,000	1,800
Travel and Other Employee Expense	5327XX	46,703	46,126	47,613	40,042	42,133	27,661
Cellular Phone Service	532814	0	0	0	933	1,200	676
Furniture and Equipment	534500-4550	6,071	27,973	40,052	9,506	4,508	3,154
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Capitol Police is a law enforcement agency with police powers throughout Raleigh and state property in Wake County and provides security and property protection for state government facilities in Raleigh, Garner, Cary and Wake County. The agency protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assist visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarms statewide.

Miscellaneous Contractual Services (532199) - Funding is needed to have background investigation done on prospective employees and when the need arises to do internal investigations of a sensitive nature. This allows our investigators to concentrate on their ever-increasing case load. It is more cost efficient to the Division to contract for these services than to hire a full-time employee.

Rental/Lease of Equipment - (532525) - Funding is necessary to support expense of accessing the Division of Criminal Information. This enables State Capitol Police to access vehicle registration, drivers history and license information. This is the link with other law enforcement agencies.

Travel and Other Employee Expenses - (5327XX) - These funds are necessary to support expense of leasing vehicles from the Division of Motor Fleet Management.

Cellular Phone Service - (532814) - Phones are installed in the patrol vehicles for officers to conduct official business. These phones insure that the officer will have contact with communications when in a dead spot.

Furniture and Equipment - (534500-4550) - These funds are necessary to replace at least two computers in order to adhere to the Dept. of Administration's three-year replacement schedule and update current software to keep up with changing technology.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: N.C. Council for Women **Fund 1731**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	200	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expens	5327XX	20,018	18,011	21,325	19,662	19,130	17,927
Cellular Phone Service	532814	681	723	397	428	500	213
Furniture and Equipment	534500-4550	0	7,096	2,042	3,421	2,600	2,573
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The North Carolina Council for Women is the official state advocacy agency for women. The mission of the Council for Women is to advise the Governor and the N.C. Legislature on special needs of women in North Carolina. The N.C. Council for Women administers state and federal funding to local programs across the state addressing abuser treatment, displaced homemakers, domestic violence, rape prevention and sexual assault. The Council is composed of a twenty-member Board, and seventeen staff members, twelve located in Raleigh and five in other regional offices across the State.

Miscellaneous Contractual Services - (532199) - Current funding necessary to support conference speaker presentation fee.

Travel and Other Employee Expenses - (5327XX) - Current funding necessary to support staff of seventeen and council members' travel and subsistence to accomplish themission of the Council. The five region directors located in New Bern, Greenville, Greensboro, Charlotte and Asheville use permanently assigned state cars to travel extensively in their respective regions to serve their clients across the state.

Cellular Phone Service - (532814) - Current funding necessary to support cost of cellular phones. These phones are needed primarily for the five region directors who travel extensively. Much of their travel is done in rural areas at night and these phones are needed in case of an emergency.

Furniture and Equipment - (534500 - 534550) - The budgeted amount will allow for the replacement of outdated computer equipment and related software in order to adhere to the Department's three year replacement schedule. The Council will also need to replace copiers and fax machines on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Displaced Homemakers Proc **Fund 1732**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	22	0	0
Travel and Other Employee Expense	5327XX	1,076	1,193	3,710	2,775	3,850	1,839
Cellular Phone Service	532814	0	0	0	51	100	0
Furniture and Equipment	534500-4550	851	2,344	20,371	2,786	9,656	8,803
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	314,995	314,995	701,164	1,055,152	1,051,140	359,200

G.S. 143B0-394 requires that the Council for Women provide grants to displaced homemaker programs throughout the state. (A displaced homemaker is defined as an adult who is working primarily without remuneration to care for the home and family and, for that reason, has diminished marketable skills, or is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.)

Travel and Other Employee Expenses - (5327XX) - Current funding is essential to support the state displaced homemaker coordinator. This coordinator must be able to help monitor the 30 displaced homemaker programs across the state when there is a problem with a program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on displaced homemakers.

Other Aids and Grants - (5369XX) - These grants provide funds to displaced homemaker programs throughout the state. Currently there are thirty (30) displaced homemaker programs throughout the state which served nearly 6000 clients in 1999-2000 with counseling, job placement, health education, financial management, educational services, tuition assistance, and daycare assistance. The state saves thousands of dollars as a result of investing in the displaced homemaker programs as the clients become self-sufficient by going to work and leaving public assistance.

* **Note:** $314,995 of these funds represent state appropriation and the balance supported by $20 of each individual divorce fee collected statewide.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Rape Crisis Program **Fund 1734**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	882	2,102	292	3	1,475	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	819	2,885	300	3,863	3,815
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	892,500	892,500	892,500	1,117,500	* 1,117,500	490,500

In accordance with G.S. 143B-394.2 the rape crisis program supports rape crisis programs in all 100 counties for men, women and children victims, and the establishment of a network of coordinated public and private services for victims of sexual assault, incorporating existing programs as well as aiding in the development of new programs. To accomplish this, the Council for Women provides regional workshops and technical assistance necessary to create and find funding for local rape crisis programs with the goal of increasing the number of local areas with the identified mix of services for rape victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the travel expense for the coordinator of this program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on sexual assault victims.

Other Aids and Grants (5369XX) - These grant funds are awarded to rape crisis programs across the state that provide services for victims of sexual assault.

* **Note:** $225,000 of these funds were allocated as non-recurring. These funds were allocated as follows:
- 57 programs received an additional allocation of $1,181 making the total grant funding for each program $21,000
- The Coalition Against Sexual Assault received $50,000 to provide training and information to local programs.
- New services were extended to (13) thirteen additional undeserved counties.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Human Relation Commissior **Fund 1741**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,584	6,332	0	0	400	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	32,982	28,220	33,684	25,903	30,310	16,990
Cellular Phone Service	532814	103	0	0	0	500	0
Furniture and Equipment	534500-4550	5,275	3,904	1,345	0	1,942	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The North Carolina Human Relations Commission provides services and programs aimed at improving relationships among all citizens of the state, while seeking to ensure equal opportunities in the areas of employment, housing, public accommodations, recreation, education, justice and governmental services. The commission also enforces the North Carolina Fair Housing Act and is fully substantially equivalent with the Division of Fair Housing within the U.S. Department of Housing and Urban Development. The commission participated in writing and implementing the Fair Housing goals for the Comprehensive Housing Affordability Strategy and the Consolidated Housing Plan required by the federal government. The commission also serves as a resource to Community Development Block Grant recipients in helping them develop adequate Fair Housing plans.

Miscellaneous Contractual Services - (532199) - Funding requested at current level to engage an occasional conference speaker.

Travel and Other Employee Expenses - (5327XX) - Funding requested at current level to allow state to establish and assist local human relations commissions, respond to crisis in the community, conduct community relations training, or solicit hate violence information network participants.

Cellular Phone Service - (532814) - Funding requested at current level. These phones are used to assist employees for emergency use when traveling in community relations roles. statewide.

Furniture and Equipment - (534500 - 534550) - Current funding is required to replace existing computer equipment and office equipment on periodic basis. Current budgeted funds are sufficient to replace one computer per year.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Martin Luther King Comm. for Person with Disabilities **Fund 1742**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	21,584	9,984	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	2,972	3,795	6,659	4,991	8,238	3,690
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	2,177	4,519	0	13,000	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	62,000	49,107	54,709	46,050	46,050	46,050

The Martin Luther King Jr. Commission was established to encourage appropriate ceremonies and activities throughout the state relating to the observance of the legal holiday honoring Martin Luther King Jr's birthday and to provide assistance to local governments and private organizations across the state with respect to the observance of such holiday. The commission also promotes among the people of North Carolina an awareness and appreciation of the life and work of Martin Luther King Jr.

Travel and Other Employee Expenses - (5327XX) - Current funding is necessary for staff and Board members to meet and carry out its statutory mandates.

Furniture and Equipment - (534500 - 534550) - Current funding is required to purchase data projector and laptop to conduct training and workshops for the upcoming year. Funding is also required to replace existing computer equipment on a three year replacement schedule according to the departmental MIS Division.

Other Aids and Grants - (5369XX) - The General Assembly, when creating the commission, allocated $50,000 of the $75,000 appropriation to be spent on min-grants. To date, 223 grants with a total amount of $370,566 have been awarded. Many of the programs that promote the philosophy of Dr. King on a year-round basis depend on state funds as start-up money. Loss of these funds would prevent the commission from carrying out its statutory mandate of promoting the philosophy of Dr. King on a year-round and statewide basis.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Youth Involvement Office Fund 1761

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	100	360	150
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,743	9,219	11,228	6,535	7,485	4,456
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	7,048	7,474	10,633	6,747	2,799	343
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	12,500	12,500	13,500	12,997	6,500	1,000

The Youth Advocacy and Involvement Office, under the leadership and directives of councils and advisory groups and in cooperation with public and private agencies, serves as an advocate for children and youth. Through these collaborative efforts, this agency seeks to enhance the quality of life for North Carolina's children and youth through policy reviews, legislative recommendations, and positive intervention through leadership development and experiential educational opportunities.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference speaker presentation fee.

Travel and Other Employee Expense - (5327XX) - Budgeted funds to support eleven staff and council members travel and subsistence.

Furniture and Equipment - (534500-4550) - The office will need funding to replace at least one computer in order to adhere to the Dept. of Administration's three year replacement schedule. There is also a need to lease or purchase a small fax machine to replace current seven year old machine.

Other Aids and Grants - (5369XX) - The state appropriates $6,500 each year to support the mini-grant program (grants to local youth councils). The Youth Endowment Funds provides the additional $6,000 to $7,000 funding.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Veterans Affairs - Admin. **Fund 1771**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	202	552	2,443	375	360	150
Rental/Lease of Equipment	532525	0	0	0	9,065	9,065	9,065
Travel and Other Employee Expense	5327XX	89,250	91,860	98,893	91,275	97,900	57,602
Cellular Phone Service	532814	0	31	116	42	50	0
Furniture and Equipment	534500-4550	112,738	50,734	50,875	32,166	16,811	744
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	184,234	180,327	182,473	176,576	580,000	512,000

The responsibilities of the Division of Veterans Affairs are to assist veterans and their families in the presentation, processing, proof, and establishment of claims, privileges, rights and benefits as they may be entitled to under federal, state or local laws. the division also cooperates with the various governmental units and veterans organizations in seeking to serve veterans.

Miscellaneous Contractual Services - (532199) - Funding is requested at current level to support inmate labor contracted for at the Veteran Cemetery at Black Mountain.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to provide expected services.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested to support responsibilities of the Division as specified in G.S. 165-6 to assist veterans and their dependents, to aid persons in active military service and to train, supervise and assist any county, city or town that is engaged in veterans services. The Division has fifteen district offices that provide the assistance to veterans and provide training and supervision to county veteran service officers.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. In order to fulfill the requirements of the statutes governing the responsibilities of this office, we must have the capability to replace old equipment. Most computers have been in place for over five years, the copy machine is over 10 years old

Other Aids and Grants - (5369XX) - Current funding level is required to support G.S. 165-6(9) that allows the Division to contribute to each county an amount not to exceed $2,000 on a matching basis for any fiscal year of the operation of a county service program.
The additional amount for FY 2000/01 was a one-time contribution of $392,000 to the National World War II Memorial Fund.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Veteran Nursing Home Fund 1772

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	3,690	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	785	2,657	5,400	2,095
Cellular Phone Service	532814	0	0	0	60	200	58
Furniture and Equipment	534500-4550	412	50,734	22,933	24,390	20,398	20,398
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The operation of the North Carolina State Veterans Nursing Home is funded solely upon receipts.
There are no appropriated funds for this program.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Program **Fund 1781**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	6,159	7,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	496	4,253	3,431	1,246	2,830	1,243
Cellular Phone Service	532814	58	0	0	0	250	0
Furniture and Equipment	534500-4550	0	5,168	4,454	401	3,990	3,548
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,682,430	2,782,500	2,674,100	2,682,500	* 2,682,500	1,325,500

The Domestic Violence Program provides grants and technical assistance to community groups providing services to victims of domestic violence. It makes available domestic violence programs for men, women, and children in all 100 counties. The goal of these programs is to decrease the incidence of domestic violence and increase help to victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the Domestic Violence Coordinator. This employee must be able to monitor the ninety-three Domestic Violence Programs across the state when there is a problem with the program. This employee also plays an active role in the state Domestic Violence Coalition which results in additional travel.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on domestic violence victims.

Other Aids and Grants (5369XX) - These funds along with the marriage license fee funds (1782 fund) provide grants to ninety-three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The safety of the victims is paramount and elimination of these grant funds could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

* **Note**: $1,000,000 of these grant fund were allocated in as non-recurring funds. These additional funds were allocated as follows:
- 77 Programs received an additional appropriation of $9,520 making their total grant $31,500.
- 16 programs received start-up funds to provide a portion of services provided by the other 77 programs.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Centers **Fund 1782**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	0	0	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,311,423	1,287,101	1,340,180	1,345,280	1,350,000	435,882

In accordance with S.B. 935, Ch. 693, this fund was created as the Domestic Violence Fund supported by receipts from the Marriage License Fees. There are no state dollars appropriated to this fund but rather supported by a fee attached to each marriage license. Elimination of these funds will result in an unfunded mandate. These funds along with domestic violence funds in (Fund 1781 budget) provide grants to ninety three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The programs that serve multiple counties receive a portion of the marriage license fees for each county they serve. The N.C. Coalition Against Domestic Violence also receives a share according to SB 935. The safety of the victims is paramount and elimination of the marriage license fees could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Comm. On Domestic V Fund 1783

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	20,700	2,500
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	1,781	8,783	8,504
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	652	550
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Commission on Domestic Violence was created by executive order to improve the state's response to domestic violence. It's mission is to coordinate strategy, policy, programs and services to conduct domestic violence.

Miscellaneous Contractual Services - (532199) - Current funding is requested to contract with consultants to provide consultation in such areas as the state workplace violence policy, review and provide consultation to the training curriculum related to the workplace violence policy of the state and to assist in conferences planned for resource professionals in state government.

Travel and Other Employee Expenses: - (5327XX) - Current funding is requested for travel to support quarterly commission meetings, occasional travel to attend conferences associated with domestic violence programs, and local travel that is essential in order to participate in committee meetings and regular speaking engagements across the state.

Furniture and Equipment - (534500 - 4550) - Prior expenditures included the purchase of a work table and several file cabinets. This minimal amount should be retained in the budget for miscellaneous small purchases as they occur.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Ethics Board **Fund 1810**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	10,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	448	2,123	3,329	7,450	2,644
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	14,598	16,855	10,073	2,500	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Board of Ethics operates under Executive Order 1. The members are appointed by the governor and serve four year terms. The current Board, appointed in 1993, has a membership of seven. Gubernatorial and legislative appointees to boards which are not advisory and state employees serving in policy-making, exempt positions are required to file statements of economic interest annually with the Board. The Board reviews the statements for actual or potential conflict of interest and notifies the proper officials. The Board renders advisory opinions and hears complaints.

Miscellaneous Contractual Services - (532199) - The Agency proposes the elimination of this budgeted $10,000. These funds were initially budgeted to support the expenses of a private investigator during any needed complaint investigation. Currently, the board has no pending complaint investigations requiring the use of these funds. Future need is unpredictable.

Travel and Other Employee Expense - (5327XX) - The Board request continuation of travel at the current level to support (1) travel for in-state ethics education and awareness presentations, (2) Board members' travel for Board Meetings, and (3) out-of-state travel to ethics meetings/conferences. The Agency recommends a possible reduction in the travel budget in the amount of $2,950. This can be accomplished by eliminating the out-of-state amount budgeted of approximately $2,200 and approximately $750 in budgeted funds associated with education.

Furniture and Equipment - (534500-4550) - The continuation of these budgeted funds are necessary to accommodate the replacement of computer and office equipment on an as needed reoccurring bas

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Advocacy Council for Person with Disabilities **Fund 1811**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	904	328	0	0	1,000	0
Rental/Lease of Equipment	532525	53	35	142	780	1,050	672
Travel and Other Employee Expense	5327XX	17,478	10,927	6,123	3,834	7,075	657
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	3,072	6,438	3,460	5,859	400	355
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Governor's Advocacy Council for Persons with Disabilities is mandated by State and Federal Law to protect and advocate for the rights of persons with disabilities. The Governor has under authority of these laws designated the council to be the Protection and Advocacy Agency for North Carolinians with disabilities. Mandated to work with and for persons with disabilities,, the GACPD staff go into the community and into twenty four hour treatment and residential facilities to investigate allegations of abuse, neglect and exploitation.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference presentation fees.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to maintain and track necessary data.

Travel and Other Employee Expenses - (5327XX) - Travel funds at the existing level are necessary to maintain adequate coverage of these statewide responsibilities.

Furniture and Equipment - (534500-534550) - Equipment funds are necessary at the budgeted level to maintain computer and software on a three year replacement schedule in order to maintain essential databases and to ensure the capacity to track, monitor and deliver services within statutory guidelines.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Commission on Indian Affairs **Fund 1861**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	16,899	17,501	18,637	22,250	26,625	18,996
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	4,126	2,312	1,845	14,371	4,143	410
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	10,000	0	100,000	100,000

The NC Commission of Indian Affairs was created in 1971 by the NC General Assembly in response to the requests of concerned Indian citizens from across the state.
The Commission's mission is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life.

Travel and Other Employee Expenses - (5327XX) - As per NCGS 143B-408, the Commission is required to hold quarterly meeting as part of its legislative mandate.
The Commission membership administers state recognition procedures under NCGS 143B-406. The Commission also serves as an advisory body over federal and state programs administrated by the Commission. Budgeted travel is required to meet these legislative mandates.

Furniture and Equipment - (534500-4550) - The Commission will need funding to replace outdated computer equipment and related software in order to adhere to the Dept. of Administration's three-year replacement schedule. The Commission will also need to replace copiers and fax machines on a less frequent replacement schedule.

Other Aids and Grants - (5369XX) - The budgeted amount of $100,000 was a one time appropriation to provide funding to the Lumbee Indian Tribe regarding a tribal governance matter.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Science and Tech. Research **Fund 1871**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Curent Fiscal Year Authorized Budget FY 2001	Curent Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	38,648	0	7,577	26,621	66,160	27,053
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	13,191	22,821	22,115	29,517	18,130	15,946
Cellular Phone Service	532814	0	42	635	4,065	800	668
Furniture and Equipment	534500-4550	31,200	12,649	12,336	4,434	11,666	148
Discretioinary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	117611	165840	163557	118674	117291	3783

The N.C. Board of Science and Technology, established in 1963 has been modified over the years and most recently under Governor Hunt began to concentrate on strengthening research and education base in fields important to our state's economic growth. The powers and duties of the Board are to identify, support and foster the identification of important research needs of our public and private agencies, institutions and organizations in North Carolina. The Board has the responsibility of allocating funds available to the Board to support research projects, to purchase research equipment and supplies and to construct or modify research facilities.

Budget Presentation
Modified Zero-Based Budgeting

Summary of Other Aids and Grants

By Division

Department of Administration/Council for Women

Fund 1731

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$468,011	$504,779	$525,215	$560,546	$582,309
Administrative Expenditures					
Personal Services	$408,342	$431,561	$458,800	$496,603	$518,655
Purchased Services	$56,230	$62,102	$60,065	$56,261	$56,046
Equipment	$0	$7,238	$2,042	$3,747	$2,677
Supplies	$2,890	$2,851	$3,276	$3,127	$4,206
Etc.	$762	$1,038	$706	$456	$725
Total # of Positions	11	11	11	11	11
Total Grant Expenditures	$0	$0	$0	$0	$0
Categories:					
Other Sources of Funding	$213	$11	$13	$18	$0
Prior Year Carry-Forward	$0	$0	$1,026	$0	$0
Total Available	**$468,224**	**$504,790**	**$525,928**	**$560,564**	**$582,309**
Total Actual Expenditures	**$468,224**	**$504,790**	**$525,928**	**$560,564**	** **$ 395,011**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$4,218**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Displaced Homemakers Program

Fund 1732

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$372,779	$368,631	$368,295	$319,896	$386,252
Administrative Expenditures					
Personal Services	$51,785	$56,510	$52,181	$55,868	$77,504
Purchased Services	$11,809	$4,020	$17,250	$21,941	$26,889
Equipment	$851	$2,690	$21,842	$3,305	$10,456
Supplies	$48	$410	$4,656	$7,262	$6,060
Etc.	$136	$220	$355	$1,504	$30,348
Total # of Positions	1	1	1	1	1
Total Grant Expenditures	$314,995	$314,995	$701,164	$1,055,152	$1,034,995
Categories:					
Other Sources of Funding	$6,846	$10,214	$463,940	$841,282	$800,000
Prior Year Carry-Forward	$0	$0	$34,788	$16,145	$16,145
Total Available	**$379,624**	**$378,845**	**$867,023**	**$1,177,323**	**$1,202,397**
Total Actual Expenditures	**$379,624**	**$378,845**	**$867,023**	**$1,177,323**	**$713,589**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Rape Crisis Program

Fund 1734

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$921,598	$921,927	$924,577	$1,146,578	$1,153,970
Administrative Expenditures					
Personal Services	$24,763	$25,786	$26,728	$27,184	$28,366
Purchased Services	$4,574	$2,696	$2,211	$212	$3,684
Equipment	$0	$819	$2,885	$300	$363
Supplies	$39	$125	$36	$1,380	$600
Etc.	$38	$1	$218	$3	$157
Total # of Positions	0.75	0.75	0.75	0.75	0.75
Total Grant Expenditures	$892,500	$892,500	$892,500	$1,117,500	$1,117,500
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$0	$0	$0	$0	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$921,914**	**$921,927**	**$924,578**	**$1,146,579**	**$1,150,670**
	$0				
Total Actual Expenditures	**$921,914**	**$921,927**	**$924,578**	**$1,146,579**	** **$ 1,087,148**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Domestic Violence Program

Fund 1781

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$1,744,292	$2,841,059	$2,773,181	$2,784,809	$2,800,323
Administrative Expenditures					$1
Personal Services	$50,944	$41,680	$81,711	$94,581	$96,646
Purchased Services	$10,145	$9,691	$16,968	$14,429	$20,542
Equipment	$0	$5,820	$4,454	$471	$4,010
Supplies	$681	$1,069	$2,893	$2,058	$2,058
Etc.	$128	$330	$260	$256	$2,015
Total # of Positions	1.25	1.25	2.25	2.25	2.25
Total Grant Expenditures	$1,682,430	$2,782,430	$2,780,391	$2,682,500	$2,682,500
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$36	$31	$113,496	$9,486	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$1,744,328**	**$2,841,090**	**$2,886,677**	**$2,794,295**	**$2,807,771**
Total Actual Expenditures	**$1,744,328**	**$2,841,090**	**$2,886,677**	**$2,794,295**	** **$2,747,633**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Marriage Lic.Fees

Fund 1782

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$0	$0	$0	$0	$0
Administrative Expenditures					$1
Personal Services	$0	$0	$0	$0	$0
Purchased Services	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0
Supplies	$0	$0	$0	$0	$0
Etc.	$0	$0	$0	$0	$0
Total # of Positions	0	0	0	0	0
Total Grant Expenditures	$1,311,423	$1,289,101	$1,340,180	$1,345,280	$1,350,000
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$0	$0	$0	$0	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$1,311,423**	**$1,289,101**	**$1,340,180**	**$1,345,280**	**$1,350,000**
Total Actual Expenditures	**$1,311,423**	**$1,289,101**	**$1,340,180**	**$1,345,280**	** **$ 751,286**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Budget Presentation
Modified Zero-Based Budgeting

Summary of Publications

By Division

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Office of the Secretary

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
DOA - Employee Newsletter	-----	975/month	$0.18	$2,134	975/month	$ 0.22	$ 2,539
The DOA Record					400	$1.92	$766.67

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Division of Non-Public Education

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
NC Directory of Non-Public Schools	None	1500	$2	$2,765.00	1000	$2.85	$2,851.80
NOTE: Since this pub. Is now available at our web site, plans are to cut the 00-01 number down to 500 and to eliminate hard copies completely starting with 01-02							

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Telecommunications Office -- 1264

	G.S. Citation		Fiscal Year 1999-00 Number of Copies	Cost Per Copy	Total Cost Per Year		Fiscal Year 2000-01 Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:									
APT Connections	143B-426.10		12,600	$0.377	$4,750.00 *		8400 **	$0.359	$3,020.00 *
bi-monthly publication									
with 2100 copies per run									

* Costs for printing and bulk mail distribution

** We printed the January/February issue before budget cuts were announced. In order to save money, we did not send it out by bulk mail. We will distribute issues of the newsletter by hand, by interoffice mail and on our web site, http://www.doa.state.nc.us/doa/apt/apt.htm

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program State Construction Office

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
Instructions to Bidders	n/a	250	0.74	185.4			
CPC Manuals	n/a	98manuals	29.2	2,861.60	50	29.2	1,460

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program N.C. Council for Women

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
Vol. 7 No. 2 Newsletter		7,000	$0.37	$2,567.60			
Vol. 7 No. 3 Newsletter		7,000	$0.31	$2,184.00			
Vol. 8 No. 1 Newsletter		7,000	$0.43	$2,982.00			
Vol. 8 No. 2 Newsletter					6,400	$0.23	$1,440.00
Vol. 8 No. 3 Newsletter					6,400	$0.23	$1,502.72

*The council published other documents during this specified period which are not listed here because they were published through corporate donations.

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Human Relations Commission

	G.S. Citation		Fiscal Year 1999-00 Number of Copies	Cost Per Copy	Total Cost Per Year		Fiscal Year 2000-01 Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:									
Human Relations brochure	—		2500	0.115	$289.80				
Biennial Report 98-99	—		1000	1.528	$1,528.64				

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Martin Luther King, Jr. Commission

		Fiscal Year 1999-00			Fiscal Year 2000-	
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy
Publication:						
MLK Six-Year Report	-----	500	$3.14	$1,570.25		

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program YOUTH ADVOCACY and INVOLVEMENT OFFICE

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
1999 Legislative Update	G.S.143B-414	2,359	$ 0.23	$ 548.00			
2000 Newsletter (Spring)	"	2,400	$ 0.31	$ 724.01			
2000 Newsletter (Summer)	"	2,400	$ 0.24	$ 528.49			
2000 Internship Brochure	G.S.143B-417	2,500	$ 0.07	$ 174.35			
2000 Intern Project Book	"	650	$ 1.26	$ 816.52			
2001 Intern Project Book	"				1,000	$ 1.41	$ 1,410.44

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Board of Ethics

			Fiscal Year 1999-00				Fiscal Year 2000-01		
	G.S. Citation		Number of Copies	Cost Per Copy	Total Cost Per Year		Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:	Executive								
	Order One		9500	0.0962	915		4099	0.1228	503
Newsletters	(no GS)								
(approximately quarterly)									

Department of Administration

Publication Inventory and Expenditures

FY 1999-00 and FY 2000-01

		FY 99-00					FY 00-01				
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	State Cost	Federal Cost	# of Copies	Cost Per Copy	Total Cost Per Year	State Cost	Federal Cost
Division: **Governor's Advocacy Council for Persons with Disabilities**	**N.C.G.S. 143B-403.1**										
Publications:	**Invoice Date**										
GACPD Brochures	05/04/2000	3,000	$0.1205	$361.36	$0.00	$361.36					
Rights Brochure	05/21/2000	10,000	$0.0592	$591.57	$0.00	$591.57					
GACPD Brochures	07/31/2000						15,000	$0.0479	$719.15	$0.00	$719.15
GACPD Rights Brochure	07/31/2000						15,000	$0.0431	$645.92	$0.00	$645.92
GACPD Brochures	07/31/2000						3,000	$0.1098	$329.48	$0.00	$329.48
GACPD Brochures	08/31/2000						10,000	$0.0518	$517.55	$0.00	$517.55
GACPD Rights Brochure	08/31/2000						20,000	$0.0474	$948.25	$0.00	$948.25
Olmstead Brochure	09/30/2000						1,000	$0.0770	$77.00	$77.00	$0.00
Olmstead Brochure	10/20/2000						23,100	$0.0303	$698.88	$0.00	$698.88
Olmstead Brochure	10/31/2000						1,000	$0.0774	$77.41	$0.00	$77.41
ADA Brochure	10/31/2000						200	$0.0879	$17.58	$17.58	$0.00
Brochure	10/31/2000						1,000	$0.0774	$77.41	$77.41	$0.00
GACPD Newsletter	11/17/2000						3,700	$0.3071	$1,136.35	$301.13	$835.22
GACPD Newsletter	01/05/2001						3,700	$0.1077	$398.57	$0.00	$398.57
Olmstead Spanish Brochure	01/05/2001						16,200	$0.0301	$487.37	$0.00	$487.37
GACPD Picture Spanish Brochure	01/05/2001						16,100	$0.0308	$495.16	$0.00	$495.16
TOTAL				$952.93	$0.00	$952.93			$6,626.08	$473.12	$6,152.96

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program NC COMMISSION OF INDIAN AFFAIRS

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:	§143B-409.	150	$1.32	$197.22	NOT YET PRINTED		
ANNUAL REPORT							

Budget Presentation
Modified Zero-Based Budgeting

Summary of Salary Reserve

By Division

- In Range Salary Adjustment Based On Job Change Or Labor Market
- Reallocation From Class To Class Not Associated With State Personnel Commission Actions
- State Personnel Commission – Approved Actions

DEPARTMENT OF ADMINISTRATION SALARY RESERVE EXPENDITURES

IN RANGE SALARY ADJUSTMENTS BASED ON JOB CHANGE OR LABOR MARKET

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1111	$1,415.00	
1122	$3,845.00	
1264	$12,887.00	$5,308.00
1280	$7,966.00	
1411	$8,688.00	$3,703.00
1412	$10,691.00	$1,516.00
1421	$5,078.00	$10,743.00
1511	$2,005.00	$4,900.00
1771		$2,849.00
1810		$1,589.00
1872	$2,622.00	
SUBTOTAL:	**$55,197.00**	**$30,608.00**

REALLOCATIONS FROM CLASS TO CLASS NOT ASSOCIATED WITH STATE PERSONNEL COMMISION ACTIONS

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1111	$2,393.00	$3,219.00
1121	$2,991.00	
1122		$2,093.00
1241	$1,393.00	
1280	$33,635.00	
1411	$7,394.00	
1412	$13,474.00	
1421	$12,311.00	$1,362.00
1511	$1,972.00	$1,918.00
1761		$2,303.00
SUBTOTAL:	**$75,563.00**	**$10,895.00**

STATE PERSONNEL COMMISSION APPROVED ACTIONS & ASSOCIATED SPECIAL ENTRY RATES

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1412	$11,846.00	
1421	$5,159.00	$3,792.00
SUBTOTAL	**$17,005.00**	**$3,792.00**
GRAND TOTALS:	**$147,765.00**	**$45,295.00**

Mary Lee Robinson

Finished p. 22 on 3/22

North Carolina
Department of Revenue

Zero Based Budgeting Presentation
Fiscal Year 1996-97 through Fiscal Year 2000-01

March 21, 2001

ATTACHMENT 2

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NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous Contractual Service (532199)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604) image base			12,520	60,400	3,325	27,080	0	0
Planning, Development & Technology (1605)	12,435	12,495	Y-2 completion 111,105	-7 307,370	17,350	28,969	6,095	6,095
Personal Taxes (1623)					8,318	0	0	0
Property Tax (1629)				23,997	Valuation of farm land	0	0	0
Administrative Services (1681)	7,028		9,303	8,292		for EFT Pgm 65,986	65,986	65,986
Documents and Payments Processing (1685)				7,925	2,075	0	0	0
Motor Fuels (1700)			5,401	9,700		2,399	2,399	2,399
Federal Grant - Fuel Tax Evasion (1702)		9,317				0	0	0
Public Transit Tax (1830)						25,000	25,000	25,000

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rent/Lease of Equipment - Motor Vehicles (532521)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)					608	700	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

leased a truck
mail truck broke down

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rent/Lease of Equipment - Data Processing Equipment (532522)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)	75					0	0	0
Motor Fuels (1700)		339				450	450	450
Federal Grant - Fuel Tax Evasion (1702)						0	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

supported by Hwy Fund.

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rent/Lease of Equipment - General Office Equipment (532524)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)					8,852	10,000	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

in print shop ~~lease~~ leased a large copier. 135 copies a minute

Money to rent comes from maintenance for old copier.

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rent/Lease of Equipment - Furniture and Furnishings (532525)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)		2,096	2,641	3,578		96	2,096	2,096

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Air - In State (532711)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)				92		0	0	0
Field Operations (1660)	4,104	5,524	10,612	15,223	2,715	11,534	11,534	11,534
Motor Fuels (1700)	999	1,011	2,931	768	2,500	1,257	1,257	1,257

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Air - Out of State (532712)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	7,910	18,648	7,893	5,501	3,943	19,062	19,062	19,062
Property Tax (1629)	1,069	2,107	1,796	1,868	949	2,256	2,256	2,256
Field Operations (1660)	105,577	116,943	106,652	107,709	58,617	130,088	130,088	130,088
Unauthorized Substance (1670)		307				345	345	345
Motor Fuels (1700)	6,029	4,264	14,697	14,598	8,557	5,141	5,141	5,141
Federal Grant - Fuel Tax Evasion (1702)	50	1,335	1,224	406		0	0	0
Federal Grant - Motor Carriers (1704)	2,198		1,594			0	0	0
Scrap Tire Disposal Tax (1820)						100	100	100

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Ground - In State (532714)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	17,586	16,184	21,081	23,776	8,912	17,565	17,565	17,565
Property Tax (1629)	20,181	19,423	21,211	20,289	9,084	19,738	19,738	19,738
Field Operations (1660)	424,229	403,257	417,434	389,498	184,641	489,401	489,236	489,236
Unauthorized Substance (1670)	51,968	54,717	36,764	64,442	34,070	66,597	66,597	66,597
Motor Fuels (1700)	44,884	46,387	59,387	65,027	35,409	71,664	71,664	71,664
Federal Grant - Fuel Tax Evasion (1702)	233	293	188	114	50	0	0	0
Federal Grant - Motor Carriers (1704)	298	234	83			0	0	0
White Goods Disposal Tax (1800)	13,866	8,019	7,376	7,000	12,000	7,901	-4,599	-4,599
Scrap Tire Disposal Tax (1820)	12,907	8,813	7,041	7,000	12,000	6,890	3,538	3,538
Public Transit Tax (1830)					256	2,500	2,500	2,500

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Ground - Out of State (532715)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	2,384	2,761	1,302	1,000	654	7,310	7,310	7,310
Property Tax (1629)	249	164	524	407	303	554	554	554
Field Operations (1660)	89,068	109,835	114,086	113,188	66,463	138,835	138,835	138,835
Unauthorized Substance (1670)	156	2				4	4	4
Motor Fuels (1700)	1,128	980	7,537	3,271	2,913	915	915	915
Federal Grant - Fuel Tax Evasion (1702)	632	355	501	343		0	0	0
Federal Grant - Motor Carriers (1704)	366	45	195			0	0	0
White Goods Disposal Tax (1800)						0	1,000	1,000
Scrap Tire Disposal Tax (1820)						200	200	200

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Other - In State (532717)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Field Operations (1660)			109	12		0	0	0
Unauthorized Substance (1670)		6	8	16		8	8	8
Motor Fuels (1700)		10	9	43		15	15	15

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Transportation Other - Out of State (532718)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	124	1,975	1,186			2,255	2,255	2,255
Property Tax (1629)		1,088	1,644	1,940	1,118	1,122	1,122	1,122
Field Operations (1660)	25,038	74,494	5,850	2,766	6	40,808	98,599	98,599
Motor Fuels (1700)	25	31	37	10		42	42	42
Federal Grant - Fuel Tax Evasion (1702)		15				0	0	0

◆ Expenditures thru 12/31/00
◆◆ Authorized Budget thru 12/31/00
Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Lodging - In State (532721)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	6,597	2,951	2,915	8,110	1,310	3,500	3,500	3,500
Property Tax (1629)	5,960	4,601	9,893	8,976	6,228	6,228	5,000	5,000
Field Operations (1660)	53,632	66,702	55,562	76,231	43,092	89,952	89,832	89,832
Unauthorized Substance (1670)	2,332	1,121	1,797	2,526	3,535	3,536	1,500	1,500
Motor Fuels (1700)	12,659	9,843	15,017	19,670	11,067	9,985	9,985	9,985
Federal Grant - Fuel Tax Evasion (1702)	316	302				0	0	0
White Goods Disposal Tax (1800)		148	155			155	155	155
Public Transit Tax (1830)						1,000	1,000	1,000

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Lodging - Out of State (532722)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	10,747	14,112	10,851	8,421	6,439	15,115	15,115	15,115
Property Tax (1629)	2,172	912	1,516	1,969	671	953	953	953
Field Operations (1660)	152,778	127,912	180,812	177,461	117,938	153,453	153,453	153,453
Unauthorized Substance (1670)	439	423		134		453	453	453
Motor Fuels (1700)	7,045	8,070	27,441	23,040	19,605	35,650	35,650	35,650
Federal Grant - Fuel Tax Evasion (1702)	1,836	1,771	2,670	1,498	307	0	0	0
Federal Grant - Motor Carriers (1704)	2,118	3,663	1,412			0	0	0
White Goods Disposal Tax (1800)						200	200	200
Scrap Tire Disposal Tax (1820)						100	1,300	1,300

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Meals - In State (532724)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	5,262	2,425	2,136	4,226	1,008	5,400	5,400	5,400
Property Tax (1629)	5,292	3,900	4,942	4,690	2,524	4,054	4,054	4,054
Field Operations (1660)	38,364	38,189	47,260	42,759	17,216	53,119	53,063	53,063
Unauthorized Substance (1670)	2,142	944	1,626	3,310	1,904	2,000	1,000	1,000
Motor Fuels (1700)	10,540	8,560	11,025	11,392	6,410	10,876	10,876	10,876
Federal Grant - Fuel Tax Evasion (1702)	276	168				0	0	0
White Goods Disposal Tax (1800)	1,734	1,882	2,010	3,000	3,000	3,010	2,010	2,010
Scrap Tire Disposal Tax (1820)	1,429	1,328	2,959	3,000	3,056	3,059	1,459	1,459
Public Transit Tax (1830)					156	750	750	750

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Meals - Out of State (532725)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	3,272	5,281	2,800	2,266	1,592	7,145	7,145	7,145
Property Tax (1629)	566	622	936	950	506	880	880	880
Field Operations (1660)	67,672	68,575	58,913	55,155	35,114	78,319	78,319	78,319
Unauthorized Substance (1670)	132	188				210	210	210
Motor Fuels (1700)	2,634	3,194	9,954	6,888	7,459	12,393	12,393	12,393
Federal Grant - Fuel Tax Evasion (1702)	650	570	580	384	142	0	0	0
Federal Grant - Motor Carriers (1704)	612	1,312	498			0	0	0
Scrap Tire Disposal Tax (1820)						200	200	200

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous - In State (532727)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	104	1,129	290	185	4	1,000	1,000	1,000
Property Tax (1629)	3	11	116	240	153	154	72	72
Field Operations (1660)	604	1,225	1,611	3,573	1,171	1,414	1,414	1,414
Unauthorized Substance (1670)	308	80		210	194	200	90	90
Motor Fuels (1700)	850	338	211	740	364	976	976	976
Federal Grant - Fuel Tax Evasion (1702)	3	6		6		0	0	0
Federal Grant - Motor Carriers (1704)			236			0	0	0
White Goods Disposal Tax (1800)	54	59	67			59	59	59
Scrap Tire Disposal Tax (1820)		3	5		56	57	5	5
Public Transit Tax (1830)						900	900	900

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous - Out of State (532728)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	845	1,974	1,251	70	1,524	2,267	2,267	2,267
Property Tax (1629)	409	4	42	195	222	223	6	6
Field Operations (1660)	9,002	12,567	20,506	24,022	13,193	25,745	25,745	25,745
Unauthorized Substance (1670)		126				167	167	167
Motor Fuels (1700)	2,509	1,189	2,618	787	720	2,000	2,000	2,000
Federal Grant - Fuel Tax Evasion (1702)	162	623	404	15		0	0	0
Federal Grant - Motor Carriers (1704)	633	1,088	474			0	0	0
White Goods Disposal Tax (1800)						200	200	200

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Board/Non-Employee Transportation (532731)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Property Tax (1629)	3,685	4,462	4,086	4,972	2,656	4,597	4,597	4,597

◆ Expenditures thru 12/31/00
◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Board/Non-Employee Subsistence (532732)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Property Tax (1629)	6,460	7,778	7,322	12,353	7,258	8,445	8,445	8,445

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Cellular Phone Services (532814)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Planning, Development & Technology (1605)	878	883	2,993	2,974	1,119	1,155	1,155	1,155
Field Operations (1660)		278	3,171	1,349		2,850	2,850	2,850
Unauthorized Substance (1670)	12,713	6,880	3,086	3,031	448	7,116	7,116	7,116
Administrative Services (1681)	1,974	506	362	2,842	867	870	710	710

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Cellular Phone Listing

Division (Center)	Position(s)	# of Phones
Administration (1600)	Secretary	1
	Deputy Secretary	1
Security (1602)	Director	1
	Chief Information Security Officer (Assistant Director)	1
Planning, Development & Technology (1605)	Applications Support (on-call staff)	4
	Database Management	1
	Network Infrastructure Support	5
	Production Support and Operations	5
	Network Infrastructure Support	1
Criminal Investigations (1609)	Tax Fraud Investigators	8
Office Services (1643)	Assistant Director Eastern Region	1
	Assistant Director Western Region	1
Field Operations (1660)	Assistant Secretary	1
	Director, Examination Division	1
	Assistant Director Central Region (Examination)	1
	Assistant Director Western Region (Examination)	1
	Assistant Director Eastern Region (Examination)	1
	Director, Collection Division	1
	Assistant Director Central Region (Collection)	1
	Assistant Director Western Region (Collection)	1
	Assistant Director Eastern Region (Collection)	1
	Assistant Director (Interstate)	1
Unauthorized Substance (1670)	Director	1
	Enforcement Agents	13
Administrative Services (1681)	On-Call Personnel	1
	TOTAL	55

Total Cost from 7-1-00 thru 1-31-01 is $12,883. Projected costs for FY 2000-2001 is $19,562.

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Furniture - Office (534511)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)			1,414	249,666		1,481	0	0
Planning, Development & Technology (1605)	17,404	35,760	18,601	17,841	1,072	43,873	43,873	43,873
Property Tax (1629)	552		1,256	654		95	95	95
Field Operations (1660)		37		892	4,843	9,150	150	150
Unauthorized Substance (1670)	3,045	1,645	925	11,192		1,652	1,752	1,752
Administrative Services (1681)	92,503	78,376	82,916	62,410	19,381	82,788	60,788	60,788
Motor Fuels (1700)	3,848	3,676	534	20,922	347,883	378,606	12,578	12,578
Federal Grant - Fuel Tax Evasion (1702)	6,175	102				0	0	0
Federal Grant - Motor Carriers (1706)	453					1,000	0	0
White Goods Disposal Tax (1800)						335	1,335	1,335
Scrap Tire Disposal Tax (1820)						142	142	142
Public Transit Tax (1830)				891		5,500	5,500	5,500

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Office Equipment (534521)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)			4,759	813,700	13,669	24,060	0	0
Planning, Development & Technology (1605)	73,961	29,639	8,929	6,435	1,589	37,475	37,475	37,475
Property Tax (1629)	163	273		412	412	452	352	352
Field Operations (1660)		785	273	10,013		967	967	967
Unauthorized Substance (1670)	999	711	5,401	4,893	900	1,250	1,150	1,150
Administrative Services (1681)	121,947	195,608	148,445	159,663	74,930	153,647	173,502	173,502
Motor Fuels (1700)	569	503	1,820	6,288	50,857	82,069	10,234	10,234
Federal Grant - Fuel Tax Evasion (1702)		1,731				0	0	0
Federal Grant - Motor Carriers (1706)		4,854				5,234	0	0
Public Transit Tax (1830)						3,500	3,500	3,500

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment Computers (534522)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)			1,526	2,523,924	1,059,157	1,927,981	0	0
Planning, Development & Technology (1605)	1,188,183	563,373	675,446	1,090,472	422,768	670,846	621,446	621,446
Property Tax (1629)	2,141	19,634	2,880			19,634	19,634	19,634
Field Operations (1660)	18,322	778	4,853	83,308	1,357	10,709	856	856
Unauthorized Substance (1670)	15,352	18,293	581	2,589		18,652	18,652	18,652
Administrative Services (1681)	154,192	288,615	103,452	90,168	33,701	168,122	178,772	178,772
Motor Fuels (1700)	20,468	4,679	8,599	21,938	8,306	15,972	94,788	94,788
Federal Grant - Fuel Tax Evasion (1702)		19,183				0	0	0
Federal Grant - Motor Carriers (1704)		25,107				0	0	0
Federal Grant - Motor Carriers (1706)	102,234	85,000		92,336		86,472	0	0
White Goods Disposal Tax (1800)						69	4,722	4,722
Scrap Tire Disposal Tax (1820)			1,708			0	1,000	1,000
Public Transit Tax (1830)					3,588	5,500	5,600	5,600
Dry Cleaning Solvent Tax (1840)			6,200			5,000	5,000	5,000

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment - Communications (534528)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)				26,610	1,225	2,771	0	0
Planning, Development & Technology (1605)	5,846	38,346	1,101	4,234	33,371	64,421	40,000	40,000
Field Operations (1660)		625		28,250		789	789	789
Unauthorized Substance (1670)	172		73	1,988		0	0	0
Administrative Services (1681)	541	56,452	22,435	188,052	10,335	30,100	30,100	30,100
Motor Fuels (1700)		2,244	794	15,143	546	5,454	2,310	2,310

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment Custody & Security - Weapon (534529)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Unauthorized Substance (1670)			3,264	11,080	1,128	2,200	0	0
Administrative Services (1681)			13,130	1,729	1,416	44,500	500	500
Motor Fuels (1700)					18,229	26,997	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Equipment (534539)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Property Tax (1629)				804		0	0	0
Field Operations (1660)				5,664		0	0	0
Administrative Services (1681)				5,791		0	0	0
Motor Fuels (1700)						745	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Motorized Vehicles (534549)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)				8,819		0	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Special Funds Analysis
Balance At December 31, 2000

Budget Code	Center	Title	Fund Balance	Legally Obligated	Comments
24700	2470	Unauthorized Substance Tax	$3,833,158.37	Yes	All monies in this Special Revenue Fund are paid out to two sources; 25% to the General Fund and 75% to the law enforcement agencies involved in the arrest of the person. Distributions to these two sources occurs monthly, but only after all legal appeals available to the taxpayer have been satisfied. Until all of the taxpayer's appeal rights have been exhausted, the monies are not available for distribution.
24701	2000	Fed. Retiree Lawsuit - Refunds	$37,985.46	Yes	Monies remaining from refunds required of the Department with regard to the federal retiree lawsuit. The Department does not anticipate any additional refunds to the taxpayers.
24702	2020	Intangibles Tax Lawsuit - Refunds	$1,348,775.08	Yes	These remaining monies are to be used to process the refunds required in the lawsuit *Derrick Close vs. State of North Carolina* . This lawsuit addresses the taxing of beneficial interest with regards to the Intangibles Tax. The refunds expected to be made in FY 2000-01 total $6.0 million.

NC Department of Revenue
Salary Reserve Expenditures
FY 1999-00

Division	New Hire	Horizontal Transfer	Promotion	Reclassification	Range Revision	In-Range	Total
Administration (1600)	2,724	9,498	80,439	48,367	19,929	37,223	198,180
Security (1602)	3		46,168				46,171
Personnel (1603)			2,042				2,042
Data Capture Project (1604)		2,526	9,896				12,422
Planning Development &Technology (1605)			2,304				2,304
Tax Research (1607)							0
Criminal Investigations (1609)					36	7,257	7,293
Corporate, Excise & Insurance (1621)						4,466	4,466
Personal Taxes (1623)						2,464	2,464
Sales and Use (1627)	488		721				1,209
Property Tax (1629)				4,756			4,756
Office Examination (1641)		217	8,285	1,257	14,449		24,208
Office Services (1643)		2,000			837		2,837
Field Operations (1660)	10,780	18,110	36,955	41,779	57,301	150,776	315,701
Unauthorized Substance (1670)	13,064	2,777	3,721			12,517	32,079
Administrative Service (1681)							0
Financial Services (1683)		3,650		1,611		5,041	10,302
Documents and Payments Processing (1685)	10,459	244					10,703
Motor Fuels (1700)	4,210	4,300	9,168	4,848	1,415	2,282	26,223
Fuel Tax Compliance (1706)					888		888
White Goods Disposal Tax (1800)					806		806
Scrap Tire Disposal Tax (1820)							0
Public Transit Tax (1830)	7,127		749		1,441		9,317
Dry-Cleaning Solvent Tax (1840)							0
Total	$48,855	$43,322	$200,448	$102,618	$97,102	$222,026	$714,371

Represents receipts supported divisions/programs.

Financial Services
March 20, 2001

NC Department of Revenue
Salary Reserve Expenditures
July 1, 2000 through March 1, 2001

Division	New Hire	Horizontal Transfer	Promotion	Reclassification	Range Revision	In-Range	Total
Administration (1600)		2,862	18	1,915		1,154	5,949
Security (1602)	16,415						16,415
Personnel (1603)			8,930			1,307	10,237
Data Capture Project (1604)							0
Planning Development &Technology (1605)	6,848		17,002	85,013			108,863
Tax Research (1607)					2,140		2,140
Criminal Investigations (1609)		2,236					2,236
Corporate, Excise & Insurance (1621)							0
Personal Taxes (1623)			4,276				4,276
Sales and Use (1627)					2,517		2,517
Property Tax (1629)							0
Office Examination (1641)			930	3,151		9,081	13,162
Office Services (1643)		1,566	5,318	7,100			13,984
Field Operations (1660)	38,366	12,034	27,037	92,910	6,374	56,726	233,447
Unauthorized Substance (1670)		964	12,039			9,798	22,801
Administrative Service (1681)				10,712		2,953	13,665
Financial Services (1683)				13,028			13,028
Documents and Payments Processing (1685)	4,321		14,322	148,834	3,637	8,659	179,773
Motor Fuels (1700)	6,233	3,341	8,530	499			18,603
Fuel Tax Compliance (1706)							0
White Goods Disposal Tax (1800)							0
Scrap Tire Disposal Tax (1820)							0
Public Transit Tax (1830)			8,100				8,100
Dry-Cleaning Solvent Tax (1840)							0
Total	$72,183	$23,003	$106,502	$363,162	$14,668	$89,678	$669,196

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

Publications for FY 1999-00

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
Individual Income Tax Bulletins	G.S. 105-256	12,500	7,917.14	Yes	Funished to CPAs, lawyers and taxpayers
Corporate Excise & Insurance Tax Rules Bulletins	G.S. 105-256	11,000	8,469.48	Yes	Funished to CPAs, lawyers and taxpayers
Handbook for Electronic Filers	G.S. 105-152	4,600	978.04	Yes	Sent to taxpayers upon request.
Lightning Fast Electronic Filing Poster	G.S. 105-256	2,400	37.61	No	Mailed to businesses for
Lightning Fast Electronic Filing Poster	G.S. 105-256	3,200	42.88	No	promotional material.
Distribution Report 1999-2000 (Intangibles)	G.S. 105.275.2	800	191.20	No	Dicussions on providing internet usage
S & U Tax Distribution	G.S. 105-472,486,501 & 510	875	174.76	No	Mainframe generated; currently
S & U Tax Distribution	G.S. 105-472,486,501 & 511	875	170.40	No	reviewing requirements to provide
S & U Tax Distribution	G.S. 105-472,486,501 & 512	875	210.65	No	internet capability.
S & U Tax Distribution	G.S. 105-472,486,501 & 513	875	210.65	No	
State & Local Tax Booklet	G.S. 105-256	500	72.72	Yes	Basic information on certain taxes as for businesses and individuals .
Food Stamp Distribution	G.S. 105.164.44C	875	243.98	No	Mainframe generated; currently reviewing requirements to provide internet capability.
EFT Program ACH Debit Instr & Guide	G.S. 105-256	500	128.27	No	Taxpayers must first complete an
EFT Program Info Booklet	G.S. 105-256	500	24.24	No	authorization form to determine what taxes
EFT Program ACH Credit	G.S. 105-256	500	73.10	No	qualify for EFT. If available on internet,
EFT Program ACH Debit Instructions	G.S. 105-256	500	109.00	No	taxpayers would attempt to pay any type
EFT Program ACH Debit Instructions	G.S. 105-256	500	101.69	No	of tax by EFT and identifying payments
EFT Program Info Booklet	G.S. 105-256	500	29.24	No	would be difficult with no return.
2000 Cost Index & Depreciation Schedule	G.S. 105-289 & 105.318	450	102.31	Yes	Provide a copy to taxpayers
2000 Sales Assessment Ratio Studies	G.S. 105-284	350	6.49	No	Notification to county commissions & Public Service Companies of the levy of assessment in their county
Sales Assessment Ratio Studies	G.S. 105-256	250	46.08	No	Manual sent to all counties to show their level of assessment in comparison with other counties.
Beer & Wine Distribution Report	G.S 105-113.82	400	86.40	No	Reviewing requirements to provide internet capability.
1999 Statewide Reimbursement Summary Report	G.S. 105-275.1 & 105-277A	160	22.92	No	Reviewing requirements to provide internet capability.
White Goods Distribution	G.S. 105-187.24	150	3.06	No	Reviewing requirements to provide
White Goods Distribution	G.S. 105-187.24	150	2.86	No	internet capability.
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	155	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	2.86	No	Reviewing requirements to provide
Scrap Tire Distribution	G.S. 105-187.19	150	3.06	No	internet capability
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	155	3.01	No	
Auction Flyer - Unauthorized Substances	G.S. 105-256	200,000	324.33	No	Flyers inserted in refund checks to
Auction Flyer - Unauthorized Substances	G.S. 105-256	200,000	324.33	No	generate interest in upcoming auctions.
Flyer for Auction Morganton	G.S. 105-256	8,000	80.81	No	
Property Auction Burke Co	G.S. 105-256	75,000	251.15	No	
Property Auction Dunn NC	G.S. 105-256	75,000	251.15	No	

Publications for FY 1999-00 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
Recruiting Brochure	G.S. 105-256	10,000	36.37	No	Distributed by field personnel to local colleges for career day.
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Directive SD 99-3	G.S. 105-256	3,500	36.37	Yes	Required to notify taxpayer of change
S & U Administrative Rules	G.S. 105-256	890	366.04	Yes	Required to notify taxpayer of change
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	Taxpayers are encouraged to access Department's WEB page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U Fiscal Year Report 1998-1999	G.S 105-256	800	63.98	Yes	
S & U Local 2% Report	G.S 105-256	375	4.41	No	Mainframe generated; will be reviewing requirements to provide internet capability
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Technical Bulletins	G.S. 105-262	3,000	5,472.75	Yes	Sent to taxpayers upon request.
Certificate of Resale Brochure	G. S 105-256	10,000	116.50	No	T/p comes into a local office to register for sales & use. Different brochures based on type of businesses.
Hotel, Motels, B & B Brochure	G. S 105-256	5,000	47.60	No	Provided to taxpayers in local field offices.
Brochure Handling Funds	G. S 105-256	5,000	51.40	No	Inform t/ps on how the Department handles their money

Publications for FY 1999-00 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	Taxpayers are encouraged to access Department's WEB page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
Total of Publications for FY 1999-00			**$ 27,956.26**		

Publications for FY 2000-01

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
2000 Statewide Reimbursement Summary Report	G.S. 105-275.1 & 105-277A	160	28.80	No	Reviewing requirements to provide internet capability
50% Reimbursement	G.S. 105-275.1 & 105-277A	650	7.80	No	Reviewing requirements to provide internet capability.
Directive SD 00-02	G.S. 105-164-27A	1,000	22.64	Yes	Still required to notify taxpayer of change
Directive 003	G.S. 105-129.15-19	300	26.68	Yes	Still required to notify taxpayer of change
Directives PD-002	G.S. 105-163.1 (11A) (11B	300	14.70	Yes	Still required to notify taxpayer of change
Distribution Report	G.S. 105-275.2	400	98.10	No	Reviewing requirements to provide internet capability.
EFT Program Information Booklet	G.S 105-256	500	25.24	No	Taxpayers must first complete an authorization form to determine what taxes qualify for EFT. If available on internet taxpayers would attempt to pay any type of tax by EFT and identifying payments would be difficult with no return.
EFT Program ACH Debit Instructions & Guide	G.S 105-256	500	101.69	No	
ELF Information for Software Developers	G.S 105-256	55	41.01	Yes	For developer's convenience a copy will be provided.
Food Stamp Distribution	G.S. 105.164.44C	875	178.27	No	Mainframe generated; currently reviewing requirements to provide internet capability.
Handbook for Electronic Filers	G.S. 105-152	4600	1,075.04	Yes	Provide a copy to taxpayers
Lightning Fast Poster for ELF		2,000	32.88	No	Mailed to businesses for promotional material.
IFTA Compliance Manual	G.S. 105-449.57	15,000	1,515.35	No	Required to get information out to carriers on how to file. Reviewing requirements to provide internet capability.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	Taxpayers are encouraged to access Department's WED page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U Local 2%	G.S 105-256	375	4.61	No	Mainframe generated; will be reviewing requirements to provide internet capability
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2% (Reprint)	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61		
Scrap Tire Distribution	G.S. 105-187.19	150	4.08	No	Will be reviewing requirements to provide internet capability
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	4.08	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	Will be reviewing requirements to provide internet capability
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	

Publications for FY 2000-01 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
S & U Tax Distribution	G.S. 105-472,486,501 & 510	875	210.65	No	Mainframe generated; currently reviewing
S & U Tax Distribution	G.S. 105-472,486,501 & 511	875	210.65	No	requirements to provide internet capability
Sales Assessment Ratio Studies	G.S. 105-284	250	36.00	No	Manual sent to all counties to show their level of assessment in comparison with other counties.
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Taxpayer's Bill of Rights	G.S 105-256	1,000	10.67	Yes	When the Department initiates an audit or generates an assessment we are requried to furnish the Taxpayer's Bill of Rights
Total of Publications for FY 2000-01			**$4,032.88**		

Box Contents

2001-02 Standing Committee Minutes (Item 25894)

Box 2

1. 2001 Joint Appropriations – General Government

   (begins March 27)

2. 2002 Joint Appropriations – General Government
3. 2001 Joint Appropriations – Health & Human Services
   (cont'd to Box 3)

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 27, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday, March 27, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. Two of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, and Mitchell Setzer. Senator Ed Warren chaired the meeting. Senator Warren recognized Pages Louise Lucas from Representative Grady's district, Melissa Bullock from Representative Coates district, and Mariah J. Smith from Senator Reeves district. The fiscal staff members Michele Nelson and Marilyn Chism were also present.

Maybe Keith McCombs from the Department of Revenue spoke for Mr. Norris Tolson. Mr. McCombs began by distributing a handout in answer to a question from Senator Harris asked at the March 22, 2001 meeting with regard to the amount of income generated since adding additional personnel to that group. The answer is provided by the numbers on the handout. (Attachment # 1).

Mr. McCombs continued the NC Department of Revenue Zero Base Budgeting Expenditures review on page 23 of the attached report. (Attachment # 2).

On page 28 there is a fund balance of $37,985.46 in the Federal Retiree Lawsuit fund. In answer to a question Mr.McCombs explained the money is excess needed for refunds. There are no further refunds and the money can be used for other purposes. The Department of Revenue was planning to show this money as unused money at the end of the year but it certainly can be brought back now. The General Government Committee will get back to the Department of Revenue with how to bring this money to the table for the current budgeting purposes.

Mr. Bill Saunders was asked to respond to a question with regard to the unauthorized substance tax. What type of activity increase or decrease do we have? Mr. Saunders answered that they have a new Director and that they are bringing in between $400,000 - $600,000 per month which is an increase.

With regard to a question of where the $6,000,000 for the Intangibles Tax Lawsuit will come from, an explanation was given that the money beyond the $1,348,775.08 would come from the general fund revenues during this fiscal year.

An effort is being made to reduce the amount of paper being sent out through the use of the Web. Also tax forms are not being mailed to those people who have their taxes prepared for them.

Is there flexibility without a change in statute to stop publications from being sent out if the department thinks they should be stopped? The answer to this question will be brought back.

Currently the process by which schools, cities and counties are reimbursed from sales tax is to take the tax and then reimburse it. If the process could be changed to not take the tax would the removal of paper work make a significant difference? This question is flagged and will be responded to by Michele Nelson.

The review of the Department of Revenue document review was finished.

The meeting was adjourned until March 28 at 8:30 a.m.

Respectfully Submitted

Senator Ed Warren, Chair

Delores Ledford, Clerk

North Carolina Department of Revenue

Net Assessments for Interstate Examination Group

Fiscal Year	Net Assessments
1995-1996	$71,177,236
1996-1997	$64,775,950
1997-1998	$95,995,918
1998-1999	$80,457,358
1999-2000	$97,305,842

Financial Services
March 26, 2001

REVISED

NC Department of Revenue
Salary Reserve Expenditures
FY 1999-00

Division	New Hire	Horizontal Transfer	Promotion	Reclassification	Range Revision	In-Range	Total
Administration (1600)	2,724	9,498	24,655	6,913		8,371	52,161
Security (1602)	3		46,168	26,724			72,895
Personnel (1603)			15,468	9,619			25,087
Data Capture Project (1604)		2,526	9,896				12,422
Planning Development &Technology (1605)			44,662	5,111	19,929	26,135	95,837
Tax Research (1607)							0
Criminal Investigations (1609)					36	9,974	10,010
Corporate, Excise & Insurance (1621)						4,466	4,466
Personal Taxes (1623)						2,464	2,464
Sales and Use (1627)	488		721				1,209
Property Tax (1629)				4,756			4,756
Office Examination (1641)	3,890	3,158	36,089	46,806	48,406	25,802	164,151
Office Services (1643)	3,172	2,000	3,470	1,854	837	1,947	13,280
Field Operations (1660)	10,780	18,110	36,955	41,779	57,301	150,776	315,701
Unauthorized Substance (1670)	13,064	2,777	3,721			12,517	32,079
Administrative Service (1681)			2,320	5,618			7,938
Financial Services (1683)		3,650		5,389		28,749	37,788
Documents and Payments Processing (1685)	19,052	4,165	38,924	2,365		10,635	75,141
Motor Fuel (1700)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Fuel Tax Compliance (1706)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
White Goods Disposal Tax (1800)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Scrap Tire Disposal Tax (1820)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Public Transit Tax (1830)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Dry Cleaning Solvent Tax (1840)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Total	$64,510	$50,184	$272,966	$161,782	$131,059	$284,118	$964,619

[illegible] Represents receipts supported divisions/programs

Financial Services
March 26, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment Computers (534522)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)			1,526	2,523,924	1,059,157	1,927,981	0	0
Planning, Development & Technology (1605)	1,188,183	563,373	675,446	1,090,472	422,768	670,846	621,446	621,446
Property Tax (1629)	2,141	19,634	2,880			19,634	19,634	19,634
Field Operations (1660)	18,322	778	4,853	83,308	1,357	10,709	856	856
Unauthorized Substance (1670)	15,352	18,293	581	2,589		18,652	18,652	18,652
Administrative Services (1681)	154,192	288,615	103,452	90,168	33,701	168,122	178,772	178,772
Motor Fuels (1700)	20,468	4,679	8,599	21,938	8,306	15,972	94,788	94,788
Federal Grant - Fuel Tax Evasion (1702)		19,183				0	0	0
Federal Grant - Motor Carriers (1704)		25,107				0	0	0
Federal Grant - Motor Carriers (1706)	102,234	85,000		92,336		86,472	0	0
White Goods Disposal Tax (1800)						69	4,722	4,722
Scrap Tire Disposal Tax (1820)			1,708			0	1,000	1,000
Public Transit Tax (1830)					3,588	5,500	5,600	5,600
Dry Cleaning Solvent Tax (1840)			6,200			5,000	5,000	5,000

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

Attachment # 2

Financial Services
March 20, 2001

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment - Communications (534528)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Data Capture (1604)				26,610	1,225	2,771	0	0
Planning, Development & Technology (1605)	5,846	38,346	1,101	4,234	33,371	64,421	40,000	40,000
Field Operations (1660)		625		28,250		789	789	789
Unauthorized Substance (1670)	172		73	1,988		0	0	0
Administrative Services (1681)	541	56,452	22,435	188,052	10,335	30,100	30,100	30,100
Motor Fuels (1700)		2,244	794	15,143	546	5,454	2,310	2,310

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Equipment Custody & Security - Weapon (534529)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Unauthorized Substance (1670)			3,264	11,080	1,128	2,200	0	0
Administrative Services (1681)			13,130	1,729	1,416	44,500	500	500
Motor Fuels (1700)					18,229	26,997	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Equipment (534539)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Property Tax (1629)				804		0	0	0
Field Operations (1660)				5,664		0	0	0
Administrative Services (1681)				5,791		0	0	0
Motor Fuels (1700)						745	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

▒ Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Motorized Vehicles (534549)

Division (Center)	Expenditures FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01 ◆	Authorized Budget FY 00-01 ◆◆	Recommended Budget FY 2001-02	FY 2002-03
Administrative Services (1681)				8,819		0	0	0

◆ Expenditures thru 12/31/00

◆◆ Authorized Budget thru 12/31/00

NC Department of Revenue
Special Funds Analysis
Balance At December 31, 2000

Budget Code	Center	Title	Fund Balance	Legally Obligated	Comments
24700	2470	Unauthorized Substance Tax	$3,833,158.37	Yes	All monies in this Special Revenue Fund are paid out to two sources; 25% to the General Fund and 75% to the law enforcement agencies involved in the arrest of the person. Distributions to these two sources occurs monthly, but only after all legal appeals available to the taxpayer have been satisfied. Until all of the taxpayer's appeal rights have been exhausted, the monies are not available for distribution.
24701	2000	Fed. Retiree Lawsuit - Refunds	$37,985.46	Yes	Monies remaining from refunds required of the Department with regard to the federal retiree lawsuit. The Department does not anticipate any additional refunds to the taxpayers.
24702	2020	Intangibles Tax Lawsuit - Refunds	$1,348,775.08	Yes	These remaining monies are to be used to process the refunds required in the lawsuit *Derrick Close vs. State of North Carolina*. This lawsuit addresses the taxing of beneficial interest with regards to the Intangibles Tax. The refunds expected to be made in FY 2000-01 total $6.0 million.

NC Department of Revenue
Salary Reserve Expenditures
FY 1999-00

Division	New Hire	Horizontal Transfer	Promotion	Reclassification	Range Revision	In-Range	Total
Administration (1600)	2,724	9,498	80,439	48,367	19,929	37,223	198,180
Security (1602)	3		46,168				46,171
Personnel (1603)			2,042				2,042
Data Capture Project (1604)		2,526	9,896				12,422
Planning Development &Technology (1605)			2,304				2,304
Tax Research (1607)							0
Criminal Investigations (1609)					36	7,257	7,293
Corporate, Excise & Insurance (1621)						4,466	4,466
Personal Taxes (1623)						2,464	2,464
Sales and Use (1627)	488		721				1,209
Property Tax (1629)				4,756			4,756
Office Examination (1641)		217	8,285	1,257	14,449		24,208
Office Services (1643)		2,000			837		2,837
Field Operations (1660)	10,780	18,110	36,955	41,779	57,301	150,776	315,701
Unauthorized Substance (1670)	13,064	2,777	3,721			12,517	32,079
Administrative Service (1681)							0
Financial Services (1683)		3,650		1,611		5,041	10,302
Documents and Payments Processing (1685)	10,459	244					10,703
Motor Fuels (1700)	4,210	4,300	9,168	4,848	1,415	2,282	26,223
Fuel Tax Compliance (1706)					888		888
White Goods Disposal Tax (1800)					806		806
Scrap Tire Disposal Tax (1820)							0
Public Transit Tax (1830)	7,127		749		1,441		9,317
Dry-Cleaning Solvent Tax (1840)							0
Total	$48,855	$43,322	$200,448	$102,618	$97,102	$222,026	$714,371

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

NC Department of Revenue
Salary Reserve Expenditures
July 1, 2000 through March 1, 2001

Division	New Hire	Horizontal Transfer	Promotion	Reclassification	Range Revision	In-Range	Total
Administration (1600)		2,862	18	1,915		1,154	5,949
Security (1602)	16,415						16,415
Personnel (1603)			8,930			1,307	10,237
Data Capture Project (1604)							0
Planning Development &Technology (1605)	6,848		17,002	85,013			108,863
Tax Research (1607)					2,140		2,140
Criminal Investigations (1609)		2,236					2,236
Corporate, Excise & Insurance (1621)							0
Personal Taxes (1623)			4,276				4,276
Sales and Use (1627)					2,517		2,517
Property Tax (1629)							0
Office Examination (1641)			930	3,151		9,081	13,162
Office Services (1643)		1,566	5,318	7,100			13,984
Field Operations (1660)	38,366	12,034	27,037	92,910	6,374	56,726	233,447
Unauthorized Substance (1670)		964	12,039			9,798	22,801
Administrative Service (1681)				10,712		2,953	13,665
Financial Services (1683)				13,028			13,028
Documents and Payments Processing (1685)	4,321		14,322	148,834	3,637	8,659	179,773
Motor Fuels (1700)	6,233	3,341	8,530	499			18,603
Fuel Tax Compliance (1706)							0
White Goods Disposal Tax (1800)							0
Scrap Tire Disposal Tax (1820)							0
Public Transit Tax (1830)			8,100				8,100
Dry-Cleaning Solvent Tax (1840)							0
Total	$72,183	$23,003	$106,502	$363,162	$14,668	$89,678	$669,196

Represents receipts supported divisions/programs

Financial Services
March 20, 2001

Publications for FY 1999-00

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
Individual Income Tax Bulletins	G.S. 105-256	12,500	7,917.14	Yes	Funished to CPAs, lawyers and taxpayers
Corporate Excise & Insurance Tax Rules Bulletins	G.S. 105-256	11,000	8,469.48	Yes	Funished to CPAs, lawyers and taxpayers
Handbook for Electronic Filers	G.S. 105-152	4,600	978.04	Yes	Sent to taxpayers upon request.
Lightning Fast Electronic Filing Poster	G.S. 105-256	2,400	37.61	No	Mailed to businesses for promotional material.
Lightning Fast Electronic Filing Poster	G.S. 105-256	3,200	42.88	No	
Distribution Report 1999-2000 (Intangibles)	G.S. 105.275.2	800	191.20	No	Dicussions on providing internet usage
S & U Tax Distribution	G.S. 105-472,486,501 & 510	875	174.76	No	Mainframe generated; currently reviewing requirements to provide internet capability.
S & U Tax Distribution	G.S. 105-472,486,501 & 511	875	170.40	No	
S & U Tax Distribution	G.S. 105-472,486,501 & 512	875	210.65	No	
S & U Tax Distribution	G.S. 105-472,486,501 & 513	875	210.65	No	
State & Local Tax Booklet	G.S. 105-256	500	72.72	Yes	Basic information on certain taxes as for businesses and individuals .
Food Stamp Distribution	G.S. 105.164.44C	875	243.98	No	Mainframe generated; currently reviewing requirements to provide internet capability.
EFT Program ACH Debit Instr & Guide	G.S. 105-256	500	128.27	No	Taxpayers must first complete an authorization form to determine what taxes qualify for EFT. If available on internet, taxpayers would attempt to pay any type of tax by EFT and identifying payments would be difficult with no return.
EFT Program Info Booklet	G.S. 105-256	500	24.24	No	
EFT Program ACH Credit	G.S. 105-256	500	73.10	No	
EFT Program ACH Debit Instructions	G.S. 105-256	500	109.00	No	
EFT Program ACH Debit Instructions	G.S. 105-256	500	101.69	No	
EFT Program Info Booklet	G.S. 105-256	500	29.24	No	
2000 Cost Index & Depreciation Schedule	G.S. 105-289 & 105.318	450	102.31	Yes	Provide a copy to taxpayers
2000 Sales Assessment Ratio Studies	G.S. 105-284	350	6.49	No	Notification to county commissions & Public Service Companies of the levy of assessment in their county
Sales Assessment Ratio Studies	G.S. 105-256	250	46.08	No	Manual sent to all counties to show their level of assessment in comparison with other counties.
Beer & Wine Distribution Report	G.S 105-113.82	400	86.40	No	Reviewing requirements to provide internet capability.
1999 Statewide Reimbursement Summary Report	G.S. 105-275.1 & 105-277A	160	22.92	No	Reviewing requirements to provide internet capability.
White Goods Distribution	G.S. 105-187.24	150	3.06	No	Reviewing requirements to provide internet capability.
White Goods Distribution	G.S. 105-187.24	150	2.86	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	155	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	2.86	No	Reviewing requirements to provide internet capability
Scrap Tire Distribution	G.S. 105-187.19	150	3.06	No	
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	155	3.01	No	
Auction Flyer - Unauthorized Substances	G.S. 105-256	200,000	324.33	No	Flyers inserted in refund checks to generate interest in upcoming auctions.
Auction Flyer - Unauthorized Substances	G.S. 105-256	200,000	324.33	No	
Flyer for Auction Morganton	G.S. 105-256	8,000	80.81	No	
Property Auction Burke Co	G.S. 105-256	75,000	251.15	No	
Property Auction Dunn NC	G.S. 105-256	75,000	251.15	No	

Publications for FY 1999-00 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
Recruiting Brochure	G.S. 105-256	10,000	36.37	No	Distributed by field personnel to local colleges for career day.
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S. 105-256	450	69.75	Yes	No longer printed and distributed
Directive SD 99-3	G.S. 105-256	3,500	36.37	Yes	Required to notify taxpayer of change
S & U Administrative Rules	G.S. 105-256	890	366.04	Yes	Required to notify taxpayer of change
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	Taxpayers are encouraged to access Department's WEB page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U County, City, Business Report	G.S 105-256	750	21.96	Yes	
S & U Fiscal Year Report 1998-1999	G.S 105-256	800	63.98	Yes	
S & U Local 2% Report	G.S 105-256	375	4.41	No	Mainframe generated; will be reviewing requirements to provide internet capability
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.41	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Local 2% Report	G.S 105-256	375	4.61	No	
S & U Technical Bulletins	G.S. 105-262	3,000	5,472.75	Yes	Sent to taxpayers upon request.
Certificate of Resale Brochure	G. S 105-256	10,000	116.50	No	T/p comes into a local office to register for sales & use. Different brochures based on type of businesses.
Hotel, Motels, B & B Brochure	G. S 105-256	5,000	47.60	No	Provided to taxpayers in local field offices.
Brochure Handling Funds	G. S 105-256	5,000	51.40	No	Inform t/ps on how the Department handles their money

Publications for FY 1999-00 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	Taxpayers are encouraged to access Department's WEB page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
Total of Publications for FY 1999-00			**$ 27,956.26**		

Publications for FY 2000-01

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
2000 Statewide Reimbursement Summary Report	G.S. 105-275.1 & 105-277A	160	28.80	No	Reviewing requirements to provide internet capability
50% Reimbursement	G.S. 105-275.1 & 105-277A	650	7.80	No	Reviewing requirements to provide internet capability.
Directive SD 00-02	G.S. 105-164-27A	1,000	22.64	Yes	Still required to notify taxpayer of change
Directive 003	G.S. 105-129.15-19	300	26.68	Yes	Still required to notify taxpayer of change
Directives PD-002	G.S. 105-163.1 (11A) (11E	300	14.70	Yes	Still required to notify taxpayer of change
Distribution Report	G.S. 105-275.2	400	98.10	No	Reviewing requirements to provide internet capability.
EFT Program Information Booklet	G.S 105-256	500	25.24	No	Taxpayers must first complete an authorization form to determine what taxes qualify for EFT. If available on internet taxpayers would attempt to pay any type of tax by EFT and identifying payments would be difficult with no return.
EFT Program ACH Debit Instructions & Guide	G.S 105-256	500	101.69	No	
ELF Information for Software Developers	G.S 105-256	55	41.01	Yes	For developer's convenience a copy will be provided.
Food Stamp Distribution	G.S. 105.164.44C	875	178.27	No	Mainframe generated; currently reviewing requirements to provide internet capability.
Handbook for Electronic Filers	G.S. 105-152	4600	1,075.04	Yes	Provide a copy to taxpayers
Lightning Fast Poster for ELF		2,000	32.88	No	Mailed to businesses for promotional material.
IFTA Compliance Manual	G.S. 105-449.57	15,000	1,515.35	No	Required to get information out to carriers on how to file. Reviewing requirements to provide internet capability.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	Taxpayers are encouraged to access Department's WED page but many still request copies.
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U County, City, Business Report	G.S 105-256	750	22.31	Yes	
S & U Local 2%	G.S 105-256	375	4.61	No	Mainframe generated; will be reviewing requirements to provide internet capability
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2% (Reprint)	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61	No	
S & U Local 2%	G.S 105-256	375	4.61		
Scrap Tire Distribution	G.S. 105-187.19	150	4.08	No	Will be reviewing requirements to provide internet capability
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	3.01	No	
Scrap Tire Distribution	G.S. 105-187.19	150	4.08	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	Will be reviewing requirements to provide internet capability
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	
White Goods Distribution	G.S. 105-187.24	150	2.94	No	

Publications for FY 2000-01 (cont.)

Title of Publication	G.S. Statute	Number Printed	Cost	Internet	Comments
S & U Tax Distribution	G.S. 105-472,486,501 & 510	875	210.65	No	Mainframe generated; currently reviewing
S & U Tax Distribution	G.S. 105-472,486,501 & 511	875	210.65	No	requirements to provide internet capability
Sales Assessment Ratio Studies	G.S. 105-284	250	36.00	No	Manual sent to all counties to show their level of assessment in comparison with other counties.
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Statement of Financial Condition	G.S 105-256	450	69.75	Yes	No longer printed and distributed
Taxpayer's Bill of Rights	G.S 105-256	1,000	10.67	Yes	When the Department initiates an audit or generates an assessment we are requried to furnish the Taxpayer's Bill of Rights
Total of Publications for FY 2000-01			**$4,032.88**		

VISITOR REGISTRATION SHEET

General Govt approp Sub comm — 3-27-2001

Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Thomas Cheek	OSBPM
Robert Powers	OSBPM
Sherry Metts	SFMC
Randy Barnes	DOR
Debbie Gibson	DOR
Dewey Sanders	DOR
Willie Rutledge	DOR
Martha Glass	DOR
Kathie Austin	OSBPM
Stella Huggins	DOT
Robert Wilson	Sec of State
Becky Stuart	Public Pol Advocacy Associates
Chris Rodgers	" "
Jim Johnson	FRD
Ken Ferrell	Gov's office
Byron Harris	OSBPM

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, March 28, 2001

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, March 28, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot, and Setzer. There were two Senators present. Committee Counsel present: Michelle Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages.

Representative Sherrill announced that the Committee would begin the Continuation Budget today and then announced the schedule of presentations by the agencies.

Representative Sherrill recognized Franklin Freeman, Senior Assistant for Governmental Affairs. Mr. Freeman explained the chart outlining the various divisions of the Governor's office. He presented a comparison chart showing Governor Easley's cabinet with that of former Governor Hunt.

Representative Sherrill asked if there were any positions in the Governor's office paid from the budget of another agency. This information will be secured for her. Senator Warren asked if there has been any planning on moving the Western and Eastern Governor's office in order to save some money. There has not been at this time. Senator Warren asked if the names could not included on the organization chart of who held certain positions. Representative Sherrill responded that they are planning to ask that these names be added to the chart.

Mr. Freeman said that the budget for Contracted Personal services for FY 1996-97 to 2000-01 was $61,836 and that the same amount was in the budget for FY 2001-2003.

Represented Jeffus asked what has been eliminated under Education. Mr. Freeman responded about $20,000. The Governor has not yet filled the position of the Education Advisor.

Mr. Freeman then presented the Miscellaneous Contractual Services budget in the amount of $2565 for FY 2001-2002 and FY 2002-2003.

The Travel budget was presented. Senator Kinnaird asked about the "out of country" expenses and had that been eliminated. Mr. Freeman answered that this has been shifted to another agency.

Mr. Freeman presented the Furniture and Equipment Replacement budget which totaled less then $40,000.

The Cell Phone Service has been reduced from 31 to 21 in the Governor's office, thus reducing the cost almost half. He explained that almost half of these phones are assigned to the Governor's security force. Representative Sherrill stated that she thought the security phones were in the

Highway Patrol budget. Mr. Freeman said "no" that they are in the budget of the Office of the Governor.

Senator Kinnaird asked if the people who had these cell phones were able to use them for personal calls or were they for business calls only. Mr. Freeman answered that they checked frequently to see that they are used only for business.Mr. Freeman presented the Rental/Leasing Equipment of less than $40,000 for FY 2001-2002 and 2002-2003 for all residences.

Mr. Freeman said that thee was no Salary Reserve in the office of the Governor at this time.

Mr. Freeman stated that the maintenance contracts through December 2000 was $3258.21. He also said that the Office of the Governor in the earlier Continuation Budget reductions presented by the Governor took a 2.4% reduction. This amounted to $50,834 more than was required. He said that the Governor's office had a total reduction of $135,000. This completed the presentation of the budget for the Governor's office. (See Attachment I)

Representative Sherrill then recognized Mr. David McCoy, State Budget Officer. Mr. McCoy presented the requested information from the Office of State Budget Planning and Management. He also presented and explained the chart showing the various divisions of the department.

Representative Sherrill asked if there had been any increase in the staff. Mr. McCoy answered "no" that they have just moved them around. She also asked if anyone got a promotion. Mr. McCoy said some were moved around but there was no salary increase. Representative Sherrill said that it appeared that the department has added some responsibilities, to which Mr. McCoy answered "yes". Senator Harris suggested that they flag the $45,000 in the Contracted Personal Services budget.

Mr. McCoy presented the Salary Reserve Report showing a balance of $9267.00. Funds are created by hiring at less than the budgeted salary and used by hiring at more than a position's budgeted salary and providing adjustments. He said there was one vacant position "Economist II" with a salary of $39,943 which they hoped to fill.

Representative Jeffus asked if the three publications by the department were shared in any way. Mr. McCoy said they were shared and that you can find them in the budget office on different floors and also in the Regional Offices. The publications are also in the Administration building and in the Elks building.

Mr. McCoy said that the total potential reduction for FY 2001-2002 is $70,567 and for FY 2002-2003 is $50,567. (See Attachment II)

The meeting adjourned at 9:50 a.m. to meet again on Thursday morning at 8:30.

Respectfully submitted,

Rosa S. Kelley

Representative Wilma Sherrill, Chair

Attachment I

OFFICE OF THE GOVERNOR

Information Requested for the Joint Appropriations Subcommittee on

General Government
March 28, 2001

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Contracted Personal Services

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1110	Administration		$ 31,340	$ 50,341	$ 73,471	$ 37,956	$ 30,307	$ 35,000	$ 35,000
1130	Intergovernmental Relation		$ -	$ -	$ -	$ -	$ -	$ 26,836	$ 26,836
1230	Education		$ -	$ 13,700	$ 20,000	$ 20,000	$ 6,270	$ -	$ -
		Total	**$ 31,340**	**$ 64,041**	**$ 93,471**	**$ 57,956**	**$ 36,577**	**$ 61,836**	**$ 61,836**

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Miscellaneous Contractual Services

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1110	Administration		$ 222,646	$ 134,284	$ 68,295	$ 90,190	$ 75,382	$ -	$ -
1130	Intergovernmental Relations		$ 209	$ 362	$ 15,411	$ 44,292	$ 108	$ 990	$ 990
1210	Citizens Affairs		$ -	$ 1,023	$ 2,072	$ 384	$ 1,025	$ 1,025	$ 1,025
1631	Raleigh Executive Residence		$ 1,353	$ 938	$ 547	$ 75	$ 550	$ 550	$ 550
		Total	**$ 224,208**	**$ 136,607**	**$ 86,325**	**$ 134,941**	**$ 77,065**	**$ 2,565**	**$ 2,565**

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Rental / Lease of Equipment

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1110	Administration	$ 20,974	$ 24,122	$ 21,539	$ 29,409	$ 1,451	$ 27,077	$ 27,077

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Travel

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Budget FY 02-03
1110	**Administration**							
532711	TRANSP AIR - IN STATE	$ 29,380	$ 32,331	$ 46,420	$ 1,564	$ 11,945	$ 17,000	$ 17,000
532712	TRANS AIR-OUT STATE,IN U	$ 11,310	$ 29,045	$ 37,343	$ 69,192	$ 36,086	$ 14,000	$ 14,000
532713	TRANSP AIR-OUT OF COUNTR							
532714	TRANSP-GRND - IN STATE	$ 3,759	$ 13,539	$ 16,084	$ 15,734	$ 22,610	$ 4,539	$ 4,539
532715	TRANS GRND-OUT STA,IN US	$ 1,194	$ 1,485	$ 535	$ 561	$ 24	$ 1,101	$ 1,101
532717	TRANSP OTHER - IN STATE	$ 587	$ 471	$ 267	$ 143	$ 464	$ 471	$ 471
532718	TRANS OTH-OUTSTATE, IN U	$ 209	$ 357	$ 326	$ 1,388	$ 15,912	$ 350	$ 350
532719	TRANS OTH-OUT OF COUNTRY			$ 80				
532721	LODGING - IN STATE	$ 1,441	$ 2,568	$ 2,065	$ 5,466	$ 1,433	$ 2,567	$ 2,567
532722	LODGING-OUT STATE, IN US	$ 3,468	$ 8,675	$ 10,933	$ 10,344	$ 4,261	$ 4,675	$ 4,675
532723	LODGING-OUT OF COUNTRY							
532724	MEALS - IN STATE	$ 1,557	$ 1,246	$ 1,041	$ 2,518	$ 784	$ 50	$ 50
532725	MEALS-OUT OF STATE,IN US	$ 856	$ 1,670	$ 1,468	$ 2,182	$ 1,552	$ 670	$ 670
532726	MEALS - OUT OF COUNTRY							
532727	MISC - IN STATE	$ 7	$ 14	$ 70	$ 29		$ 20	$ 20
532728	MISC - OUT STATE, IN US	$ 27	$ 46	$ 70	$ 16	$ 79	$ 50	$ 50
532729	MISC - OUT OF COUNTRY							
532731	BD/NON-EMPLOYEE TRANSP	$ 178	$ 28	$ 980	$ 912			
532732	BD/NON-EMPLOYEE SUBSIS	$ 138	$ 3,031	$ 2,642	$ 1,303	$ 11	$ 2,581	$ 2,581
	Total	**$ 54,110**	**$ 94,507**	**$ 120,324**	**$ 111,352**	**$ 95,162**	**$ 48,074**	**$ 48,074**

Travel

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Budget FY 02-03
1130	**Intergovernmental Relations**							
532711	TRANSP AIR - IN STATE	$ 1,991						
532712	TRANS AIR-OUT STATE,IN U	$ 2,330	$ 985	$ 1,540	$ 1,839	$ 966	$ 985	$ 985
532713	TRANSP AIR-OUT OF COUNTR	$ 277				$ 704		
532714	TRANSP-GRND - IN STATE	$ 16,044	$ 19,247	$ 15,023	$ 21,572	$ 9,916	$ 16,787	$ 16,787
532715	TRANS GRND-OUT STA,IN US	$ 537	$ 1,947	$ 2,007	$ 1,204	$ 146	$ 1,947	$ 1,947
532716	TRANS GRND-OUT OF COUNTRY	$ 50						
532717	TRANSP OTHER - IN STATE	$ 2,382	$ 2,386	$ 2,120	$ 1,826	$ 377	$ 2,400	$ 2,400
532718	TRANS OTH-OUTSTATE, IN U	$ 129	$ 114	$ 172	$ 990	$ 502	$ 125	$ 125
532721	LODGING - IN STATE	$ 6,863	$ 3,154	$ 1,330	$ 1,267	$ 390	$ 3,450	$ 3,450
532722	LODGING-OUT STATE, IN US	$ 1,110	$ 1,885	$ 3,232	$ 3,261	$ 905	$ 1,850	$ 1,850
532723	LODGING-OUT OF COUNTRY	$ 1,479				$ 348		
532724	MEALS - IN STATE	$ 5,096	$ 2,432	$ 1,420	$ 1,054	$ 450	$ 2,432	$ 2,432
532725	MEALS-OUT OF STATE,IN US	$ 406	$ 350	$ 676	$ 509	$ 357	$ 350	$ 350
532726	MEALS - OUT OF COUNTRY	$ 126				$ 52		
532727	MISC - IN STATE	$ 49		$ 19	$ 57	$ 6		
532728	MISC - OUT STATE, IN US	$ 1	$ 2	$ 34	$ 40		$ 20	$ 20
532729	MISC - OUT OF COUNTRY	$ 129				$ 12		
532731	BD/NON-EMPLOYEE TRANSP	$ 567						
532732	BD/NON-EMPLOYEE SUBSIS	$ 764	$ 310					
	Total	**$ 40,330**	**$ 32,811**	**$ 27,572**	**$ 33,620**	**$ 15,131**	**$ 30,346**	**$ 30,346**
1210	**Citizens Affairs**							
532712	TRANS AIR-OUT STATE,IN U			$ 316				
532714	TRANSP-GRND - IN STATE	$ 490	$ 769	$ 1,513	$ 1,969	$ 238	$ 1,302	$ 1,302
532715	TRANS GRND-OUT STA,IN US			$ 90				
532717	TRANSP OTHER - IN STATE		$ 3	$ 55			$ 10	$ 10
532721	LODGING - IN STATE	$ 664	$ 220	$ 347	$ 793		$ 250	$ 250
532722	LODGING-OUT STATE, IN US	$ 207		$ 1,215				
532724	MEALS - IN STATE	$ 356	$ 182	$ 252	$ 3,431	$ 113	$ 770	$ 770
532725	MEALS-OUT OF STATE,IN US			$ 186				
532727	MISC - IN STATE			$ 4	$ 2			
532732	BD/NON-EMPLOYEE SUBSIS			$ 1,387	$ 869			
	Total	**$ 1,717**	**$ 1,174**	**$ 5,365**	**$ 7,064**	**$ 351**	**$ 2,332**	**$ 2,332**

Travel

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Budget FY 02-03
1230	**Education**							
532711	TRANSP AIR - IN STATE	$ 1,073	$ 345	$ 235			$ 1,000	$ 1,000
532712	TRANS AIR-OUT STATE,IN U	$ 1,197	$ 5,052	$ 1,642	$ 2,581	$ 1,468		
532713	TRANSP AIR-OUT OF COUNTR	$ 242						
532714	TRANSP-GRND - IN STATE	$ 6,955	$ 7,987	$ 4,790	$ 4,280	$ 1,019	$ 3,000	$ 3,000
532715	TRANS GRND-OUT STA,IN US	$ 488	$ 345	$ 379	$ 541	$ 225		
532716	TRANS GRND-OUT OF COUNTRY	$ 20						
532717	TRANSP OTHER - IN STATE	$ 303	$ 393	$ 29	$ 200	$ 23		
532718	TRANS OTH-OUTSTATE, IN U			$ 84	$ 213	$ 50		
532721	LODGING - IN STATE	$ 2,164	$ 2,102	$ 1,076	$ 911	$ 303		
532722	LODGING-OUT STATE, IN US	$ 207	$ 1,356	$ 3,082	$ 3,557	$ 514	$ 1,000	$ 1,000
532723	LODGING-OUT OF COUNTRY	$ 740						
532724	MEALS - IN STATE	$ 1,292	$ 1,774	$ 846	$ 877	$ 120	$ 500	$ 500
532725	MEALS-OUT OF STATE,IN US	$ 550	$ 270	$ 606	$ 664	$ 128	$ 500	$ 500
532726	MEALS - OUT OF COUNTRY	$ 118		$ 170				
532727	MISC - IN STATE	$ 8	$ 31	$ 111	$ 31	$ 6		
532728	MISC - OUT STATE, IN US	$ 14		$ 82	$ 23			
532729	MISC - OUT OF COUNTRY	$ 16						
532731	BD/NON-EMPLOYEE TRANSP							
532732	BD/NON-EMPLOYEE SUBSIS				$ 63			
	Total	**$ 15,386**	**$ 19,654**	**$ 13,131**	**$ 13,942**	**$ 3,854**	**$ 6,000**	**$ 6,000**
1631	**Raleigh Executive Residenc**							
532712	TRANS AIR-OUT STATE,IN U	$ 449		$ 288		$ 584		
532714	TRANSP-GRND - IN STATE	$ 8,614	$ 15,832	$ 13,793	$ 13,742	$ 7,880	$ 15,832	$ 15,832
532717	TRANSP OTHER - IN STATE	$ 1,342		$ 1,155				
532722	LODGING-OUT STATE, IN US	$ 893		$ 870	$ 911			
532725	MEALS-OUT OF STATE,IN US	$ 120	$ 80	$ 82	$ 64		$ 100	$ 100
	Total	**$ 11,418**	**$ 15,912**	**$ 16,188**	**$ 14,718**	**$ 8,464**	**$ 15,932**	**$ 15,932**

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Cellular Phone Services

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1110	Administration		$ 20,291	$ 16,344	$ 14,017	$ 29,093	$ 7,223	$ 13,845	$ 13,845
1130	Intergovernmental Relations		$ 826	$ 364	$ 786	$ 1,380	$ 391	$ 600	$ 600
1210	Citizens Affairs		$ -	$ -	$ -	$ 1,056	$ -	$ -	$ -
1230	Education		$ -	$ -	$ 20	$ -	$ 43	$ -	$ -
		Total	**$ 21,117**	**$ 16,708**	**$ 14,823**	**$ 31,529**	**$ 7,657**	**$ 14,445**	**$ 14,445**

Office of The Governor

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Furniture and Equipment Replacement

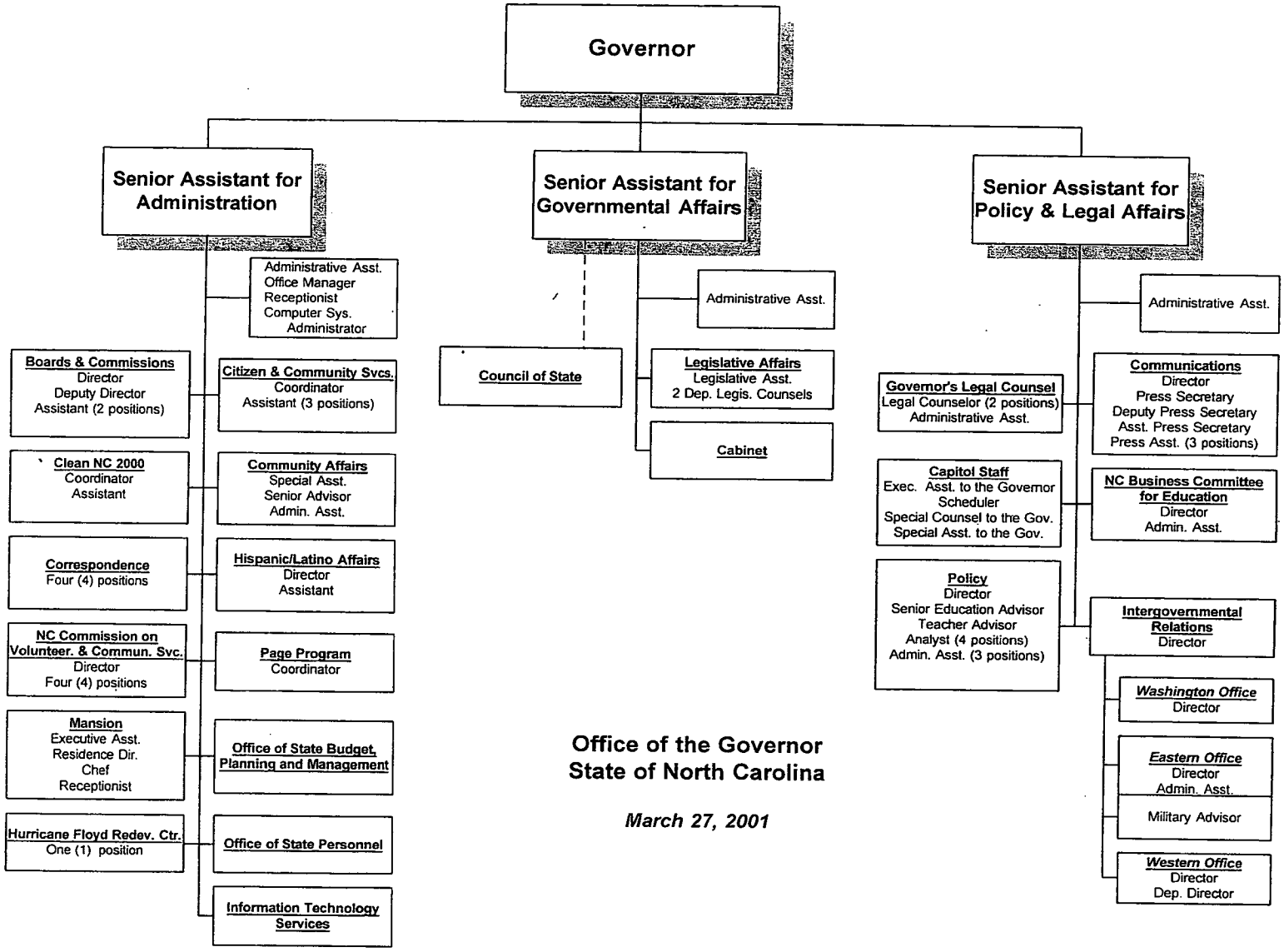
Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1110	**Administration**								
	534511	Office Furniture	$ 1,690	$ -	$ 4,255	$ 2,037	$ -	$ -	$ -
	534521	Office Equipment	$ 2,962	$ 18,446	$ 3,948	$ 4,163	$ 132	$ 7,066	$ 7,066
	534522	Computers	$ 93,040	$ 18,010	$ 12,854	$ 55,582	$ -	$ 13,000	$ 13,000
	Total		$ 97,692	$ 36,456	$ 21,057	$ 61,782	$ 132	$ 20,066	$ 20,066
1130	**Intergovernmental Relations**								
	534521	Office Equipment	$ 2,127	$ -	$ 455	$ -	$ -	$ -	$ -
	534522	Computers	$ -	$ -	$ 7,336	$ 4,613	$ -	$ -	$ -
	Total		$ 2,127	$ -	$ 7,791	$ 4,613	$ -	$ -	$ -
1230	**Education**								
	534522	Computers	$ 498	$ 1,232	$ -	$ -	$ -	$ -	$ -
	Total		$ 498	$ 1,232	$ -	$ -	$ -	$ -	$ -
1631	**Raleigh Executive Residence**								
	534511	Office Furniture	$ -	$ -	$ -	$ -	$ -	$ 420	$ 420
	534512	Residential Furniture	$ -	$ -	$ -	$ -	$ -	$ 3,257	$ 3,257
	534521	Office Equipment	$ 3,050	$ 579	$ -	$ 2,220	$ -	$ -	$ -
	534522	Computers	$ -	$ 3,908	$ -	$ -	$ -	$ 4,000	$ 4,000
	Total		$ 3,050	$ 4,487	$ -	$ 2,220	$ -	$ 7,677	$ 7,677
1632	**Western Executive Residence**								
	534512	Residential Furniture	$ -	$ -	$ -	$ -	$ -	$ 1,625	$ 1,625
	534539	Other Equipment	$ 466	$ -	$ 507	$ -	$ -	$ -	$ -
	Total		$ 466	$ -	$ 507	$ -	$ -	$ 1,625	$ 1,625

Salary Reserve Report
Office of The Governor

The current salary reserve balance is $0. The new Governor's office was established in January 2001.

Office of the Governor
Maintenance Contracts thru December 2000

Automated Signature Technology	450.00	Signature machine
Ameritrend	198.00	Brothers 3500 ML Fax Machine
Ameritrend	198.00	Brothers 3500 ML Fax Machine
Coeco Office Systems	219.33	Copier
Typewriter Sales	360.00	6 Typewriters
Ameritrend	198.00	Muratec F 70 Fax Machine
Ameritrend	198.00	Muratec F 70 Fax Machine
Danka	1,364.88	Konica 4355 Copier
Xerox	72.00	Fax Machine
	3,258.21	



Office of the Governor
State of North Carolina

March 27, 2001

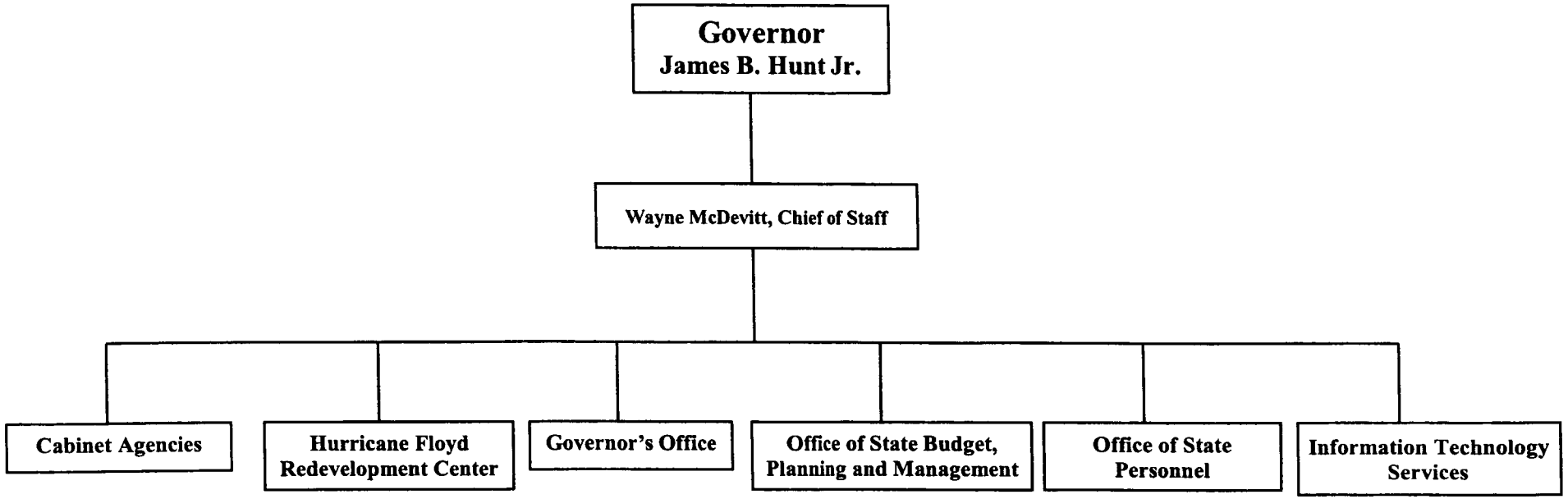
Office of the Governor

Additional Potential Budget Reductions

The Office of the Governor in the earlier continuation budget reductions presented by the Governor took a 2.4% reduction in the continuation budget, which amounted to approximately 1% more than the average agency reduction. This amounted to $50,834 more than was required.

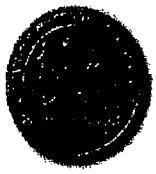
We are continuing to examine our budget for additional potential reductions.

Office of the Governor



November 20, 2000

Office of the Governor



Chief of Staff

Wayne McDevitt

Linda Povlich, Deputy Chief of Staff, Administration & Citizen/Community Relations
Zorida Maighnath, Administrative Assistant

VOLUNTEER & COMMUNITY SERVICES

Will Lindsay, Executive Director
Faye Stone, Special Initiatives Director
Tim Kelly, Training Coordinator
Alicia Hartsfield, Program Director
Vacant, Americorps Coordinator
Toya Critchlow, Clerk/Receptionist
Suanne Brooks, Volunteer Center Coordinator
Linda Harrill, Director, NC Promise
Vacant, Youth Leadership Coordinator
Anthony Petty, Volunteer Development Coordinator

CLEAN NC 2000

Sondra Davis, Clean NC Coordinator
Meredith Wineberger, Fellow
Kammy Britt, Administrative Assistant

CORRESPONDENCE

Norma Blackmon, Supervisor
Shanda Snead, Administrative Assistant
Oliver Upshaw, Administrative Assistant
Latonya Rogers, Administrative Assistant

MIS

Dan McAuley, Computer Systems Administrator

CITIZEN SERVICES

Carol Young, Citizen/Community Relations Coordinator
Lisa Nelms, Administrative Assistant
Joan Spencer, Administrative Assistant
Pat Thompson, Volunteer Recognition Coordinator
Vacant, Executive Assistant Citizen Services

BOARDS & COMMISSIONS

Howie Devane, Director
Susan Murphy, Deputy Director
Karen Sipe, Administrative Assistant

COMMUNITY AFFAIRS

Carolyn Coleman, Senior Advisor
Sheryl Spivey, Special Projects Coordinator
Angie Norman, Administrative Assistant (temp)

HISPANIC/LATINO AFFAIRS

Nolo Martinez, Hispanic Liaison
Yolanda Ramirez, Administrative Assistant

PAGE PROGRAM

Virginia Robertson, Page Coordinator

OFFICE RECEPTION

Loretta Pokipala, Receptionist

November 20, 2000

Black Text =Governor's Office Budget
Green Text = Contracts/Temps paid thru lapsed salaries
Blue Text = Agency funded

Office of the Governor

Governor
James B. Hunt Jr.

Wayne McDevitt, Chief of Staff
Lori Jones, Admin. Assistant

LEGAL

Jack Jenkins, Legal Councel
Vacant, Administrative Assistant (on loan to press office)

LEGISLATIVE

Garland Garrett, Director for Legal Affairs
Vacant, Deputy for Legal Affairs
Annette Etheridge, Legislative Assistant
Vacant, Legislative Assistant

HURRICANE FLOYD REDEVELOPMENT CENTER

Leza Aycock, Director

CAPITOL STAFF

Jan Bryant, Personal Secretary / Scheduler
Shelia Evans, Scheduler
Shelia Rademacher, Administrative Assistant
Darren Clark, Personal Assistant
Elizabeth Collins, Administrative Assistant (temp)

MANSION

Vacant, Executive Assistant to First Lady
Vicki Cilley, Residence Director
Vacant, Administrative Assistant
Courtney Edgerton, Receptionist
Steve Moravick, Chef

SCIENCE & TECHNOLOGY
Barbarba Levine, Virtual Co laboratories

November 20, 2000

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Office of the Governor

Chief Of Staff

Wayne McDevitt

Angie Harris, Deputy Chief of Staff Policy & Programs
Kathrine Harris, Administrative Assistant

INTERGOVERNMENTAL

Ann Lichtner, Director
Lisa Rivers, Administrative Assistant
Claudette Mansour, Administrative Assistant

WASHINGTON, DC OFFICE

Jim McClesky, Director
Joe Chandler, Federal Legislative Analyst
Geoff Trego, Federal Legislative Analyst
Lee Stevens, Legislative Analyst
Jill Raynor, Federal Legislative Analyst
David Ewing, Federal Legislative Analyst
Vacant, Administrative Assistant

EASTERN OFFICE

Annette Hargett, Director
Ramona McDonald, Administrative Assistant

WESTERN OFFICE

Jerry Sutton, Director
Vacant, Deputy Director
Pam Livingston, Administrative Assistant

MILITARY LIAISON

David Jones, Military Liaison

POLICY

Warren Miller, Director
Lydia Faulkner, Policy Analyst
Beau Mills, Policy Analyst
Hawley Traux, Policy Analyst
Jenni Owen, Policy Analyst
Ginger Hawley, Administrative Assistant

AGRICULTURAL AFFAIRS

Maurice Cook, Agricultural Advisor

COMMUNICATIONS

Vacant, Director

PRESS OFFICE

Tad Boggs, Press Secretary
Adam Shapiro, Deputy Press Secretary
Reid Hartzoge, Assistant Press Secretary
Amanda Wherry, Press Assistant
Jessica Lee, Press Assistant (temp from legal)
Ashley Bell, Administrative Assistant

EDUCATION POLICY

Lynda McCulloch, Senior Advisor
Karen Garr, Teacher Advisor
Peggy Hopkins-Thompson, Associate Education Advisor
Marion Alston, Administrative Assistant
Scarlett Hargis, Administrative Assistant

NC BUSINESS COMMITTEE FOR EDUCATION

Vacant, Director
Beth Carpenter, Administrative Assistant

November 20, 2000

Black Text =Governor's Office Budget
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Governor's Budget for FY 01-02 for General Government Subcommittee

Description	Authorized Appropriation 12/31/00	Remove Non-Recurring Appropriatio	Restore Non-Recurring Reductions	Building Reserves	Enrollment/ Entitlement Adjustments	Transfers	Recurring Baseline Budget	Agency Reductions	Total Recommended Budget	Expansion	Total Budget
TARGET											**335,500,000**
General Government											
General Assembly	40,649,367	(363,638)	632,119			(350,000)	40,567,848	(614,000)	39,953,848		39,953,848
Gov. Office	5,631,542	(28,545)	30,742				5,633,739	(135,834)	5,497,905		5,497,905
OSBM	5,818,759	(57,482)	28,623				5,789,900	(87,000)	5,702,900		5,702,900
OSBM-Disaster Relief							0		0		0
OSMB-Res. For Gen. Assembly	3,700,000	(620,000)					3,080,000		3,080,000		3,080,000
Lt. Governor	685,577	(3,768)	4,499				686,308	(10,000)	676,308		676,308
Sec. of State	9,755,907	(2,007,583)	46,684	965,893			8,760,901	(30,000)	8,730,901		8,730,901
Auditor	12,330,883	(241,009)	76,644				12,166,518	(182,000)	11,984,518		11,984,518
St. Treasurer	15,085,672	(7,291,140)	24,483	17,992			7,837,007	(118,000)	7,719,007		7,719,007
St. Treasurer-Transfer Ret. Sys.	12,294,780						12,294,780		12,294,780		12,294,780
Insurance	23,570,505	(539,483)	361,266				23,392,288	(30,000)	23,362,288		23,362,288
Insurance-Direct	4,500,000						4,500,000	(3,000,000)	1,500,000		1,500,000
DOA	63,402,230	(2,566,976)	243,397				61,078,651	(386,471)	60,692,180	1,225,000	61,917,180
OSC	11,718,683	(57,809)	156,397				11,817,271	(177,000)	11,640,271		11,640,271
Revenue	78,509,890	(2,172,475)	629,869				76,967,284	(1,154,500)	75,812,784		75,812,784
Cultural Resources	63,437,052	(3,128,160)	531,804				60,840,696	(813,000)	60,027,696		60,027,696
Cultural Resources-Roanoke Isl.	1,907,245						1,907,245	(29,000)	1,878,245		1,878,245
St.Bd. of Elections	3,524,060	(259,689)	7,082				3,271,453	(53,000)	3,218,453		3,218,453
Office of Admin. Hearings	2,909,296	(18,704)	17,496				2,908,088	(44,000)	2,864,088		2,864,088
Rules Review Comm.	381,957	(49,615)	1,743				334,085	(5,000)	329,085		329,085
Total General Government	**359,813,405**	**(19,406,076)**	**2,792,848**	**983,885**	**0**	**(350,000)**	**343,834,062**	**(6,868,805)**	**336,965,257**	**1,225,000**	**338,190,257**
Adjustment to Meet Target											**(2,690,257)**

RULES FOR JOINT APPROPRIATIONS SUBCOMMITTEES 2001 SESSION

March 20, 2001

1. Subcommittee spending targets are composed of recurring funds.

2. Additional non-recurring reductions, beyond the subcommittee target, shall only be used for non-recurring expansion.

3. Verify that all current year (Fiscal Year 2000-01) non-recurring items have been removed from the continuation budget.

4. Identify all appropriations as recurring and non-recurring.

5. Identify all position changes (eliminations, reductions, etc...).

6. Unspecified reductions (negative reserves) recommended by the Governor must be specifically identified and presented to the subcommittee prior to adoption.

7. No non-recurring expenditures allowed in the second year of the biennium (Fiscal Year 2002-03).

8. No program expansion allowed in the second year of the biennium (Fiscal Year 2002-03).

9. No expansion positions shall be phased in during the fiscal biennium.

10. Special provisions shall not authorize expenditure of reversions.

11. Refer all salary-related, state employee health plan, debt service, and other statewide reserve issues to the Full Appropriations Committee Chairs.

Prepared by the Fiscal Research Division
Budget Development

Attachment II

OFFICE OF STATE BUDGET PLANNING &

MANAGEMENT

Information Requested for the Joint Appropriations Subcommittee on

General Government
March 28, 2001

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Contracted Personnel Services

Fund				Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1310	OSBPM			$ 77,272	$ 50,194	$ 44,840	$ 44,020	$ 128,201	$ 45,000	$ 45,000
1410	Planning			$ -	$ 10,305	$ 7,800	$ 26,938	$ -	$ -	$ -

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Miscellaneous Contractual Services

Fund				Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1310	OSBPM			$ 59,828	$ 122,734	$ 124,788	$ 78,350	$ 34,446	$ 94,584	$ 94,584
1410	Planning			$ 30,587	$ 714	$ 15,740	$ 20,473	$ -	$ -	$ -
1412	Geodetic Survey			$ 1,154	$ 30,576	$ 32,093	$ 7,550	$ 1,794	$ 177,000	$ 177,000
1413	County Boundaries			$ -	$ -	$ -	$ 47,572	$ 12,407	$ 89,323	$ 89,323

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Rental & Lease of Equipment

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1310	OSBPM	$ -	$ -	$ 4,167	$ 22,005	$ 11,002	$ 20,890	$ 20,890
1410	Planning	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1412	Geodetic Survey	$ -	$ -	$ -	$ -	$ -	$ 100	$ 100
1413	County Boundaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Travel

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Budget FY 02-03
1310	**OSBPM**								
	532711	TRANSP AIR - IN STATE	$ 54		$ 1,500				
	532712	TRANS AIR-OUT STATE,IN U	$ 3,255	$ 6,235	$ 3,856	$ 6,132	$ 3,192	$ 7,377	$ 7,377
	532713	TRANSP AIR-OUT OF COUNTR			$ 2,366				
	532714	TRANSP-GRND - IN STATE	$ 2,442	$ 2,076	$ 3,672	$ 6,392	$ 3,882	$ 7,000	$ 7,000
	532715	TRANS GRND-OUT STA,IN US	$ 1,935	$ 3,788	$ 1,480	$ 1,477	$ 1,357	$ 2,000	$ 2,000
	532717	TRANSP OTHER - IN STATE	$ 102	$ 343		$ 35	$ 90	$ 500	$ 500
	532718	TRANS OTH-OUTSTATE, IN U	$ 384	$ 224	$ 55	$ 202	$ 354	$ 224	$ 224
	532721	LODGING - IN STATE	$ 1,655	$ 3,934	$ 4,912	$ 5,266	$ 1,342	$ 5,900	$ 5,900
	532722	LODGING-OUT STATE, IN US	$ 6,881	$ 11,540	$ 6,941	$ 9,874	$ 11,750	$ 12,400	$ 12,400
	532723	LODGING-OUT OF COUNTRY							
	532724	MEALS - IN STATE	$ 896	$ 1,318	$ 1,394	$ 1,250	$ 254	$ 1,400	$ 1,400
	532725	MEALS-OUT OF STATE,IN US	$ 1,284	$ 1,518	$ 824	$ 2,048	$ 2,970	$ 2,700	$ 2,700
	532726	MEALS - OUT OF COUNTRY							
	532727	MISC - IN STATE	$ 5	$ 5	$ 11	$ 38		$ 20	$ 20
	532728	MISC - OUT STATE, IN US	$ 54	$ 66	$ 4	$ 66	$ 50	$ 150	$ 150
	532729	MISC - OUT OF COUNTRY							
	532731	BD/NON-EMPLOYEE TRANSP	$ 28,347	$ 9,357	$ 22,137	$ 26,057	$ 2,205	$ 20,000	$ 20,000
	532732	BD/NON-EMPLOYEE SUBSIS	$ 15,287	$ 3,271	$ 35,026	$ 35,515	$ 16,436	$ 20,000	$ 20,000
	Total		$ 62,580	$ 43,675	$ 84,179	$ 94,350	$ 43,879	$ 79,671	$ 79,671
1410	**Planning**								
	532711	TRANSP AIR - IN STATE							
	532712	TRANS AIR-OUT STATE,IN U	$ 349	$ 724	$ 840	$ 1,585			
	532713	TRANSP AIR-OUT OF COUNTR							
	532714	TRANSP-GRND - IN STATE	$ 649	$ 3,249	$ 940	$ 482			
	532715	TRANS GRND-OUT STA,IN US	$ 129	$ 333	$ 55	$ 364			
	532717	TRANSP OTHER - IN STATE	$ 10	$ 12	$ 6	$ 16			
	532718	TRANS OTH-OUTSTATE, IN U			$ 31	$ 6			
	532721	LODGING - IN STATE	$ 295	$ 478	$ 208	$ 601			
	532722	LODGING-OUT STATE, IN US	$ 342	$ 1,506	$ 1,353	$ 2,453			
	532723	LODGING-OUT OF COUNTRY							

Travel

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
	532724	MEALS - IN STATE	$ 118	$ 326	$ 104	$ 136			
	532725	MEALS-OUT OF STATE,IN US	$ 32	$ 428	$ 406	$ 636			
	532727	MISC - IN STATE	$ 80			$ 12			
	532732	BD/NON-EMPLOYEE SUBSIS	$ 935	$ 993					
	Total		$ 2,938	$ 8,049	$ 3,943	$ 6,292	$ -	$ -	$ -
1412	**Geodetic Survey**								
	532712	TRANS AIR-OUT STATE,IN U	$ 1,280	$ 652	$ 1,077	$ 227		$ 252	$ 252
	532714	TRANSP-GRND - IN STATE	$ 7,265	$ 11,441	$ 14,945	$ 16,532	$ 7,793	$ 16,531	$ 16,531
	532715	TRANS GRND-OUT STA,IN US	$ 36		$ 4	$ 153		$ 160	$ 160
	532717	TRANSP OTHER - IN STATE	$ 242	$ 683	$ 758	$ 829	$ 613	$ 829	$ 829
	532718	TRANS OTH-OUTSTATE, IN U	$ 4		$ 12	$ 57		$ 75	$ 75
	532721	LODGING - IN STATE	$ 7,871	$ 17,447	$ 12,999	$ 20,264	$ 9,704	$ 15,033	$ 15,033
	532722	LODGING-OUT STATE, IN US	$ 1,575	$ 808	$ 1,146	$ 378		$ 517	$ 517
	532724	MEALS - IN STATE	$ 6,036	$ 12,239	$ 9,111	$ 11,572	$ 6,282	$ 9,485	$ 9,485
	532725	MEALS-OUT OF STATE,IN US	$ 858	$ 426	$ 476	$ 196		$ 226	$ 226
	Total		$ 25,167	$ 43,696	$ 40,528	$ 50,208	$ 24,391	$ 43,108	$ 43,108
1413	**County Boundaries**								
	532714	TRANSP-GRND - IN STATE			$ 41	$ 5,175	$ 2,452	$ 5,175	$ 5,175
	532715	TRANS GRND-OUT STA,IN US					$ 197		
	532721	LODGING - IN STATE				$ 977	$ 480	$ 3,116	$ 3,116
	532722	LODGING-OUT STATE, IN US					$ 394		
	532724	MEALS - IN STATE				$ 648	$ 234	$ 700	$ 700
	532725	MEALS-OUT OF STATE,IN US					$ 74		
	532728	MISC - OUT OF STATE				$ 17	$ -	$ 25	$ 25
	Total		$ -	$ -	$ 41	$ 6,817	$ 3,830	$ 9,016	$ 9,016
1415	**Flood Plain Mapping**								
	532712	TRANS AIR-OUT STATE,IN U				$ 1,019		$ 8,000	$ 8,000
	532714	TRANS GRND-IN STATE						$ 1,600	$ 1,600
	532721	LODGING-IN-STATE						$ 1,450	$ 1,450
	532722	LODGING-OUT-OF-STATE						$ 5,450	$ 5,450
	532724	MEALS - IN STATE						$ 500	$ 500
	532725	MEALS-OUT OF STATE,IN US						$ 500	$ 500
	532731	BD/NON-EMPLOYEE TRANSP				$ 91			
	532732	BD/NON-EMPLOYEE SUBSIS				$ 1,011			
	Total					$ 2,121	$ -	$ 17,500	$ 17,500

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Cellular Phone Services

Fund		Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Budget FY 01-02
1310	OSBPM	$ 94	$ 208	$ 308	$ 418	$ 153	$ 850	$ 850
1410	Planning	$ 176	$ 63	$ -	$ -	$ -	$ -	$ -
1412	Geodetic Survey	$ 152	$ 274	$ 320	$ 390	$ 210	$ 391	$ 391
1413	County Boundaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Office of State Budget Planning & Management

Zero Base Budgeting Expenditures

FY 1996-97 to 2000-01

Furniture and Equipment Replacement

Fund			Actual FY 96-97	Actual FY 97-98	Actual FY 98-99	Actual FY 99-00	Actual FY 00-01	Recommended Budget FY 01-02	Recommended Budget FY 02-03
1310	**OSBPM**								
	534511	Office Furniture	$ 1,043	$ 510	$ 369	$ 17,880	$ -	$ 3,800	$ 3,800
	534521	Office Equipment	$ 550	$ 1,589	$ 34,736	$ 1,637	$ 6,738	$ 2,828	$ 2,828
	534522	Computers	$ 37,801	$ 11,282	$ 67,444	$ 37,714	$ -	$ 22,000	$ 22,000
	Total		$ 39,394	$ 13,381	$ 102,549	$ 57,231	$ 6,738	$ 28,628	$ 28,628
1410	**Planning**								
	534511	Office Furniture	$ -	$ 1,078	$ 2,487	$ -	$ -	$ -	$ -
	534521	Office Equipment	$ 5,889	$ -	$ 596	$ 4,146	$ -	$ -	$ -
	534522	Computers	$ 5,711	$ 32,459	$ 20,912	$ 10,013	$ -	$ -	$ -
	Total		$ 11,600	$ 33,537	$ 23,995	$ 14,159	$ -	$ -	$ -
1412	**Geodetic Survey**								
	534511	Office Furniture	$ 572	$ 175	$ 5,528	$ -	$ -	$ 176	$ 176
	534521	Office Equipment	$ -	$ -	$ 39,219	$ 11,161	$ -	$ -	$ -
	534522	Computers	$ 20,539	$ 10,974	$ 16,099	$ 3,845	$ -	$ 4,000	$ 4,000
	534539	Other Equipment	$ 67,494	$ 13,280	$ 32,450	$ 195	$ 1,696	$ 200	$ 200
	534541	Trucks	$ -	$ 22,947	$ 47,416	$ -	$ -	$ 18,900	$ 18,900
	Total		$ 88,605	$ 47,376	$ 140,712	$ 15,201	$ 1,696	$ 23,276	$ 23,276
1413	**County Boundaries**								
	534549	Other Motorized Vehicles	$ -	$ -	$ -	$ -	$ 6,194	$ -	$ -
	Total		$ -	$ -	$ -	$ -	$ 6,194	$ -	$ -

Salary Reserve Report
Office of State Budget Planning & Management

The current salary reserve balance is $9,267. Funds are created by hiring at less than the budgeted salary and used by hiring at more than a position's budgeted salary and providing adjustments.

Use of Salary Reserve

Fiscal Year	1999-2000	2000-2001
In-range	$94,797	$40,038
Special Entry rate	$ 0	$ 9,770
Position Upgrade	$ 0	$19,609

Vacant Positions
Office of State Budget Planning & Management

Title:	Economist II
Position Number:	3004-0000-0000-665
Grade:	77
Salary:	$39,943

Office of State Budget Planning & Management

Publications Inventory and Expenditures

	G.S. Citation	# of Copies	Cost per Copy	Total cost per Year
OSBPM				
NC Municipal Population 1999	GS 143	1200	$ 1.28	$ 1,532
State Budget (volumes 1-6)	GS 143	2,750	$ 5.93	$ 16,296
Post Legislative Budget Summary	GS 143	75	$ 5.67	$ 425

Office of State Budget, Planning & Management
Maintenance Contracts thru December 2000

Business Communications	1,368.00	Voice Mail System
Danka Corp	1,380.00	Konica 4355 Copier
Ameritrend	294.00	Fax Machine
McRae Office	2,160.00	Toshiba 5570 Copier
Danka Corp	1,260.60	Konica 3035 Copier
COECO	1,675.64	2 Sharp SF 2030 Copiers
	8,138.24	

Potential Additional Reductions

Office of State Budget	2001-02	2002-03
531211 Salary Reserve	$ 9,267.00	$ 9,267.00
531311 Temporary Salaries	$ 5,000.00	$ 5,000.00
5327XX Staff Travel	$ 1,000.00	$ 1,000.00
532731 ABC Travel	$ 10,000.00	
532732 ABC Subsistence	$ 10,000.00	
532814 Cellular Phones	$ 300.00	$ 300.00
532850 Printing	$ 5,000.00	$ 5,000.00
533110 Office Supplies	$ 1,000.00	$ 1,000.00
534511 Office Furniture	$ 500.00	$ 500.00
534521 Office Equipment	$ 500.00	$ 500.00
534522 Computers	$ 2,000.00	$ 2,000.00
535830 Memberships/Subscription	$ 1,000.00	$ 1,000.00
535900 Other Expenses	$ 1,000.00	$ 1,000.00
	$ 46,567.00	**$ 26,567.00**
Geodetic Survey		
532199 Miscellaneous Contracts	$ 24,000.00	$ 24,000.00
Grand Total	**$ 70,567.00**	**$ 50,567.00**

Office of State Budget Planning and Management

ORGANIZATIONAL CHART

Prior to

January 6, 2001

State of North Carolina

Office of State Budget, Planning and Management

James B. Hunt Jr.
Governor

Angela Francis
Special Assistant
Administrative Services

Marvin K. Dorman, Jr.
State Budget Officer

Becky Medlin
Office Budget

Faye Mial
Administrative Assistant

Carolyn West
Word Processor

Jill Rowe
Word Processor

Pat Taylor
Processing Assistant

Tonya Austin
Processing Assistant

Janet Patchel
Program Assistant

Sharon Tremblay
Processing Assistant

Jean Surles
Publications Coordinator

Robert Powell
Chief Deputy State Budget Officer

Elnora Williams
Accounting Tech.

Beverly Moore
Processing Assist.

John Davis
Computer Systems

John Sublette
Computer Systems

Agness Gunter
Computer Systems

Margaret Wilson
Computer Systems

Julie Mitchel
Budget Analyst

Sheron Morgan
Deputy State Budget Officer

Sue Adams
Administrator
Education

Sam Lee
Budget Analyst

Ginger Jones
Budget Analyst

David Brown
Budget Analyst

Elizabeth Groverstein
Budget Analyst

Nina Yeager
Administrator
Human Services &
Public Safety

Janet Pittard
Budget Analyst

Mary Greene
Budget Analyst

Whitney Obrig
Budget Analyst

Nels Roseland
Budget Analyst

Wayne Williams
Budget Analyst

J W. Roel
Administrator
General Government
& Transportation

Byron Harris
Budget Analyst

Thomas Cheek
Budget Analyst

Milton Alford
Budget Analyst

Johnny Gray
Budget Analyst

Jim Nowell
Budget Analyst

Maurice King
Administrator
Capital, Salaries
& Benefits

Greg Piner
Budget Analyst

Nick Holt
Budget Analyst

Emily Moore
Administrative Assist.

Frank Lewis

Tom Newsome
Administrator
Management

Stephen Smith
Management Engineer

Carl Byrd
Management Engineer

Anne Bander
Management Engineer

Sally Hunter
Management Engineer

Angela Houston
Management Engineer

Jeff Hibbard
Management Engineer

Susie Eseafula
Office Assistant

Jim Davies
Evaluation

Ideh Cheo
Statistician

Mike Kittle
Chief Economist
Economic Research

Paul Zipin
Economist

Warren Plonk
Economist

Vacant
Economist

John Dorman
Administrator
State Planning

CGIA
(see attached)

Geodetic Survey
(see attached)

Data Service
Unit

Joel Sigmon
Applic. Analyst Prog. II

Francine Stephenson
Analyst SDC Mgr.

Bill Tillman
State Demographer

Sue Farr
Appl. Analyst Prog. I

Bob Coats
Analyst Programmer II

Charles Lanier
Statistician II

Nancy Strickland
Stat. Research Asst. I

Planning and
Analysis

Pam Richardson
Planning Analyst

Gayle Fitzgerald
Planning Analyst

Charles Craven
Planning Analyst

David Herlong
Planning Analyst

Kay Oney
Planning Analyst

Tammy Lester
Planning Analyst

Kathy Austin
Planning Analyst

Marjorie Tubbs
Clerk Typist

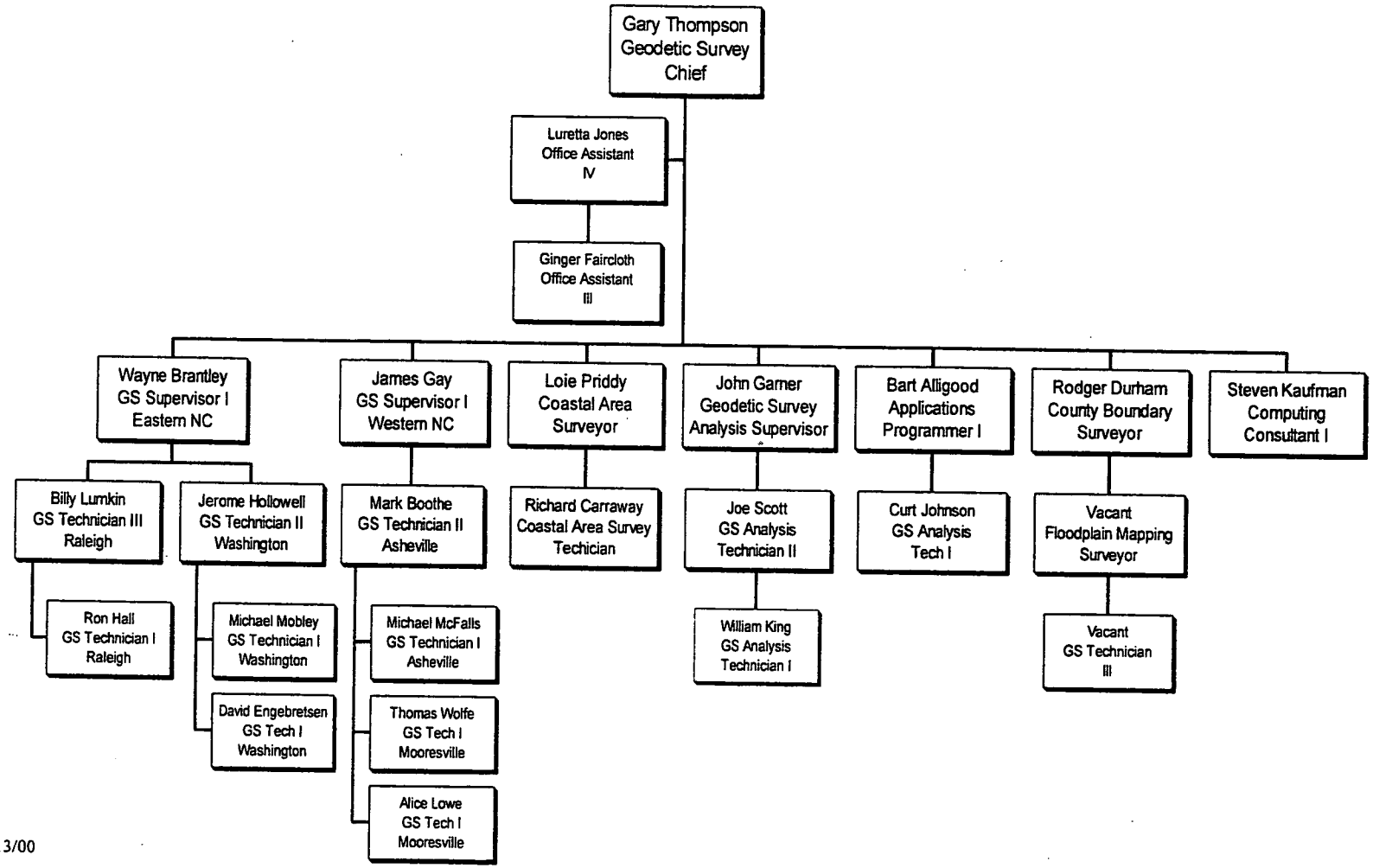
M Dorman Jr.
State Budget Officer

August 30 2000
Date

Boxes denote Management Team

Office of State Budget, Planning and Management

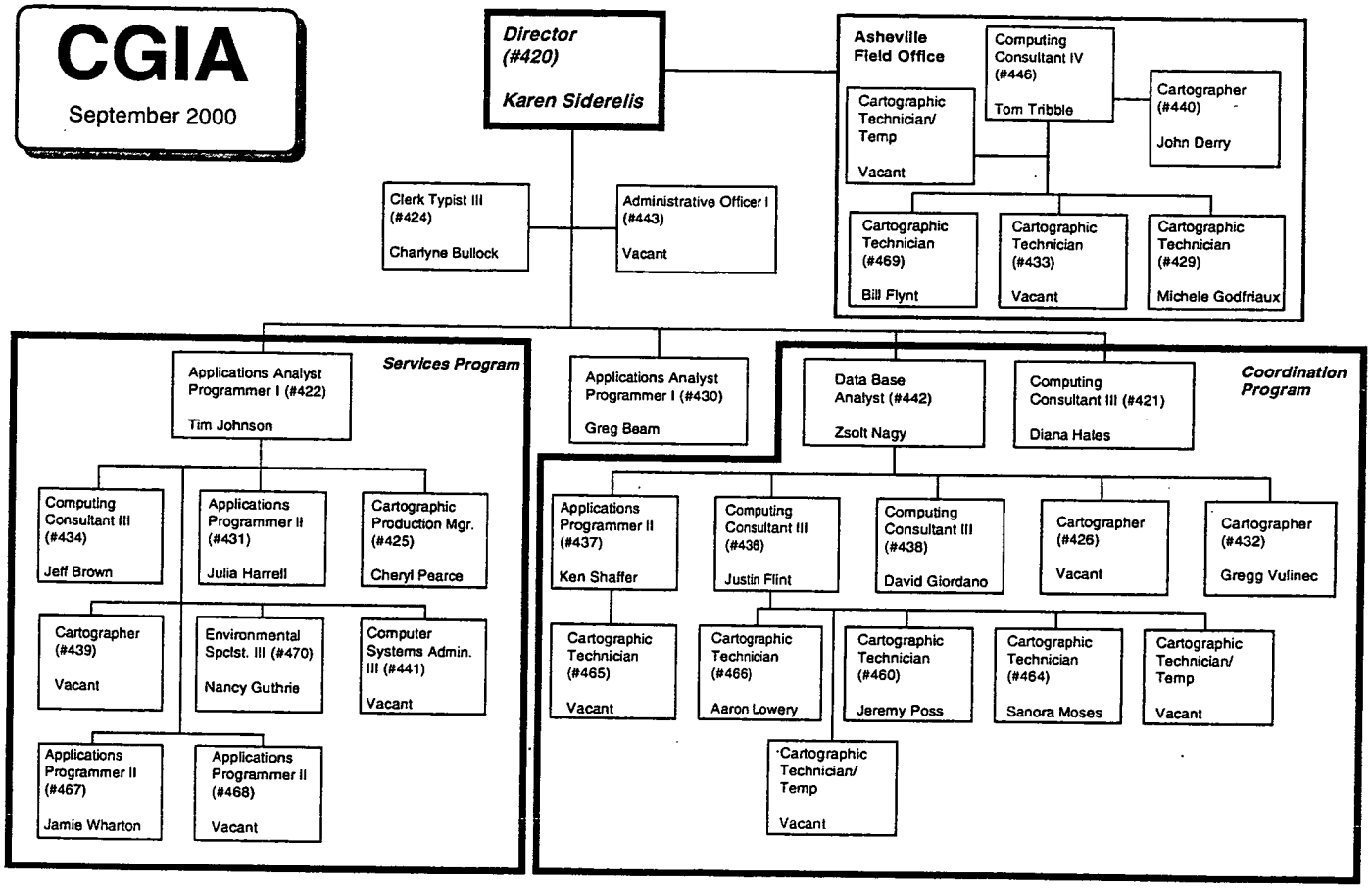
North Carolina Geodetic Survey



Effective Date: 9/13/00

CGIA

September 2000



Office of State Budget Planning and Management

ORGANIZATIONAL CHART

After

January 6, 2001

State of North Carolina

Office of State Budget, Planning and Management

Date _____

Michael F. Easley
Governor

David McCoy
State Budget Officer

Special Assistant
Janie Johnson

Robert Powell
Deputy State Budget Officer

Julie Mitchel
Budget Analyst

Management Team:
Sue Adams
Mike Kiltie
Buddy Humphrey
Maurice King
Sheron Morgan
Tom Newsome
Janet Pittard
Robert Powell
Nina Yeager

Janet Pittard
Administrator
Personnel Dev. & Support Svs.

- Carolyn West
  Publications & Training Coordinator
- Faye Mial
  Admin. Asst.
- Jill Rowe
  Word Processor
- Pat Taylor
  Processing Assistant
- Tonya Austin
  Processing Assistant
- Marjorie Tubbs
  Clerk Typist
- Susie Esealuka
  Office Assistant

Personnel/Payroll

- Janet Patchell
  Personnel Officer
- Sharon Peters
  Processing Assistant

Sue Adams
Administrator
Education

- Sam Lee
  Budget Analyst
- Ginger Jones
  Budget Analyst
- David Brown
  Budget Analyst
- Elizabeth Groverstein
  Budget Analyst

Nina Yeager
Administrator
Human Services & Public Safety

- Nels Roseland
  Budget Analyst
- Mary Greene
  Budget Analyst
- Whitney Obrig
  Budget Analyst
- Pam Richardson
  Budget Analyst
- Wayne Williams
  Budget Analyst

Buddy Humphrey
Administrator
General Government

- Byron Harris
  Budget Analyst
- Thomas Cheek
  Budget Analyst
- Johnny Gray
  Budget Analyst
- Jim Nowell
  Budget Analyst

Maurice King
Administrator
Capital, Trans., Fiscal Office

- Greg Piner
  Budget Analyst
- Nick Holt
  Budget Analyst
- Milton Alford
  Budget Analyst

Fiscal Office

- Becky Medlin
  Business Officer
- Elnora Williams
  Accounting Tech.
- Belinda Howell
  Accounting Clerk.

Salaries & Benefits

- Frank Lewis
- Emily Moore

Tom Newsome
Administrator
Management

- Vacant
  Management Engineer
- Carl Byrd
  Management Engineer
- Anne Bander
  Management Engineer
- Sally Hunter
  Management Engineer
- Angela Houston
  Management Engineer
- Jeff Hibbard
  Management Engineer

Information Technology

- John Davis
- John Sublette
- Agness Gunter
- Margaret Wilson

Mike Kiltie
Chief Economist
Economic Research

- Paul Zipin
  Economist
- Warren Plonk
  Economist
- Vacant
  Economist

Sheron Morgan
Administrator
State Planning

Planning & Analysis

- Vacant
  Planning Analyst
- Gayle Fitzgerald
  Planning Analyst
- Charles Craven
  Planning Analyst
- David Herlong
  Planning Analyst
- Kay Oney
  Planning Analyst
- Tammy Lester
  Planning Analyst
- Kathy Austin
  Planning Analyst

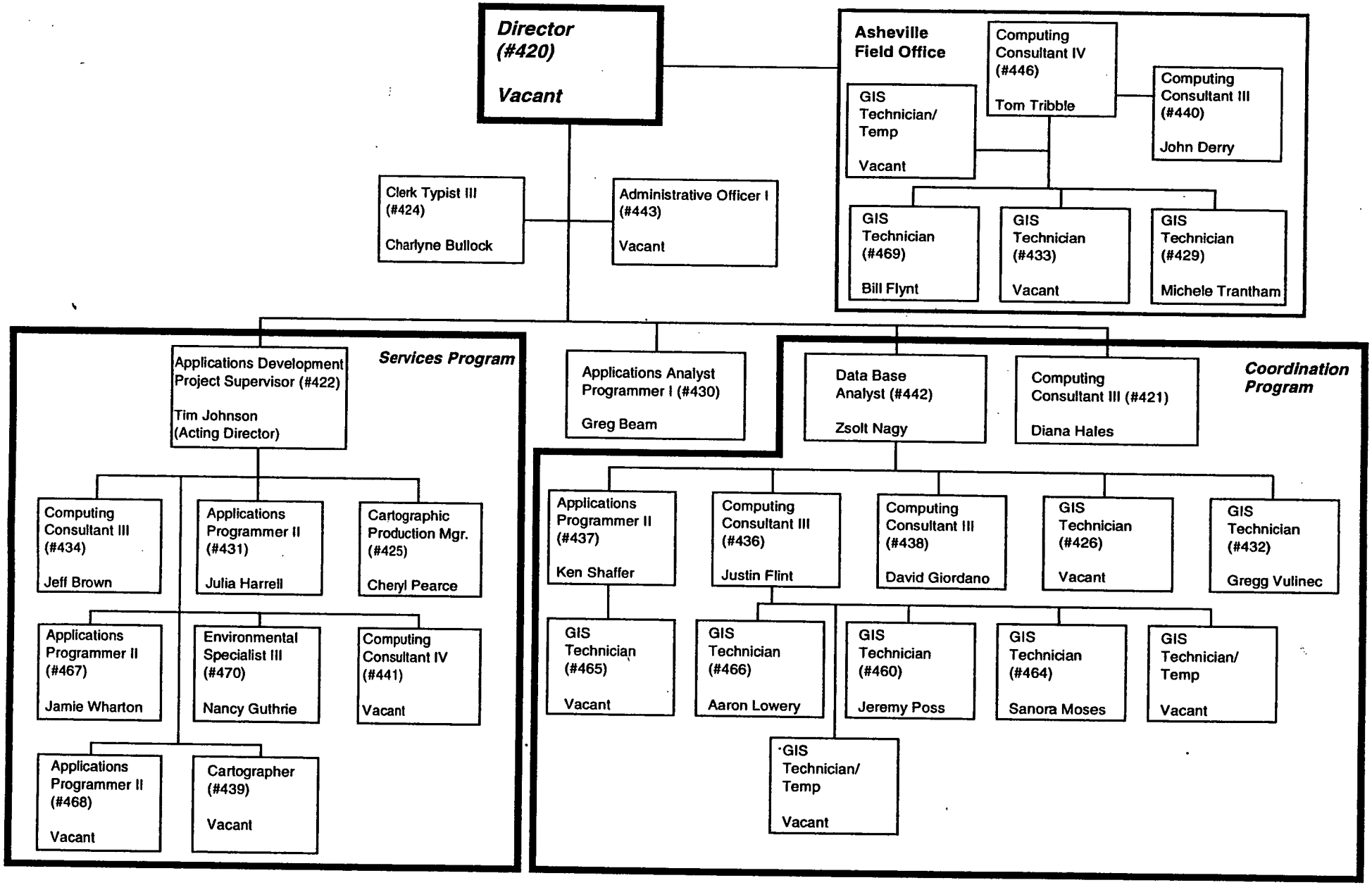
State Data Center

- Joel Sigmon
  Mgr.Applic. Analyst Prog.II
- Francine Stephenson
  Analyst SDC Mgr.
- Bill Tillman
  State Demographer
- Sue Farr
  Appl. Analyst Prog. I
- Bob Coats
  Analyst Programmer II
- Charles Lanier
  Statistician II
- Nancy Strickland
  Stat. Research Asst. I
- Jim Davies
  Perf. Budget Analyst
- Iden Cheo
  Statistican II

John Dorman
Administrator
CGIA/Geodetic Survey

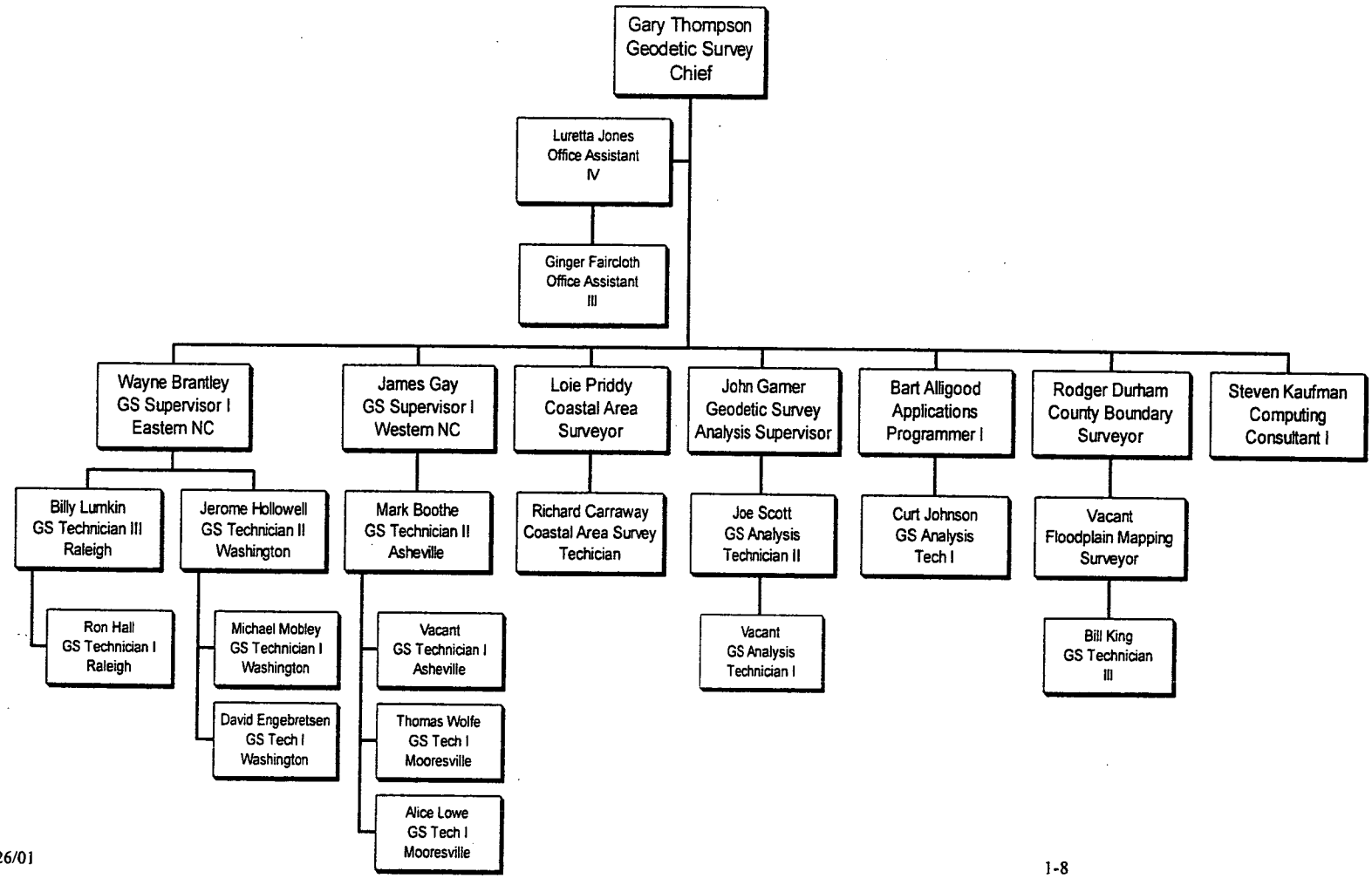
- CGIA
- Geodetic Survey
- Statewide Floodplain Mapping

Center for Geographic Information and Analysis (CGIA)
February 2001



Office of State Budget, Planning and Management

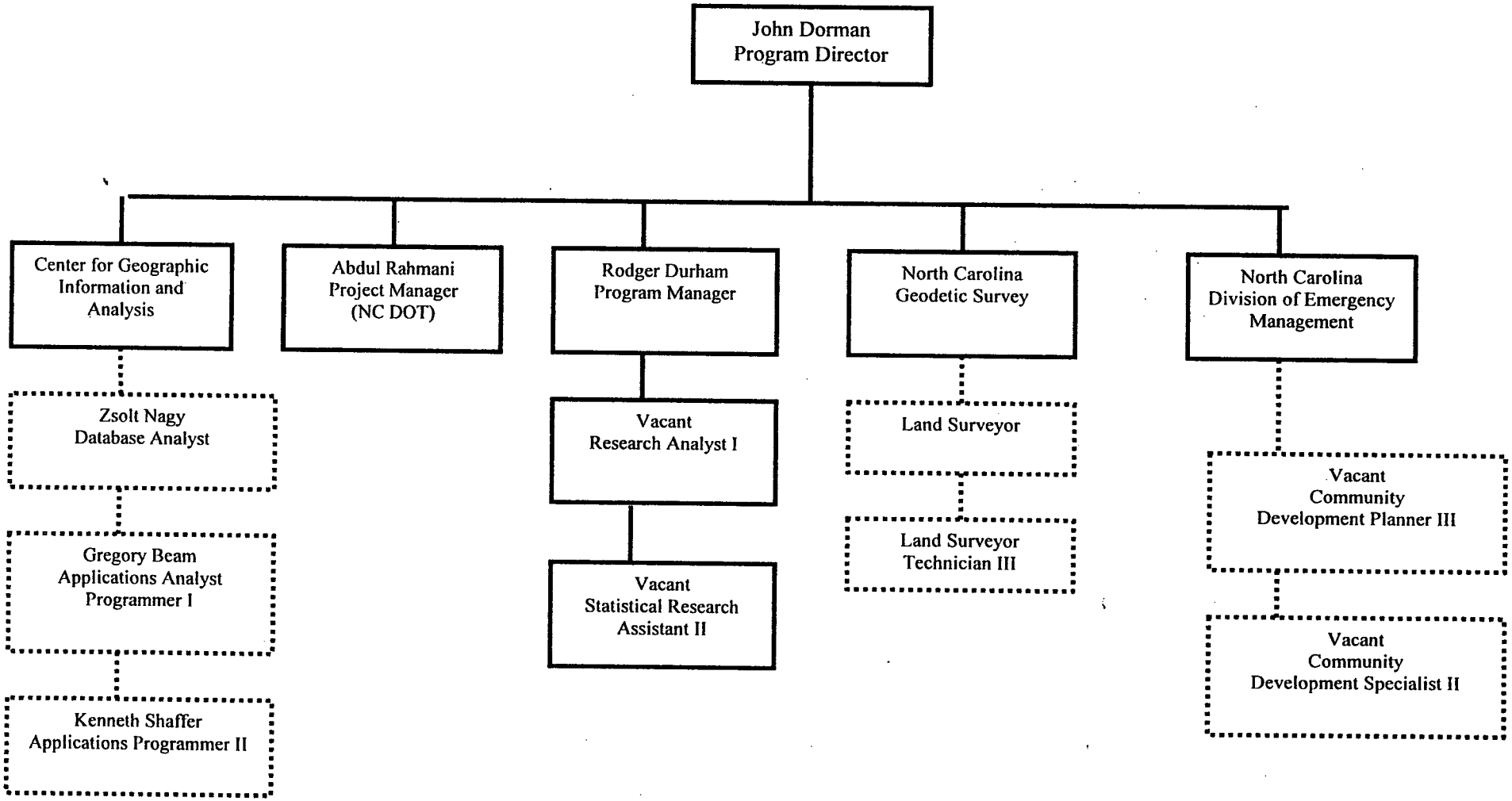
North Carolina Geodetic Survey



2/26/01

Office of State Budget, Planning and Management

North Carolina Floodplain Mapping Program



SPAN OF CONTROL - OSBPM

	1996-1997	2000-2001
Supervisory Levels	5	5
Span of Control	5.4	5.4

The Office of State Planning was merged with Office of State Budget and Management in July 2000. 1996-97 data reflects the two offices together and takes the higher supervisory level of the two.

VISITOR REGISTRATION SHEET

General Govt. approp Subcommittee — 3-28-2001
Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Robert Wilson	Sec of State's Office
MICHAEL PEELER	Sec of STATE
Martha Glass	DOA
Kathie Austin	OSBPM
David Pollard	OSBPM
John Donnan	OSBPM
Craig Thompson	NCCS
Ross M. Smith	PCS PHOSPHATE
Carl Gardner	OSP
DAVID McCOY	OSBPM
Robert Powell	OSBPM
Thomas Clark	OSBPM
Byron K. Harris	OSBPM
Becky Medlin	OSBPM
Maurice King	"
Ken D Harrell	Gov's office
CARI HEPP	"
Susan Rabon	" "
Franklin Freeman	" "
Vickie Street	Parker Poe ADAMS & Bernstein
Sheron Morton	SEANC
Ken Melton	Alley Associates
Chris Rodgers	Parker Poe chal
Edward L. Goss	Moore & Van Allen
Zeb ALLEY	Alley Associates
Willie Riddick	DOR

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

March 29, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, March 29, 2001 8:30 a.m. in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Jeffus, Co-Chair Sherrill; and Alma Adams, Daniel Barefoot, Marvin Lucas, and Gene Wilson.

Senator Ed Warren chaired the meeting. Senator Warren recognized the Pages: Louis Lucas, Melissa Bullock, and Mariah J. Smith. The fiscal staff members Michele Nelson and Marilyn Chism were also present.

Franklin Freeman from the Office of the Governor distributed a handout of Information Requested for the Joint Appropriations Subcommittee on General Government. (Attachment 1). He explained that the first three pages are an overview of the Governor's Office. The remaining two pages are a summary of line item budget showing cuts that are a part of the 2.5% requested. Representative Sherrill asked if Mr. Freeman could make a recommendation to the Committee for an additional $55,000 or 1% cut. Mr. Freeman stated that he could and would have it to the Committee by Tuesday of next week. The total cut would then be 3.5%. After some general discussion, Mr. Freeman's presentation was finished.

The next agenda item is a continuation of the Office of State Budget, Planning and Management. Mr. David McCoy reviewed briefly the Departments responsibilities as detailed in the handout from Office of State Budget Planning & Management (Attachment 2). This office serves the Governor's office to implement the necessary steps in the preparation of a budget. Senator Warren asked if the Personnel Office worked with the State Personnel Office. Mr. McCoy explained that while they are in the office of State Budget, Planning and Management, they are responsible for making sure that they adhere to the requirements of the State Personnel.

The fiscal information requested yesterday was presented and reviewed. A total 2.5% or 40% of the operating budget is being offered as possible cuts. Representative Adams asked what is included in other expenses? This information will be brought back to the next General Government meeting on Monday, April 2, 2001 at 4:00 p.m.

Adjourned at 9:25 a.m.

Respectfully Submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

Attachment # 1

OFFICE OF THE GOVERNOR

Information Requested for the Joint Appropriations Subcommittee on

General Government
March 29, 2001

Office of the Governor

Origins of the Office

According to the North Carolina Manual, the Office of the Governor is the oldest governmental office in North Carolina, dating back to the first colony on Roanoke Island. The 1972 reorganization created the Office of the Governor as one of the major departments in the executive branch of state government.

The Governor is authorized to have under his immediate jurisdiction various assistants and personnel to help carry out his functions as Chief Executive of the state. The size and configuration of the office vary, according to the style and priorities of the incumbent.

Major Roles and Functions

The Governor has many roles. His constitutional and statutory duties include the roles of Chief Executive, Director of the Budget, Commander-in-Chief of the state military, and Chairman of the Council of State. He is directed to "take care" that all state laws are faithfully executed and has the authority to convene extra sessions of the General Assembly. He has the power to grant pardons and commutations, issue extradition warrants and requests, join interstate compacts, and reorganize and consolidate state agencies. He has final authority over all state expenditures and ultimate responsibility for administration of federal funds and loans.

Organization and Management

The Governor's Office and its staff exist to help the Governor carry out his responsibilities and serve at his pleasure. The Governor's staff advises the Governor on policy matters; serves as liaisons with the public, media, and legislature; and supports the administrative operation of the Governor's Office.

Key Offices Reporting to Governor

In addition to the Governor's internal staff, several other offices report to the Governor through the Senior Assistants these include:

- ITS (Information Technology Services)
- NC Redevelopment Center (Floyd Recovery Office)
- Office of State Budget, Planning, and Management
- Office of State Personnel

Administration (Fund 1110)

The Administration account covers all organizational units and all internal staff.

The Senior Assistant for Administration, Senior Assistant for Governmental Affairs, and Senior Assistant for Policy and Legal Affairs assist the Governor by managing the Office of the Governor and its staff. In addition, they provide the Governor with assistance in the development of his legislative and budgetary policies. They also serve as the Governor's liaison to the Executive Cabinet and Council of State Agencies. Together, they are responsible for advising the Governor on all key issues, overseeing the staff's effort to carry out the Governor's agenda, ensuring that the Governor's Office is responsive to citizen concerns, and managing the internal operations of the Governor's Office.

The Policy Office advises the Governor on budget, legislation, and policy initiatives. The Director serves as one of the Governor's top advisors, and each policy advisor handles cross-agency policy matters and coordinates activities in those areas between the Governor's Office and the responsible federal, state and local agencies and organizations.

The Legal Counsel's Office monitors all legal issues related to the Governor and his cabinet. They advise the Governor when policy developments involve legal issues, coordinate judicial appointments, administer clemency requests, coordinate the preparation and execution of all Executive Orders and directives issued by the Governor, and oversee the Governor's execution of all deeds, easements, leases, and similar legal documents.

The Communications and Press Office manage the overall operations of the media and act as the primary liaison with the media for the Governor and coordinate daily outreach with the Capitol Press Corps. The Press Office devises and directs the implementation of media outreach initiatives, staffs the Governor during press events, and drafts press releases and other communications.

The Legislative Office is responsible for working with the Governor and the Cabinet agencies to develop the Governor's legislative agenda; developing and maintaining relationships with legislators and legislative leaders; and reviewing and tracking legislation. The Senior Assistant for Governmental Affairs is the chief lobbyist for the Governor, advises the Governor whether to sign or veto bills, and updates the Governor on the current status of bills.

The Office of Community Affairs and the Office of Hispanic / Latino Affairs serve as liaisons with the statewide minority populations, advise the Governor on policy, legislation and personnel issues of concern to our minority populations, and make recommendations.

The Office of Boards and Commissions advises the Governor on prospects for appointment to approximately 400 boards and commissions and makes recommendations of qualified individuals. The office also monitors the creation or abolition of boards and commissions, keeps a record of changes in the membership, and assists the citizens of the state interested in serving on a board or commission.

<u>The Office of Intergovernmental Relations</u>: (Fund 1130)

The Office of Intergovernmental Relations is responsible for coordinating state-federal issues and state-local issues that are of importance to North Carolina. Staff works directly with personnel in the federal agencies and with Congressional Members and staff, and the office

serves as the point of contact for the state's participation in national and regional organizations. The office also acts as the liaison with the counties and cities interests in the state. The Governor's Washington, D.C., Eastern NC and Western NC offices are elements of the intergovernmental structure for ensuring that government services are responsive to the needs of all North Carolinians.

Office of Citizen Affairs (Fund 1210)

The Office of Citizen and Community Services responds to inquiries on state government matters; promotes volunteerism throughout North Carolina; recognizes outstanding achievement through awards and proclamations; ensures that the Governor's correspondence is responded to in a timely manner; and administers the Governor's Page Program.

Education (Fund 1230)

The Governor's Senior Education Advisor leads the Education Policy Office and keeps the Governor updated on major education issues at the local, state, regional, and national level, especially issues that have implications for any of the education sectors within the state. The Education Policy Office, which also includes the Governor's Teacher Advisor, assists the Governor in implementing his education initiatives by staying abreast of data and trends affecting teachers, K-12 schools, community colleges, and universities.

Also a part of the Governor's staff is the North Carolina Business Committee for Education (NCBCE). This 501 (c)(3) organization, in operation since 1983, is comprised of over 100 businesses and industries whose total focus is improving education in North Carolina. The State of North Carolina provides partial salary for the Executive Director and one clerical staff member, with NCBCE providing hundreds of thousands of dollars in funds and in-kind services to improve education. NCBCE is governed by a Board of Directors.

Raleigh Executive Residence (Fund 1631)

Staff of the Executive Mansion attend to the personal needs of the first family, provide staff support to the First Lady, maintain the Mansion and grounds, and administer a large variety of public and private functions.

Western Executive Residence (Fund 1632)

These funds are for utilities, general maintenance and operation for the Western Residence.

Office of the Governor
Continuation Budget

	Actual 1999-2000	Authorized 2000-01	Recommended 2001-02	2002-03
Fund 1110				
Administration				
Number of positions	47.00	47.00	46.00	46.00
Requirements	$ 3,562,486	$ 3,466,345	$ 3,466,345	$ 3,466,345
Receipts	$ 76,084	$ 36,097	$ 36,097	$ 36,097
Appropriation	$ 3,486,402	$ 3,430,248	$ 3,430,248	$ 3,430,248
Total first round reductions			**$ (111,483)**	**$ (111,483)**
Recommended Continuation Budget Administration			$ 3,318,765	$ 3,318,765
Fund 1120				
Dues to National Associations				
Requirements	$ 349,552	$ 358,682	$ 358,682	$ 358,682
Receipts	$ -	$ -	$ -	$ -
Appropriation	$ 349,552	$ 358,682	$ 358,682	$ 358,682
Fund 1130				
Intergovernmental Relations				
Number of positions	8.00	8.00	8.00	8.00
Requirements	$ 705,013	$ 711,439	$ 711,439	$ 711,439
Receipts	$ 79,755	$ 35,125	$ 35,125	$ 35,125
Appropriation	$ 625,258	$ 676,314	$ 676,314	$ 676,314
Total first round reductions			**$ (5,000)**	**$ (5,000)**
Recommended Continuation Budget Intergovernmental Relations			$ 671,314	$ 671,314
Fund 1210				
Citizens Affairs				
Number of positions	5.20	5.80	5.80	5.80
Requirements	$ 246,205	$ 318,615	$ 318,615	$ 318,615
Receipts	$ 19,585	$ 24,176	$ 24,176	$ 24,176
Appropriation	$ 226,620	$ 294,439	$ 294,439	$ 294,439
Total first round reductions			**$ (7,660)**	**$ (7,660)**
Recommended Continuation Budget Citizens Affairs			$ 286,779	$ 286,779

Office of the Governor
Continuation Budget

	Actual 1999-2000	Authorized 2000-01	Recommended 2001-02	2002-03
Fund 1230				
Education				
Number of positions	5.00	5.00	5.00	5.00
Requirements	$ 420,939	$ 456,929	$ 456,929	$ 456,929
Receipts	$ 64,275	$ 65,372	$ 65,372	$ 65,372
Appropriation	$ 356,664	$ 391,557	$ 391,557	$ 391,557
Fund 1631				
Raleigh Executive Residence				
Number of positions	5.00	5.00	5.00	5.00
Requirements	$ 503,997	$ 536,792	$ 536,792	$ 536,792
Receipts	$ 66,488	$ 70,000	$ 70,000	$ 70,000
Appropriation	$ 437,509	$ 466,792	$ 466,792	$ 466,792
Total first round reductions			$ (10,257)	$ (10,257)
Recommended Continuation Budget Raleigh Executive Residence			$ 456,535	$ 456,535
Fund 1632				
Western Executive Residence				
Requirements	$ 16,680	$ 19,807	$ 19,807	$ 19,807
Receipts	$ 6,408	$ 4,100	$ 4,100	$ 4,100
Appropriation	$ 10,272	$ 15,707	$ 15,707	$ 15,707
Total first round reductions			$ (1,434)	$ (1,434)
Recommended Continuation Budget Western Executive Residence			$ 14,273	$ 14,273
Grand Total all reductions			$ (135,834)	$ (135,834)
Total code 13000			$ 5,497,905	$ 5,497,905

Attachment # 2

OFFICE OF STATE BUDGET PLANNING &

MANAGEMENT

Information Requested for the Joint Appropriations Subcommittee on

General Government
March 29, 2001

OFFICE OF STATE BUDGET, PLANNING, AND MANAGEMENT

Overview

The Office of State Budget, Planning, and Management serves the Governor as Director of the Budget by: providing fiscal advice, formulating a recommended state budget; executing the legislatively authorized budget in accordance with the Executive Budget Act (G.S. 143) and special provisions of Session Laws; estimating revenue and monitoring revenue during the course of the fiscal year to insure availability of funds for expenditure by agencies; providing economic analysis for budget preparation and execution; and controlling the allotment of funds. State/federal relations are coordinated by budgeting federal funds and monitoring the impact of federal proposals on the state. Fiscal management and analysis are provided by budget analysts. Direction and coordination of statewide planning and department planning for state government is provided by the office, including demographic forecast and Data Center analysis. Information needs are met by economists who make revenue and expenditure projections. System analysts develop and maintain budgetary information systems, and management analysts monitor performance against objectives set by programs and analyze operation to reduce cost and improve effectiveness. The office houses the Center for Geographic Information and Analysis and Geodetic Survey, which provide information for land use planning.

Budget

Budget analysts working under the supervision of administrators are responsible for the day to day tasks required to prepare and administer the State's budget. Analysts are organized into four sections, and a budget administrator heads each section: 1) Education; 2) General Government; 3) Health and Human Services and Public Safety; and 4) Capital Improvements and Transportation. Budget analysts represent the Governor and the State Budget Officer in legislative committees and serve as the primary liaison between the Governor and the state agencies assigned. Analysts are responsible for the processing of budget revisions and quarterly allotments.

The Fiscal Office reports to the administrator for Capital Improvements and Transportation. The Fiscal Office is responsible for maintenance of the budget for the Governor's Office; preparing budget estimates; depositing incoming funds; approving checks and vouchers; and preparing requests for quarterly allotment and requisition of funds.

Economic Research

Economic analysis, revenue monitoring and forecasting, and the development of economic and fiscal impact by state rules is conducted by staff reporting to the Chief Economist.

Planning

Planning analysts, under the supervision of an administrator, are responsible for strategic planning analysis. This includes: maintaining and facilitating the planning-related elements of the Performance Planning and Budgeting Process (PPB); and facilitating and overseeing the development of statewide and departmental goals, objectives, outcomes, and outcome measures. Planning analysts also provide technical assistance to departments in the development of plans and measures associated with their plans. Finally, they also facilitate and support long-range planning across state government and research on long-term, inter-departmental issues that impact state government operations.

Under the supervision of the same administrator for planning, staff in the State Data Center collect, catalog, and manage demographic, economic, social, environmental and governmental operation data, and provide technical assistance to users regarding access and interpretation of data. The staff also maintains the LINC (Log Into North Carolina) data system. In addition, staff responsible for demographic analysis provide official current and projected population counts for all counties and some multi-county regions), and provide technical assistance to both public and private sectors on a variety of population related issues.

Management

Management engineers under the supervision of an administrator are responsible for conducting all management and productivity studies in the organization as directed by the Governor, the General Assembly, or the State Budget Officer, or as requested by agencies. These state employee "consultants" conduct functional, operational, and organizational reviews, develop recommendations for improvement, and assist in planning and implementing recommendations.

The analysis of position and salary reserve data, State Health Plan data, State Retirement Systems data, FLEX Benefits program data, as well as analyses related to these programs are the responsibility of this section. The maintenance of the Salary Control System also falls within its purview.

The OSBPM Information Technology function is included in the Management Section (including maintenance and applications development related to Budget and Planning Information Systems, i.e.

Budget Preparation System (BPS), Budget Revision System (BRS), Salary Control System (SCS), Planning and Budgeting Information System (PBIS), as well as client/server and LAN administration).

Personnel Development and Support Services

Personnel Development and Support Services is a newly configured organizational unit in the Office of State Budget, Planning and Management charged with the following responsibilities:

1. To provide a full-service personnel function to employees of the Governor's Office, OSBPM, Geodetic Survey, and CGIA.

2. To implement an accurate and timely payroll service for the Governor's Office, OSBPM, Geodetic Survey, and CGIA.

3. To design, develop, and deliver a comprehensive employee training and development program, including statewide budget workshops and seminars for program and budget personnel in all state agencies; orientation for support level and professional employees of OSBPM; on-going or continuing education opportunities for all personnel.

4. To coordinate the assimilation, formatting and production of all publications in the OSBPM, including the budget document, summaries, and newsletter.

5. To provide support services for the OSBPM, including switchboard, word processing, mail, and file services.

Geodetic Survey, CGIA, and Floodplain Mapping

Under the supervision of an administrator, the Center for Geographic Information and Analysis (CGIA) provides: statewide oversight in the development of geographic information data and systems; maintenance of the geographic data housed in the State's Corporate Geographic Database; support for the state's clearinghouse used to exchange GIS related information and services; production and consulting services; and state support for the Geographic Information Coordinating Council (GICC). The Geodetic Survey Section provides: coordination of statewide geodetic activities, development and maintenance of the North Carolina State Plane Coordinate System, the Vertical Control Network, and the High Accuracy Reference Network (HARN); maintenance and expansion of North Carolina Global Positioning System (GPS), Continuously Operating Reference System (CORS); and implementation of the County Boundary Survey Program and the national Height Modernization System. The Floodplain Mapping section oversees the implementation and maintenance of all Flood Insurance Rate Maps (FIRMS) in North Carolina. This section oversees and coordinates: the identification of flood hazards; the

acquisition of elevation data; hydrologic and hydraulic studies; the production of digital and hard copy maps; the information technology systems used for achieving, managing and disseminating the maps.

Office of State Budget, Planning & Management
Continuation Budget

Fund **1310** *Office of State Budget Planning & Mgt.*	Actual 1999-2000	Authorized 2000-01	Recommended Budget 2001-02	Recommended Budget 2002-03
Number of positions	72.00	72.00	72.00	72.00
Requirements	$ 6,654,888	$ 5,879,279	$ 5,870,298	$ 5,870,298
Receipts	$ 208,950	$ 80,398	$ 80,398	$ 80,398
Appropriation	$ 6,445,938	$ 5,798,881	$ 5,789,900	$ 5,789,900
Total first round reductions			**$ (87,000)**	**$ (67,000)**
Recommended Continuation Budget 13005			**$ 5,702,900**	**$ 5,722,900**

Office of State Budget, Planning & Management
Continuation Budget

Fund 1412 *Geodetic Survey*	Actual 1999-2000	Authorized 2000-01	Recommended Budget 2001-02	Recommended Budget 2002-03
Number of positions	22.00	21.91	21.91	21.91
Requirements	$ 1,103,843	$ 1,336,561	$ 1,336,561	$ 1,336,561
Receipts	$ 241,682	$ 256,465	$ 256,465	$ 256,465
Appropriation	$ 862,161	$ 1,080,096	$ 1,080,096	$ 1,080,096
Total first round reductions			**$ (21,000)**	**$ (21,000)**
Recommended Continuation Budget Geodetic Survey			$ 1,059,096	$ 1,059,096

Fund 1413 *County Boundries*	Actual 1999-2000	Authorized 2000-01	Recommended Budget 2001-02	Recommended Budget 2002-03
Number of positions	1.00	1.00	1.00	1.00
Requirements	$ 433,435	$ 152,749	$ 152,749	$ 152,749
Receipts	$ 282,663	$ -	$ -	$ -
Appropriation	$ 150,772	$ 152,749	$ 152,749	$ 152,749

Fund 1415 *Flood Plain Mapping*	Actual 1999-2000	Authorized 2000-01	Recommended Budget 2001-02	Recommended Budget 2002-03
Number of positions	0.00	8.09	8.09	8.09
Requirements	$ -	$ 18,473,555	$ 18,473,555	$ 18,473,555
Receipts	$ -	$ 18,473,555	$ 18,473,555	$ 18,473,555
Appropriation	$ -	$ -	$ -	$ -
Total code 13006			**$ 1,211,845**	**$ 1,211,845**

Potential Additional Reductions

Office of State Budget	2001-02	2002-03
531211 Salary Reserve	$ 9,267.00	$ 9,267.00
531311 Temporary Salaries	$ 5,000.00	$ 5,000.00
5327XX Staff Travel	$ 1,000.00	$ 1,000.00
532731 ABC Travel	$ 10,000.00	
532732 ABC Subsistence	$ 10,000.00	
532814 Cellular Phones	$ 300.00	$ 300.00
532850 Printing	$ 5,000.00	$ 5,000.00
533110 Office Supplies	$ 1,000.00	$ 1,000.00
534511 Office Furniture	$ 500.00	$ 500.00
534521 Office Equipment	$ 500.00	$ 500.00
534522 Computers	$ 2,000.00	$ 2,000.00
535830 Memberships/Subscription	$ 1,000.00	$ 1,000.00
535900 Other Expenses	$ 1,000.00	$ 1,000.00
	$ 46,567.00	**$ 26,567.00**
Geodetic Survey		
532199 Miscellaneous Contracts	$ 24,000.00	$ 24,000.00
Grand Total	**$ 70,567.00**	**$ 50,567.00**

VISITOR REGISTRATION SHEET

General Govt. appropriations Sub-Committee 3-29-2001
Name of Committee Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Alan K. Harris	Sec of State
Kathie Austin	OSBPM
[illegible]	DOR
[illegible]	SEANC
DAVID McCoy	OSBPM
Robert Powell	OSBPM
[illegible]	
[illegible]	
[illegible]	
[illegible]	
BECKY [illegible]	
Kevin Howell	Governor's office
S. Rabon	GOV
Cara Hart	GOV
Robert Brown	Public Defender
Trissy Potter	Bone and Associates
Beth Bizzell	Allen Associates
Becky Stutt	Parker Poe Adams & Bernstein

AGENDA

Joint Appropriations Subcommittee
on
General Government

April 2, 2001
Room 425
4:00 p.m.

Chairman: Representative Maggie Jeffus

Office of State Personnel

[Governor's Adjustments pp. 50 & 51]

Introduction and Overview
(Notebook pp. 1 - 9)

Thom Wright, Director
Office of State Personnel

Administrative Services Division
(Notebook pp. 10 - 11)

Peggy Oliver
Director

Employment, Classification, and Compensation Division
(Notebook pp. 12 - 14)

Steve Davis
Asst. State Personnel Director and Division Director

Equal Opportunity Services
(Notebook pp. 15- 17)

Nellie Riley
Director

Human Resources Development
(Notebook pp. 18 - 20)

Ann Cobb
Director

Personnel Services
(Notebook p. 21)

Dusty Wall
Director

Program Evaluation
(Notebook p. 22)

Cassandra Atkinson
Director

Risk Control Services
(Notebook pp. 23-24)

Carl Goodwin
Director and Legislative Liaison

Continuation Budget, Span of Control, Maintenance Contracts,
Modified Zero-Base Budget Follow up, and Vacant Positions
(Notebook pp. 25-30A & last 5 pages of Handout for Vacant Positions)

Peggy Oliver, Director
Administrative Services

Additional Proposed Budget Reductions
(Notebook p. 31)

Thom Wright, Director
Office of State Personnel

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 4/2/01 4 pm

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Vicky Young	OSA
Byron Harris	OSBPM
Bushy Humphrey	"
Thomas Cheek	"
Kathie Austin	OSBPM
Nellie Riley	OSP
Ann Cobb	OSP
Dr. Cassandra Atkinson	OSP
Carl Goodwin	OSP
Dusty Wall	OSP
Steve Davis	OSP
Tom Wright	OSP
Peggy Oliver	OSP

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

April 2, 2001
4:00 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Monday April 2, 2001 at 4:00 p.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were four Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.

OFFICE OF STATE PERSONNEL (Attachment 1)

Introduction and Overview (Pages 1-9)

Representative Jeffus introduced Mr. Thom Wright, Director, Office of State Personnel. Mr. Wright stated that he would not be addressing the Governor's adjustments but will be going over to the introduction and overview of the Division. Each of the Division representatives will provide the committee with an explanation of their unit. The current organizational chart for this office will not change since the last administration. On page 2, depicts an overview of the office with seven divisions reporting to the director's office. The director's office has a duo relationship with the State Personnel Commission and the Governor's office. The major function of State Personnel is to facilitate efficient and effective personnel management in all the agencies and universities. The goals of the office are listed on page 2. The key functions to support the office are outlined on pages 3 and 4. On page 5, they compare the responsibilities, role of Office of State Personnel and agency and university role. The issues are listed on page 6. On page 7 are the mandated reports and explanation. The mission and the responsibilities of the Office of the Director are on page 8. On page 9 there is an explanation of the State Personnel Commission. Mr. Wright introduced the presenters from each division as listed on the agenda.

Administrative Services Division (Pages 10-11)

Ms. Peggy Oliver, Division Director of the Division of Administrative Services, stated that there are three major sections in her division: Internal Administration, Personnel Management Information System and Temporary Solutions Program.

The Internal Administration provides services on a timely basis in the areas of purchasing, budgeting, printing, personnel, housekeeping, etc. There are three staff employees in this division.

The Personnel Management Information System is a centralized computer system that contains histories of all employees and positions. There are about 115,000 active positions, 150,000 inactive positions. Each agency and each university enter all personnel actions into the computer system. For those that are decentralized, they approved their actions and updated the computer system at that time. Those that are not centralized send their actions to the Office of State Personnel for approval and they review their actions individually or on a random basis and update the computer at that time. These are sent to the payroll system for payroll.

The Temporary Solutions program provides qualified temporary employees for short-term replacements for a lesser price than private sector companies. It is totally receipt operated. All funding is funneled through the Office of State Personnel budget. In addition to providing temporaries at fifteen to twenty percent less than that in the private sector, this service provides employees who are many times better prepared to work in state government since they are already familiar with state government and only work in this setting. Many are retired state government employees. They have a policy that temporary personnel cannot work longer than twelve months consecutively. Some agencies try to get around this provision and they follow up on complaints. Some agencies have the authority to hire temporary employees at a certain grade level without coming through them. Revenue is one of them.

Employment, Classification, and Compensation Division (Pages 12-14)

Mr. Stephen Davis, Assistant Personnel Director and the Division Director, was introduced. He explained that this is a large diverse division and have eight sections under two team leaders that report directly to Mr. Davis. Under team one there are five sections: Human Resource Design and Analysis, Compensation and Benefits Analysis, Consulting Services, Local Government Services, and Administrative And Technical Support Team. Under team two, there are three sections: Pay and Policy Administration, Employee Selection and Retention, and Employee Relations.

Equal Opportunity Services (Pages 15-17)

Ms. Nellie Riley, Director, stated that the division has many responsibilities that can be classified into four major function areas. They are Equal Employment Plans and Resource Programs, Recruitment and Outreach, Equal Employment Training Programs, and Equal Employment Oversight and Reporting Program.

Human Resource Development (Pages 18-20)

Ms. Ann Cobb, Director, stated that the purpose of this division is to provide products and services to develop competent and motivated employees and effective organizations. She briefly covered the services offered by this division.

Personnel Services (Page 21)

Mr. Dusty Wall, Director, stated that the mission on this division is to provide comprehensive human resource management services to client agencies and universities and to develop and build the internal capability of human resource office. They assist agencies or universities that are small or have less experienced human resource staff.

Program Evaluation (Page 22)

Ms. Cassandra Atkinson, Director, stated that this division is responsible for evaluating and assessing the work that goes on in human resources offices. They offer technical assistance. A primary goal is to show compliance with all human resource policies, rules and regulations. They promote best practices and performance management. They do a three-year periodic review of every agency and university.

Risk Control Services (Pages 23-24)

Mr. Carl Goodwin, Director, stated that they deal with cost efficiency issues, comprehensive benefits, and safe and healthful work environments.

The workplace requirement programs for safety and health is mandated by General Statute that they visit state agencies and universities annually to review their safety and health programs to insure that there are safe working environments for employees. They are required to report to the North Carolina General Assembly annually.

The workers' compensation program has a third party administrator to assist their staff in dealing with statewide programs. In the year 2000, they had 8,412 compensation claims that cost the state approximately $32 million. The effort that they put into working with the third party administrator opposed to each agency handling their own claim saved the state a significant amount of money in this area.

In the unemployment insurance program, they have roughly 3,700 claims filed each year. They pay out about $2.5 million annually. The actual liability of the state is initially higher than that but under this program the state saves approximately $3 million per year in unemployment insurance cost. The central

source of record of all employees that file claims is of assistance to the third party administrator.

The statewide flexible benefits program that started in 1995 has been expanded from less than 1,000 employees participating to an excess of 65,000 employees. This program provides statewide benefit plans that allows all employees to participate: medical spending account, dependent spending account, dental plan, vision plan, and an AD&D plan. The program is receipt supported, funded by FICA savings resulting from program participants.

Governor's Adjustments (Attachment 2, pages 50-51 of summary recommendations)

Ms. Peggy Oliver, Director of Administrative Services, was introduced. The cut for the Office of State Personnel was $124,362 for two positions along with operating expenses. On page 25, Attachment 1 reflects the cut in top chart for 2001-02 and 2002-03. The net appropriation of $8,157,732 has been reduced by $124,362. Ms. Nelson stated that the $8.1 million is what the committee will address when the committee gets to the one percent cut. Ms. Nelson stated that the figures she has are higher than their figures. Ms. Oliver stated that she got her figures from the Department of Administration, so they need to get together and correct the figures.

Continuation Budget, Span of Control, Maintenance Contracts, Modified Zero-Base Budget Follow Up, and Vacant Positions (Attachment 1, Pages 25-30A and Attachment 3 Vacant Positions)

Ms. Peggy Oliver, Director Administrative Services, continued to cover these pages and took questions as she covered the material.

Since they are moving in the direction of "banding" positions instead of "grades", Ms. Nelson requested an explanation of the difference between "banding" and "grades" for the committee.

Ms. Oliver referred to page 26 and explained that under the heading of 1:2 Supervisors means that there currently are two supervisors that supervise two employees each. Some may supervise over twenty employees. That is not on this sheet since they were asked to bring to the committee those that supervised one to three. Their average span is 7.33 employees.

Ms. Oliver reviewed maintenance contracts.

Ms. Oliver called the committee's attention to the travel budget and the projected budget.

Ms. Oliver reviewed the budget for furniture and equipment and indicated that on the next page is the projected budget for the items that they need to replace in the next biennium.

Ms. Nellie Riley pointed out that information on the Model Cooperative Education Program is found on page 30A. Representative Sherrill requested more information and asked that this item be flagged.

Page 31 represents the additional budget reductions that have been requested reflecting the figures for the one and two percent reduction. They would represent position because they do not have an operating budget that they could recommend cutting. The department has not designated them by position number yet because the new director anticipates reorganization and would like to be able to give the committee the exact positions at a later time. Ms. Nelson indicated that they would need that by the time the Senate prepares its budget that will probably be by the second week of May.

Ms. Nelson stated that the committee might need to see the department's costs from ITS so the committee can make a decision on how to handle this. Ms. Oliver stated that she has that breakdown. ITS says they are receipt supported but the receipts comes from agencies. Ms. Oliver indicated that they might have to find $200,000 for this agencies' budget.

Senator Harris stated that they would need their recommendation on how to resolve the deficit and how to address it in the future.

Mr. Wright stated that as well as cutting positions, they are looking at their operational budget such as travel, furniture, etc. Any travel has to be justified to Mr. Wright before taken. Their operational budget is very lean.

Representative Adams wanted information on where they would recommend cuts that would make the least amount of damage.

Representative Jeffus reminded the division that when they are providing information to make it a practice to provide it to all.

Ms. Nelson stated that this was done on January 24, 2001 to coincide with the Governor's freeze on vacant positions.

Ms. Oliver stated that the first one is vacant due to leave without pay. The third one is not vacant. The person retired and changed his mind and returned. The fourth one (position 4301) has been filled. The fifth one (position 4330) is going to be reduced in accordance with the reduction in the budget reduction for the Governor's proposal. The others are all vacant.

Representative Jeffus announced that the committee would meet in the morning at 8:30 and requested that the committee members watch their e-mail, as some adjustments might have to be made in the meeting schedule.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

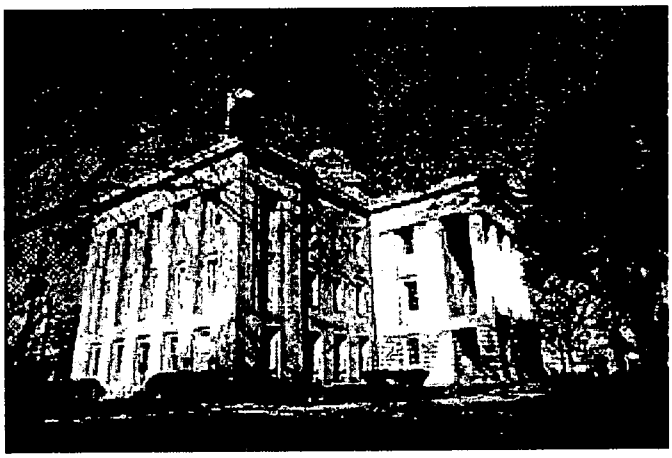
Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment 1

The North Carolina Office of State Personnel

Thomas H. Wright
State Personnel Director



2001 Legislative Update

Published March 2001

North Carolina
Office of State Personnel

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Office of State Personnel

Mission

The Office of State Personnel serves the citizens of North Carolina by facilitating efficient and effective personnel management systems in the agencies, departments, universities and institutions of the State of North Carolina. To accomplish its mission, this organization seeks to create systems that will:

a) attract, retain and develop a work force that is competent, productive, satisfied and diverse;
b) create and maintain a working environment that treats employees and applicants in an ethical and equitable manner; and
c) operate efficiently within the budgeting constraints of the organization.

In striving to accomplish the mission, the Office of State Personnel agrees to:

Create a Partnership

OSP shall engage in a partnership with state managers and personnel directors to provide integrated, comprehensive professional systems of personnel services to management and employees.

Through ongoing collaboration, the partners will ensure that state and local governments can attract, retain and develop a competent and committed work force which is representative of the citizens of North Carolina.

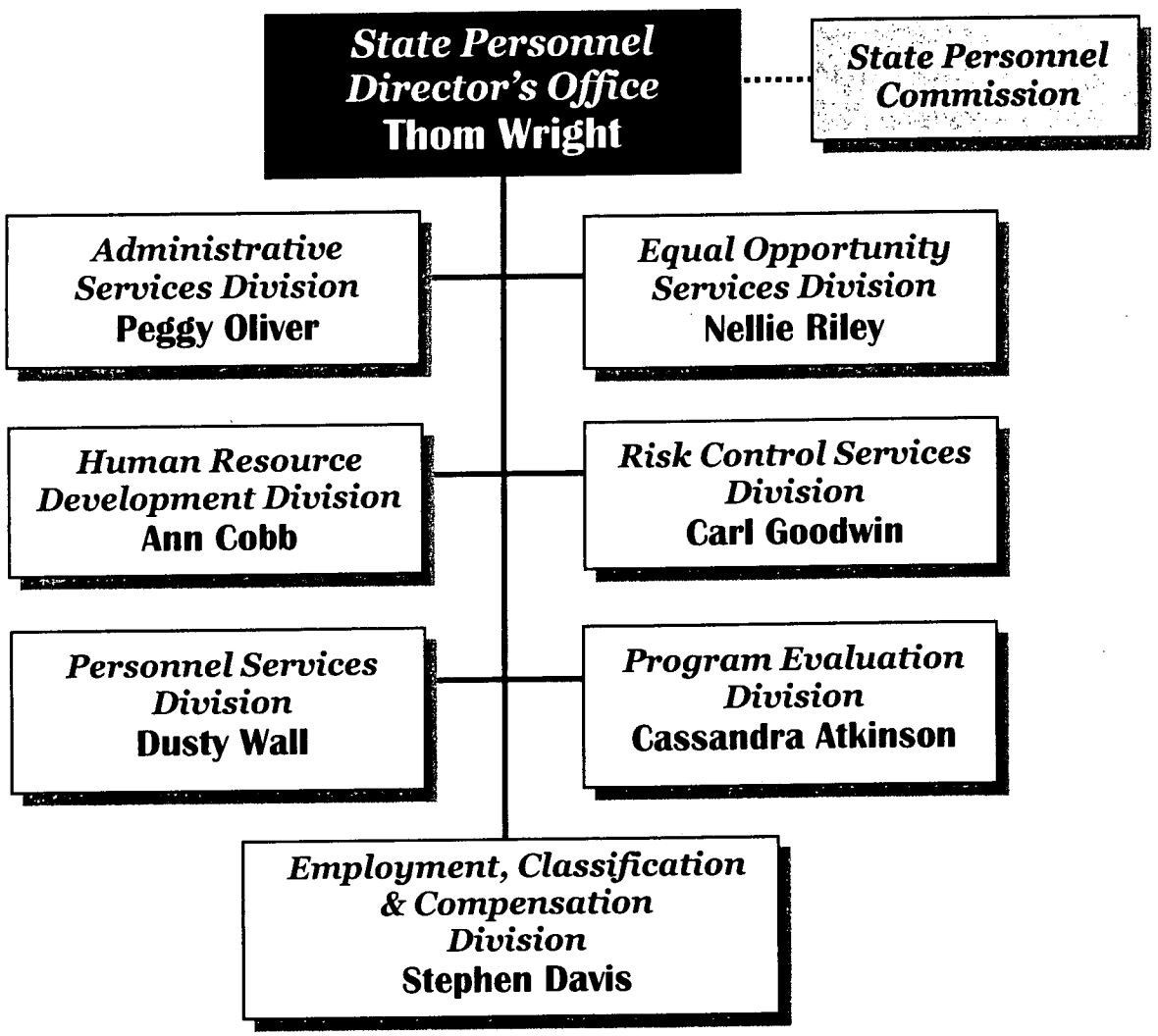
Continuously Strive for Excellence

In seeking to accomplish the mission, the Office of State Personnel shall be accessible, responsible and will continuously strive toward excellence.

OSP shall further provide information and staff support to all branches of government including the Legislative and Judicial branches.

Mission Driven & Client Centered

The Organization



OSP Goals

1. To develop rules supporting the law and administrative practices while setting the course, goals and objectives of the state's Human Resource (HR) System
2. To provide leadership in contemporary HR practices
3. To continuously utilize current information technology to expand HR services, lower costs and increase the understanding of HR
4. To deliver quality HR services, technical assistance and consultative services in a timely, multidisciplinary approach
5. To lead and advocate for the best HR practices in North Carolina and review HR practices in North Carolina in order to continuously improve services
6. To provide both individual professional growth and development as well as organizational development services to enhance productivity

Key Functions to Support OSP Goals

Accountability for Human Resource Management

- Evaluate human resource management practices in state agencies and universities
- Ensure compliance with laws and regulations applicable to the HR system
- Identify effective and proven HR strategies and best practices
- Research HR trends to support continued improvement
- Monitor the HR system
- Expand Work Force Planning

Administrative Services for State Personnel Commission

The Administrator provides support to the State Personnel Commission (SPC) by:

- Processing and maintaining contested case remedies
- Preparing appeals to be filed in Superior Court
- Preparing final administrative and advisory decisions and orders rendered by the SPC
- Coordinating the rulemaking process for rules impacting NC GS 126

Automated Central Data Management

Personnel Management Information System (PMIS)

- Provide centralized records and reports for agencies and the General Assembly
- Provide on-line automated access to employee records
- Feed information to Central Payroll System for preparing payroll

Classification and Compensation

- Develop, monitor and maintain a modern and fair classification and job evaluation system
- Monitor labor market to assure pay levels are adequate
- Continue the North Carolina Career Banding initiative

Development and Training

- Lead the development of training management systems and program standards for effective training
- Provide the Certified Public Manager Program for mid-level managers, supervisory programs for first-line supervisors, microcomputer skills training, pre-retirement planning workshops, and open enrollment topical training
- Provide the Human Resource Professional Development Program to agency human resource professionals to build skills and competencies critical to effective performance
- Monitor performance management system and train agency trainers in the policy/process
- Coordinate the Enterprise Wide License for the Leadership and Workforce Development system and certify agency trainers Consult with agencies in the areas of organizational development and organizational effectiveness
- Design and coordinate statewide employee recognition programs

Employee Benefits

- Provide uniform, cost-effective and competitive benefits to attract and maintain a qualified work force
- Promote a safe and healthful working environment
- Provide statewide comprehensive benefits programs
- Promote work life initiatives throughout state government

Employee Relations

- Provide consultation on employee relations issues
- Provide counseling and information to employees with job-related problems
- Administer employment and re-employment priorities

Equal Employment Opportunity

- Develop and administer programs to enhance and promote equal opportunity for all state employees
- Review Equal Employment Opportunity (EEO) plans and programs
- Assess, evaluate and report EEO progress to General Assembly and state government
- Provide effective outreach and recruitment program to attract and retain qualified, diverse applicants for state service

Provide Technical Assistance and Consultative Services

Provide agency and university HR directors with technical assistance and consultative services for all areas of personnel

Realize a cost savings in Human Resource Administration

Reduce cost of state operations and effect a cost savings in areas such as:

- Temporary employment
- Flexible benefits
- Workers' Compensation (WC)
- Unemployment Insurance (UI)
- Industrial Hygiene services
- Alternative Dispute Resolution (ADR)
- Enterprise-wide Licensing (EWL)
- Equal Employment Opportunity Institute (EEOI)
- Web-based and electronic communications
- Teleconferencing/videoconferencing

Responsibilities for the HR System

Responsibility	OSP Role	Agency* and University Role
Set the course, goals and objectives of the NC HR System	Primary responsibility of OSP	Provide input
Develop rules to support the law and good administration practices	Primary responsibility of OSP	Provide input
Develop policies, tools and training packages to assist agencies and employees to understand personnel issues	Primary responsibility of OSP	Provide input
Provide policy/procedure interpretations, consultation and technical assistance to employees, managers and personnel officers	Primary responsibility to provide to agency management; provide to employees and supervisors upon request	Primary responsibility to provide to supervisors and employees
Provide consistent and close review of exceptions to policy	Sole responsibility of OSP	Request exceptions
Monitor decentralized functions and other personnel actions with standards	OSP's main responsibility to implement and evaluate	Provide information
Provide training for trainers and employees in personnel and other relevant employee/management skills	Shared responsibility, OSP provides the broad training needed by employees in all agencies, specialized personnel training and specialized management training	Training for matters/ skills unique to the agency
Provide administration of policy and rules to the HR system	Provide technical assistance	Primarily agency responsibility in most HR areas
Advise on issues not in violation of laws or policy but not good HR administration	Provide advice on good HR practices	Primarily an agency responsibility – agency can reject OSP advice
Provide an automated Personnel Management Information System (PMIS)	Provide system development, maintenance and reports	Input data

** Throughout this document, "agency" refers to agencies, departments, boards and commissions*

Critical HR Issues

- Maintaining effective HR leadership to address HR trends and legislative initiatives
- Recruiting and retaining skilled workers
- Implementing a compensation system which attracts and retains employees
- Measuring agency accountability in the HR System
- Diversifying the work force at all occupations levels
- Ensuring safe and healthy work environment
- Ensuring the state government work force has the knowledge and skills to meet current and future workplace requirements
- Creating and maintaining a respectful, accepting and non-discriminatory workplace for all employees
- Ensuring that employees can balance work and family responsibilities
- Providing HR administration in a cost efficient manner

OSP Initiatives to Address Critical Issues

- Rewrite G.S. 126 (State Personnel Act)
- Expand work force planning
- Take a proactive approach toward employee relations
- Measure the effectiveness of the state's human resource system
- Address trends on certain demographic groups through special emphasis programs
- Promote the balancing of work life and family initiatives
- Invest in education and training at all levels of state government to enhance career development and work force productivity
- Use technology to plan and deliver HR services
- Research current HR trends to provide a system that adapts to the needs of the state and its work force
- Market and promote state government as the "employer of choice"
- Analyze total compensation/benefits concept for market based application and to allow flexibility of choice to meet HR system needs
- Emphasize organizational development and other HR cost saving measures

Mandated Reports

Compensation Survey Report

Annual report analyzing surveys done by the Office of State Personnel that are required by law.

Equal Employment Opportunity — 4 (EEO-4)

Biennial report required by the federal Equal Employment Opportunity Commission providing information on the representation of the state government work force by SOC occupations.

Equal Employment Opportunity Institute Report

General Statute Chapter 126-16.1 requires agencies and departments to enroll new supervisors and managers in the Equal Employment Opportunity Institute (EEOI) within the first year of appointment, hire or promotion. The State Personnel Commission is required to submit a semi-annual report to the Joint Legislative Committee on Governmental Operations for the purpose of providing an overview of the level of participation in the EEOI.

Equal Employment Opportunity Status Report

In response to House Bill 1006 (ratified in 1992), the State Personnel Commission is required to submit a report to the General Assembly concerning the status of Equal Employment Opportunity plans and programs.

Personnel Function Report

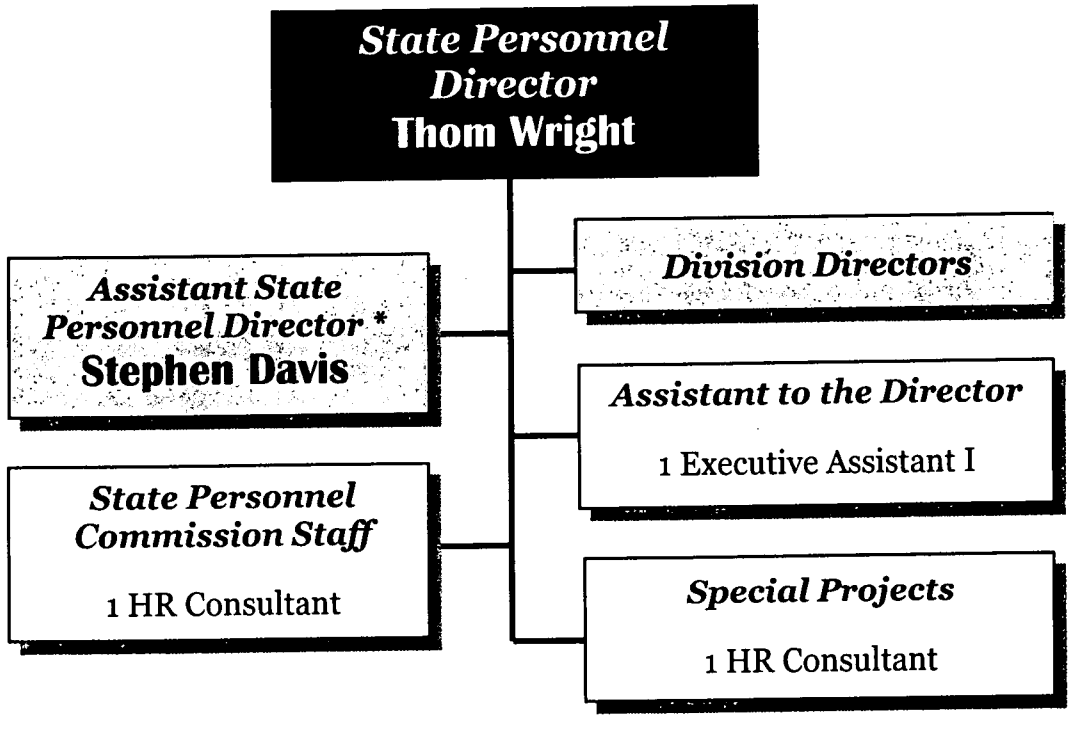
In response to Senate Bill 886 (ratified in 1997), the State Personnel Commission is required to report on certain personnel functions to the Joint Legislative Commission on Governmental Operations.

State Employees Workplace Requirements Program for Safety and Health

Report summarizes the program activities of state agencies in compliance with Article 63 of Chapter 143. Report submitted annually to the Governmental Operations Committee.

State Personnel Director's Office

It is the mission of the Office of the Director to provide leadership, both internal to OSP and throughout the North Carolina personnel system. In providing that leadership, the Director, working in concert with the OSP Management Team, shall seek to develop and maintain an efficient and effective Human Resource system for North Carolina.



** Dual role as ECC Division Director*

On the organizational charts throughout this document, italicized and bolded text denote teams, program names or working titles; other text are the classification titles for actual positions

Responsibilities:

- State Personnel Commission
- Administrative Procedures Act (Rule Making)
- Legislative/Executive Liaison
- Designations for Exempt Policymaking or Managerial Exempt

State Personnel Commission

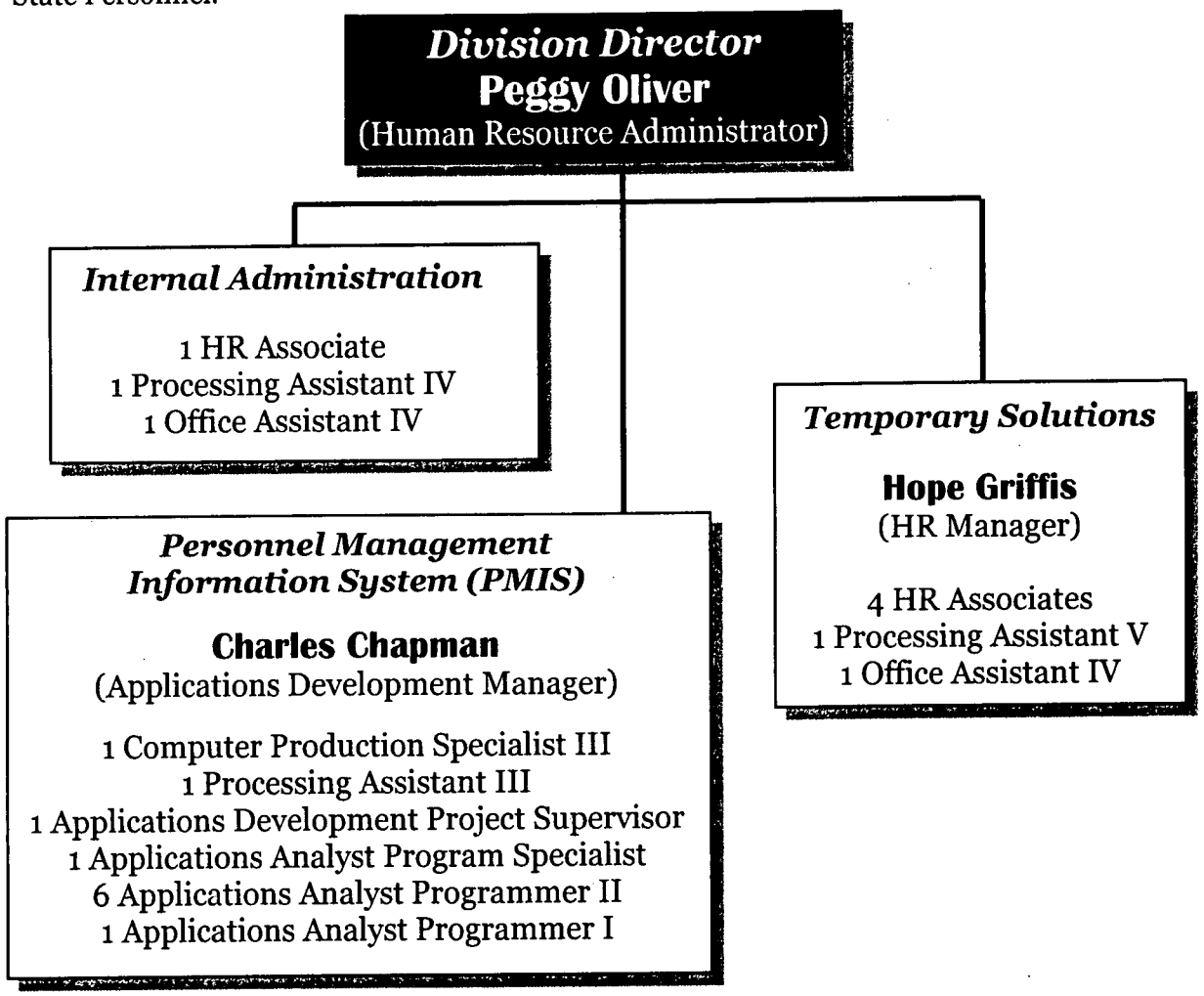
The State Personnel Commission (SPC) is the governing body for the state human resource system. The Commission is composed of nine members appointed by the Governor and the General Assembly, with representation from state and local government as well as the legal, business and private sectors.

The Commission:

- Establishes rules, policies and practices for several state human resource areas including the position classification plan, a compensation plan, hours and days of work and employee leave
- Reviews contested case appeals filed by applicants, employees and former employees and renders final administrative and advisory decisions in those cases
- Reviews cases remanded to the Commission from Superior Court and the Court of Appeals
- Awards remedies in contested case matters when the employee prevails

Administrative Services

It is the mission of the Division of Administrative Services to promote efficiency and effectiveness in the delivery of human resource information systems and temporary employment services and to provide orderly administration of the internal operations of the Office of State Personnel.



Internal Administration of the Office of State Personnel

Purpose: To provide day-to-day management of the operational needs of the OSP

Key Objectives:

- Provide services in the areas of purchasing, budgeting, printing, personnel, housekeeping, etc., on a timely basis
- Keep Internal Policies and Procedures Manual up-to-date
- Keep State Personnel Manual current and web copy up-dated at all times
- Coordinate internal recruitment/selection process for OSP

Personnel Management Information System

Purpose: To develop and maintain information systems that improve administrative and procedural processes, improve management information availability and make information more accessible.

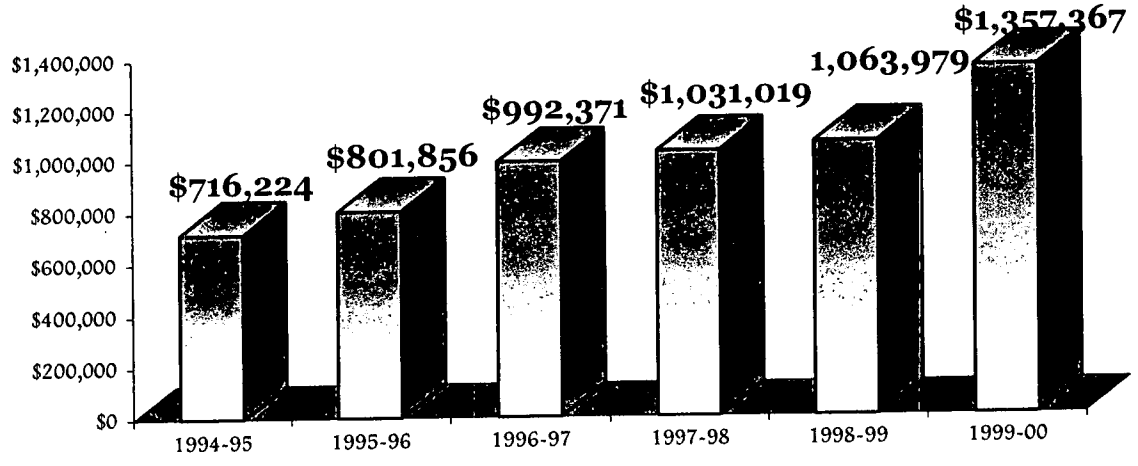
Key Objectives:

- Maintain an automated centralized database of all relevant and necessary information on employees and positions with the state personnel system including:
  - State employee and position history
  - Statewide Vacancy Posting System
  - Workers' Compensation, Safety and Health System
  - Grievance Tracking System
  - EEO subsystem
  - Document-Imaging subsystem
  - Leave Tracking System
- Provide on-going agency training for the efficient use of PMIS
- Implement client server systems and to develop PC and technical web applications to streamline processes both externally and internally
- Maintain LAN and up-to-date software for the Office of State Personnel

Temporary Solutions

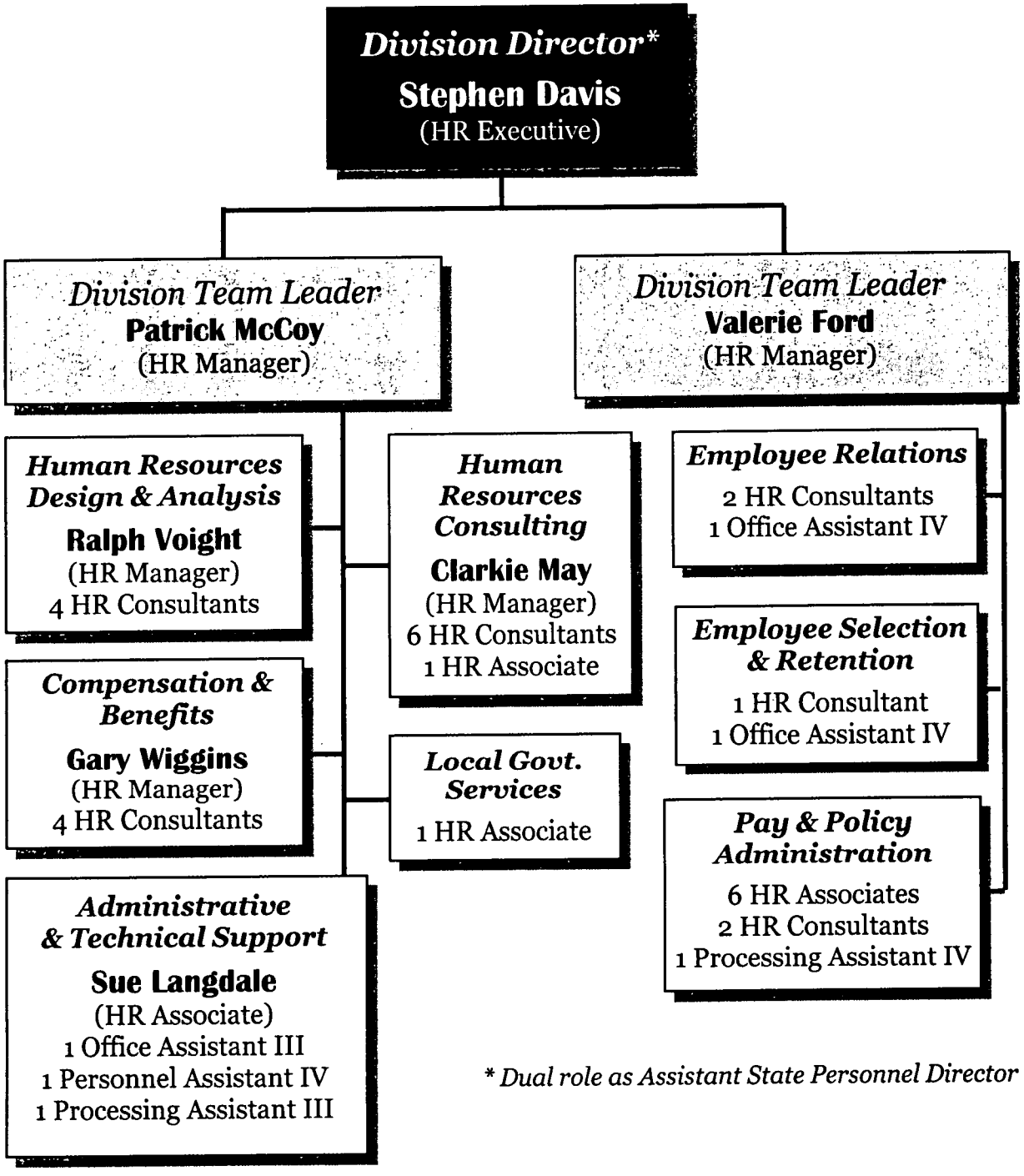
Purpose: To provide qualified temporary employees to meet state agency work force needs for short-term replacement, overload, seasonal, emergency and time-limited project work. Services are provided for less than private sector companies.

Amounts Saved Each Fiscal Year
(compared to using private temporary agencies)



Employment, Classification & Compensation

The mission of the Employment, Classification and Compensation Division is to develop and maintain contemporary, integrated human resource systems and to offer consultative services to client agencies on core human resource issues. The Division's primary goal is to ensure a responsive delivery system for human resource programs and services with an underlying principle of cross-functional and collaborative consultation to clients.



** Dual role as Assistant State Personnel Director*

Key Objectives for ECC:

1. Identify and propose strategies for compensation and position classification systems that are responsive to labor market conditions and are occupation-specific.

2. Increase the number of agencies and universities with delegated agreements for classification and salary administration. Currently, 83 percent of state positions are delegated.

3. Simplify existing pay administration policies and rules to ensure sufficient flexibility for agencies and universities to attract, recruit, retain and develop a qualified, skilled workforce. This objective is essential to ensure that the state is competitive in a highly dynamic labor market.

4. Research, assess, test and disseminate new tools, programs, and services that support professional HR practice and provide a strong foundation for agency and university HR programs with an emphasis on innovation, results, and timely delivery of HR services to management and employees.

5. Develop a cost-effective system for the collection, analysis and timely reporting of compensation and benefits data

6. Review, assess and redirect existing services and programs designed for local government employees in public health, social services, mental health and emergency management occupations to ensure consistency with the requirements for a substantially equivalent HR system as defined by NCGS §126, State Personnel System.

ECC Division Teams

To achieve its key objectives, the ECC Division functions in a team concept. Following are the teams and their primary roles.

Employee Relations Team

Ensuring that agencies and universities create and maintain a work environment in which employees, applicants and former employees are treated in an ethical and equitable manner by resolving workplace issues fairly, efficiently and in a cost-effective manner.

Employee Selection and Retention Team

Providing technical assistance on reductions-in-force and associated employment priorities

Human Resource Consulting Team

To provide technical guidance and consultation on the administration of the state's human resource system to assigned agencies and universities that usually have substantial delegation of authority

Human Resource Design & Analysis Team

To conduct need assessments, feasibility studies, cost-benefit studies, and other research to evaluate, assess and recommend new programs/services or revisions to existing programs/services, and to develop prototypes and demonstration projects such as career banding models

Pay & Policy Administration Team

Analyzes and responds to inquiries and requests for interpretation of employee salary administration and leave policies; monitors and evaluates employee and position status change transactions as well as maintaining salary administration records through electronic imaging and automated storage

Compensation & Benefits Analysis Team

To ensure that State employees are paid competitive salaries and to recognize the need for and develop total compensation programs that promote employee recruitment, retention and development

Local Government Services

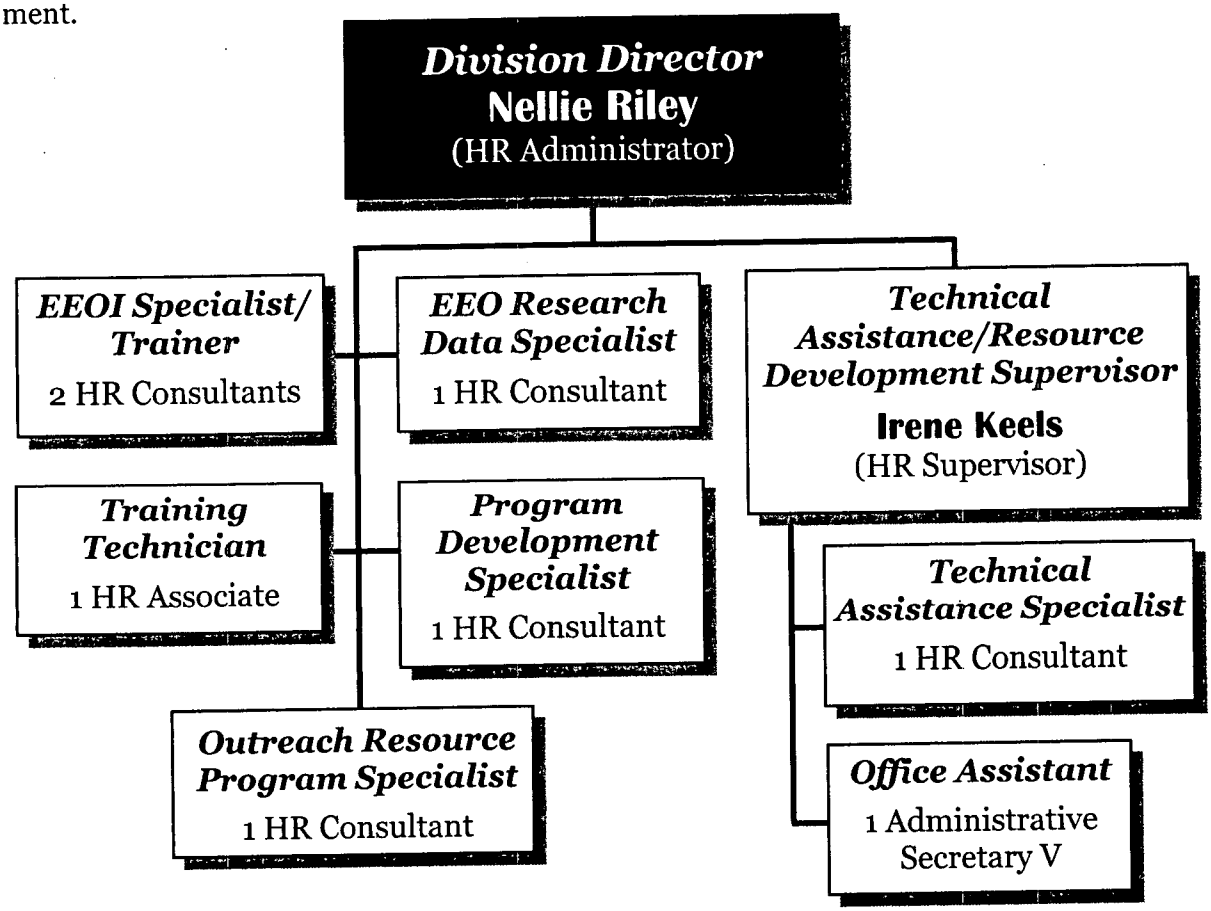
To provide assistance to local government jurisdictions developing pay plans and policies for their employees subject to the State Personnel Act (G.S. 126), to ensure that their annually filed pay plans and policies meet requirements of the State Personnel Commission

Administrative & Technical Support Team

This team provides a range of services including traditional office and clerical support; receptionist services; records management and administration; and records archiving. Technical support ranges from general research and analysis of human resource issues to basic project management in support of the other ECC program teams.

Equal Opportunity Services

The Equal Opportunity Services Division is responsible for developing and/or providing policies, programs, tools, innovations and services that implement state and federal equal employment opportunity laws, policies and regulations. The Division promotes work force diversity, fairness and equity in employment access, policies, practices and work environment.



Programs & Responsibilities:

The programs and responsibilities include EEO oversight, technical assistance/ consultation, resource assistance, data analysis, monitoring, reporting and training.

- Equal Employment Opportunity Institute (EEOI)
- Equal Opportunity plans and resource programs
- EEO issues training
- Outreach and Targeted Recruitment Program
- Model Cooperative Education Program (MCEP)
- Monitoring and reporting of EEO progress
- Skills Bank for targeted occupations
- Positive Emphasis Program (ADA)
- Upward Mobility and Glass Ceiling Programs
- Work and Family Program/Work Life Initiatives
- Special emphasis programs

page 30A more information

EEO Plans & Resource Programs

Purpose: To provide technical assistance/consultation and resource programs to departments, agencies and universities in the development and implementation of EEO plans and programs

Key Objectives:

- Provide EEO plan and program development assistance and consultation
- Review EEO plans and programs for compliance
- Develop or refine rules and/or policies and procedures which support changes in federal and/or state laws that impact EEO and ensure compliance
- Provide interpretation of EEO laws, rules, policies and procedures
- Coordinate the EEO Officer Network to share information on current issues and trends
- Assist managers and supervisors in increasing the representation of under-represented groups and eliminate historic inequities

Recruitment & Outreach

Purpose: To provide state government with an effective recruitment program which will attract and retain qualified, diverse candidates representative of the citizens

Key Objectives:

- Market state government as an employer of choice
- Coordinate a statewide recruitment advisory committee to address critical recruitment needs
- Design programs/action plans to assist agencies in attracting applicants for hard to fill positions and/or to diversify the applicant pool for targeted positions
- Design and operate programs to provide agencies with pools of qualified applicants
- Maintain contact with professional, community organizations and higher education institutions to promote state government opportunities and public service

EEO Training Programs

Purpose: To develop and conduct training to promote work environments with fair employment practices

Key Objectives:

- Increase awareness and sensitivity for employees working in a diverse workplace environment through various workshops and training courses
- Enhance managers, supervisors and employees' skills in communicating, valuing and working in a diverse and complex work force
- Increase knowledge of EEO and its relationship to effectively manage the HR system by enhancing understanding of EEO laws, regulations and changing EEO issues
- Enhance and broaden knowledge and skills of EEO Officers which can assist them in effectively performing their EEO responsibilities

EEO Oversight and Reporting Program

Purpose: To review, analyze and report work force representation, salary/pay grades, new hires and promotions by demographics to determine EEO progress

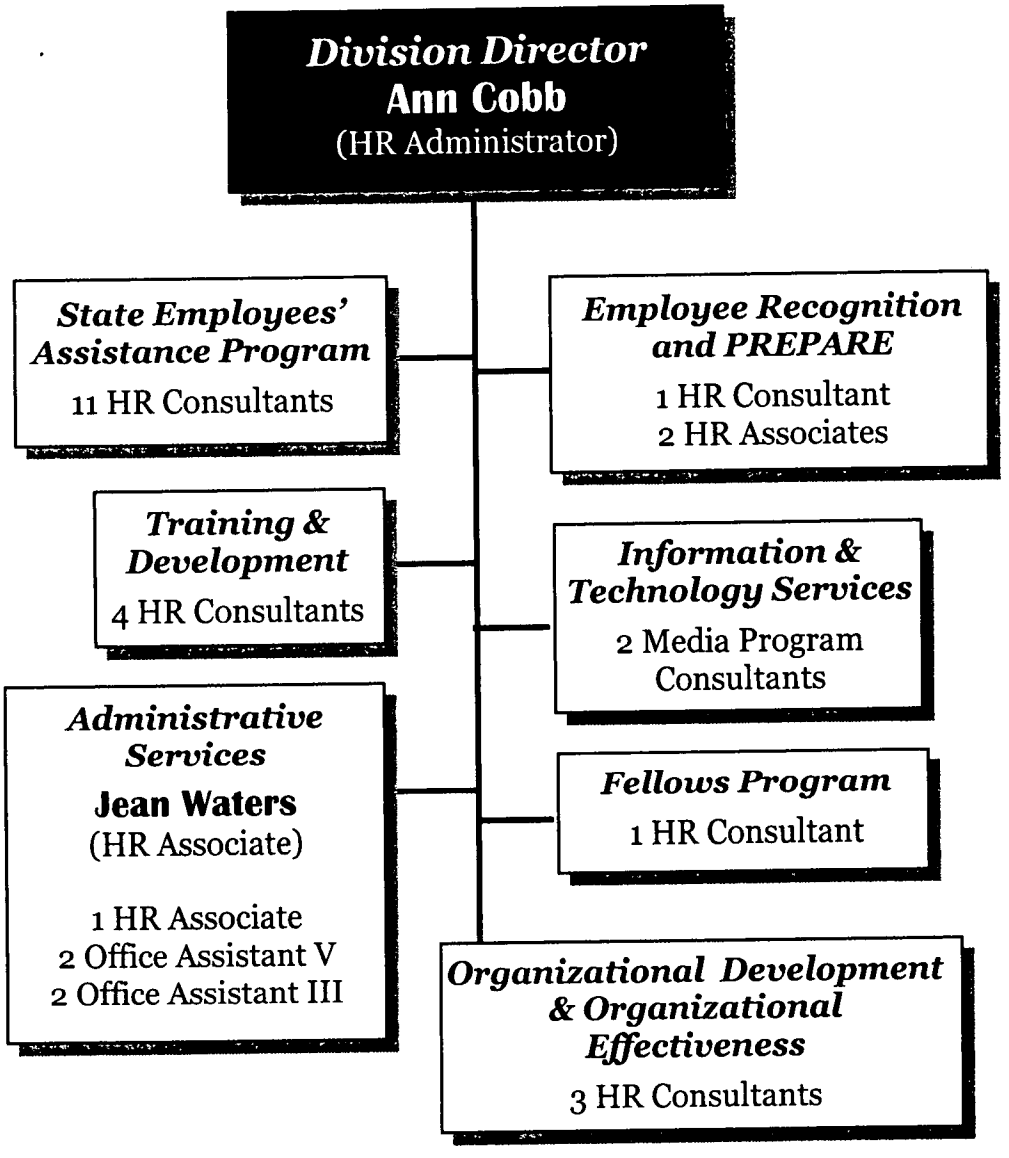
Key Objectives:

- Ensure standards and procedures are available to agencies, departments and universities for the development and implementation of EEO plans and programs
- Monitor quarterly EEO progress and issue annual EEO Status Report by each department, agency and university and state government as a whole
- Research EEO trends and make recommendations to address concerns or problems related to those trends

As noted in the Appendix Charts 7 and 8, the diversity of the state government work force has increased.

Human Resource Development

The Human Resource Development Division provides products and services that develop competent and motivated employees and effective organizations. The division's focus has broadened to include programs in addition to training that help organizations achieve their goals. Working as consultants, HRD staff use a variety of intervention models and methods with appropriate training to assess workplace situations, recommend corrective intervention and provide services to help an organization continually improve. HRD also provides numerous employee services such as the employee assistance program, statewide employee recognition programs, and retirement preparation workshops.



HR Development's Programs & Responsibilities:

- Customer Service Training
- Educational Assistance
- Employees' Assistance Program
- Employee and Organizational Surveys
- Employee Recognition Programs
- HR Professional Development Program
- Instructional Technology
- Leadership & Work Force Development System License
- Media Support Services
- Microcomputer Training
- Organizational Development
- Organizational Effectiveness
- Personnel Publications
- Pre-retirement training/information sessions
- Public Information
- Public Manager Program
- Supervisory Training
- Website content

Key Objectives:

- To provide essential training for employees, supervisors, managers, and HR professionals to enhance skills and productivity
- To provide consultative services and technical assistance to improve organizational effectiveness
- To deliver services to assist employees and coordinate programs to recognize their contributions
- To develop innovative strategies to meet changing workforce and organizational needs

The HRD Division accomplishes its Key Objectives through administration of many programs. A list of HRD programs and their purposes follow.

Human Resource Professional Development Program

Purpose: To provide in-depth training to HR professionals to support delegation of authority to agencies and universities

Public Manager Program

Purpose: To deliver comprehensive training curriculum to increase the competency and effectiveness of middle managers

Organizational Development & Organizational Effectiveness

Purpose: To provide consultative services, facilitation and training to support organizational development and effectiveness efforts

Leadership & Work Force Development System License

Purpose: To build specific, job-critical competencies and promote positive behavior changes that lead to improved job performance in employees, supervisors, and managers

Professional Skills Program

Purpose: To develop state employees' skills in using computer hardware, operating system hardware, application software, networking technologies and internet-related instruction

Supervisory Development Program

Purpose: To develop effective supervisors in the state government workforce

Employees' Assistance Program

Purpose: To provide confidential service to help state employees and their families resolve personal problems before they disrupt work or personal life and deliver management consultation services

PREPARE

Purpose: To help current state employees develop plans for retirement through workshops and small group discussions

Governor's Public Management Fellows Program

Purpose: To promote leadership and innovation in State Government by providing a career path for professionally trained public administrators and policy analysts in order to retain these individuals in permanent positions in North Carolina State Government

Performance Management

Purpose: To provide leadership and consultation to agencies and universities on the performance management system

Employee Recognition Programs

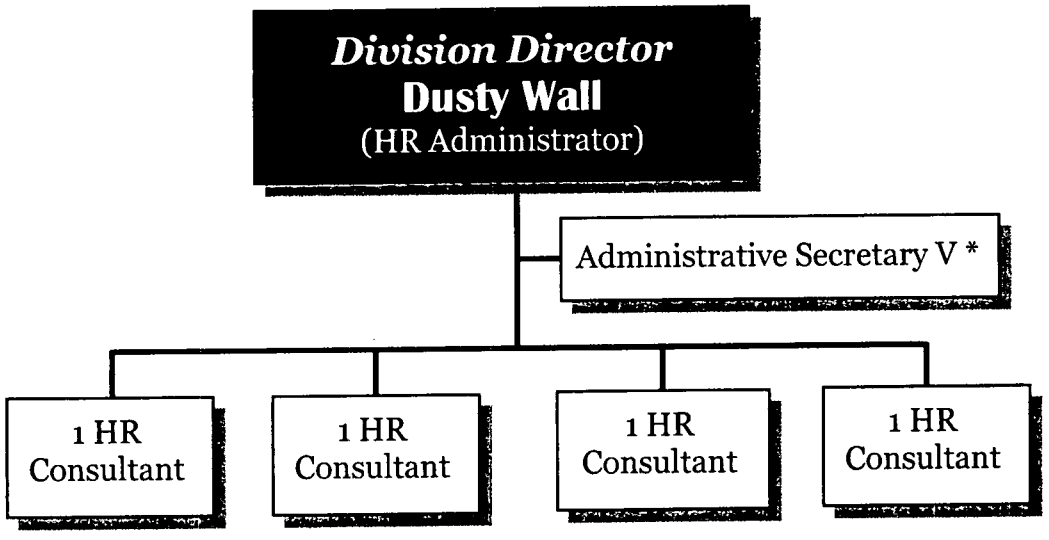
Purpose: To develop and coordinate statewide programs to recognize state employee excellence, dedication and years of service

Telework Program

Purpose: To implement, in cooperation with key agencies, a statewide telework program

Personnel Services

The mission of the Personnel Services Division is to provide comprehensive human resource management services to client agencies and universities and to develop and build the internal capability of HR offices.



**shared with Program Evaluation Division*

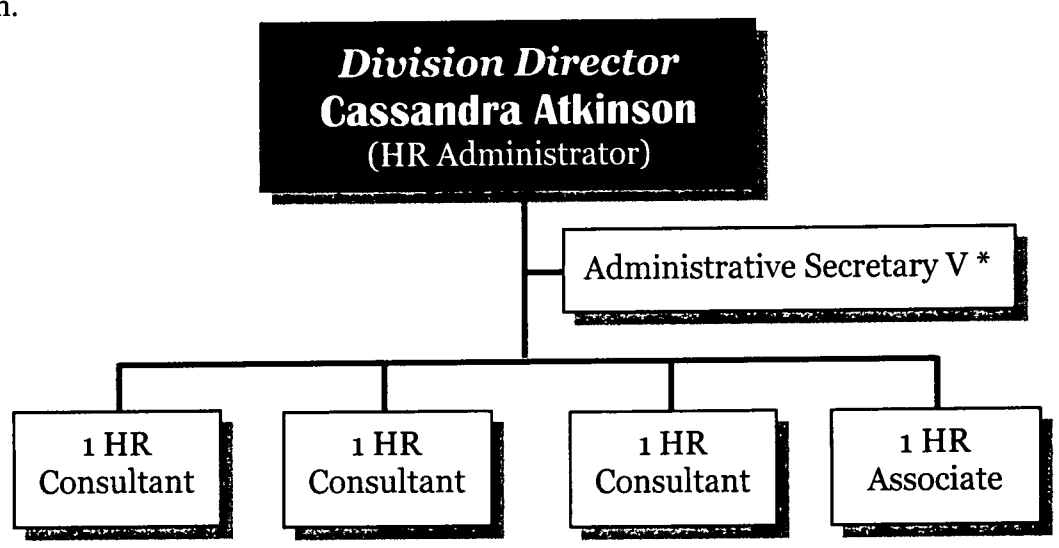
The Personnel Services Division, through its HR Consultants, provides quality, individualized HR services to agencies and universities with small or less experienced HR staffs and those without sufficient resources to offer full HR programs. Through an in-depth understanding of the operations of client agencies and universities, division staff assists and supplements client HR offices as they seek to support their management in attaining established objectives. In some instances, the HR Consultants serve as the HR Managers for client agencies.

Services and Responsibilities:

- Deliver comprehensive, direct, hands-on HR services to client agencies and universities (client agencies/universities are those with small or less experienced HR staffs)
- Develop and build the internal capability of HR offices through mentoring and development programs for client HR staffs
- Provide consultation and technical assistance to client agencies and universities
- Identify, design, develop and market HR products and tools tailored for client agencies and universities

Program Evaluation

The primary mission of the Program Evaluation Division is to ensure accountability and compliance of agency and university human resource programs. The Program Evaluation Division conducts holistic and comprehensive assessments of human resource programs and services as well as research on human resource issues and trends affecting the HR system.



**shared with Personnel Services Division*

Responsibilities:

- Agency and University HR program evaluations and assessments
- Technical assistance for developing data measures, data analysis and coordination
- Benchmarking and best practices
- Monitoring HR trends in public and private sectors
- Program review and monitoring
- Targeted research on human resource management and employment trends

Division Purpose:

The division promotes continuous improvement of HR services by helping agencies and universities identify best practices through benchmarking and other comparative analyses.

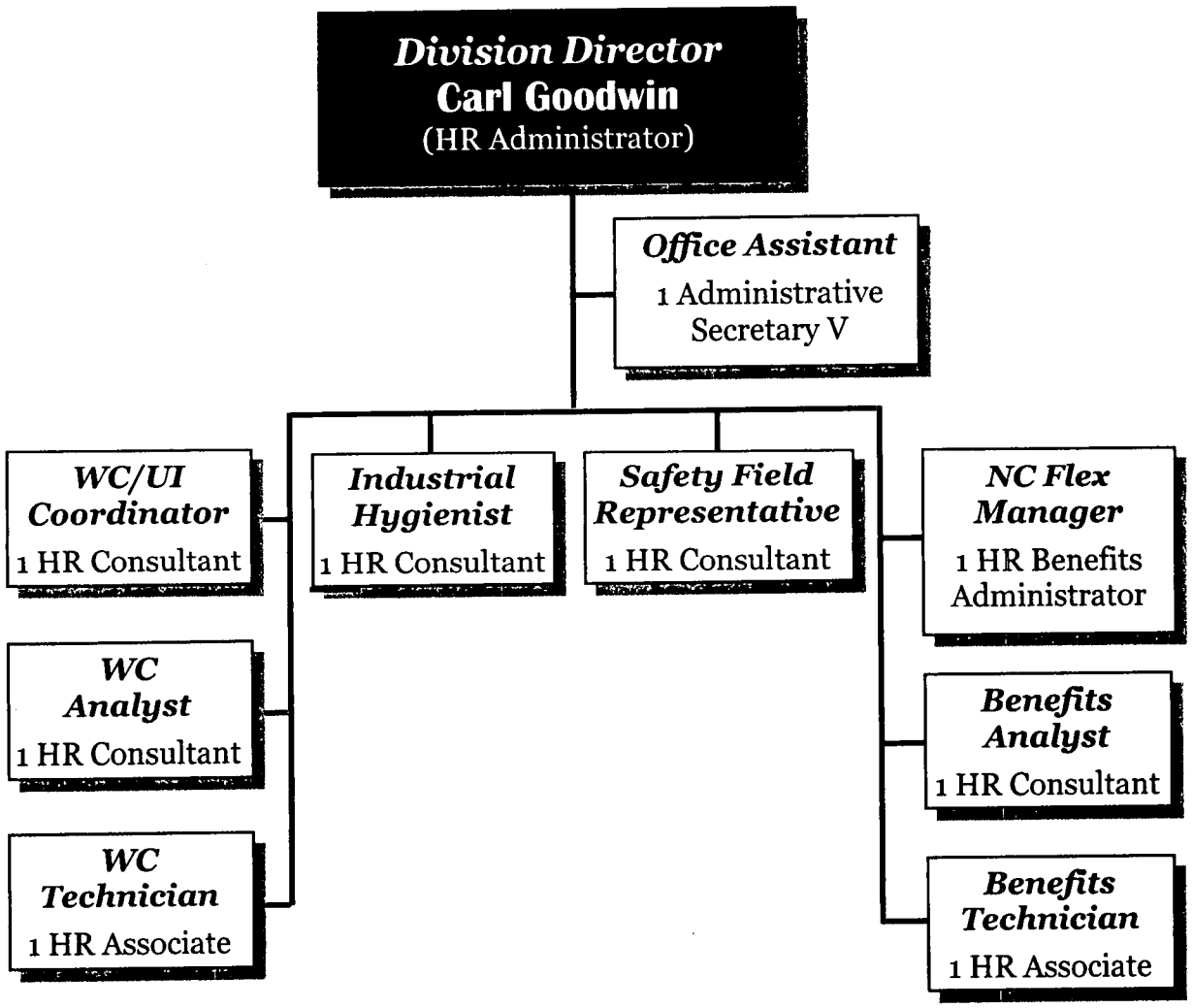
Key Objectives:

- Conduct annual holistic evaluations of HR programs to improve the delivery of HR services, assure compliance with HR policies and promote continuous improvement of human resource management programs
- Review and assess processes for collecting data from agencies and universities
- Develop and report trends, practices and policies that predict issues significant to the HR system and develop a process for benchmarking for best practices in human resources

Risk Control Services

The mission of the Risk Control Services Division is to develop and maintain systems and programs that promote:

- Cost efficient services
- Comprehensive benefits
- Safe and healthful work environments



Programs & Responsibilities:

- Workplace Requirements Program for Safety & Health
- State Government Workers' Compensation (WC) Program
- Unemployment Insurance (UI) Cost Management Program
- NC FLEX - Statewide Flexible Benefits Program

Workplace Requirements Program for Safety & Health

Purpose: Provide technical and consultative services in support of agency occupational safety and health programs to develop and maintain loss control and industrial hygiene services to provide a safe and healthful workplace for state employees. The program also monitors the legislative requirements for written Safety & Health programs and Safety & Health committees.

Key Objectives:

- Increase productivity by reducing the number and severity of work related accidents and injuries
- Maintain statewide statistical database
- Provide industrial hygiene and safety services for agency program needs

State Government Workers' Compensation Program

Purpose: To provide consultative and technical services in support of agency programs and injured employees to ensure that benefits are equitably provided to eligible employees in a cost effective manner.

Key Objectives:

- Efficient management of workers' compensation claims and expenditures
- Reduce controllable costs of workers' compensation claims
- Maintain statewide statistical data on claims and expenditures
- Oversee contract with third party administrator (TPA) and coordinate program activity between agencies and TPA

Unemployment Insurance Cost Management Program

Purpose: Ensure unwarranted unemployment claims are protested, provide effective management training and implement administrative cost avoidance strategies to keep the State's liability at the lowest possible level.

Reduce cost of unwarranted claims through:

- Coordinate contract oversight and central site record for state UI claims with the TPA
- Maintain central database of claims and cost activity
- Provide technical assistance, education and training to agency personnel
- Utilize non-charge reimbursement option of claims payments

Statewide Flexible Benefits Program (NC FLEX)

Purpose: Provide a uniform competitive compensation package to state employees which provides tax-advantaged benefits in compliance with federal and state rules and regulations. The program is receipt supported, funded by FICA savings resulting from program participants. Since its creation in 1995, enrollment has risen to 61,255 participants. (Chart 10)

New report 65,000

Enable the State to maintain and recruit a quality work force and provide uniform benefits package to all state employees by:

- Providing cost effective benefits products to employees
- Ensure uniformity in benefits available to employees
- Fiscal rewards to employees and the State through FICA savings

Office of State Personnel
Fund 1311 ~ Summary Budget

	1999/00 Actual	2000-01 Authorized	2001-02 Recommended	2002/03 Recommended
Total Requirements	$ 8,631,835	$ 9,264,461	$ 9,140,099	$ 9,140,099
Total Estimated Receipts	$ 997,838	$ 982,367	$ 982,367	$ 982,367
Net Appropriations	$ 7,633,997	$ 8,282,094	$ 8,157,732	$ 8,157,732
Total Positions	122	120.5	118.5	118.5

78% of Budgeted Appropriations is Personnel Cost
22% of Budgeted Appropriations is Operating Expenses

96% of Budgeted Positions Supported from Appropriations
4% of Budgeted Positions Supported from Receipts

Budget by Funding Source

	1999-00 Actual	2000/01 Authorized	2001/01 Recommended	2002/03 Recommended	Percent of Total
General Fund Appropriation	$ 7,633,997	$ 8,282,094	$ 8,157,732	$ 8,157,732	43.35%
General Fund Receipts	$ 997,838	$ 982,367	$ 982,367	$ 982,367	5.22%
Special Fund Receipts	$ 334,392	$ 403,649	$ 403,649	$ 403,649	2.15%
Auxiliary Fund Receipts	$ 9,049,112	$ 9,273,310	$ 9,273,310	$ 9,273,310	49.28%
Total	$ 18,015,339	$ 18,941,420	$ 18,817,058	$ 18,817,058	100.00%

Span of Control

Year	Number Employee Positions	Number Supervisor Positions	Average Span	No. of 1:1 Supervisors	No. of 1:2 Supervisors	No. of 1:3 Supervisors	Total "Low" Spans	Maximum Supervisor Levels
1995	130	32	4.06	5	5	4	14	6
1997	125	20	6.25	0	1	4	5	4
2001	132	18	7.33	0	2	1	3	4

- **1:2 Reporting Relationships**:

  ECC Division — Two Team Leaders report to Division Director

  EOS Division — One Technical Assistance Specialist and one Office Assistant report to Supervisor

- **1:3 Reporting Relationships:**

  ECC Division — Three Assistants report to Technical Support Supervisor

Maintenance Contracts

Item	Vendor	Contract Amount
Copier (small) (Admin. Bldg)	Coeco Office Systems	$ 432.40
Copier (small) (Admin. Bldg.)	Coeco Office Systems	213.36
Copier (High Volume) (Admin. Bldg.)	Xerox Corporation	12,480.00
Copier (Training Center)	Danka Office Imaging	1,524.00
Copier (Howell House)	Coeco Office Systems	872.00
Color Printer	KM Data	225.00
Scantron Scanner	Scantron Service Group	2,371.00
Fax Machine (Admin. Bldg.)	KM Data	175.00
Fax Machine (Admin. Bldg.)	KM Data	175.00
Fax Machine (Training Center)	KM Data	175.00
Fax Machine (Howell House)	KM Data	175.00
Netware Maintenance	Alphanumeric Systems, Inc.	3,706.20
TOTAL		$22,523.96

		1996/97	1997/98	1998/99	1999/00	2000/01	12/31/00	Projected Budget	
								2001/02	2002/03
Line Item	Description	Expenses	Expenses	Expenses	Expenses	Budget	Enc. & 6 mo. Exp.	Budget	Budget
532711	Trans Air - In State	$ -	$ -	$ 173	$ -	$ 500	$ -	$ -	$ -
532712	Trans Air - Out State	$ 4,357	$ 2,212	$ 2,711	$ 4,172	$ 4,500	$ 3,168	$ 2,500	$ 2,500
532714	Trans Grnd - In State	$ 34,905	$ 45,562	$ 44,313	$ 38,178	$43,200	$ 34,765	$45,000	$45,000
532715	Trans Grnd - Out State	$ 218	$ 870	$ 893	$ 460	$ 1,000	$ 210	$ 400	$ 400
532717	Trans Other - In State	$ 8	$ -	$ -	$ -	$ 100	$ -	$ 150	$ 150
532718	Trans Other - Out State	$ -	$ -	$ -	$ -	$ 100	$ -	$ 150	$ 150
532721	Lodging - In State	$ 11,420	$ 15,394	$ 14,784	$ 17,080	$11,679	$ 7,745	$16,000	$16,000
532722	Lodging - Out State	$ 5,454	$ 4,486	$ 8,219	$ 9,968	$ 9,669	$ 6,175	$ 3,300	$ 3,300
532724	Meals - In State	$ 8,084	$ 9,760	$ 9,060	$ 8,924	$ 7,423	$ 4,222	$ 8,000	$ 8,000
532725	Meals - Out State	$ 952	$ 889	$ 1,433	$ 1,758	$ 1,758	$ 886	$ 1,600	$ 1,600
532727	Misc. - In State	$ -	$ 42	$ 178	$ 239	$ 300	$ 83	$ 300	$ 300
532728	Misc. - Out State	$ 147	$ 63	$ 71	$ 64	$ 300	$ 227	$ 200	$ 200
532731	Bd/Non Employee Trans	$ 2,355	$ 4,195	$ 6,443	$ 4,606	$ 8,200	$ 8,741	$ 8,300	$ 8,300
532732	Bd/Non Employee Subsis	$ 1,670	$ 2,245	$ 4,090	$ 3,340	$ 4,557	$ 3,744	$ 5,086	$ 5,086
	TOTALS	$ 69,570	$ 85,718	$ 92,368	$ 88,789	$93,286	$ 69,966	$90,986	$90,986

Furniture and Equipment

		FY 1996/97	FY 1997/98	FY 1998/99	FY 1999-00	2000/01	12/31/2000
Line Item	Description	Expenses	Expenses	Expenses	Expenses	Budget	Exp.&Enc.
534511	Furniture - Office	3,480	8,326	24,654	16,445	8,632	4,422
534521	Office Equipment	10,910	4,848	16,871	37,320	5,000	-0-
534522	Equipment - Computers	29,666	94,317	145,168	65,024	53,812	53,518
534528	Equipment - Communications	1,702	522	5,707	2,951	932	900
534539	Other Equipment	80	656	4,828	9,293	1,420	358
	TOTALS	46,198	108,669	197,228	131,033	69,796	59,198

Continued next page

Projected Furniture & Equipment Budget

		FY 2001-02	FY 2002-03
Line Item	Description	Budget	Budget
534511	(1) Furniture-Office	7,000	18,000
534521	(2) Office Equipment		9,000
534522	(3) Equipment - Computers	36,300	34,300
534528	(4) Equipment - Communications	20,000	2,000
534539	(5) Other Equipment	200	200
	TOTALS	63,500	63,500

(1) OSP's furniture dates back to the 1960s. Much has never been replaced and does not meet today's ergonomic standards. We need to replace worn desks and chairs in individual offices and to replace chairs in the conference room, which is used by many different agencies.

(2) Two small copiers will need to be replaced in FY2002-03.

(3) In FY2001-02:
(a) Replace 16 computers purchased in 1997 or before with 200 MHZ (or less), 32 megs RAM = $27,200.
(b) Switch from Token Ring to Ethernet. Replace hubs = $3,500. Replace cards = $5,600.

In FY2002-03:
(a) Replace 5 computers with 200 MHZ and 14 computers with 333MHZ = $32,300
(b) Replace printer in Director's Office = $2,000.

(4) OSP's telephone system is antiquated and needs to be replaced. ITS has recommended replacement since it is so old there is no contract to maintain it. Cost of repairs is exorbitant.

(5) Miscellaneous equipment

Model Cooperative Education Program (MCEP)
2001 Status Report

This report includes information since the program's 1984 inception through December 1999.

STUDENT PLACEMENTS

707 student participants with 23 different employing agencies and universities
Students were placed from 38 public and private colleges and universities

Race/Sex	Placements
White Male	14
White Female	293
Black Male	118
Black Female	248
Other Male(Asian-American-4, Hispanic-3, American-Indian-2)	9
Other Female(Asian-American-8, Hispanic-3, American-Indian-4)	15
Unknown	10
Totals	***707***

PERMANENT HIRES

176 or 25% of students have been hired into permanent positions

Race/Sex	Permanent Hires
White Male	1
White Female	70
Black Male	34
Black Female	65
Other Male(Asian-American-1, Hispanic-2, American-Indian-1)	4
Other Female(Asian-American-1, Hispanic-1)	2
Totals	***176***

OCCUPATIONAL PERMANENT HIRES

- ***Human Resources Occupation***-Probation/Parole, Juvenile Court Counselors, Rehabilitation Counselors, Guardian Ad Litem, Law Clerk
- ***Fiscal/Accounting***-Auditor, Revenue Tax Auditor, State Management Analyst, Administrative Officer, Bank Examiner
- ***Information Technology***-Application Analyst Programmer, Computing Consultant, Telecommunications System Analyst
- ***Graphic Arts***-Artist Illustrator, Graphics Manager
- ***Engineer***-Transportation Engineer, Roadside Environmental Engineer, Civil Engineer
- ***Other***- Med Lab Technologist, Statistician, Nutritionist, Research

Additional Budget Reductions Proposed By Legislature

1% = $ 81,577

Salaries -	$ 67,140
Fringe Benefits -	$ 14,437
	$ 81,577

1 professional and 1 clerical

2% = $163,154

Salaries -	$ 136,205
Fringe Benefits -	$ 26,949
	$ 163,154

3 professionals

North Carolina Human Resource Statistics

as of 12/2000

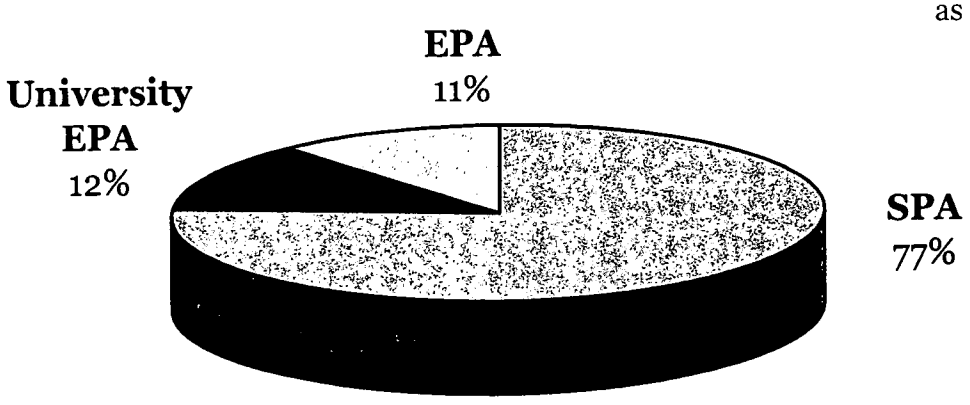


Chart 1

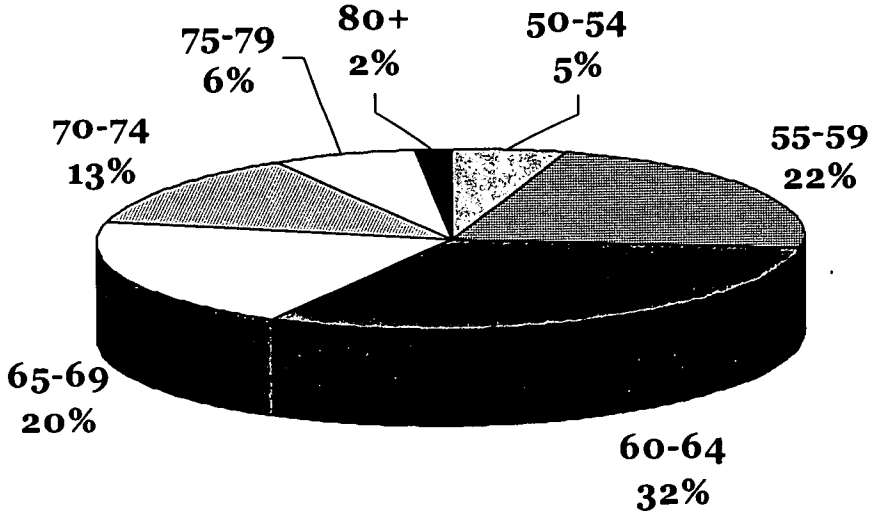
116,050 Full Time NC State Government Employees

(36,419 local government employees not included above are also subject to certain provisions of the State Personnel Act)

SPA — Employees subject to the State Personnel Act
EPA — Employees exempt from parts of the State Personnel Act (e.g. university faculty and professors, Administrative Office of the Courts, exempt-policy making, etc.)

State Employees* by Pay Grade

as of 12/2000



* *Does not include other pay plans in the system*

Chart 2

State Employees by Race and Ethnicity

as of 12/2000

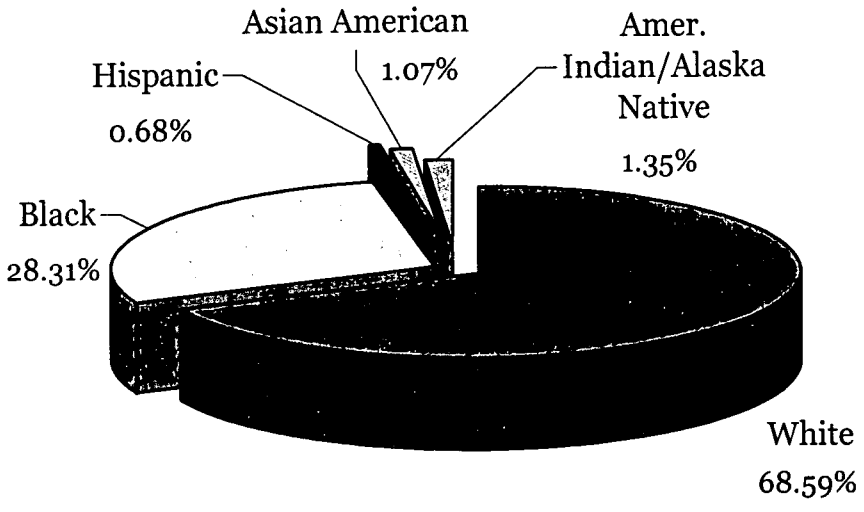


Chart 3

State Employees by Education Levels

as of 12/2000

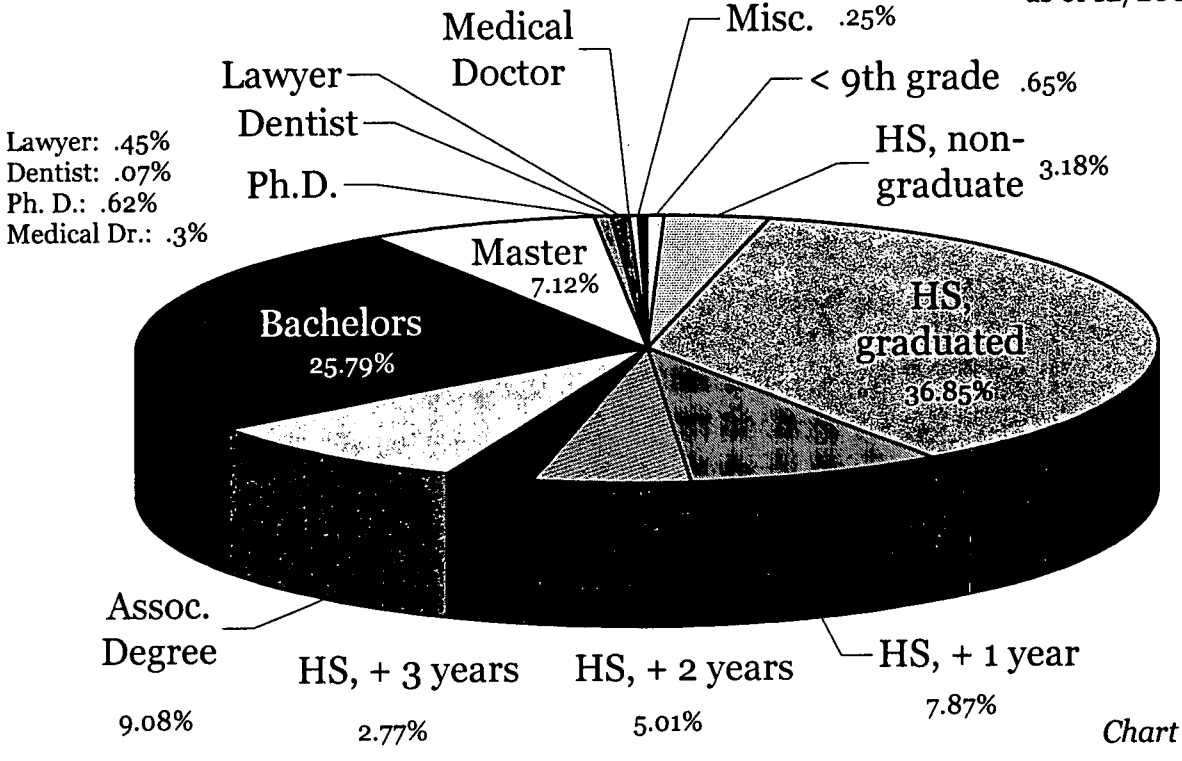


Chart 4

State Employees by Service Year

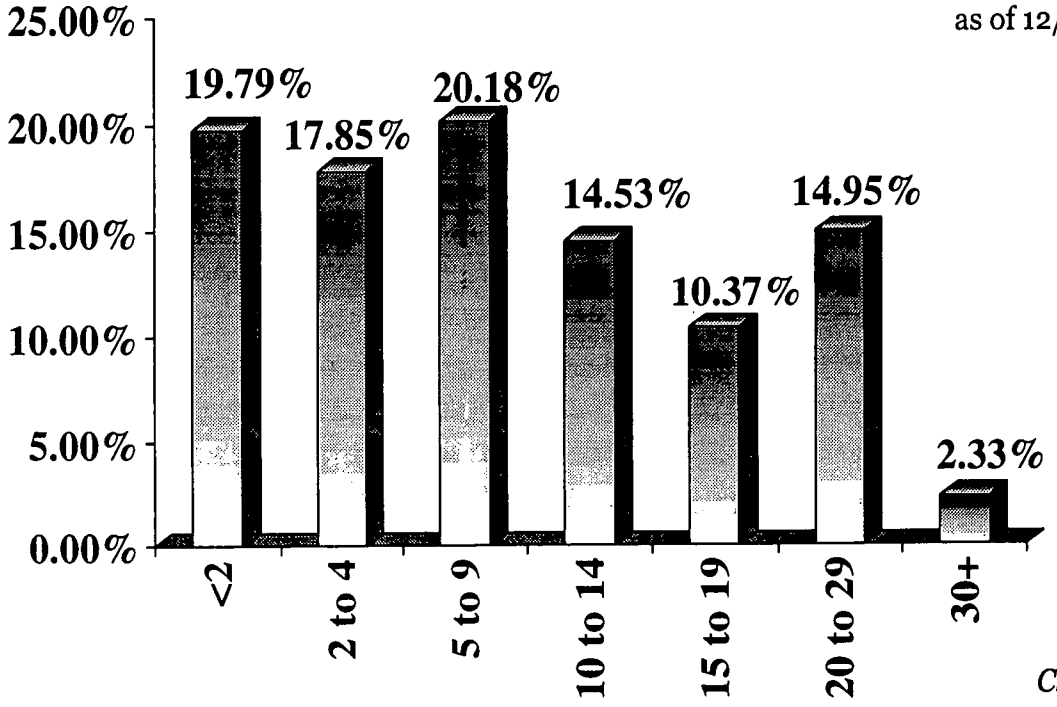
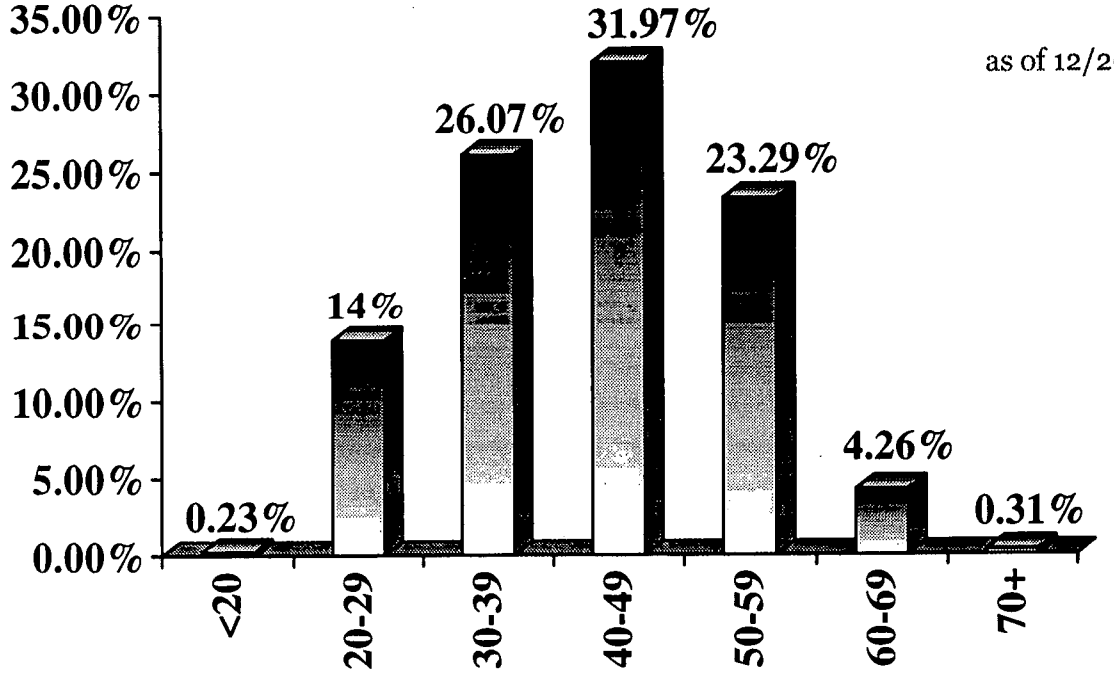


Chart 5

State Employees by Age



Data for charts 1—6 compiled by the Program Evaluation Division

Chart 6

Agency Work Force Composition Comparisons
Statewide Agency Totals — 1977 to 2000

Occupational Category	Year	White Males	White Females	Black Males	Black Females	Other Males	Other Females
Officials & Administrators	1977 2000	78.9% 57.8%	13.7% 27.2%	5.0% 6.7%	1.9% 5.8%	0.4% 1.4%	0.1% 0.5%
Management Related	1977 2000	71.9% 38.4%	19.6% 39.1%	4.3% 6.9%	3.5% 12.9%	0.4% 1.0%	0.3% 1.2%
Professional	1977 2000	47.8% 36.9%	38.8% 40.4%	5.0% 6.5%	6.8% 12.4%	1.0% 1.7%	0.6% 1.6%
Technicians	1977 2000	35.1% 48.7%	32.8% 27.6%	12.1% 8.0%	19.2% 11.8%	0.3% 2.0%	0.5% 1.6%
Administrative Support	1977 2000	7.9% 8.9%	72.9% 59.4%	2.9% 4.1%	15.3% 25.3%	0.1% 0.3%	0.9% 1.5%
Service	1977 2000	14.7% 14.1%	20.4% 24.6%	30.8% 19.8%	33.4% 39.6%	0.5% 0.5%	0.3% 0.7%
Law Enforcement	1977 2000	79.2% 52.5%	1.8% 9.5%	16.7% 21.6%	1.3% 13.4%	1.0% 1.8%	0.0% 0.6%
Skilled Craft	1977 2000	80.9% 75.1%	2.2% 3.4%	15.3% 16.2%	1.0% 0.9%	0.6% 3.6%	0.0% 0.2%
TOTAL	1977 2000	45.8% 40.1%	31.1% 28.9%	11.1% 12.1%	11.1% 15.7%	0.5% 1.6%	0.4% 1.1%

Chart 7

University Work Force Composition Comparisons
Statewide University* Totals — 1977 to 2000

Occupational Category	Year	White Males	White Females	Black Males	Black Females	Other Males	Other Females
Officials & Administrators	1977 2000	75.8% 56.6%	12% 27.7%	10.3% 8%	1.7% 4.4%	0% 2.4%	0% 0.8%
Management Related	1977 2000	36.2 29	40 45.7	8.1 6.6	14.4 16.6	0.2 0.4	1 1.4
Professional	1977 2000	36.4 35.2	47 43.4	5.3 5.8	9.5 9.8	0.9 2.3	0.6 3.1
Technicians	1977 2000	40.6 33.7	37.7 43.5	8.1 5.5	10.7 6.5	0.6 2.7	1.9 7.8
Administrative Support	1977 2000	6.9 9.6	67.8 58.5	3.8 4	19.6 24.8	0.2 0.3	1.4 2.5
Service	1977 2000	10.8 15.6	9.2 16.9	39.5 28.2	39.3 34.6	0.6 1.6	0.4 2.9
Law Enforcement	1977 2000	55.5 47.8	3.3 8.8	33 29	3.8 10.2	4.2 3.5	0 0.4
Skilled Craft	1977 2000	55.7 69.3	5.4 3.8	33.4 22.7	4 1.2	1.3 2.6	0 0.1
TOTAL	1977 2000	23.9 26.1	40.3 41.3	15.5 10.2	18.6 18.2	0.6 1.4	0.9 2.6

These figures are for full-time permanent SPA employees in the University system.

Chart 8

Disabled Work Force
Statewide Totals — 1985 to 2000
(agencies & universities)

Occupational Category	1985	2000
Officials and Administrators	4.4%	3.1%
Management Related	5.7%	5.6%
Professional	4.2%	3.2%
Technical	3.4%	3.1%
Administrative Support	2.9%	3.7%
Service	4.6%	4.7%
Law Enforcement	2.8%	2.3%
Skilled Craft	6.1%	3.6%
TOTAL	4.2%	3.5%

Chart 9

Note: Data collection for the disabled began in 1985
All disability information is reported on a voluntary basis

Annual NC Flex Employee Participation

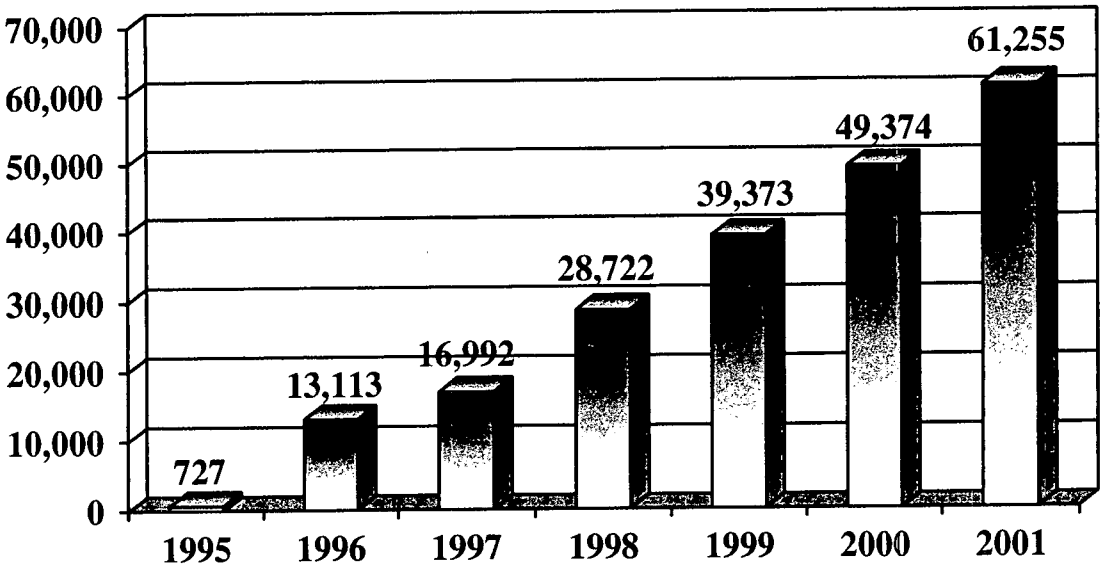


Chart 10

Mary Lee Robinson (Rep. Jeffus)

Rm 425

From: Mary Lee Robinson (Rep. Jeffus)
Sent: Monday, September 10, 2001 3:50 PM
To: Michele Nelson (Fiscal Research)
Subject: APP - GG Attachment for 4/2 minutes

Security -
733-2159
State Personnel

Michele ...

For the April 2, 4 pm minutes, cannot locate the following:
Mentioned in the Agenda. pp 50 & 51 Governor's Adjustments.

Would you please send me a copy of these two pages to attach to the minutes. I am only here on Mondays and Fridays this week and next week due to my retirement. I am forced to cut my days. Many of the Assistants are in the same category. Rep. Jeffus' daughter, Holly, is filling in for me.

You can just send it to Rep. Jeffus' office Room 1013 and mark inside to my attention.

Appreciate your assistance.

Mary Lee

Attachment 2

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion - Continued
Department of Administration - Continued

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Reductions Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (316,735)	$ (316,735)
Compensation Bonus (OSP)	(54,777)	(54,777)
Top of Salary Range Bonus	(44,926)	(44,926)
Top of Salary Range Bonus(OSP)	(2,076)	(2,076)
Sexual Assault Funds	(225,000)	(225,000)
Domestic Violence Funds	(1,000,000)	(1,000,000)
National World War II Memorial Funds	(392,000)	(392,000)
Lumbee Self-Determination Funds	(100,000)	(100,000)
State Health Purchasing Alliance	(111,962)	(111,962)
Governor – Transition Team	(170,000)	(170,000)
Governor – Inauguration	(149,500)	(149,500)
Total Appropriation	$ (2,566,976)	$ (2,566,976)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution	$ 44,295	$ 44,295
Retiree Health Premium Reserve	199,102	199,102
Total Appropriation	$ 243,397	$ 243,397
Total Consensus Base Line Adjustments	$ (2,323,579)	$ (2,323,579)

Recommended Reductions:

1. Board of Science & Technology		
Two positions in the Board of Science & Technology can be abolished without effecting the current level of operation of this Board. The two positions recommended for elimination are:		
Administrative Officer I		
Deputy Director	$ (111,014)	$ (111,014)
Number of Positions	(2.0)	(2.0)

Recommended Reductions - Continued:

	2001-02	2002-03
2. **Domestic Violence Commission**		
The responsibilities of the Governor's Commission on Domestic Violence can be consolidated with those of the NC Council For Women without effecting the effort to address domestic violence. The position of Executive Director of the Commission would be abolished and the employee currently filling this position would be transferred to the vacant Executive Director position of the Council for Women. Additionally, a vacant Administrative Secretary II position for the Commission would be abolished.	$ (109,639)	$ (109,639)
Number of Positions	(2.0)	(2.0)
3. **Secretary's Office**		
An Administrative Assistant I position can be abolished.	$ (41,456)	$ (41,456)
Number of Positions	(1.0)	(1.0)
4. **Office of State Personnel**		
Two Human Resource Consultant positions can be abolished along with a reduction of other operating expenses.	$ (124,362)	$ (124,362)
Number of Positions	(2.0)	(2.0)
Total Recommended Reductions	$ (386,471)	$ (386,471))
Total Number of Positions	(7.0)	(7.0)

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 213

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
1301	531111	G 100	FR	FR	4000-0100-0004-000	04000	STATE PERSONNEL DIRECTOR	N/A	N/A	09/03/00 VACANT	1.000	$102119
14100	13113110											

FUND-OBJECT TOTALS=14100 1311-1111 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $102,119

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $102,119

POTENTIAL RESERVE= $0

Attachment 3

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 214

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
1301	531211	G 100	78	-MP	4000-0202-0004-051	04051	APPLICATIONS ANAL PROG II	$44552	$3448	01/26/01 VACANT-LWOP	1.000	$48000
14100	13113114											
1301	531211	G 100	78	+MP	4000-0301-0004-150	04150	APPLICATIONS ANAL PROG II	$44552	$14446	10/31/00 VACANT	1.000	$59000
14100	13113114											
1301	531211	G 100	NGT	NG	4000-0302-0004-301	04301	HUMAN RESOURCES MANAGER	N/A	N/A	01/31/01 VACANT	1.000	$75069
14100	13113116											
1301	531211	G 100	NGT	NG	4000-0301-0004-303	04303	HR CONSULTANT	N/A	N/A	08/18/00 VACANT	1.000	$46714
14100	13113116											
1301	531211	G 100	NGT	NG	4000-0301-0004-330	04330	HR CONSULTANT	N/A	N/A	10/31/00 VACANT	1.000	$45868
14100	13113116											
1301	531211	S 50	59	-MP	4000-0100-0004-755	04755	OFFICE ASSISTANT IV	$9976	$2305	08/03/00 VACANT	.500	$12281
14100	13113110											
1301	531211	S 50	59	-MP	4000-0100-0004-755	04755	OFFICE ASSISTANT IV	$9976	$2304	08/03/00 VACANT	.500	$12280
14100	13113116											
											1.000	$24561
1301	531211	S 100	76	-MP	4000-0202-0004-948	04948	APPLICATIONS ANAL PROG I	$40650	$3114	10/31/00 VACANT	1.000	$43764
14100	13113114											
1301	531211	G 100	NGT	NG	4000-0100-0004-990	04990	HR CONSULTANT	N/A	N/A	12/31/00 VACANT-LWOP	1.000	$43800
14100	13113118											
1301	531211	G 100	NGT	NG	4000-1200-0004-997	04997	HR CONSULTANT	N/A	N/A	10/11/00 VACANT	1.000	$44800
14100	13113118											

FUND-OBJECT TOTALS=14100 1311-1211 TOTAL VACANT POSITIONS= 9.00 TOTAL POSITIONS= 9.00 BUDGET SALARY= $431,576

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
	GENERAL FUND FUND-OBJECT TOTALS:	PCT= 84.00			TOTAL POSITIONS= 7.00			BUDGET SALARY=			$363,251
	RECEIPT FUND FUND-OBJECT TOTALS:	PCT= 16.00			TOTAL POSITIONS= 2.00			BUDGET SALARY=			$68,325
								POTENTIAL RESERVE=			$25,619
BUDGET TOTALS=	14100	TOTAL VACANT POSITIONS= 10.00			TOTAL POSITIONS= 10.00			BUDGET SALARY=			$533,695
	GENERAL FUND BUDGET TOTALS:	PCT= 87.00			TOTAL POSITIONS= 8.00			BUDGET SALARY=			$465,370
	RECEIPT FUND BUDGET TOTALS:	PCT= 13.00			TOTAL POSITIONS= 2.00			BUDGET SALARY=			$68,325
								POTENTIAL RESERVE=			$25,619

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
1302	531212	R 50	57	-MP	4000-0600-0004-698	04698	OFFICE ASSISTANT III	$9240	$1260	12/01/00 VACANT-NEW	.500	$10500
24100	23133132											

FUND-OBJECT TOTALS=24100 2313-1212 TOTAL VACANT POSITIONS= .50 TOTAL POSITIONS= .50 BUDGET SALARY= $10,500

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= .50 BUDGET SALARY= $10,500

POTENTIAL RESERVE= $1,260

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
1302	531212	R 50	57	-MP	4000-0600-0004-698 04698	OFFICE ASSISTANT III	$9240	$1260	12/01/00 VACANT-NEW	.500	$10500
24100	2314									1.000	$21000

FUND-OBJECT TOTALS=24100 2314-1212 TOTAL VACANT POSITIONS= .50 TOTAL POSITIONS= .50 BUDGET SALARY= $10,500

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= .50 BUDGET SALARY= $10,500

POTENTIAL RESERVE= $1,260

BUDGET TOTALS= 24100 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $21,000

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $21,000

POTENTIAL RESERVE= $2,520

DEPARTMENT/DIVISION= OFFICE OF STE PERSNL

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
1307	531212	R 100	63	-MP	4000-1002-0004-913	04913	PERSONNEL TECHNICIAN I	$23411	$958	06/30/00 VACANT	1.000	$24369
74100	7511											

FUND-OBJECT TOTALS=74100 7511-1212 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $24,369

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $24,369

POTENTIAL RESERVE= $958

BUDGET TOTALS= 74100 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $24,369

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $24,369

POTENTIAL RESERVE= $958

Office of State Personnel
Director's Office

Stephen Davis	HR Executive
Virginia Fitzgerald	Executive Assistant I
Katherine Freeman	HR Consultant
Delores Joyner	HR Consultant
Thomas Wright	State Personnel Director

Office of State Personnel
Administrative Services Division

Amy Atkins	Computing Consultant III
Michael Brooks	Processing Assistant III
Catherine Bunch	Processing Assistant IV
Charles Chapman	Applications Devel. Mgr.
Cathy Daniels	Applic Analyst Prog II
Carolyn Elliott	HR Associate
Hope Griffis	Human Resources Manager
Minnie Grogan	Office Assistant IV
Faye Johnson	Processing Assistant V
Joann Johnson	Computer Prod Spec III
Esther Kinsey	Applic Analyst Prog II
Margaret Liles	Appl Analyst Prog Spec
Ellen Machacek	HR Associate
Ann Mott-Smith	HR Associate
Anita Newell	Applications Dev Proj Sup
Peggy Oliver	HR Administrator
Brenda Puryear	HR Associate
Daniel Ryan	Computing Consultant III
Margaret Spears	Processing Assistant IV
K. J. Wei	Applic Analyst Prog II
Karen Yorkdale	Applic Analyst Prog II

Office of State Personnel
Employment Classification & Compensation Division

Pam Bowling	HR Consultant
Paul Boyles	HR Consultant
Eugenia Briggs	Processing Assistant III
Christopher Clemmons	HR Consultant
Theresa Daye	Personnel Assistant IV
Carolyn Dobbin	HR Associate
Elena Esparza	HR Consultant
Valerie Ford	Human Resources Manager
Marian P. Foxwell	HR Consultant
Crystal Goodman	HR Associate
Carolyn Harper	HR Associate
Janie Harrell	HR Consultant
Pamela Heinig	HR Consultant
Duane Hinkle	HR Consultant
Vira Hogan	HR Associate
Shari Howard	HR Consultant
Sega Howell	HR Consultant
Marilyn Hucks	HR Consultant
Deborah Jennette	HR Consultant
Sue Langdale	HR Associate
Arlo Lund	HR Consultant
Clarkie May	Human Resources Manager
Patrick McCoy	Human Resources Manager
Katie McKoy	HR Consultant
Jerry McRae	HR Consultant
Teresa Mitchell	HR Associate
Donald Nattress	HR Consultant
Janet Oldham	HR Associate
Betty Ragland	Office Assistant III
Laura Sheely	HR Consultant
Ralph Voight	Human Resources Manager
Janie Watkins	HR Associate
Joyce Weathersby	HR Consultant
Gary Wiggins	Human Resources Manager
Betty Wills	HR Associate

Office of State Personnel
Equal Opportunities Services Division

Nancy Astrike	HR Consultant
Betty Brown	HR Consultant
Vivian Jackson	HR Consultant
Irene Keels	Human Resources Manager
Paul Kovolew Jr.	HR Consultant
Geneva Langston	HR Associate
Janice McIntyre	HR Consultant
Nellie Riley	HR Administrator
Synophia Tate	Administrative Secretary V
Bobbi Wardlaw-Brown	HR Consultant

Office of State Personnel
Human Resource Development Division

Judith Bell	HR Consultant
Grant Braley	Processing Assistant V
Valerie Branch	Office Assistant V
Ann Cobb	HR Administrator
Susan Criscenzo	HR Consultant
Joan Davis	HR Associate
Mollie Doll	HR Media Pgrm Consultant
William Edwards	HR Consultant
Heather Evans	Office Assistant III
Mark Ferdinandsen	HR Consultant
Gerry Fisher	HR Consultant
William T. Hall Jr.	HR Consultant
Richard Helton	HR Media Pgrm Consultant
Valerie Hinton	HR Associate
Clinton Horton	HR Consultant
Sharon Howard	HR Consultant
Jackson Lemons	HR Consultant
Jonna McGarity	HR Consultant
Terris Newsom	HR Consultant
Kathleen Parker	HR Consultant
Demetria Richardson	Office Assistant V
Heide Rumble	Office Assistant III
Fletcher A. Sanders	HR Consultant
James Savage	HR Consultant
Joann Shallcross	Personnel Analyst III
Janice Spadorcia	HR Associate
Betty Thompson	HR Consultant
Lavonda Van Benthuysen	HR Consultant
Rebecca Waters	HR Associate
John Whittington	HR Consultant
Stephen Wilson	HR Consultant
Darlene Yow	HR Consultant

Office of State Personnel
Personnel Services Division

Lynn Floyd	HR Consultant
Marilee Haithcock	Gov Public Mgmt Fellow
Ruth Travis	HR Consultant
Needham Wall Jr.	HR Administrator

Office of State Personnel
Program Evaluation Division

Cassandra Atkinson	HR Administrator
Belinda Dupree	HR Associate
Frank Lewis Jr.	HR Consultant
Henglun Sun	Statistician II
Vanessa Wells	Administrative Secretary V

Office of State Personnel
Risk Control Services Division

John M. Chapman	HR Consultant
Mary Fulmer	HR Consultant
Carl Goodwin	HR Administrator
Lou Kost	HR Consultant
Marie Livingstone	HR Associate
Chandra Lockley	HR Associate
Laura Morgan	HR Consultant
Cynthia Olsen	Administrative Secretary V
Charlene Shabazz	HR Consultant
Pani Tademeti	HR Benefits Manager

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 3, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday April 3, 2001 at 8:30 a.m., in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Mitchell Setzer, Marvin Lucas, and Gene Wilson. The fiscal staff members Michele Nelson and Marilyn Chism were also present.

Senator Ed Warren chaired the meeting. He recognized Kaye Gattis, Chief of Staff from the Office of the Lieutenant Governor.

Kaye Gattis discussed the Governor's Continuation Budget and benefits of a 1% - 2% reduction. She explained that the Lt. Governor's office has 10.5 staff members as compared to the former Lt. Governor's office of 8 staff members. The increase in staff is at less cost because of new employees without tenure.

Maintenance contracts are handed out (Attachment 1). The Span and Control are not included. Kaye Gattis will bring the report back to Michele Nelson today. She will also bring back today the 1% cut report.

In reply to discussion questions, Kaye Gattis said that one person supervises all staff and that there are no paid consultants.

The meeting continued with Gary Bartlett, Director the State Board of Elections.

The most essential item is insuring that we have our computer system running and current. With redistricting and records being computerized it is imperative that the Board of Elections have systems that are current. There are five needs that must be meet in order to stay current and productive. They are: 1- Microsoft software updates are necessary to stay current with the necessary technology to function properly and efficient, 2- with any new web connection there is an additional charge that must be paid, 3- there must be a replacement program in place in order to replace old hardware as necessary, 4- continuous training is necessary in order to function efficiently with the large turnover of employees, and 5- we must have an enhanced agreement with ITS. The pay-off from efficient computerized offices is very few errors, as was the case in the last election. The offices are more efficient and therefore, they are more productive offices and the elections are better.

There are two things that give us a little edge on our neighbors. We have the best programs for certification of elections officials and the preventative maintaince check.

In reply to discussions Gary Bartlett explained that the computer system is still being put in to place, and should be finished in June. The total cost will be around $9,000,000. This system gives us access to be able to audit across county lines and were able to find approximately 93,000 duplicates. Also, we were able to have access to vital statistics and were able to take off over 12,000 names of deceased persons. There is also a list of maintenance programs that allows for persons to be taken off of the voter lists if they have not voted in two consecutive national elections. Through such access we have a more accurate and cleaner election process. By July or August 2001 we should have the purest list ever.

How would it save us money if we got the digital signature? Mr. Bartlett said that the biggest savings would be to the county rather than the state. However, an estimate of quarter million dollars to the State is a fair assumption. The digital signature would impact savings in investigations and hearings.

The only cuts we have been able to offer to the Governor's Budget is in printing. This is the only cut we can offer without looking at cutting staff. We are ready to talk about cutting employees if you ask us too. There is the no flexibility in the Campaign Reporting Reserve fund but the committee can make cut suggestions.

Span of Control was reviewed as attached. (attachment 2).

Could there be any savings in moving to state property? We certainly need to have a permanent home and would gladly move to state property. We have moved twice in the last 5 years and it is very costly.

Representative Sherrill suggested they work on a statute change that will help streamline the process and save money on the cost to the state for candidates.

The committee is not ready to make a decision about were to cut. Mr. Bartlett will bring the possibilities to another meeting.

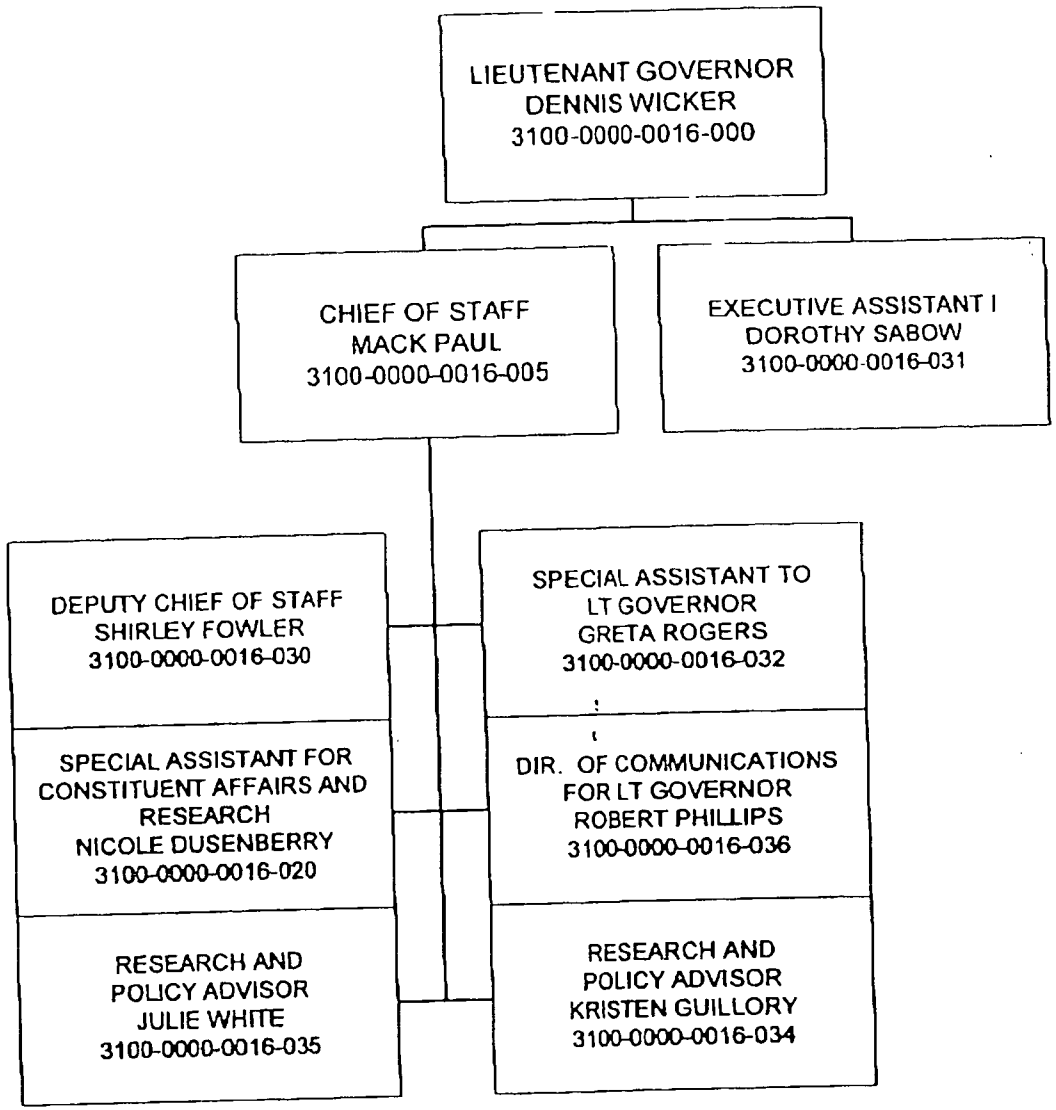
Meeting adjourned. The next meeting will meet 15 minutes after the last house adjourns today.

Respectfully Submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

LIEUTENANT GOVERNOR'S OFFICE



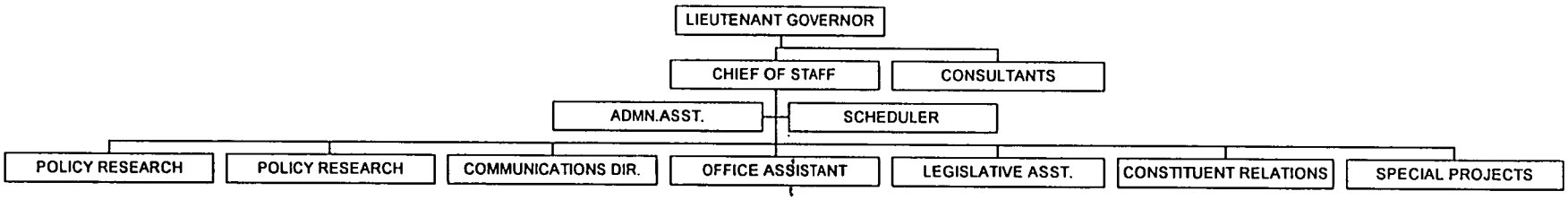
Attachment # 1

DECEMBER 2000

ORGANIZATIONAL CHART

OFFICE OF THE LIEUTENANT GOVERNOR

2002



N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments Expansion Budget

Office of the Lieutenant Governor

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 685,577	$ 685,577
2.	Consensus Base Line Adjustments (See Footnote)	731	731
3.	Revised Base Line Budget	$ 686,308	$ 686,308
4.	Recommended Reductions	(10,000)	(10,000)
5.	Recommended Continuation Budget	$ 676,308	$ 676,308
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 676,308	$ 676,308

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Reduced** The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (3,768)	$ (3,768)
2. **Nonrecurring Reductions Restored** The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 818	$ 818
Retiree Health Premium Reserve	3,681	3,681
Total Appropriation	$ 4,499	$ 4,499
Total Consensus Base Line Adjustments	$ 731	$ 731

Recommended Reductions:

1. **Salaries and Wages** The Lieutenant Governor's Office can reduce its budget for salaries and wages without impacting its current level of operation.	$ (10,000)	$ (10,000)
Total Recommended Reductions	$ (10,000)	$ (10,000)

Office of the Lt. Govervor
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: _____

Type of Maintenance Contract	Vendor	Annual Contract Amount
Panasonic 770 Fax Machine	Systel Office Automation	$250.00
Konica 2028 Copier	Danka	1,042.92
Savin 9113 Copier	Ikon Office Solutions	79.00

VISITOR REGISTRATION SHEET

Appropriations - General Government — 4-3-2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Kathie Austin	OSBPM
Byron Harris	OSBPM
Thomas Clark	OSBPM
Sherry Melton	SEANC
Chris Rodgers	Parker Poe et al.
Bertie Jones	PPAB
Gary O. Bartlett	SBE
Linda Mathis	SBE
Renee Vance	DCR
Johnnie McLean	SBE
Gary Bartlett	"

VISITOR REGISTRATION SHEET

Appropriations - General Government
Name of Committee **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Sheila McKenney	NC DOI
Green Cancel	OSC
Marlin Glass	
Cleveland Simpson	
Robert E Wilson	Sec. of State

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, April 4, 2001

8:30 A.M.

Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, April 4, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot, Wilson and Setzer. There were three Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages.

Representative Sherrill introduced Tony Goldman who presented the total budget of the North Carolina General Assembly. The budgets are the same for FY 2001-2002 and 2002-2003 which is $40,567,848. Michele Nelson, Committee Counsel, stated that this amount does not include the proposed cuts.

Representative Adams asked if there was a breakdown of the permanent employees. Mr. Goldman will get them for her. she wants the names and the positions of just the House.

Mr. Goldman explained each division and what its duties entail. Representative Sherrill asked if the 25 temporary employees work just during the legislative sessions. Mr. Goldman answered there might be some work later but very little.

Mr. Goldman concluded by presenting the Budget Reconciliation of the General Assembly. The General Assembly's proposed budget was $41,576,119 and the Governor's proposed budget was $40,567,848. This budget was based on 28 weeks for a long session and 16 weeks for a short session. He proposed that the length of the sessions could be reduced by 2 weeks for each session. Representative Sherrill asked what would happen if, with redistricting and other matters, the session runs longer than July. Where would we stand with the budget. Mr. Goldman responded, there would be approximately 8 or nine million dollars left in the reserve at the end of the fiscal year.

Senator Warren asked what part of the cafeteria budget does the General Assembly pay. Mr. Goldman said we cover the cost of food and half of the labor. Mr. Goldman said that there are several items of expenditure which occurred during this year that would not be incurred in the next years. There has been a new bill drafting system, a new computer system and also a new redistricting system. The adjusted proposed budget is $39,863,848.

Senator Warren asked about the health room in the Legislative Building. He feels something should be done about the health room. George Hall said that they had been working on this item but they had been put on hold for the time being.

Representative Adams said that she would like to see something done about the cleanliness of this building. (Legislative Office Building) Mr. Goldman said he was not sure about cost of renovation but they could do something about the cleanliness of the offices. Senator Kinnaird said she would like to see the stairwells kept in better condition. Mr. Goldman said they would certainly look into these matters.

Representative said the members receive $1800.00 per year for mail, telephone, fax, etc. She wanted to know where does the balance of funds not used go – does it go into the reserve fund? The answer was "yes".

Senator Warren said he would like to see something done about secretarial help at home for the members. This concluded Mr. Goldman's presentation.

Representative Sherrill then introduced Mr. Ralph Campbell, State Auditor. Mr. Campbell stated that all the audits in the department are now available on the Internet.

Mr. Campbell said that the total requirements of State Auditor's office for FY 2001-3002 and 2002-2003 is $14,121,559. The net appropriation is $12,166,518.

Representative Sherrill wanted to know if his department had stopped sending E-mail asking if an individual wanted to receive a certain reports. He said they would be glad to do that and that a new survey on this would probably save a lot of money.

Mr. Campbell explained the mission of the department, its commitment and the goals of the department. There are 10 branch offices in North Carolina. Representative Sherrill asked that they give the committee the names of the individuals listed on the chart.

Mr. Campbell then explained that the audit of the State Auditor's Office was done by and individual auditing firm as well as by a national state auditor. Representative Sherrill if they also did a performance audit. Mr. Campbell they did do the performance audits. he proceeded to say that his office receives about 30 mandated calls per month which must be handled by his department.

The State Auditor's presentation will continue on Thursday morning at 8:30 a.m.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

VISITOR REGISTRATION SHEET

Appropriations - General Government — 4-6-2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Steve Albright	Dept of State Treasurer
Geo Hall	GA
Wes Taylor	GA
Thomas Clark	OSBPM
Vicky Young	OSA
Jimmy Benson	OSA
Bob Hall	OSA
George Walls	OSA
ROB HILLMAN	OSA
Cindy Gillian	OSA
Ralph Campbell, Jr.	State Auditor

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: ~~4/2/01~~ 4-4-2001 4 pm

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Wesley Ray	State Auditor
Kathie Austin	OSBPM
Sherry Melton	SEANC
Martha Glass	DOA
Byron Harris	OSBPM
Donna Rosefield	DCR
Lisa Chris Baldwin	DOA

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 5, 2001

The Joint Appropriations Subcommittee on General Government met Thursday April 5, 2001 at 8:30 a.m., in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Mitchell Setzer, Marvin Lucas, and Gene Wilson. The fiscal staff members Michele Nelson and Marilyn Chism were also present.

Senator Ed Warren chaired the meeting. He recognized Ralph Campbell, State Auditor to continue his presentation from yesterday. The continuation began with the Specific Audit Functions: Investigative audit (Hotline). The portion of the handout being reviewed this morning is attached. (Attachment 1). Mr. Campbell explained that the State Auditor's office receives complaint calls from within and without state government reporting cases of fraud, waste, and abuse. He said that the Auditor's Office places advertisements for a hotline so that citizens can make anonymous calls regarding fraud, waste, and abuse. Also, telephone-recording equipment has been installed in an effort to capture the calls that are made in the evening and on weekends. The information received from state employees and citizens is investigated and results in savings for the State Government.

Mr. Campbell said that the number of audits has increased. For example since the beginning of Smart Start, 84 audits have been added to the necessary school audits.

About 6% of the total audit resources are in the information systems. It is imperative that the computer system is reliable and accurate for doing the financial audit work based on the work that comes out of those systems. This is the only area for which they are requesting expansion and will be requesting expansion over the next three to four years.

In answer to a question regarding the receipts section of the handout, Mr. Campbell explained that all receipts go into the general fund. Rates are adjusted each year and the last rate of $58 was adjusted in January of this year. The receipts are very close in the budget and any overage will be used to support the office in order not to cut staff. It is expected that over realized receipts will support the $182,000 for increased staff, and provide the reductions asked by the Governor of about $60,000. Mr. Campbell also commented that we need to raise salaries to compete with the private sector because the state is having difficulty acquiring and keeping competent employees.

With regard to a question concerning the rates that are charged, Mr. Campbell explained that rates are an average of the cost of the state budget. The state rates do not compare to the private sector.

Auditor's travel is done largely in the geographical area as much as possible to eliminate overnight accommodation. A large amount of the travel budget is for mileage. Approximately 95% of the travel is in state. Only rarely are there necessary trips out of state.

The computer equipment budget request is for the already supported upgrade on a three-year cycle.

In the last biennium there were no additional positions added. The Organizational Chart that was requested is attached. (Attachment 2).

The report from the State Auditor's Office is concluded.

Department of State Treasurer

Mr. Joseph Sansom gave the opening remarks. He introduced Mr. Richard Moore the State Treasurer and Mr. Steve Albright the State Comptroller.

Mr. Moore began his presentation by stating that the treasurer's department is a lean and mean shop and that the Treasurer's Department can't help in the General Assembly's quest for cuts. While the Department gets some General Funding it also reimburses for every dollar that is given on the other side of the balance sheet. The Department takes the expenses out of the groups they service. The Department is income neutral. None of the funds are General Funds and the General Assembly has the function of oversight. The majority of the Treasurer Departments function is to run the retirement funds. Once the money is contributed to the retirement fund it is no longer a part of the General Fund.

In answer to a question, the Universities determine the scholarships and the University Bonds are income neutral.

Representative Sherrill asked what the relationship is between the State Personnel Office and the Treasurer's Department. Mr. Moore said he would get that information to her.

The presentation continued with Mr. Steve Albright with the State Treasurer report by distributing handouts. (Attachment 3). Mr. Albright explained that the first page shows an error of $20,000 and the correction.

In answer to a question, there are 25 employees who do counseling with future retirees, and there are a total of 32 employees.

On the page of the handout for maintenance contracts the microfilm reader/printer is used for all checks prior to 1999 for court cases and other needs.

An additional handout is the Table of Organization (Attachment 4) is basically self-explanatory.

Senator Harris asked if the Treasurer's Department could make a contribution to the over-site this year? The response was that there would need to be an answer from the Attorney General's Office. Mr. Albright will get this information for Senator Harris.

Representative Sherrill asked for a Span-of-Control assessment. Mr. Albright will have it back by Monday.

In response to a question of how the money from the last cycle spent in regard to IT, it was explained that two and a half million was appropriated for the upgrade of the computers and this project will be finished by the end of November. A breakdown of how the money has been spent and what is unspent will be brought back to committee on Monday April 9 at 4:00 p.m.

This concluded the meeting. The Committee will meet April 9, 2001 at 4:00 p.m.

Respectfully submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

Attachment # 1

Specific Audit Functions:
Investigative Audit (Hotline)

- **We are charged with the responsibility of maintaining a Hotline to receive allegations of fraud waste, and abuse in state government and programs.**
- **We have recorded some 1,418 complaints received through Hotline (800-730-TIPS [8477]) and our email account since 1988. In fiscal year 1999-2000 we recorded 119 complaints.**
- **The financial impact of 134 of the special reviews conducted by this section is $35,823,448.**
- **This fiscal year we have allocated approximately 3% of our audit staff time to conducting these investigations.**

Office of the State Auditor
On-Going Performance Audits

- Information Technology Services
- State Surplus Property Program
- Hurricane Floyd Relief Fund
- Emergency Management Program
- Election Process Study (Governmental Accounting Office)

OFFICE OF THE STATE AUDITOR

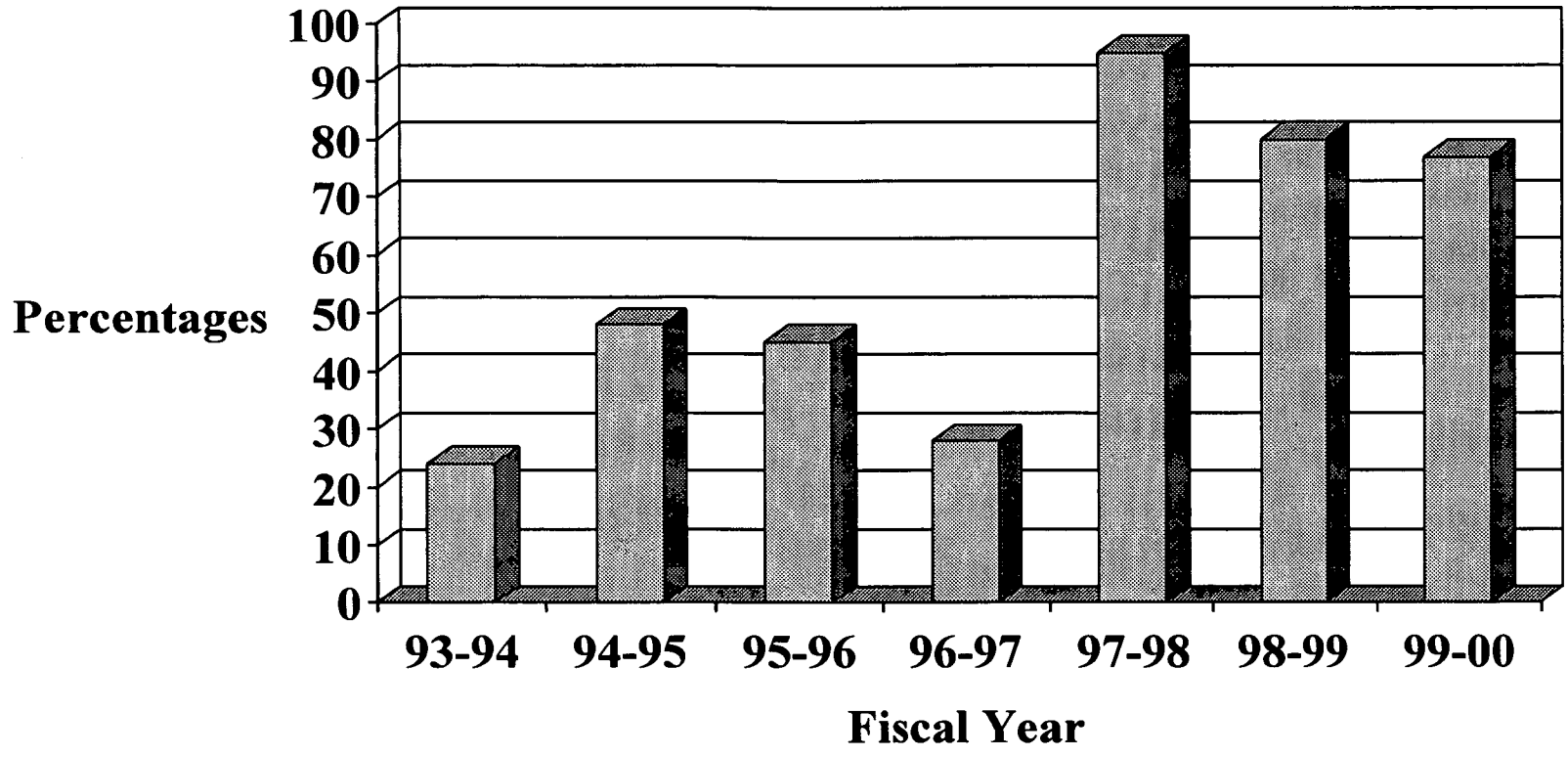
Performance Audits

Required by Statutes and Requested by Legislators

AUDIT	DATE
Willie M.	10/93
Leaking Underground Storage Tanks	10/93
Outcome Based Education	9/94
Smart Start	3/95
NC Information Highway	3/95
NC Wildlife Commission	6/95
Frank Porter Graham Center	9/95
Tri-County Mental Health Center	12/95
Southeastern Mental Health Center	3/96
Court Reporters	5/96
DOC Youth Command	6/96
DHR Program Reviews	8/96
NC's Workforce Development Programs	10/96
Cosmetology Board	12/96
Pfiesteria Sea Grant (EHNR)	3/97
Division of Services for the Blind	12/97

AUDIT	DATE
Marine Fisheries	1/98
SIPS	4/98
Department of Transportation	5/98
Adult Probation & Parole	6/98
DOT Public Rail and Mass Transit	5/99
Study of NC Psychiatric Hospitals and Area Mental Health Programs Phase I Interim Report	5/99
Study of State Psychiatric Hospitals and Mental Health Programs	3/00
Div. Mental Health, Developmental Disabilities and Substance Abuse Services	4/00
Division of Deaf and Hard of Hearing	4/00
Child Support Enforcement	4/00
Department of Revenue	10/00
Information Technology Systems	2/01
Adult Care Homes Reimbursement System	3/01

Percentage of Performance Audit Hours Required by Statutes and Legislative Requests

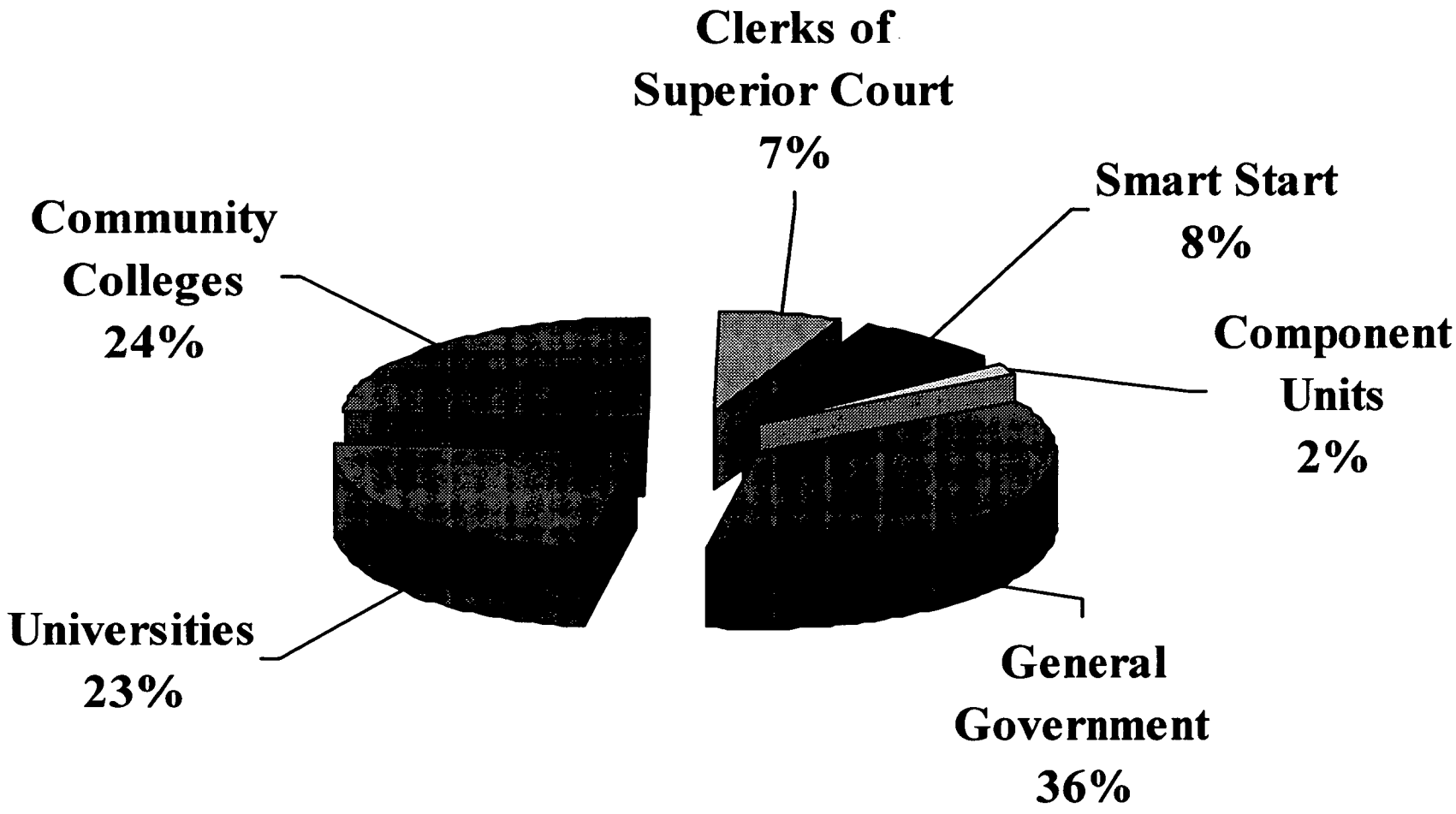


Specific Audit Functions:
Performance Audits

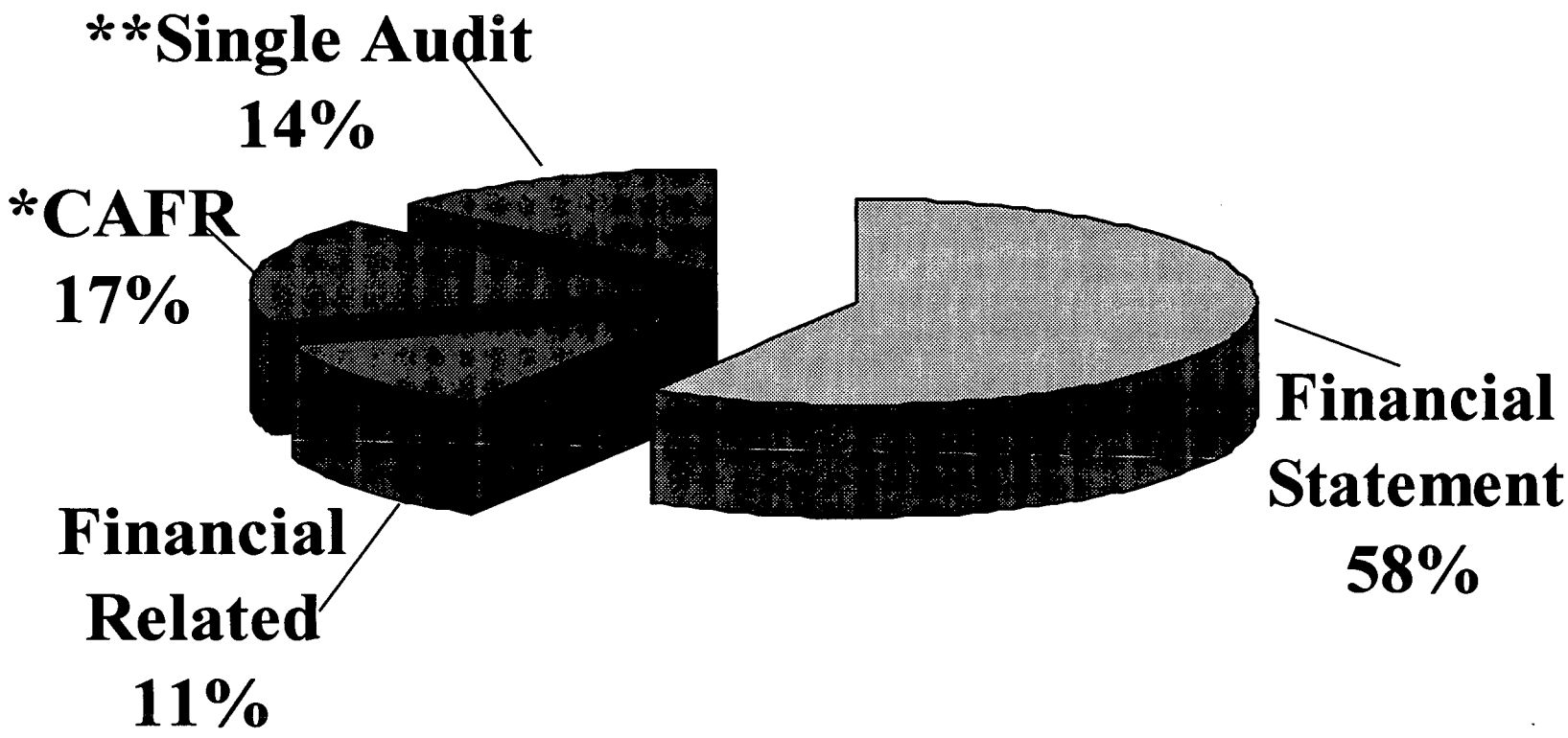
- **Audit topics typically come from three sources:**
  - **General Assembly**
  - **Agency Management**
  - **State Auditor's management and staff**
- **Performance audits are designed to evaluate program performance and identify potential areas for cost savings and enhanced productivity.**
- **Approximately 10% of our audit resources are allocated to performance auditing.**

Allocation of Financial Audit Days by Agency Type

For the 2001 Fiscal Year



Major Financial Audit Products



*CAFR (Comprehensive Annual Financial Report) audit opinion is due December 1st each year.

** Single Audit is due March 31st each year.

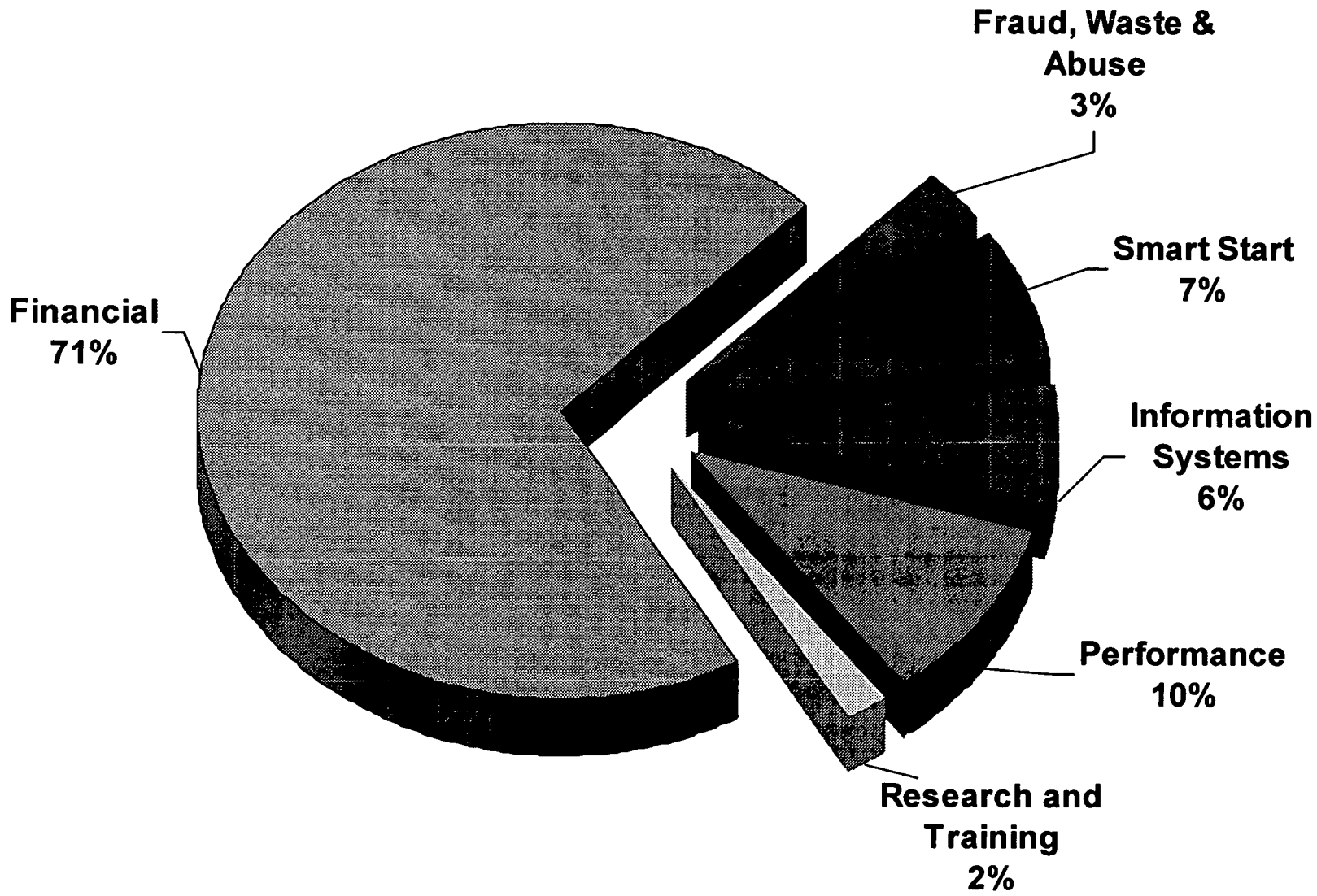
Specific Audit Functions:
Financial Audits

Financial auditing consumes the largest portion of our audit resources: 71% in the current year.

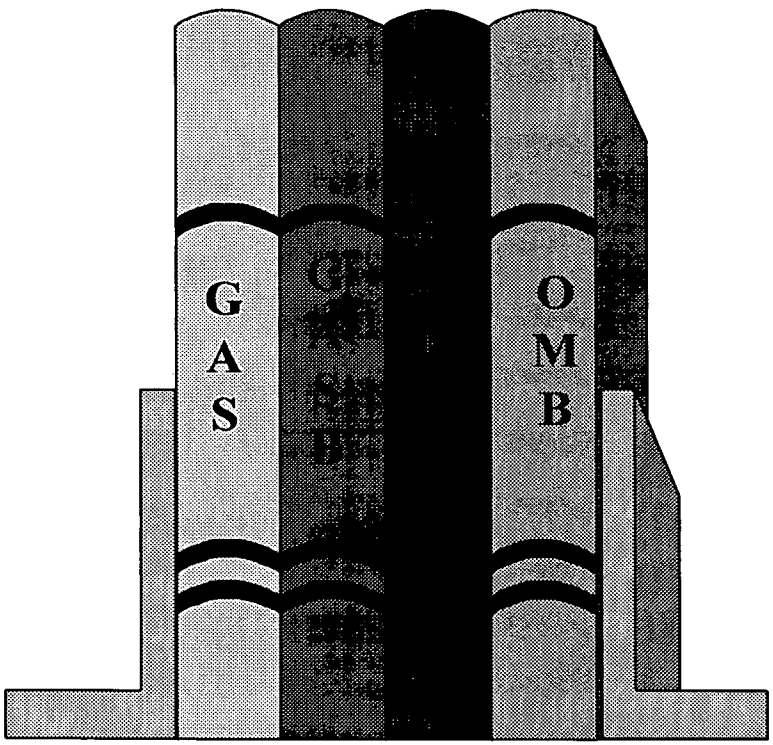
- **The four major products of our financial audit work program are:**
  - **The Comprehensive Annual Financial Report (CAFR)**
  - **The Single Audit Report**
  - **Financial statement audits**
  - **Financial-related audits**

- **Our auditees include:**
  - **General Government Agencies (29)**
  - **University System and University of North Carolina Health Care System (19)**
  - **Community Colleges (58)**
  - **Clerks of Superior Court (100)**
  - **Smart Start Partnerships (81) and NC Partnership for Children**
  - **Component Units (8)**
  - **Wireless 911**

Office of the State Auditor
Allocation of Audit Resources
January 31, 2001



Auditing Standards



- Yellow Book [Government Auditing Standards (GAS)]
- American Institute of Certified Public Accountants (AICPA)
- Government Auditing Standards Board (GASB)
- Financial Accounting Standards Board (FASB)
- Office of Management and Budget (OMB)
- State & Federal Laws

Independence, Who Audits the Auditor, and Quality Assurance of our Work

- **Our work is governed by strict adherence to professional standards and participation in independent reviews. Many of our staff are either certified government financial managers, certified public accountants, certified fraud examiners, certified information systems auditors, or certified public managers having met the educational and experience qualifications for these certifications. Constant educational improvement is a necessity in our work.**
- **Our office financial operation is audited annually by an independent accounting firm, and we have received a "clean" opinion for many years.**
- **We have participated for several years in the quality control program sponsored by the National State Auditors Association. Every three years our work is reviewed by a team of qualified audit professionals from other audit organizations from around the United States. This review looks at our standards for conducting both financial and performance audits. Our most recent review was in June 2000 and we received a clean opinion.**
- **In addition to the external review, we now conduct an annual internal quality control review by senior staff members of the work performed during the year. This gives us an opportunity to identify areas for improvement much sooner than the three year cycle under the external review process.**
- **Professional standards for the auditing field also address the role of the auditee in resolving and tracking audit findings. We work closely with all our client agencies in the development of any findings and recommendations in a concerted effort to bring about permanent changes to operations we feel should be addressed in order to better serve the citizens of North Carolina.**

Department Summary Information

The principal business of the office is providing comprehensive auditing services for state government and the citizens of North Carolina. We strive to carry out our statutory duties in an effective and efficient fashion and in accordance with generally accepted government auditing standards. Our audit findings and recommendations help ensure the accountability of public funds and enhance the management of governmental programs. To accomplish this end, we are organized into 2 divisions -- Administration and Field Audit.

- **The Administration Division provides the support functions necessary to assist and facilitate the operational work of our organization. Finance, personnel, management information systems and overall administration of our operations are performed by a small and qualified staff.**

- **The Field Audit Division includes all the audit personnel. Within this Division are sub-programs that represent the major elements of our audit work; such as, financial audit, performance audit, fraud and abuse investigations, information systems audit, and Smart Start and non-governmental audits.**

N.C. Office of the State Auditor

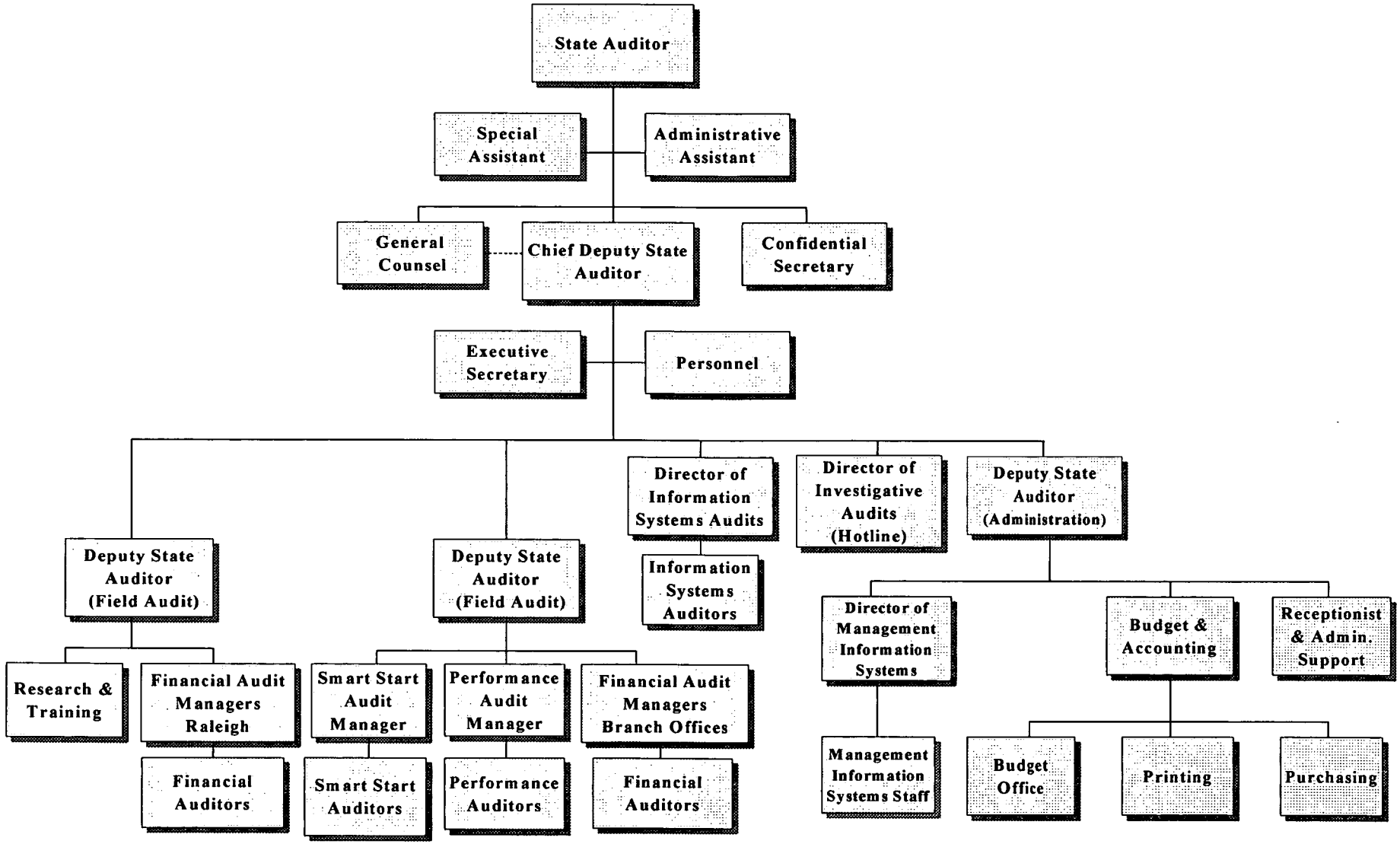
State Auditor (1)

Chief Deputy (1)

Deputy State Auditor for Administration (1)	Deputy State Auditors for Field Audit (2)
Budget & Accounting (2)	Financial Auditors (115)
Printing (1)	Performance Auditors (17)
Purchasing (1)	IS Auditors (11)
Personnel (2)	Fraud, Waste, Abuse Investigators (5)
IRM (5)	Smart Start (12)
Administrative Assistants (2)	Research & Training (4)
Support Staff (10)	General Counsel (1)
Special Assistant (1)	

Total Positions: 194

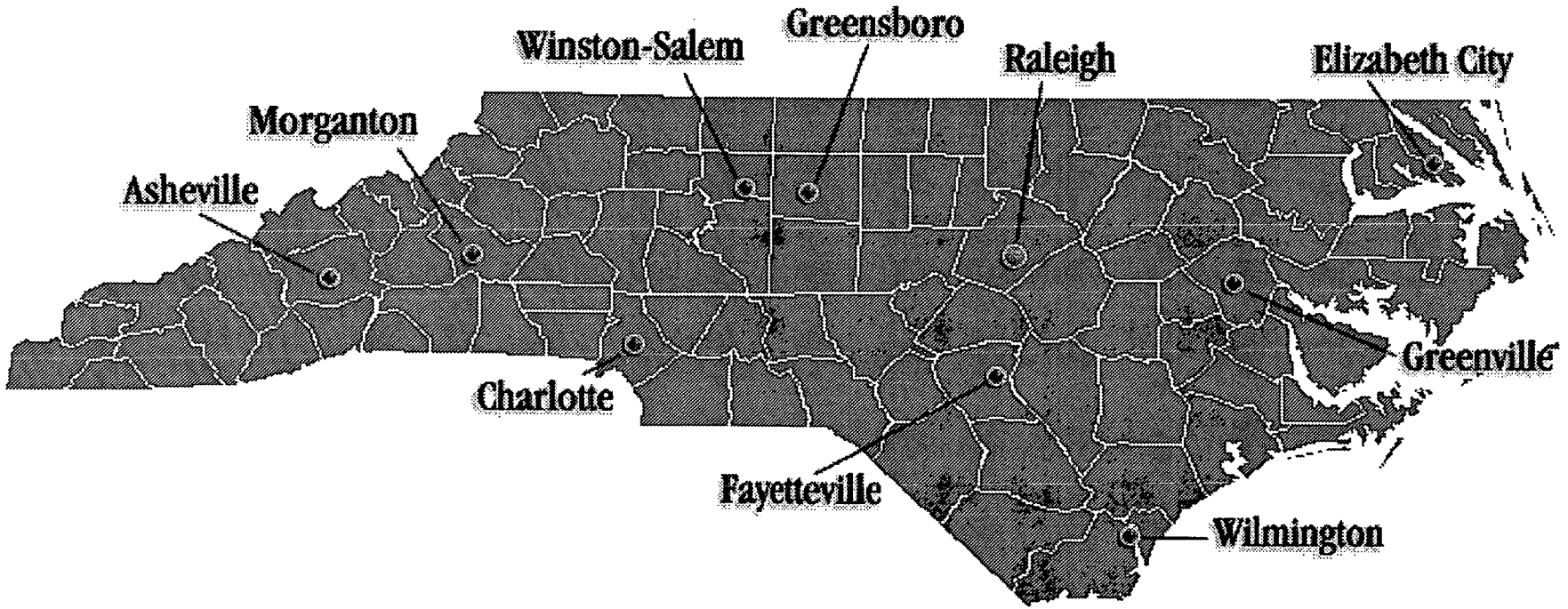
OFFICE of the STATE AUDITOR
Organizational Chart
January 1, 2001



Organizational chart still in effect.

Main and Branch Office Locations

Note: 46 employees or 28% of our audit staff are assigned to branch office locations.



Our Goals Are:

- **To report to the citizens and other customers on the accountability of state government.**
- **To provide responsive professional support to all our client agencies and to provide responsive professional and administrative support to our employees to enable them to carry out their responsibilities.**
- **To conduct audits which are timely, cost-effective, and performed in accordance with applicable professional standards.**
- **To ensure that staff are fully qualified to do the work.**
- **To implement new initiatives wherever possible to be more proactive in strengthening governmental management.**

Our Commitment Is To:

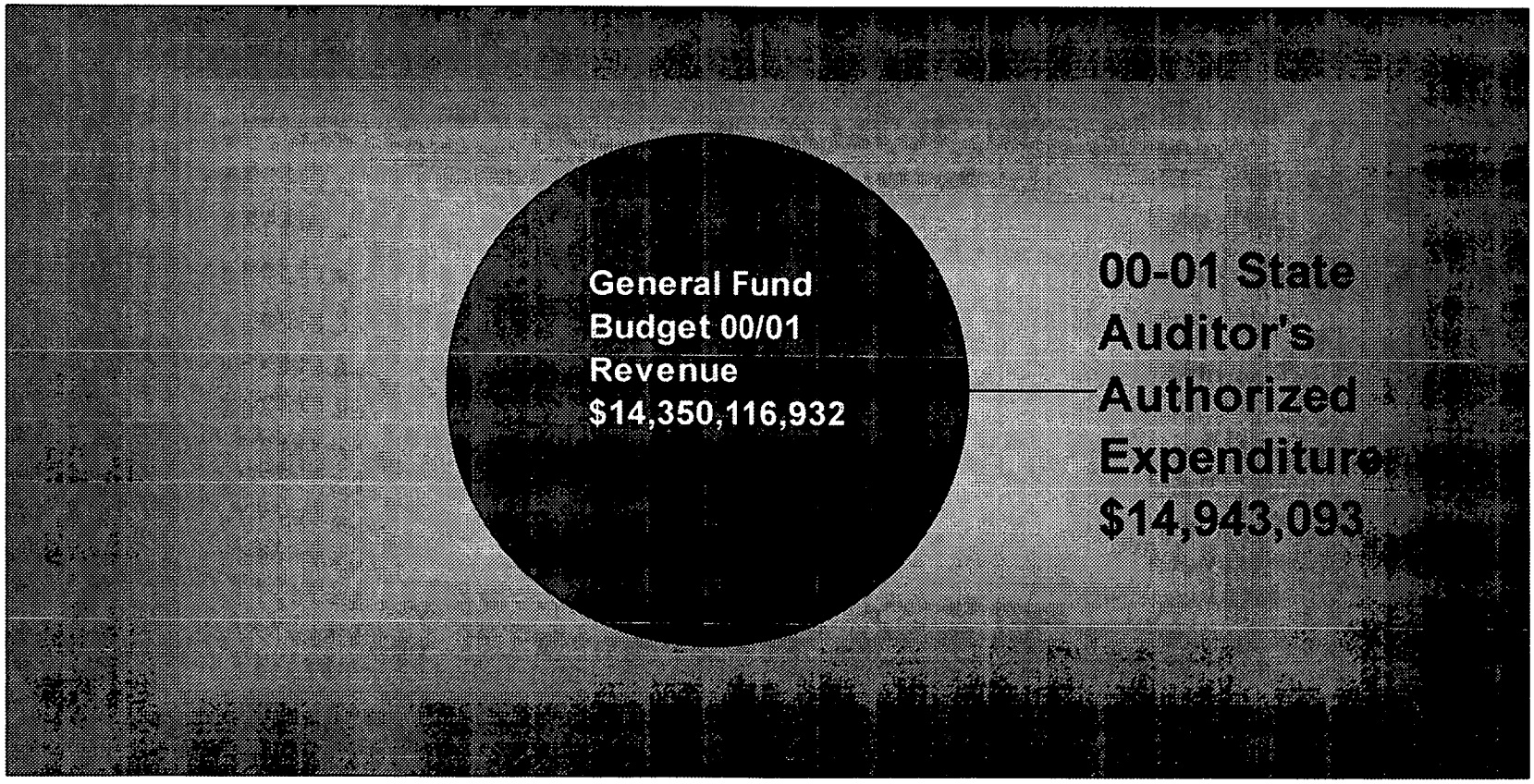
- **Conduct thorough audits and investigations by a professional staff.**
- **Present fair and independent findings and recommendations.**
- **Promote cooperative efforts with agencies and institutions under the oversight of the office.**
- **Accountability, integrity and reliability.**

Our Mission:

The State Auditor is authorized by the North Carolina Constitution and General Statutes to perform or coordinate all audits of governmental organizations, programs, activities and functions funded wholly or in part with State funds. These audits furnish the General Assembly, the Governor, other governmental entities, as well as the public, with professional, independent examinations of financial records and thorough examinations of public program performance.

General Fund

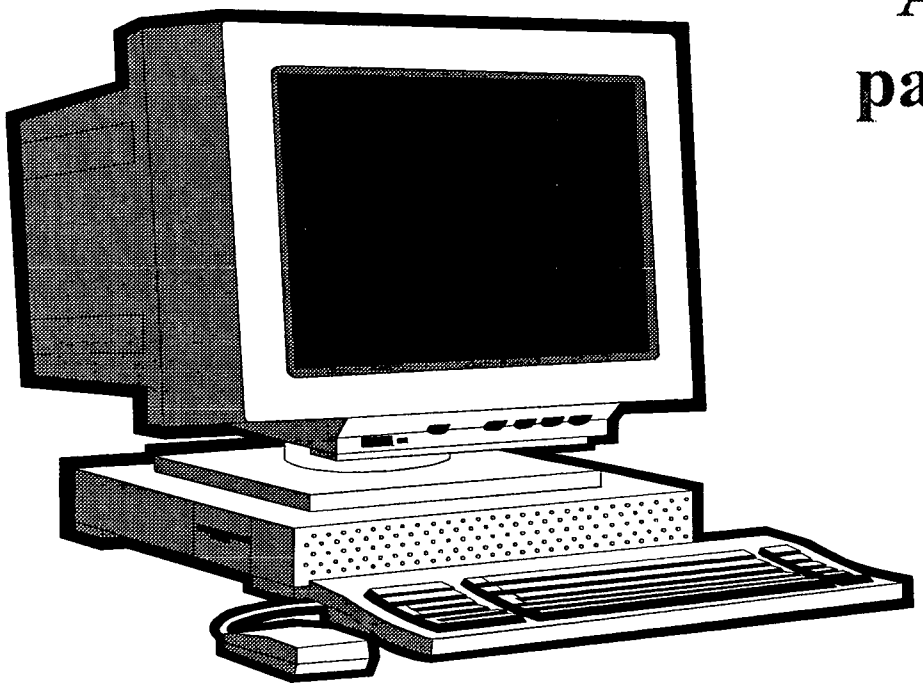
Less than one-tenth of 1% [.001041%]



Office of the State Auditor
Continuation Budget
2001-2002 and 2002-2003

	2001-2002	2002-2003
Requirements		
Fund		
1110 Administration	$ 674,074.00	$ 674,074.00
1120 Support	331,780.00	331,780.00
1210 Field Audit Division	13,115,705.00	13,115,705.00
Total Requirements	$ 14,121,559.00	$ 14,121,559.00
Estimated Receipts		
Fund		
1110 Administration	$ 0.00	$ 0.00
1120 Support	0.00	0.00
1210 Field Audit Division	1,955,041.00	1,955,041.00
Total Receipts	$ 1,955,041.00	$ 1,955,041.00
Net Appropriations	$ 12,166,518.00	$ 12,166,518.00

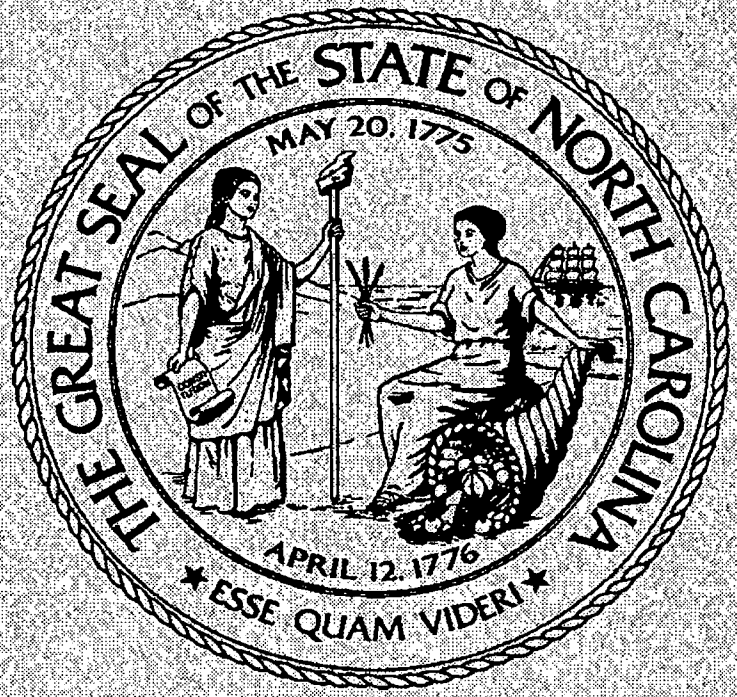
Link to OSA Website:
http://www.osa.state.nc.us



After reaching our home page click on the following:

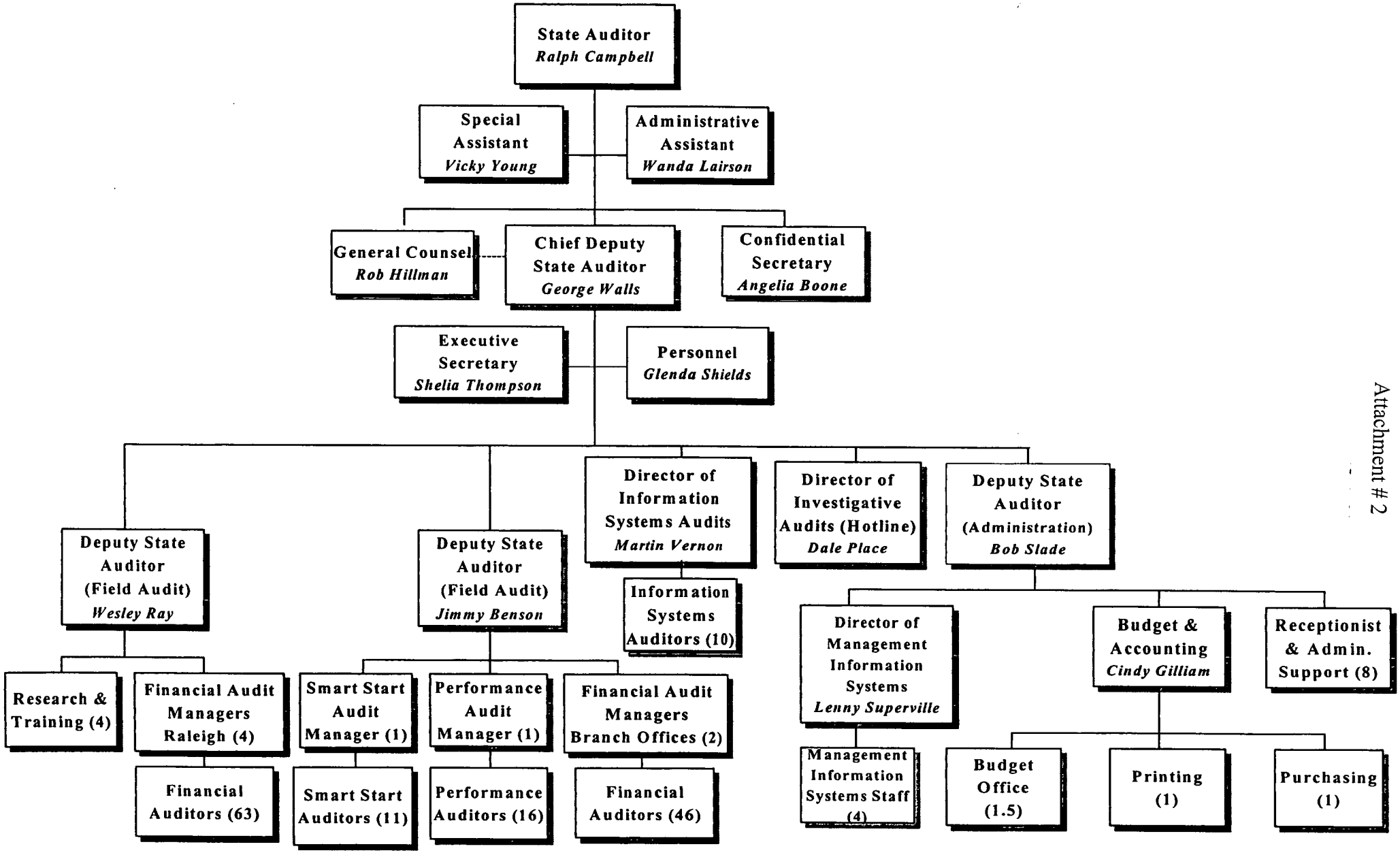
- **Audits**
- **Type of Report**
- **View List of Reports**

North Carolina
Office of the State Auditor



Ralph Campbell, Jr.
State Auditor

OFFICE of the STATE AUDITOR
Organizational Chart
January 1, 2001



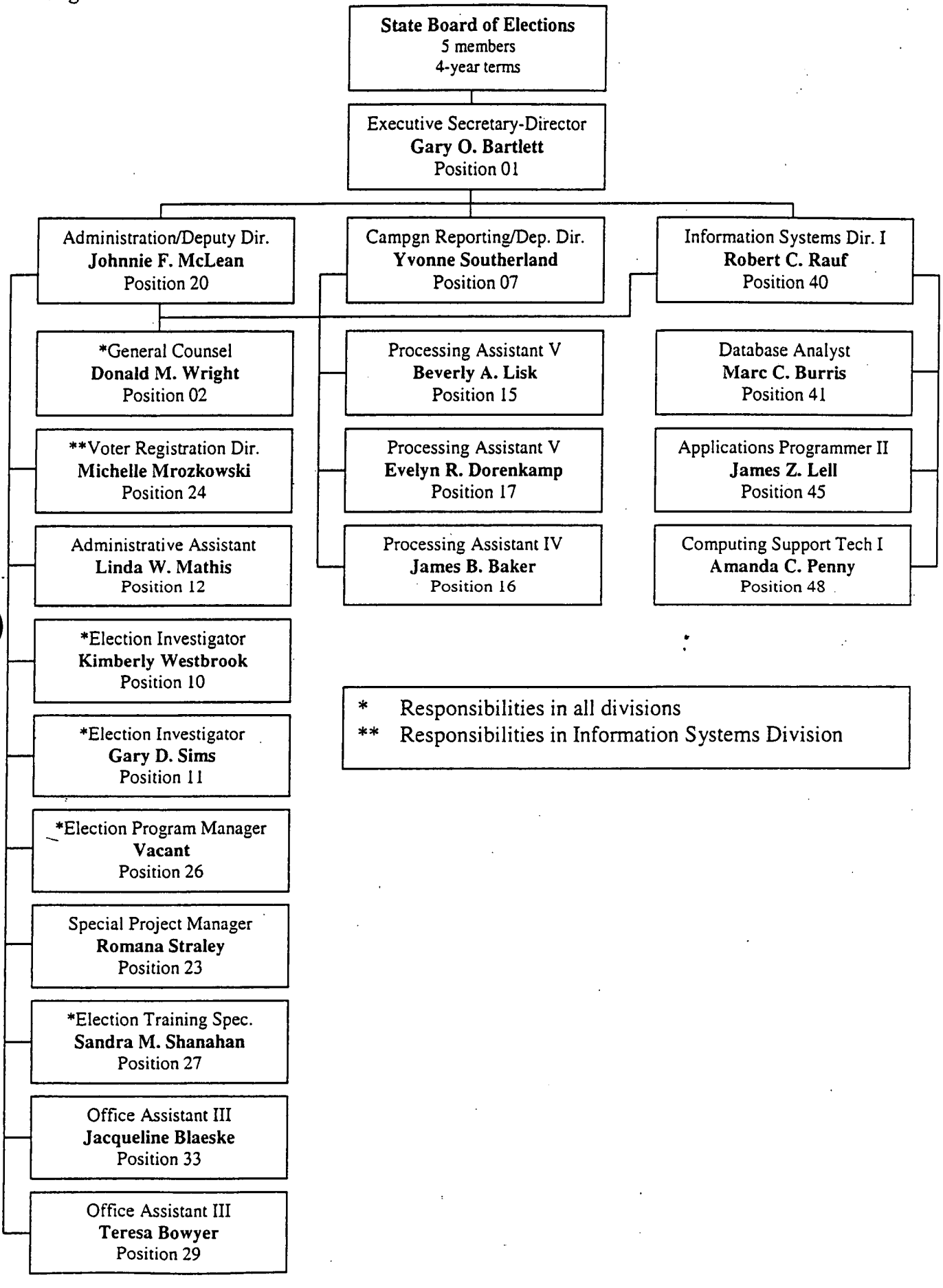
Attachment # 2

Office of State Auditor

April 4, 2001

Position (Title)	Name	Phone Number
State Auditor	Ralph Cambell	919/807-7526
Chief Deputy	George Walls	919/807-7517
Special Assistant	Vicky Young	919/807-7642
General Counsel	Rob Hillman	919/807-7564
Deputy State Auditor (Raleigh Teams/General Government Audits)	Wesley Ray	919/807-7608
Deputy State Auditor (Branch Offices/Financial /Performance Audits)	Jimmy Benson	919/807-7513
Deputy State Auditor (Administration)	Bob Slade	919/807-7618
Director of Information Systems Audit	Martin Vernon	919/807-7627
Budget and Accounting	Cindy Gilliam	919/807-7553

NORTH CAROLINA BOARD OF ELECTIONS
Organizational Chart



04/02/01

SPAN OF CONTROL

State Board of Elections	5 members appointed by the Governor
Executive Secretary-Director -	Three Divisions
Administration:	1:10
Campaign Reporting	1:3 Note: Does not include 3 temporaries
Information Technology	1:3 Note: Does not include 12 contract programmers (3 are ITS employees; 9 are Technisource employees. Technisource provides skills and subject matter knowledge that ITS cannot provide.)

MAINTENANCE CONTRACTS

Administration

Pitney Bowes (fax).....$500

Konica (copier) $1,529

McRae Office Solutions (copier).....$1,755

Campaign Reporting

Pitney Bowes (fax).....$500

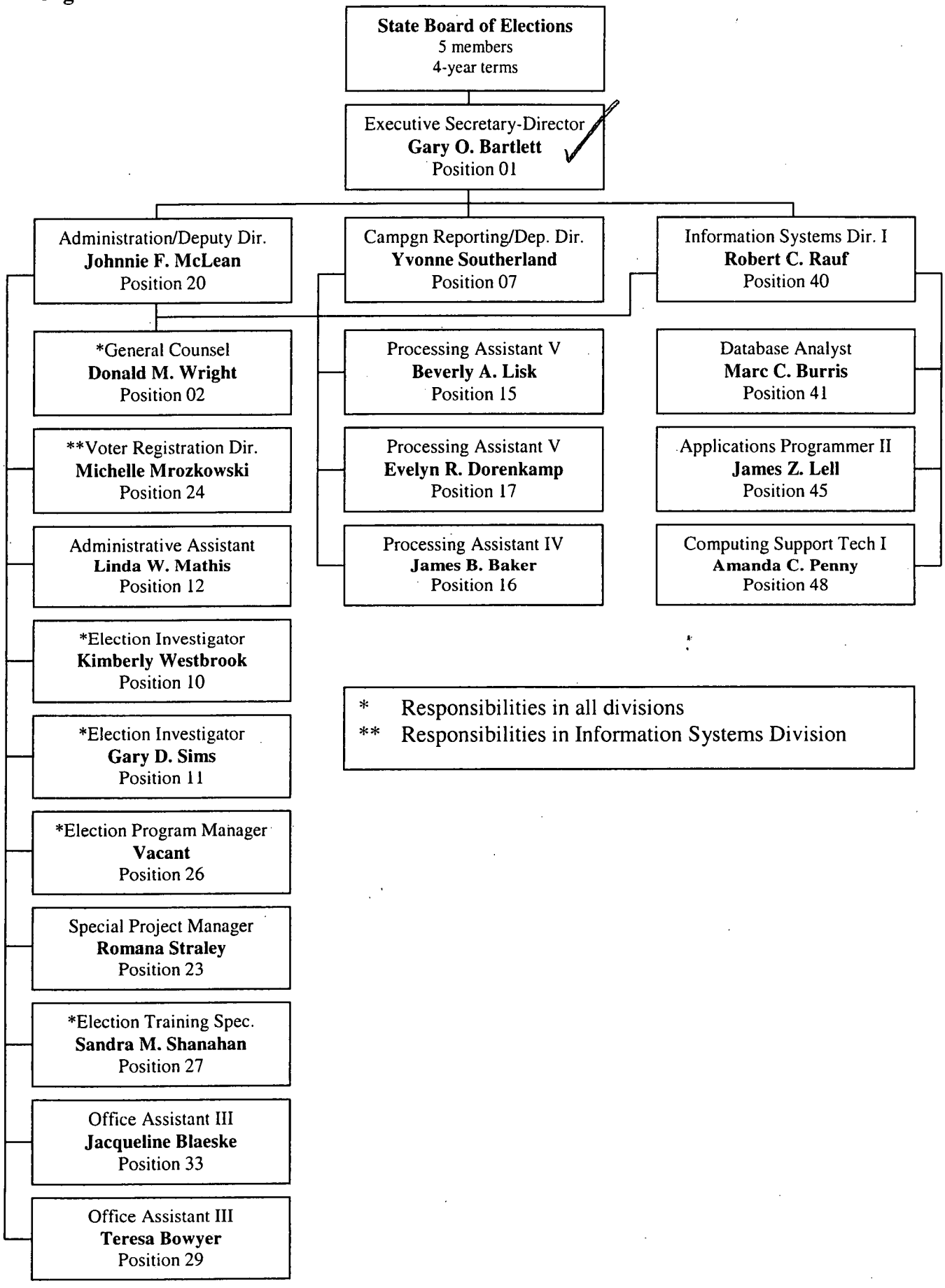
Pitney Bowes (copier).....$828

McRae Office Solutions (copier).....$1,755

Information Systems

Pitney Bowes (fax).....$500

NORTH CAROLINA BOARD OF ELECTIONS
Organizational Chart



04/02/01

Information Technology Expenditures
Contracted Personal Services
Sort by Agency
For the Period Ending December 31, 2000

Agency Number and Name	Vendor	Total
60 STATE BOARD OF ELECTIONS	BROADREACH CONSULTING INC Was used to assist in the development and support of Campaign Finance software.	69,580.13
	INFORMATION TECHNOLOGY SVCS Provides all technical support, software development and management of the conversion process for the State Elections Information Management System.	682,823.86
	KEANE, INC. Performed the QA review process required by the Information Resource Management group.	28,060.00
60 STATE BOARD OF ELECTIONS Total		780,463.99

BUDGET BY DIVISION

ADMINISTRATION

Number of Employees/Positions	12
Net Appropriation	$1,422,764

CAMPAIGN REPORTING

Number of Employees/Positions	4
Net Appropriation	$416,487

INFORMATION SYSTEMS

Number of Employees/Positions	4
Net Appropriation	$1,684,809

*Rent
*Utilities
*County reimbursements for legal ads/bonds
*Potential liability of lawsuit

State Board of Elections

Revised Zero Base Budgeting Expendiues

FY 1996-97 to FY 2000-01

	Authorized Budget	FY 96-97	Authorized Budget	FY 97-98	Authorized Budget	FY 98-99	Authorized Budget	FY 99-00	Authorized Budget	FY 00-01
Miscellaneous Contractual Services (532199)*										
Administration (Fund 1100)		9,734.06		2,250.00		30,436.99		13,343.62		10,058.84
Campaign Reporting (Fund 1200)		4,270.00		116.00		8,792.44		44,982.12		25,597.23
Information Systems (Fund 11001001)		-		-		28,663.96		2,444.00		935.64
TOTALS		$ 14,004.06		$ 2,366.00		$ 67,893.39		$ 60,769.74		$ 36,591.71
Rental/Lease of Equipment (532521 to 532525)										
Administration (Fund 1100)		1,341.41		1,310.22		2,063.25		4,298.59		3,921.37
Campaign Reporting (Fund 1200)		332.36		-		-		-		-
Information Systems (Fund 11001001)		-		-		-		2,175.21		-
TOTALS		$ 1,673.77		$ 1,310.22		$ 2,063.25		$ 6,473.80		$ 3,921.37
Travel and Other Employee Expense (5327xx)										
Administration (Fund 1100)		20,501.18		22,179.16		20,505.22		40,864.77		22,090.18
Campaign Reporting (Fund 1200)		659.35		1,080.77		498.53		559.12		936.38
Information Systems (Fund 11001001)		-		-		-		7,023.54		2,113.89
TOTALS		$ 21,160.53		$ 23,259.93		$ 21,003.75		$ 48,447.43		$ 25,140.45
Cellular Phone Services (532814)										
Administration (Fund 1100)		-		721.33		935.34		3,551.55		1,300.17
Campaign Reporting (Fund 1200)		-		-		-		-		-
Information Systems (Fund 11001001)		-		-		-		1,664.44		549.56
TOTALS		$ -		$ 721.33		$ 935.34		$ 5,215.99		$ 1,849.73

* Temporary staff from Temporary Solutions/Manpower are funded from 532170 - Admin. Services. These amounts are included.

State Board of Elections

Revised Zero Base Budgeting Expendiues

FY 1996-97 to FY 2000-01

	Authorized Budget	FY 96-97	Authorized Budget	FY 97-98	Authorized Budget	FY 98-99	Authorized Budget	FY 99-00	Authorized Budget	FY 00-01
Furniture and Equipment Replacement Schedules (534500 to 534550)										
Administration (Fund 1100)	70,344.00	70,341.86	690,233.00	690,230.71	513,585.00	513,581.95	114,899.00	114,895.46	42,363.00	17,525.70
4511 Furniture-Office	4,437.00	4,436.58	9,453.00	9,452.15	7,546.00	7,544.53	29,159.00	29,157.78	12,285.00	4,348.20
4521 Office Equipment	-	-	25,502.00	25,501.48	413.00	412.34	35,274.00	35,273.48	19,002.00	3072.52
4522 Equipment-Computers	61,572.00	61,571.08	652,206.00	652,206.00	505,398.00	505,397.71	32,635.00	32,634.26		9582.4
4528 Equipment-Communications	-	-	3,072.00	3,071.08	228.00	227.37	9,748.00	9,747.67	11,076.00	522.58
4539 Other Equipment	4,335.00	4,334.20	-	-			8,083.00	8,082.27		
Campaign Reporting (Fund 1200)	64,600.00	34,347.12	100.00	-	2,000.00	-	4,200.00	3,094.34	48,100.00	42,534.19
4511 Furniture-Office	-	-	100.00	-	2,000.00	-	2,000.00	957.67	1,400.00	-
4521 Office Equipment	-	-	-	-	-	-	-	-	5,300.00	3,888.62
4522 Equipment-Computers	64,600.00	34,347.12	-	-	-	-	-	-	38,000.00	35,945.14
4528 Equipment-Communications	-	-	-	-	-	-	2,200.00	2,136.67	3,400.00	2,700.43
Information Systems (Fund 11001001)	-	-	-	-	480,732.00	463,807.88	4,351.00	4,350.06	585,153.00	657.20
4511 Furniture-Office	-	-			191.00	191.44	1,376.00	1,375.70	333.00	242.74
4521 Office Equipment	-	-			-	-	-	-	-	414.46
4522 Equipment-Computers	-	-			480,541.00	463,616.44	1,072.00	1,071.66	584,723.00	-
4528 Equipment-Communications	-	-			-	-	1,903.00	1,902.70	97.00	-
TOTALS	$ 134,944.00	$ 104,688.98	$ 690,333.00	$ 690,230.71	$ 996,317.00	$ 977,389.83	$ 123,450.00	$ 122,339.86	$ 675,616.00	$ 60,717.09
Other Aids and Grants (5369AA)										
Administration (Fund 1100)	-	-	-	-	-	8,752.00	-	144.00	-	173,907.00
Campaign Reporting (Fund 1200)	-	-	-	-	-	-	-	-	-	-
Information Systems (Fund 11001001)	-	-	-	-	-	-	-	-	-	-
TOTALS	$ -	$ -	$ -	$ -	$ -	$ 8,752.00	$ -	$ 144.00	$ -	$ 173,907.00

State Board of Elections

Total Recommended Appropriations

	2001-02		2002-03
Base Line Budget	$ 3,524,060		$ 3,524,060
(2000-01 Authorized Budget as of 12/31/00			
Consensus Base Line Adjustments	(252,607)		(252,607)
Revised Base Line Budget	3,271,453		3,271,453
Recommended Reductions	(53,000)		(53,000)
Recommended Continuation Budget	3,218,453		3,218,453
Recommended Expansion			
Recommended Budget	3,218,453		3,218,453
1% Decrease	32,184		32,184
2% Decrease	64,399		64,399

The amounts of the potential reductions are $32,184 and $64,399. We have been unable to identify any of the zero-based budget expenditure accounts that would yield that dollar amount. We have already begun to utilize email for distribution of information to the 100 county boards of elections, but it is not expected or anticipated to yield a reduction equivalent to the amounts requested.

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

State Board of Elections

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 3,524,060	$ 3,524,060
2.	Consensus Base Line Adjustments (See Footnote)	(252,607)	(252,607)
3.	Revised Base Line Budget	$ 3,271,453	$ 3,271,453
4.	Recommended Reductions	(53,000)	(53,000)
5.	Recommended Continuation Budget	$ 3,218,453	$ 3,218,453
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 3,218,453	$ 3,218,453

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Reduced		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (9,689)	$ (9,689)
Multiple One-Stop Voting Sites Grant Funds	(250,000)	(250,000)
Total Appropriation	$ (259,689)	$ (259,689)
2. Nonrecurring Reductions Restored		
The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 1,287	$ 1,287
Retiree Health Premium Reserve	5,795	5,795
Total Appropriation	$ 7,082	$ 7,[illegible]
Total Consensus Base Line Adjustments	$ (252,607)	$ (252,607)

Recommended Reductions:

1. Administration		
It is recommended that the budget for printing be reduced.	$ (53,000)	$ (53,000)
Total Recommended Reductions	$ (53,000)	$ (53,000)

Department of State Treasurer
Continuation Budget
2001-2002 Biennium

Correctable error in Governor' Budget Submission

The Governor's Budget shows the use of $20,000 of General Fund Appropriation.

The errors can be corrected by changing the submitted figures for receipts to the correct amount:

Fund 1120: Departmental Accounting	
Increase Receipt line item 538319	$27,000
Fund 1130: Escheat Administration	
Decrease Receipt line item 438111	($7,000)
Net Correction	$20,000

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

Summary

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs	19,720,022	21,771,400	21,804,486	21,804,486
Non-recurring Costs	2,168,947			
Total	21,888,969	21,771,400	21,804,486	21,804,486
Departmental Receipts	15,347,771	13,952,385	13,967,479	13,967,479
Reimbursement to the General Fund	6,541,198	7,799,015	7,817,007	7,817,007
Net Cost to General Fund		20,000	20,000	20,000

* Appropriation is reimbursed to the General Fund from charges to the Investment Pool and from local government sales tax pursuant to G.S. 105-501.

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

State Treasurer's Office / Administrative Services Division

Mission: Provide executive management over the activities of the Department

Operation;

- Provide executive management over the activities of the department
- Serve on boards and commissions of which the State Treasurer is a member ex-officio
- Provide executive management over the Escheat Fund
- General Administration—provide personnel, purchasing, supply room, mail and courier services on a department-wide basis
- Departmental Accounting—provide budgeting and accounting services on a department-wide basis

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs				
General Administration	922,926	936,840	936,840	936,840
Departmental Accounting	776,393	1,067,231	1,082,325	1,082,325
Total	1,699,319	2,004,071	2,019,165	2,019,165
Non-recurring Costs				
General Administration				
Departmental Accounting	81,000			
Total	81,000		-	-
Departmental Receipts	1,780,319	1,977,071	1,992,165	1,992,165
Reimbursement to the General Fund				
Net Cost to General Fund		27,000	27,000	27,000

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

Escheat Administration

Mission: Collect escheats and abandoned property, refund property collected to the true and rightful owners and provide net income for student loans

Operation;

- Obtain reporting compliance and payment of escheats and abandoned property belonging to North Carolina citizens
- Return escheated and abandoned property to the rightful owners; search for the rightful owners
- Remit the net income of the Fund to the State Educational Assistance Authority for use in the student loan program

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs	1,565,342	1,705,989	1,705,989	1,705,989
Non-recurring Costs	364,047			
Total Costs	1,929,389	1,705,989	1,705,989	1,705,989
Departmental Receipts	1,929,389	1,712,989	1,712,989	1,712,989
Reimbursement to the General Fund				
Net Cost to General fund		(7,000)	(7,000)	(7,000)

Activity Measures

Amount (in millions) of escheats and abandoned property received	$44.0	$46.0	$47.0	$48.0
Ratio of recurring costs to amount of property received	3.55%	3.70%	3.63%	3.55%

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

Investment and Banking

Mission: Serve as the State's banker and investment officer

Operation;

- Receive State deposits
- Process State disbursements
- Concentrate short-term cash and enhance investment income thereof
- Invest the assets of pension and other trust funds which are available for investment

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs	4,247,809	5,128,633	5,146,625	5,146,625
Non-recurring Costs	835,000			
Total Costs	5,082,809	5,128,633	5,146,625	5,146,625
Departmental Receipts	1,053,757	140,218	140,218	140,218
Reimbursement to the General Fund	4,029,052	4,988,415	5,006,407	5,006,407
Net Cost to General fund	0	0	0	0

Activity Measures

Total Investment Portfolio (in Millions) @ year end	$68,982	$72,500	$80,000	$87,000
Ratio of recurring costs to Total Investment Portfolio	.00736%	.00707%	.00643%	.00591%

* Appropriation is reimbursed to the General Fund from charges to the Investment Pool.

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

State and Local government Finance

Mission: Provide fiscal management assistance to local governments

Operation;

- Debt Management—assist local government and the Local Government Commission in preparing, approving, selling, delivering, and accounting for all of the bonds and notes issued by local governments in North Carolina
- Fiscal Management—establish, and monitor adherence to, fiscal and accounting standards for local governmental units; furnish on-site and other assistance to local governments concerning current financial issues and accounting systems
- Issue, administer and account for the State's debt

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs	3,092,540	3,511,553	3,511,553	3,511,553
Non-recurring Costs	24,000			
Total Costs	3,116,540	3,511,553	3,511,553	3,511,553
Departmental Receipts	604,394	700,953	700,953	700,953
Reimbursement to the General Fund *	2,512,146	2,810,600	2,810,600	2,810,600
Net Cost to General fund				

Activity Measures

Amount (in Millions) of all state and local debt financed during the year	$3,247.0	$3,500.0	$3,500.0	$3,500.0
Ratio of recurring costs to debt financed	.0952%	.00100%	.0100%	.0100%

* Appropriation is reimbursed to the General Fund from local government sales tax pursuant to G.S. 105-501.

STATE OF NORTH CAROLINA

DEPARTMENT OF STATE TREASURER

RICHARD H. MOORE
TREASURER

2001-2003 Proposed Continuation Budget

Retirement Systems

Mission: Administer effectively and efficiently the public employee retirement systems and other employee fringe benefit plans assigned to the Department

Operation;

- Determine eligibility of applicants for benefits from a retirement system or other employee benefit plan; provide the benefit
- Receive and process payroll contribution reports and payments
- Provide assistance to members and retirees: respond to telephone, written and in-person communications for information
- Maintain member records

Program Requirements

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Recurring Costs	9,115,012	9,421,154	9,421,154	9,421,154
Non-recurring Costs	864,900			
Total Costs	9,979,912	9,421,154	9,421,154	9,421,154
Departmental Receipts	9,979,912	9,421,154	9,421,154	9,421,154
Reimbursement to the General Fund	-	-	-	-
Net Cost to General fund				

Activity Measures

Total Pension Systems membership	638,525	669,925	703,375	738,475
Dollars per member of recurring costs to membership	$14.28	$14.63	$13.40	$12.76

Department of State Treasurer
General Fund Operations
Maintenance Contracts

Maintenance Contracts budgeted to be paid by the General Fund

Note: All expenditures in these funds are reimbursed to the General Fund

Fund 1210: Investment and Banking

Fax machine	400	Automated Business
Copier	560	Raleigh Typewriter
Copier	290	COECO Office Systems
Vault door	580	Mosler Safe
Microfilm reader/printer	2,180	Ikon Office Solutions
Bond value calculators	270	Monroe Systems
	4,280	

Fund 1310: State and Local Government Finance

Collating copier/network printer	10,150	Xerox
Fax machine	175	KM Data
	10,325	

Department of State Treasurer
Fee Receipts
1999-2001 Biennium

There have the following changes in the fee structure since the 1997-98 Survey of Fees

Fund	Object	Fee description	Statutory Authority	Rate	Last change
1310	434160122	Bonds sold pursuant to GS 159B	G.S. 159-6	$5,000	3/1/1988
1310	434160122	Bonds sold Pursuant to GS 115E	G.S. 159-6	*	3/1/1988

* .05% times the par amount issued/
minimum= $2,000

Department of State Treasurer
Publication Inventory
1999-2001 Biennium

	G.S. Citation	FY99-00 # of Copies	FY99-00 Cost per Copy	FY99-00 Total Cost for Year	FY00-01 # of Copies	FY00-01 Cost per Copy	FY00-01 Total Cost for Year	
Investment and Banking Division								
Collateralization of Public Deposits		200	$1.67	$334	*			These are primarily available on the State Treasurer's web site. The copies printed are for those who specifically request a hard copy.
Guidelines for Official Depositories					*			
Banking Services Handbook					*			
					* = printed internally as needed			
State and Local Government Finance Division								
Audit Manual		111	$100.00	$11,100	48	$100.00	$4,800	These manuals are sold at the estimated cost per copy. The manuals are also available on the State treasurer's
Audit Manual Update		198	$50.00	$9,900	28	$50.00	$1,400	
Policies Manual		62	$75.00	$4,650	38	$75.00	$2,850	

Department of State Treasurer
Zero-based Budgeting
Expenditures

Miscellaneous Contractual Services---532199

Fund name	Fund	FY96-97	FY97-98	FY98-99	FY99-00	YTD 12/31/2000	Recommended 2001-02	Comments
Investment and Banking	1210	18,365.57	21,847.13	29,963.01	9,837.64	-		
State and Local Government Fin	1310	1,582.82	1,626.86	1,229.97	1,508.82	1,555.26	1,300.00	For professionals with special skills, often retirees
Total General Fund(13410)		19,948.39	23,473.99	31,192.98	11,346.46	1,555.26	1,300.00	

Travel---5327xx

Fund name	Fund	FY96-97	FY97-98	FY98-99	FY99-00	YTD 12/31/2000	Recommended 2001-02	
Investment and Banking	1210	11,698.86	15,304.97	11,577.34	12,218.68	8,436.43	14,649.00	Primarily travel related to equity investments
State and Local Government Fin	1310	9,172.07	12,458.05	9,897.92	16,282.59	9,214.24	13,830.00	Primarily travel to assist cities, towns and counties
Total General Fund (13410)		20,870.93	27,763.02	21,475.26	28,501.27	17,650.67	28,479.00	

Furniture and Equipment---5345XX

Fund name	Fund	FY96-97	FY97-98	FY98-99	FY99-00	YTD 12/31/2000	Recommended 2001-02	
Investment and Banking	1210	11,645.08	257,675.57	8,804.27	727,555.46	94,498.27	44,156.00	Printers and PCs on a 2 1/2 year cycle
State and Local Government Fin	1310	93,043.23	118,927.09	109,286.49	129,642.21	7,652.91	34,950.00	Printers and PCs on a 2 1/2 year cycle
Total General Fund (13410)		104,688.31	376,602.66	118,090.76	857,197.67	102,151.18	79,106.00	

Rental/lease of Equipment - 532524

Fund name	Fund	FY96-97	FY97-98	FY98-99	FY99-00	YTD 12/31/2000	Recommended 2001-02
Investment and Banking	1210						
State and Local Government Fin	1310						
Total General Fund (13410)		-	-	-	-	-	-

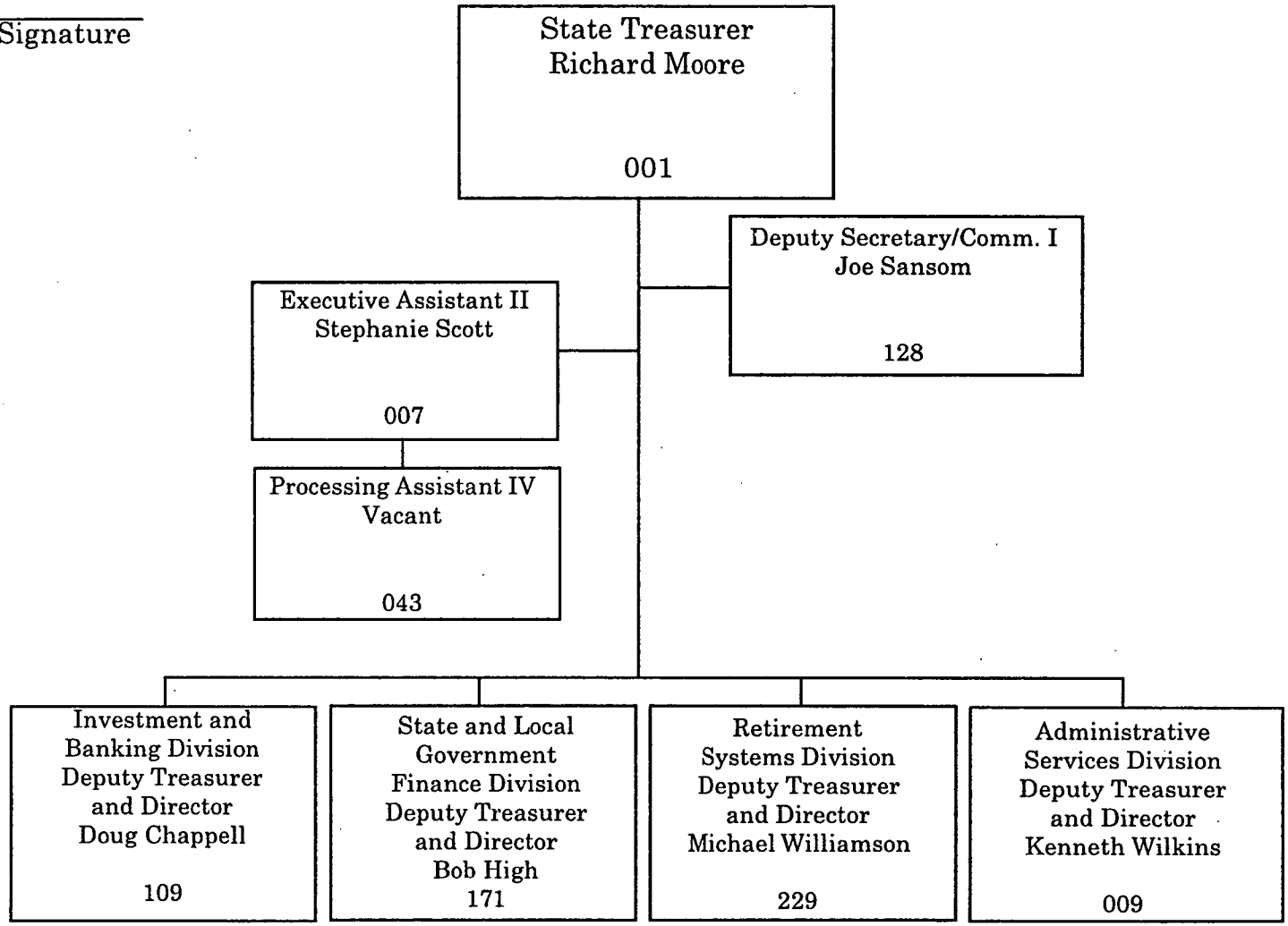
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

North Carolina Department of State Treasurer
Table of Organization



Attachment 4

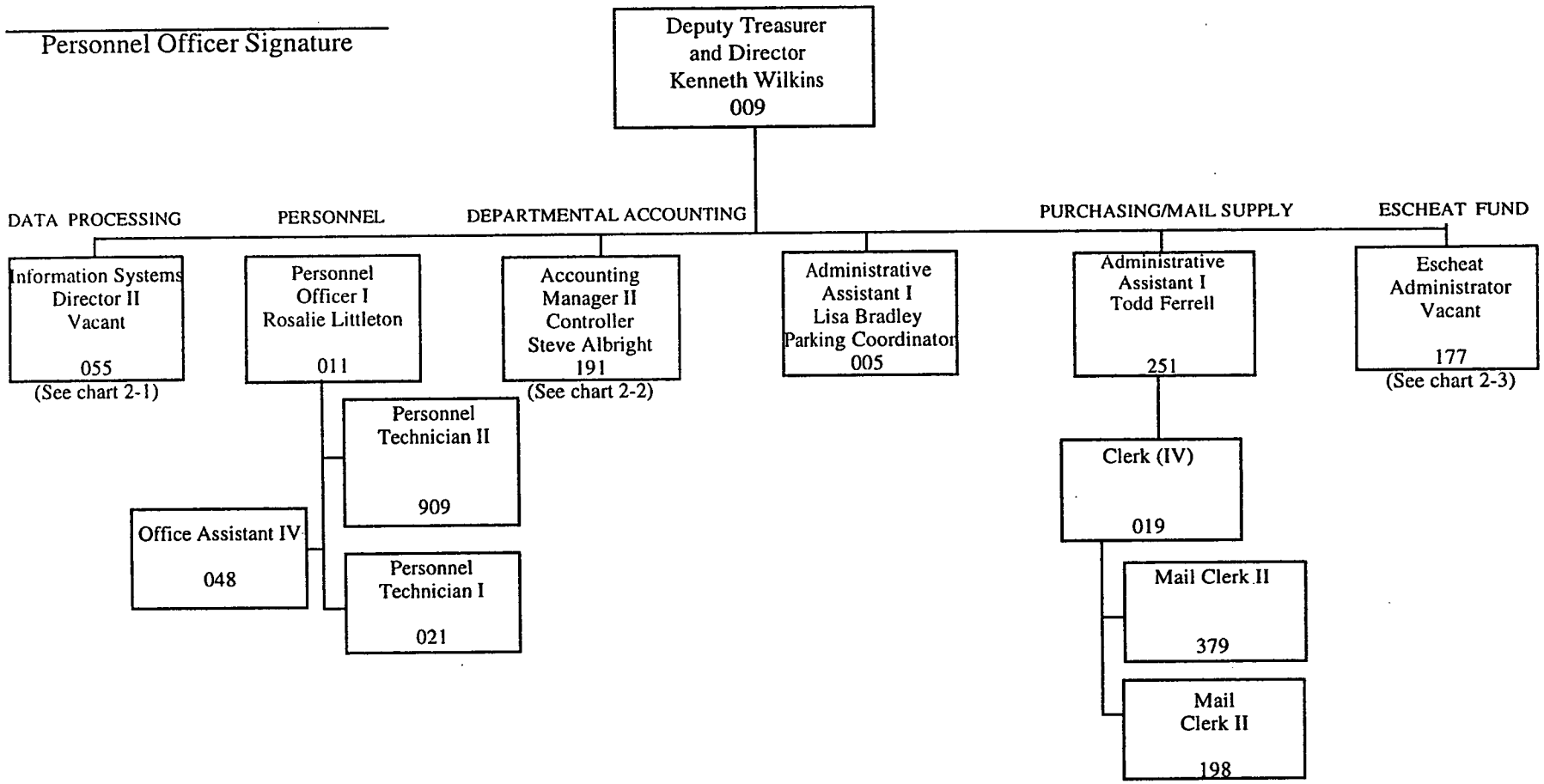
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Administrative Services Division



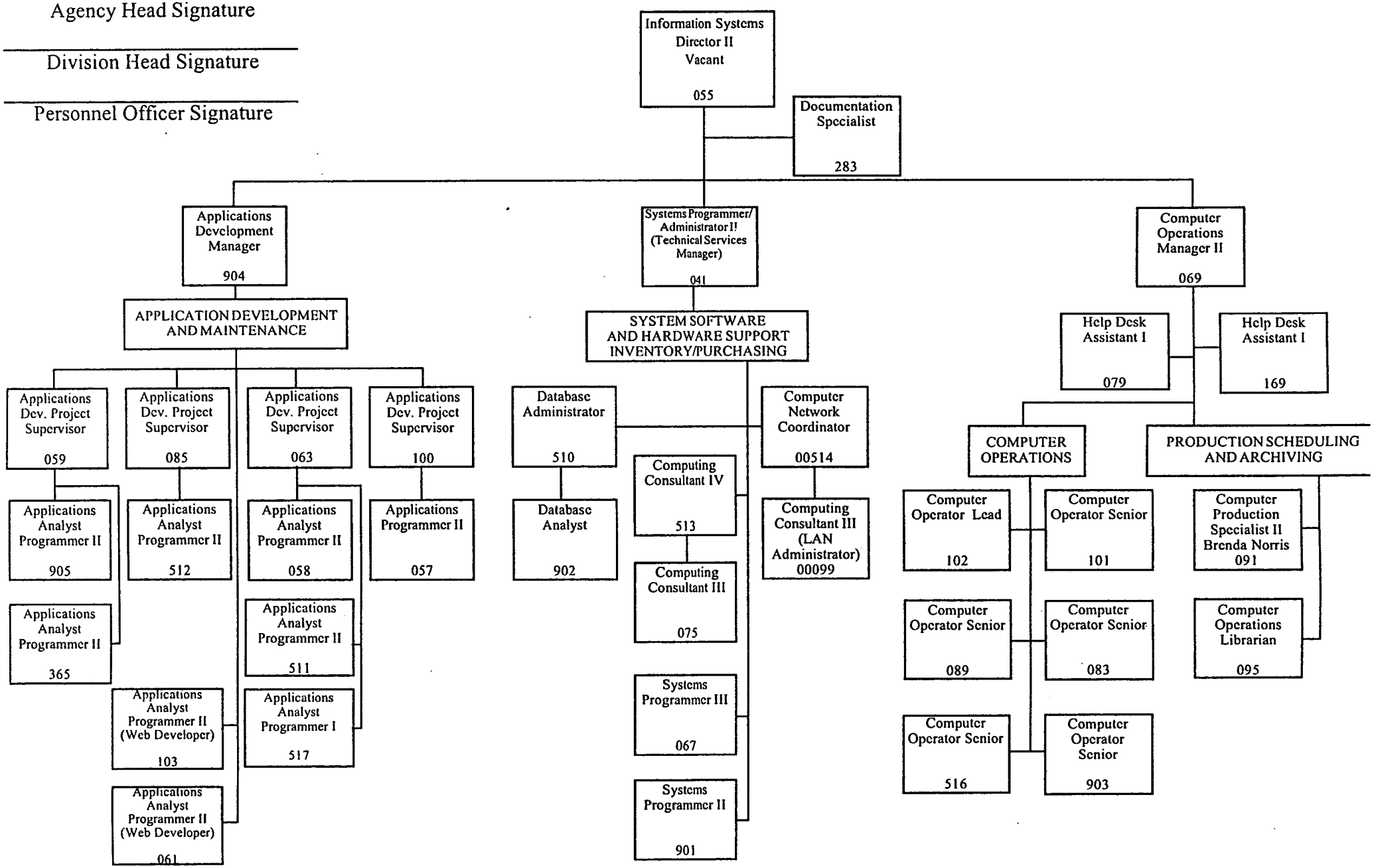
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Department of State Treasurer
Information Technology Section



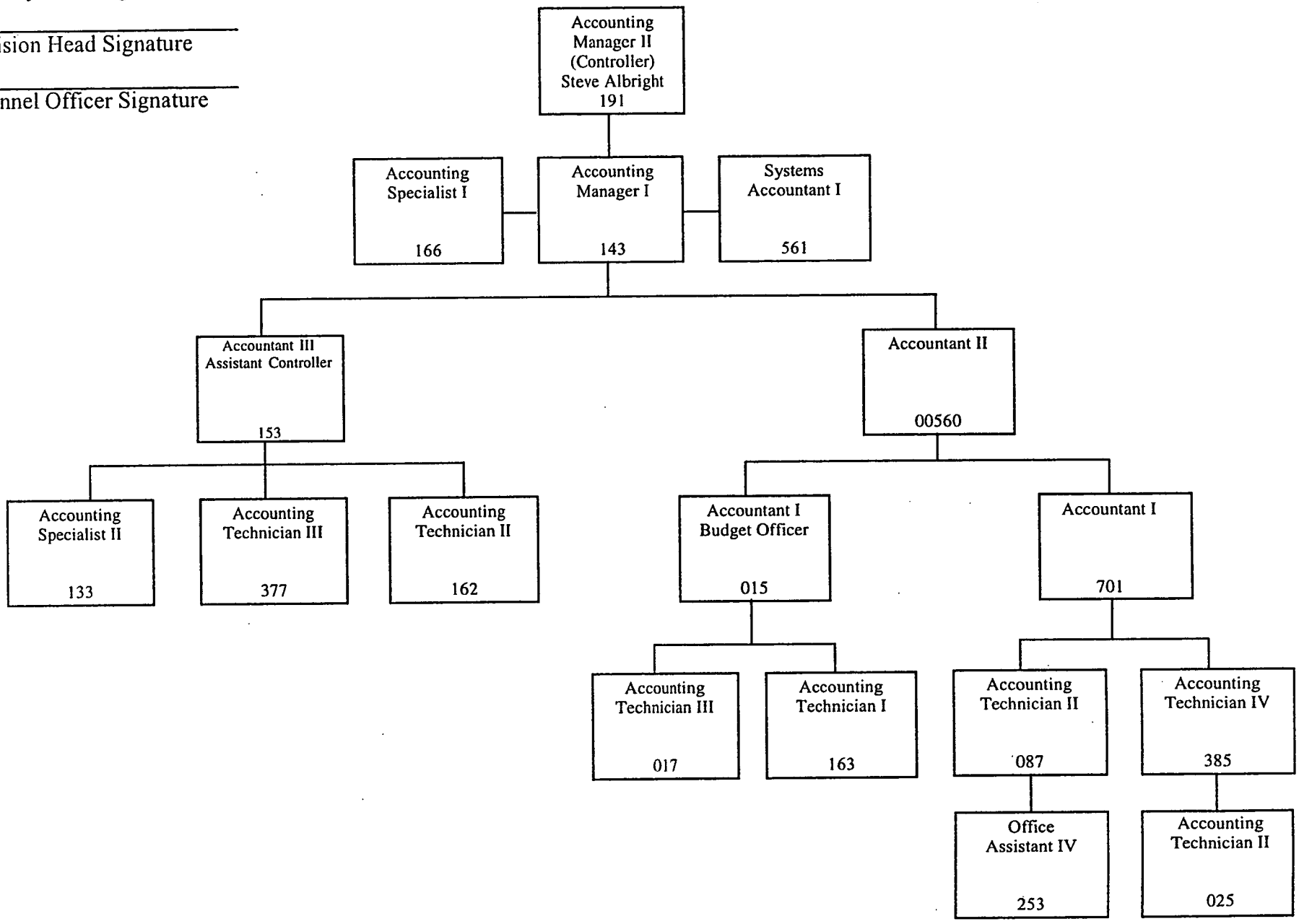
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Department Accounting



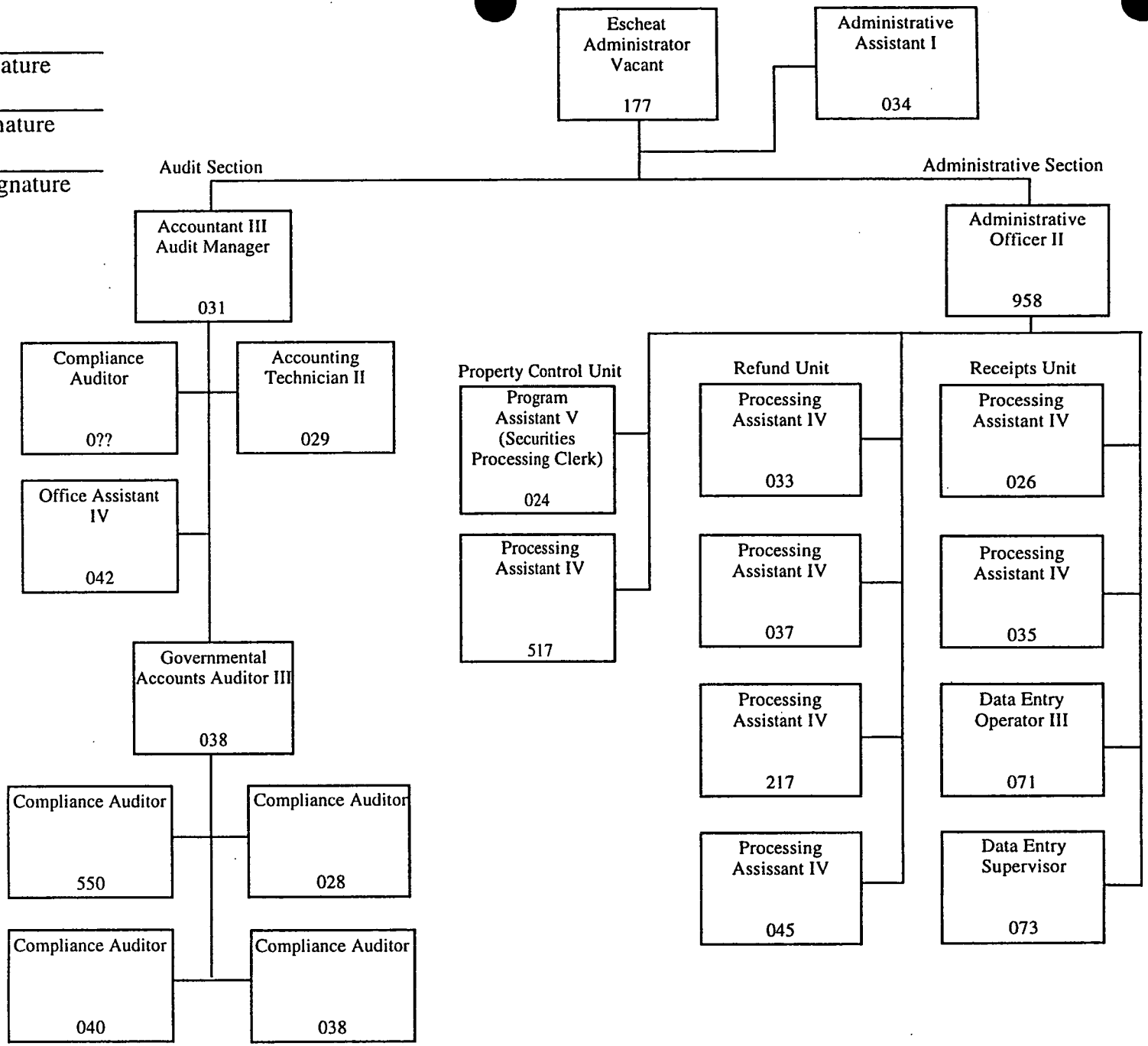
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Escheat Fund



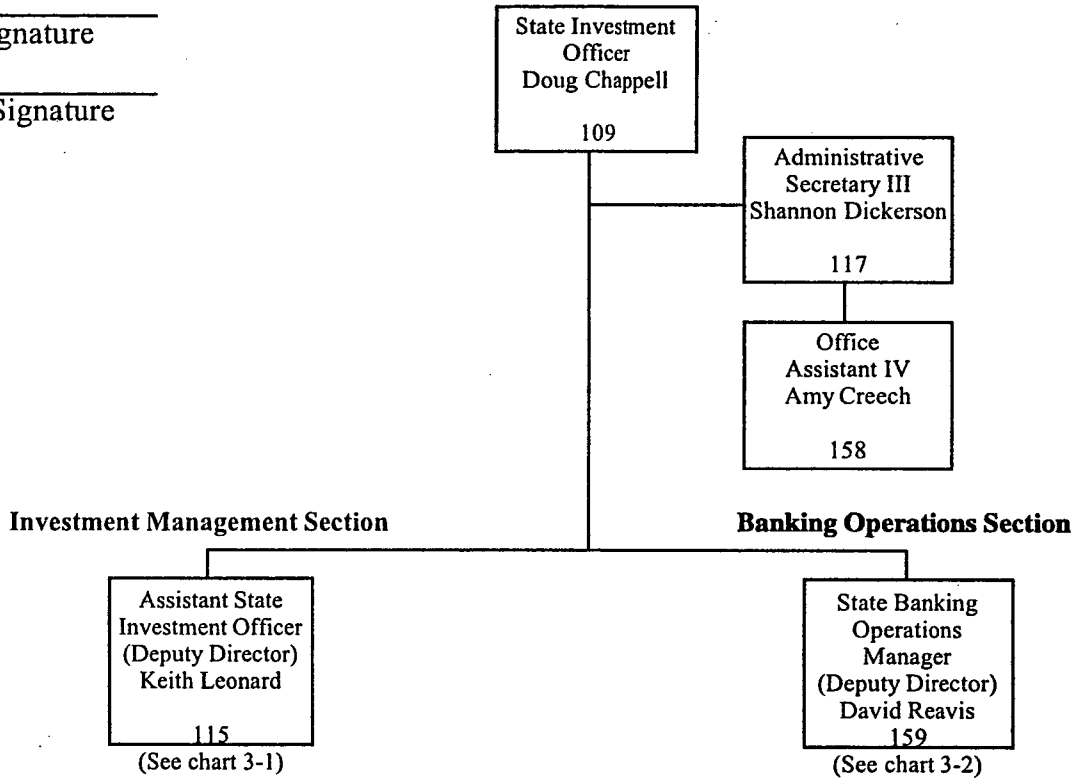
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Investment and Banking Division



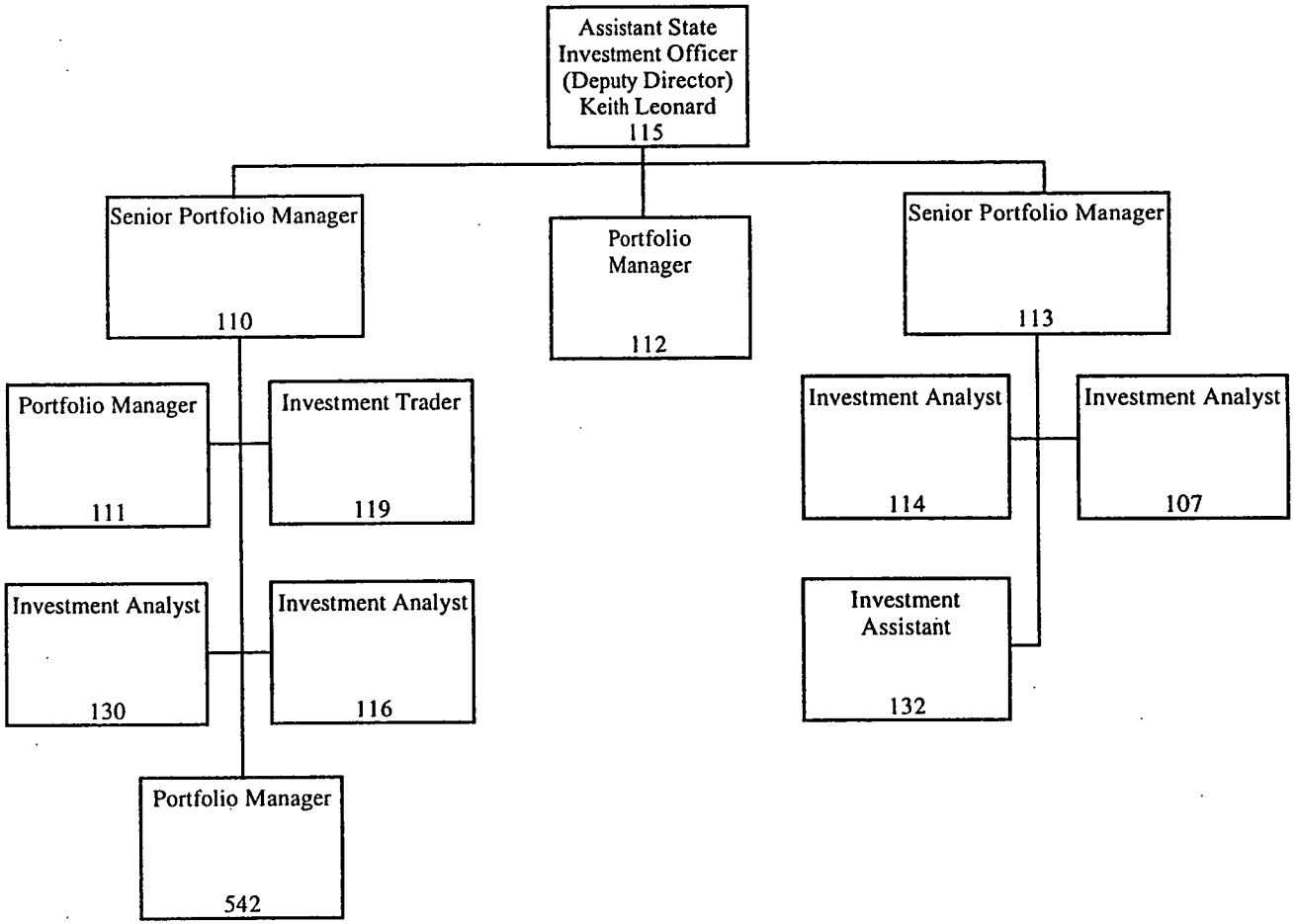
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Investment Management Section



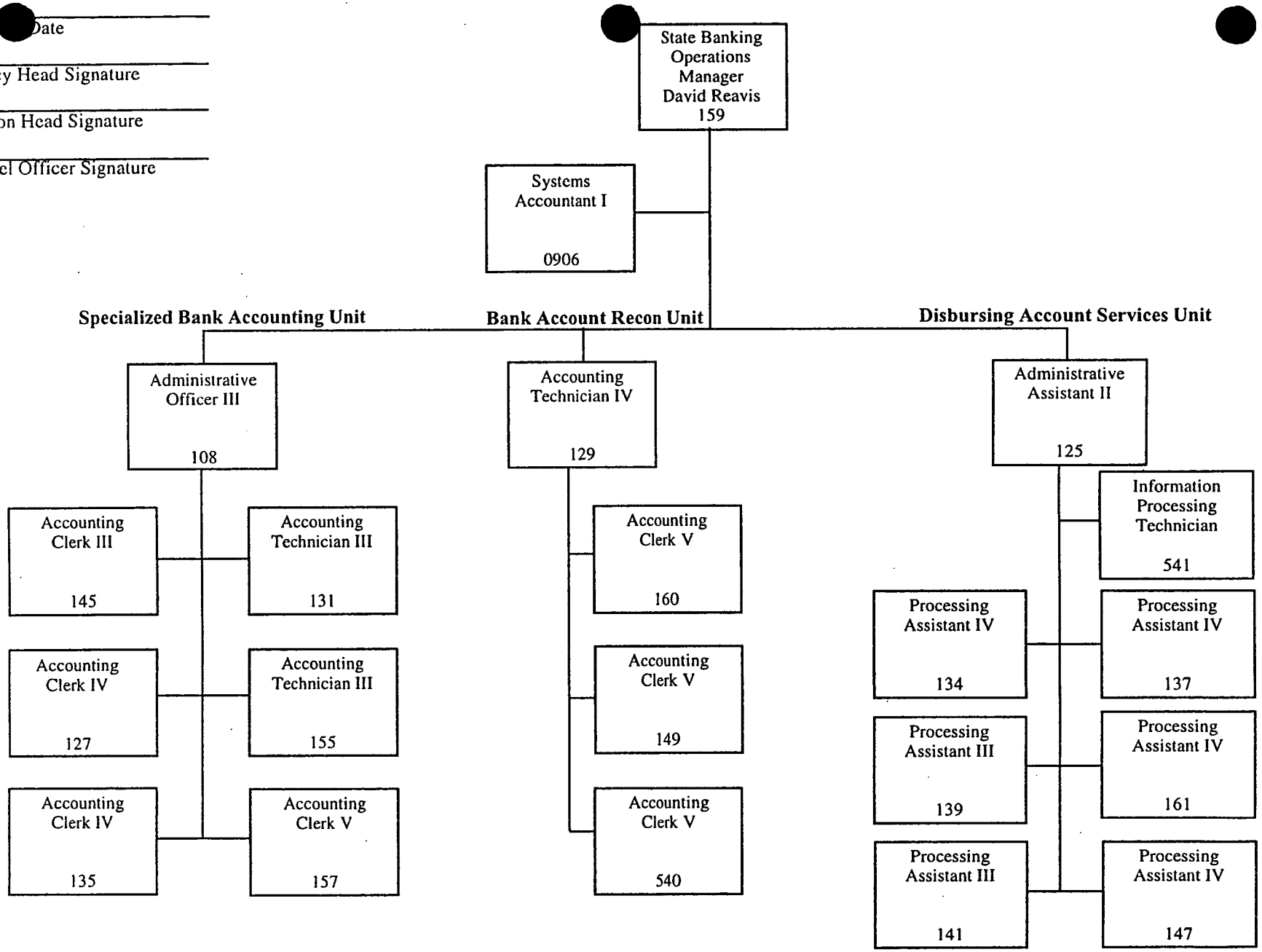
Banking Operations Section

Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature



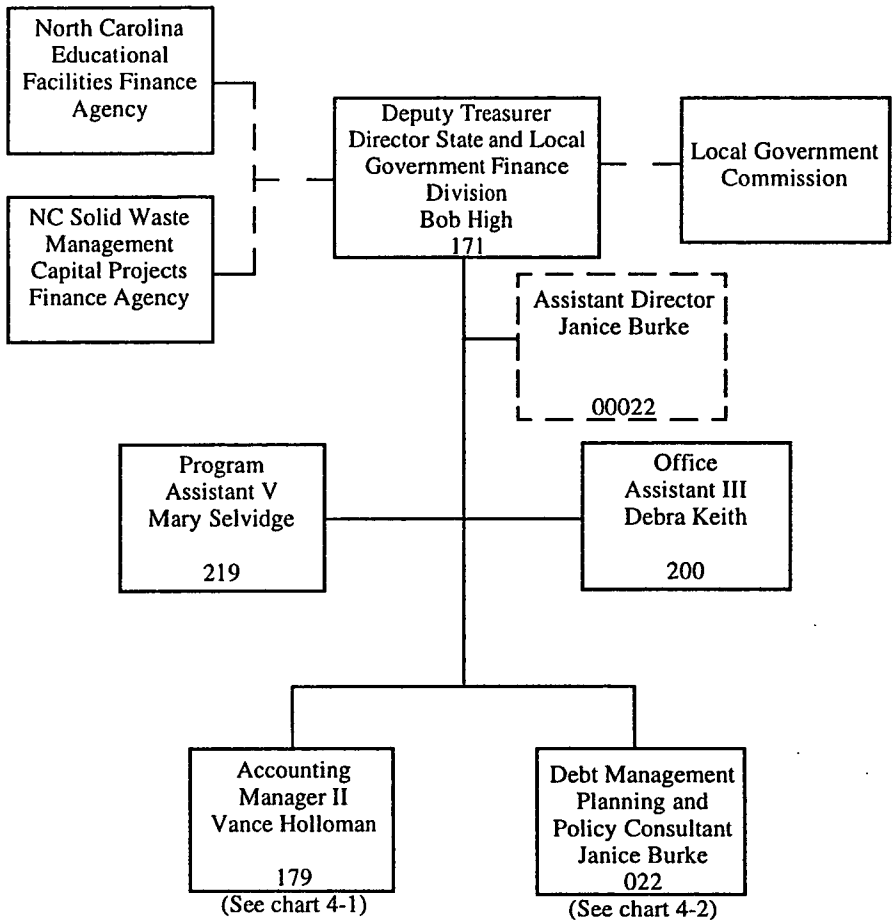
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

STATE AND LOCAL GOVERNMENT FINANCE DIVISION



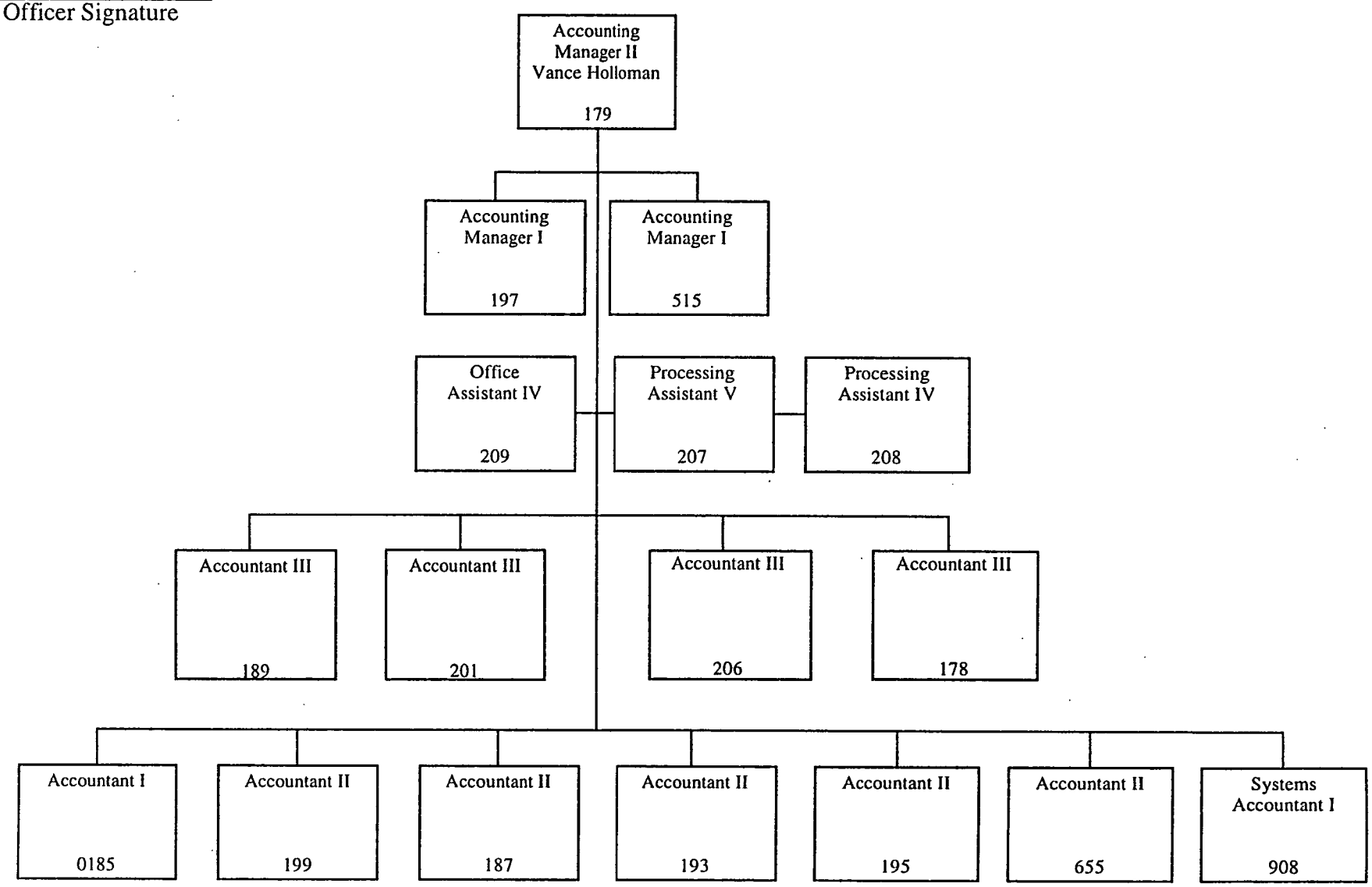
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

State and Local Government Finance Division
Fiscal Management



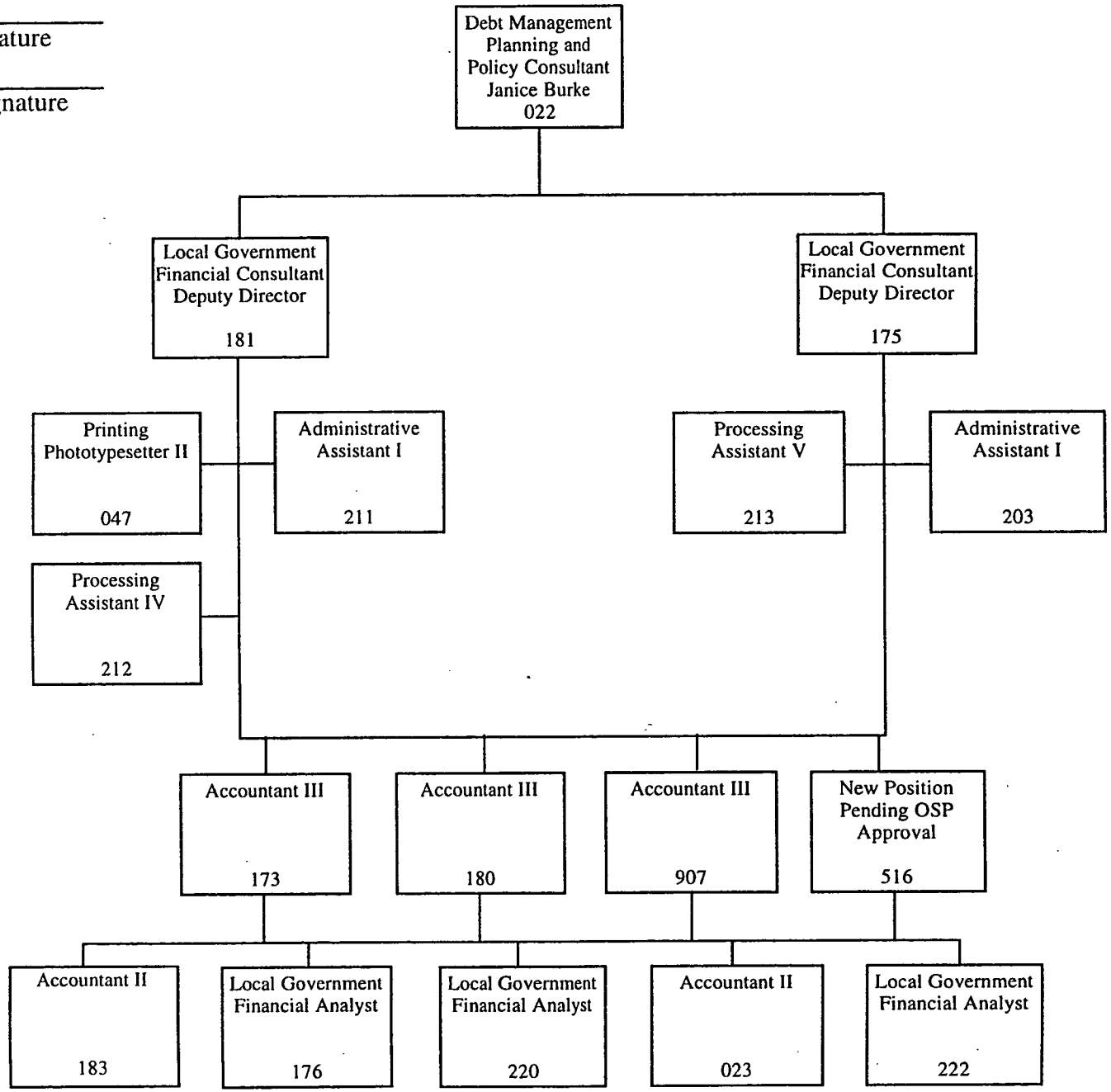
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

State and Local Government Finance Division
Debt Management



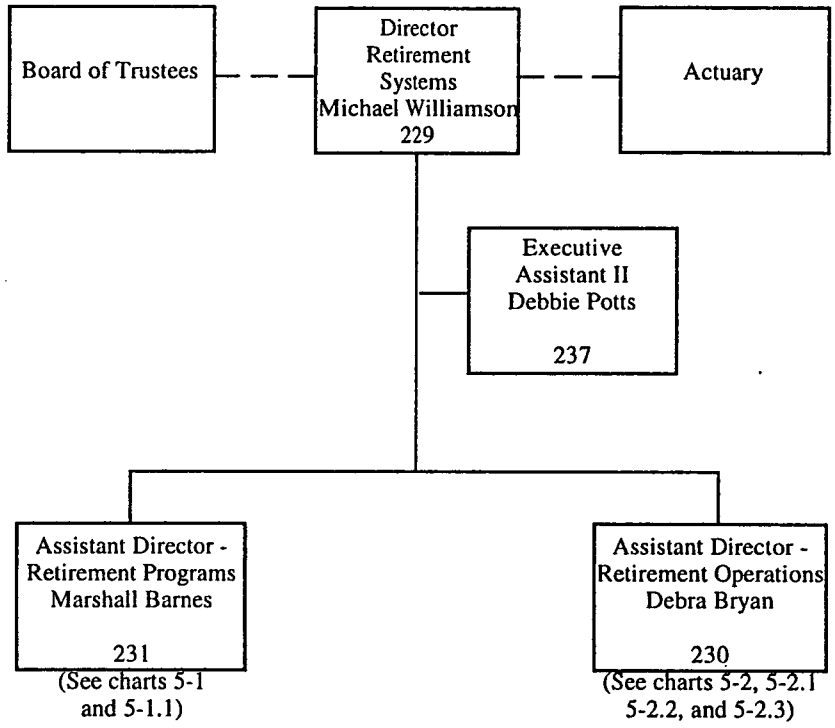
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division



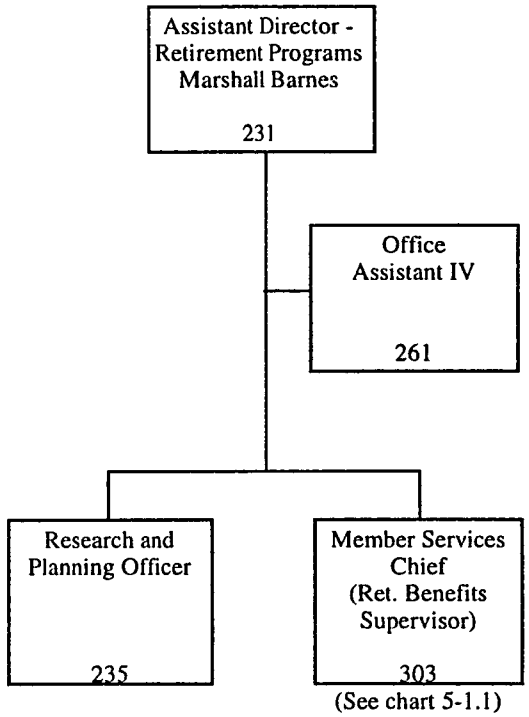
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Programs



(See chart 5-1.1)

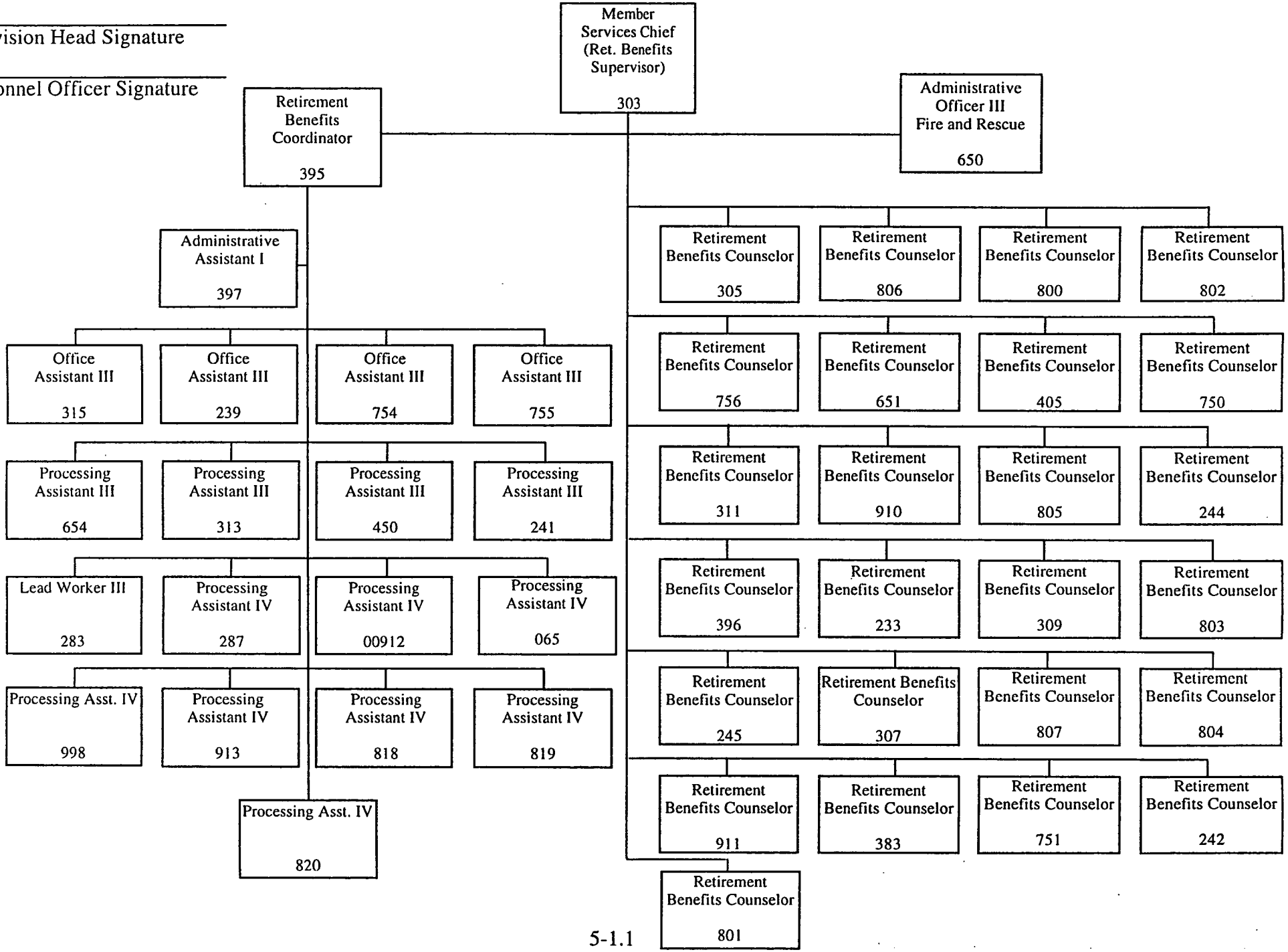
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Member Services



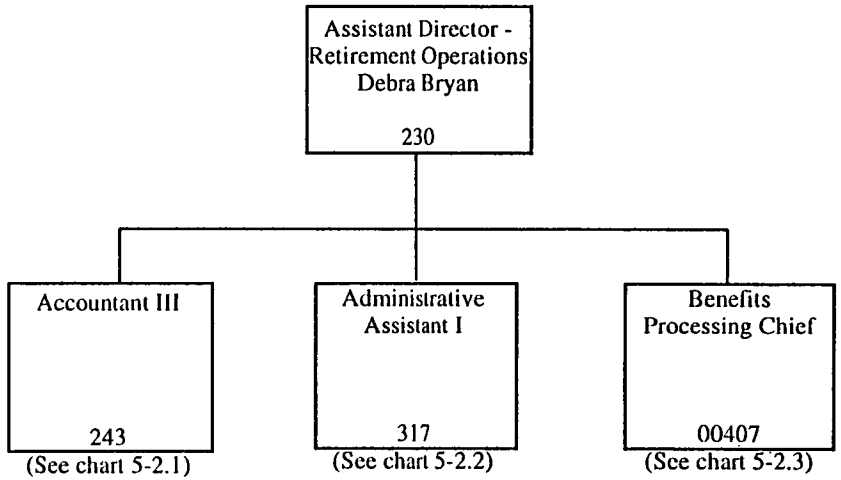
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Operations



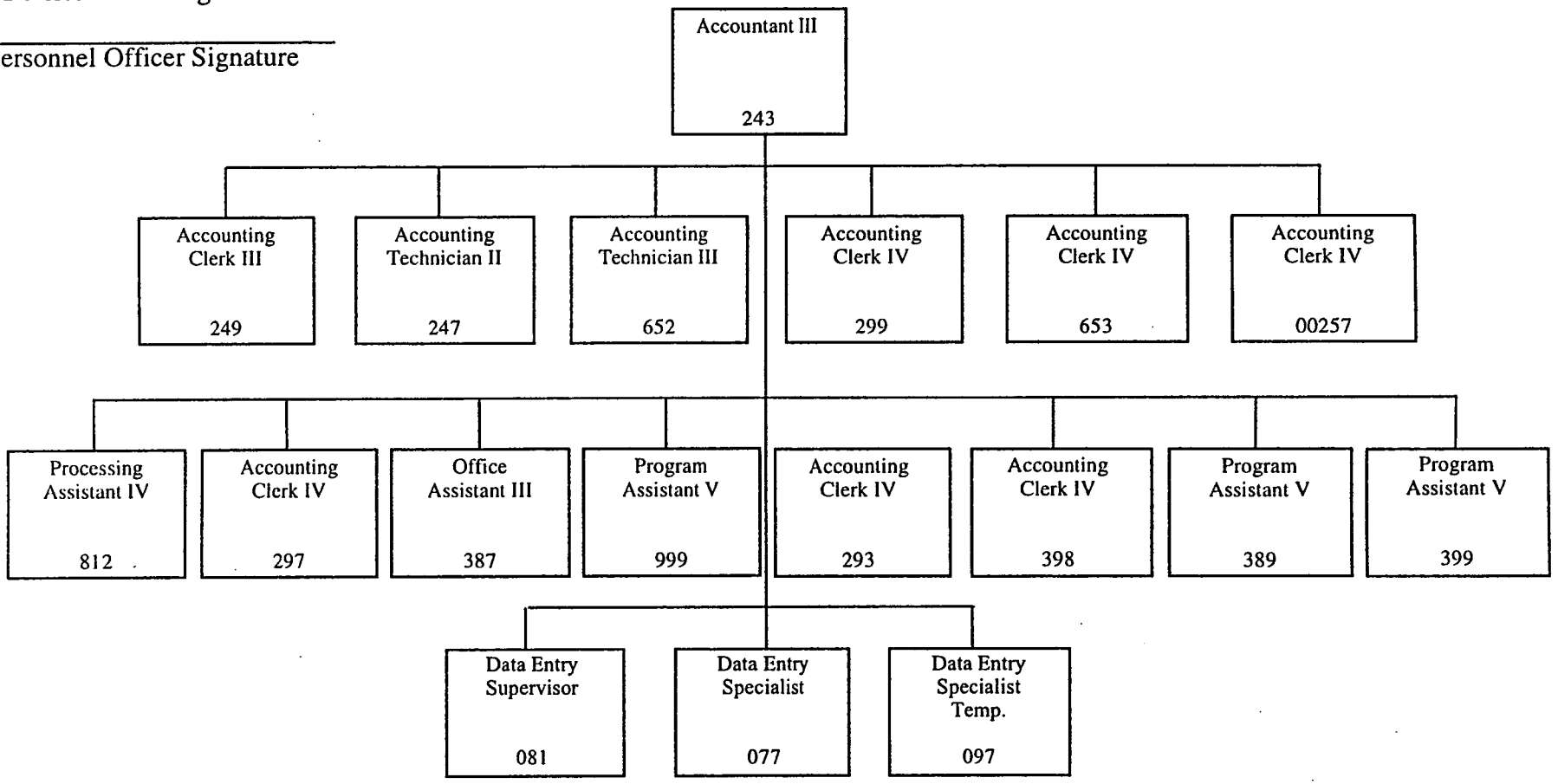
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Accounting/Data Control



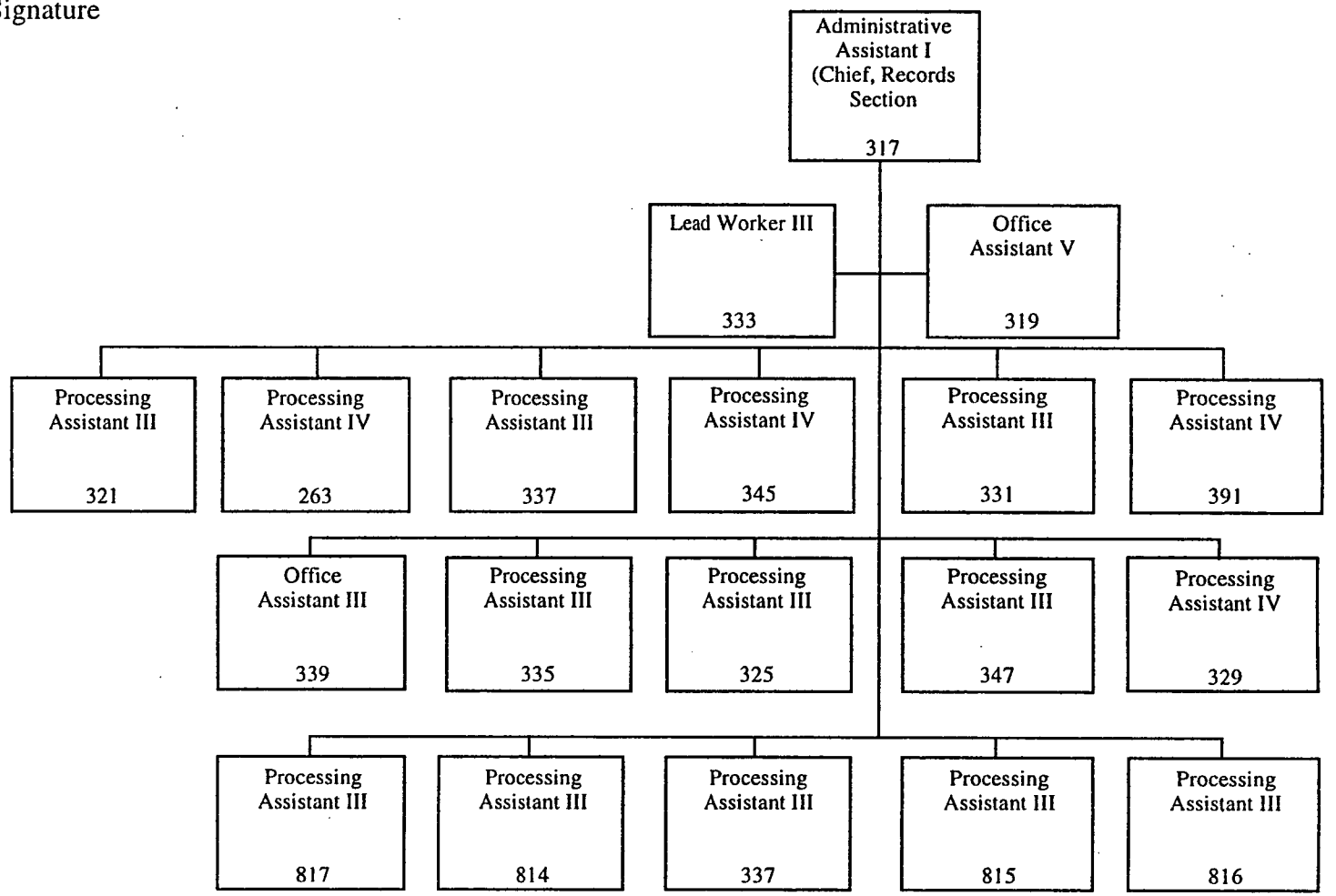
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Records



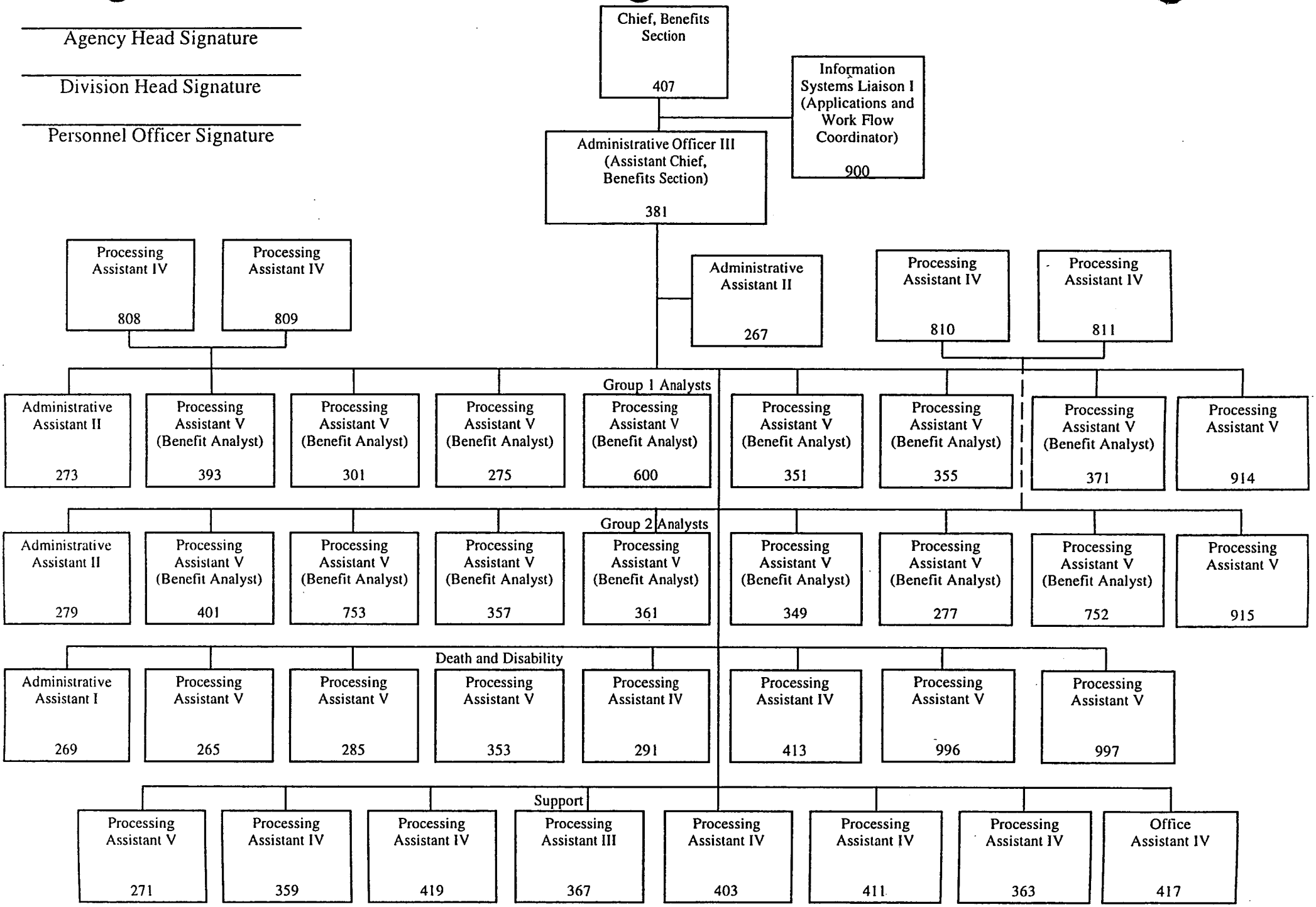
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Benefits



VISITOR REGISTRATION SHEET

Appropriations - General Government — April 5th 2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Tyler Nobors	Sen Warren Intern
Joe Sansom	Department of State Treasurer
Steve Albright	" " "
KATHLE AUSTIN	OSBPM
Martha Sams	DOD
Bob Slade	OSA
Byron K. Harris	OSBPM
Thomas Chalk	OSBPM
Vicky Young	OSA
George Walls	OSA
ROB HILLMAN	OSA

VISITOR REGISTRATION SHEET

Appropriations - General Government — April 5, 2001

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Cindy Gilliam	OSA
Robert Wilson	Sec of State office
R.H. Moore	Treasurer
Michael Williamson	"
Willie Riddick	OSR
Stella McKenney	DOI

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

April 9, 2001
4:00 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Monday April 9, 2001 at 4:00 p.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Setzer, and Wilson. There were three Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.

Representative Jeffus called the meeting to order. She stated that the committee did not finished with the Department of State Treasurer and will continue with that department. She recognized Mr. Steve Albright, Controller, to continue with his department. Mr. Albright introduced Mr. Joseph R. Stewart, Chief Deputy I to do the presentation.

DEPARTMENT OF STATE TREASURER (CONTINUED)

Mr. Stewart stated that when there is a change in administration, efforts are made to review and evaluate the existing administrative structure and the organization of the department. Then to make recommendations to this committee for any organizational restructuring that the new chief executive may feel is necessary for the goals and initiatives of the department as they interpret them. He presented the organizational chart, which represents a slight structure change of the senior management team. (Attachment 1)

Mr. Stewart continued by giving a general overview of the projects. The items on the expansion request include a number of items that were expansion requests inherited from the previous administration and their opinion of what was needed for a smooth and continuation of the office. The first item reflects organizational changes. None of the expansion requests have an impact on the General Fund but would be financed out of the existing receipts of revenue within the department.

Representative Jeffus interrupted Mr. Stewart and indicated that the committee did not want the expansion items today and he would be called at another time to present the expansion items.

Mr. Stewart introduced Mr. Steve Albright, Controller, to continue the report on the Span of Control. (Attachment 2) Mr. Albright stated that he has shown how many places there were with each type of one to one, one to two, etc. The average is one to 6.95 and the mode is one to four. There are a couple of

oddball items in the administrative division. Currently, there are three one to one positions. Two of those are part of a programming team in the information technology area. They are the only two people that work in a certain area of programming. One in another area was setup to train the person underneath for the senior job. There are six programs in the Administrative Service Division each with separate staffs.

Mr. Albright continued. The second question that came up was what do we do about the money? He checked the overview that was published and they have $10,950,000 in one time money for the general fund. $3.4 million paid for certain services to be rendered by the computer center. Two smaller ones have been finished and the large one is in process but the money will all be paid out of the general fund this year. The replacement of the payroll system is $2 million and that has not been started. The have not spent any money on it and they will request that money be carried forward or have it reappropriated. The $5 million for the banking system has been started but they have not spent any money. The trust accounting package was in this. Five hundred thousand dollars of this, they are not going to do. Three million, four hundred and fifty thousand dollars will have been done by the end of this year and want to carry over $7 million.

Representative Jeffus requested this item be flagged for further study.

Senator Warren asked how do you handle your investments for state money? Mr. Alright answered that the equity part of the investments, there is an advisory committee but the final decision is made by the state treasurer. Senator Warren asked, "Who is on that advisory committee?" Mr. Stewart stated that the state treasurer selects them and they will send a list to the committee. A number of the top participants are set by statute but the treasurer makes the decision on the individual participants. Senator Warren stated that they have done a good job for the past several years.

DEPARTMENT OF CULTURAL RESOURCES (Attachment 3)

Overview

Representative Jeffus introduced Lisbeth C. Evans, Secretary, North Carolina Department of Cultural Resources. She introduced the staff that is present.

Ms. Evans believes that if the department has any cuts they will be in deep trouble. They are less than one percent of the state's budget but seem to be the department that people look to cut. Forty-one percent of their budget is pass through money (money appropriated to them but is designated to send to someone else). Forty-seven percent of their budget is salaries. That leaves twelve percent which amounts to about $8.5 million to operate twenty-three historical sites, one art museum, six history museums, seven state libraries and all the state libraries

and also keeps the 1,426 historical markers. Last year they cut $8 million out of their budget for Floyd. On page 3 she pointed out the Capital Improvement Budget and the Repair and Renovation Funds, which is the money that keeps the mission in tact and was all given away last year. That money builds the museums, keeps the paint on the buildings, and continues to do repairs to the buildings under their jurisdiction.

The other problem that Ms. Evans sees is that archives has digitized 11,000 documents. They have over 100 million, just in the archival department, that haven't even started with digitization. Every other state that surrounds North Carolina has their archives digitized. That money has been cut out of their budget every year.

Senator Kinnaird stated that businesses and corporations are attracted to an area with good educational programs, cultural and stimulating environment. She pointed out that we are not putting into this area what is being put into other areas.

Representative Barefoot stated that the figures show that this department has had its budget cut by one-third. How can this department possibly go on with these kinds of cuts? On travel and tourism today may be the number one revenue for the state and the number one part of travel and tourism in the state is heritage tourism. People from all parts of the United States are coming to North Carolina to see our history. If the funds are now provided for the historical sites, the state is going to have to close many sites. The state is turning its back on the people that made this state great. He stated that the committee couldn't continue to cut. This will destroy a department that has meant so much to our state.

Representative Adams reinforced what Senator Kinnaird and Representative Barefoot just stated. Representative Adams referred to page 18, with questions on the organizational chart. Secretary Evans stated that this chart has not been finalized and will discuss it later.

Secretary Evans continued that there is a library in every county in the state. They are providing Internet access which is most citizens have a library very close to their residence. In the library, there is someone there that will train them on how to use the system. Yes, the department cannot get enough money to digitize the records that need to be able to in their own house to put up on those great machines that they have been able to get with public-private partnership. The Gates Grant helped in doing this. In most of the things that they do is done with a public-private partnership. Every public library in the state had to be cut this year when $1.6 million was cut from the budget and every art grant has been cut in the last year.

Senator Warren requested Secretary Evans send the committee a list of the cuts made in the past three years in the budget for the Department of Cultural Resources.

A statement was made by Senator Kinnaird that she does not believe that there is another department that the private sector plays as big a role. Secretary Evans stated that seventy percent of the Museum of Art and seventy-two percent of the North Carolina Symphony, Tryon Palace is over fifty percent, and many more places are paid for by private money.

North Carolina Arts Council (Pages DCR 58-71) (Span of Control page DCR 125)

Ms. Nelson called the committee's attention to the Span of Control, which is on the chart with all other divisions.

Representative Jeffus recognized Ms. Mary Regan, Director of the North Carolina Arts Council for her report.

Ms. Regan feels that the work that her division does across the state is really important. Ms. Regan referred to page 58 that presents their mission and the three key areas, corresponding to the goals of the long-range plan, are the relationships with the state's arts resources, communities, and the state's agenda.

During the nineties there was a fifty percent growth in the number of arts organizations in North Carolina. They now have a total of 2,728.

Ms. Regan continued with the 1998-99 accomplishments and goal one to develop, preserve, and sustain the state's arts resources on page 59. They do this report at the end of the biennium.

Representative Jeffus requested a breakdown of the sixty-two organizations that received a total of $1,415,650 in General Support grants for ongoing programs and operations.

Ms. Regan continue with an overview of the their second goal that is to deepen the connection between the arts and North Carolina's communities on pages 60-61. She gave each committee member a list of grants received in just their county or counties they represent.

Ms. Regan presented goal three, which is to heighten understanding of the role and value of the arts to the state on pages 62-63.

On page 64, Ms. Regan highlighted several of the programs. She stated that the Arts Council funded activities for fiscal year 1999-2000, which impacted nearly 8.5 million people that participated in projects funded. Projects were funded in every county in the state and grants were awarded to 521 arts organizations, 439 school, community and civic groups, and 46 individuals. Each

dollar granted by the Council was matched by twelve dollars and many were generated directly by the grant.

The summary of grant activities for the fiscal year 1999-2000 is on page 65. They received almost two thousand applications and they funded 1,336 partially. The amount given does not begin to cover what they need. Ms. Regan directed the committee to the 960 organization funded with the breakdown of the arts and other community organizations receiving the funds.

On page 66, Ms. Regan stated that about nine-three percent of the money out of their budget comes from the state and about seven percent comes from the National Endowment for the Arts.

Representative Adams asked for details on the amount the minorities received from the Arts Council's programs. In the grants programs, Ms. Regan stated that there is money that goes directly to multi-cultural organizations and there is money in the general support category that funds several of the stronger groups either from the native American community or the African-American community. They are being funded in different places in the budget. Ms. Regan stated that she did not give the details in the information she brought to the committee but will pull it out for Representative Adams.

Ms. Regan reported that every year they do a per capital analysis of how they spent their money by counties. (Page 67)

Pages 68-69 were prepared before the $2 million was removed from their budget. This is their goal to reach the national average for per-capita spending. The national average projected is $1.50 in 2002-2003. This is where Ms. Regan hopes to take the State of North Carolina.

Division of Archives and History (Pages DCR 26-49) (Span of Control Page DCR 125)

Representative Jeffus recognized Dr. Jeffery Crow, Director. Dr. Crow presented a brief overview of the basic issues in the division. Last year the management team of the Division of Archives and History undertook a process to do a strategic plan for this coming biennium. The results of this are on Page 26 in the Overview of the Division. During this process they conducted three town meetings, Greenville, Asheville and Raleigh. They met with citizens in each part of the states to get to know better what their expectations were for the programs of the Division. Also, they wanted to get their support. The challenges are listed on the bottom of Page 26.

Dr. Crow pointed out how the cuts have had an impact on the programs. In the historical site section, since 1997 they have had more than $1.2 million cut from capitol in repair and renovation funds. They have about two hundred and

fifty sites in the State Historic system that needs attention and maintenance and they do not have money to put toward that or to replace exhibits that have been up since the 1960's. He continued that there are many demands on the staff. The General Assembly passed a state tax credit in 1997 for rehabilitating properties, which are eligible for the national register. There has been a boom for historic preservation in the state for main street programs and private homeowners. It has put a burden on the staff. The demand is greater at the time the budget is being cut. In environmental reviews they conduct over 4,000 reviews each year. There are so many forms of wireless communications and all of the cell towers have to connect. In the Archives and Records Section, since the 1990's, they have lost between twelve and fourteen positions. In facing the challenges in digitizing records, they are doing the best they can with the limited amount of staff and resources that they have. What they have done has been by reallocation of resources internally.

Representative Sherrill requested a review of some of the fees they can charge. Dr. Crowe stated that if you are from out-of-state there is a processing fee which is $10 (according to the statute this is the most they can charge) but not for someone living in state. There is some legislation pending to raise that cap to $25. We have one of the strongest public records laws in the country and they are allowed to charge any fee to obtain a public record except the cost to reproduce. In regards to historic sites, Tryon Palace does charge a fairly large admission fee that has recently increased to $15. Several other historic sites charge a small fee. The Secretary has been moving in a direction to charge more in other places and capture those that they can turn those funds around to support the site.

Due to the time, Representative Jeffus adjourned the meeting reminded the committee of the 8:30 a.m. meeting April 10, 2001.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Rep. Maggie Jeffus
Representative Margaret (Maggie) M. Jeffus, Chair

Mary Lee Robinson
Mary Lee Robinson, Committee Assistant

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 4/9/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Steve Allbritton	Dept of State Treasurer
Joe Stewart	↓
Lee Sawson	
Mr Cheryl Williamson	
Janice Williams	DCR
Bonnie Medlyn	NC Symphony
K. Horton	FFCC
Kathie Austin	OSBPM
Lisbeth C Evans	DCR
Ronnie Vance	DCR
Marsha Glass	DCR
Jeffrey Cross	DCR
Betty Bissell	ACR
DAVID C. WORTERS	NC Symphony
Mary Regan	DCR / Arts Council
Ken McMillan	Alley Associates
Willie Riddick	DCR

6, 2001
Date

DRAFT

Agency Head Signature

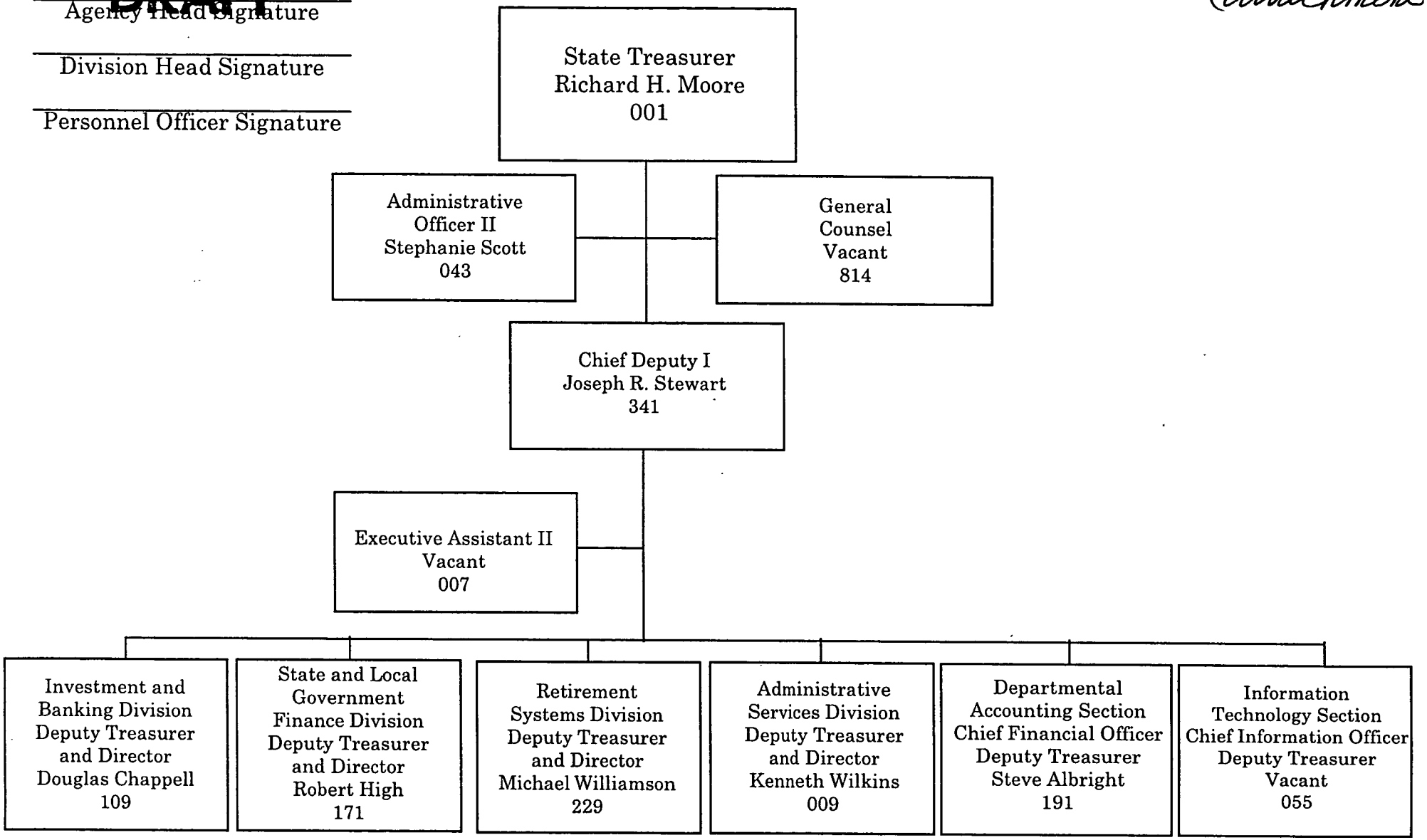
Division Head Signature

Personnel Officer Signature

North Carolina Depar[illegible]nt of State Treasurer

Table of Organization

(attachment 1)



SUMMARY LIST OF EXPANSION REQUESTS

1 Agency: State Treasurer

Priority Number	Program Description (Concise Sentences)		Requested 2001-02	Requested 2002-03
1	**All Funds** To provide funding to put into effect the reorganization plan of the new State Treasurer, Richard H. Moore. The request based on a comprehensive review of the administrative and organizational structure is the first in 24 years. This request includes provisions for both the Office of the State Treasurer, as well as certain related administrative functions and also provides funding needed by other units of the Department to pay for the administrative fees required to fund the administrative functions of the Department **The General Fund will be reimbursed for $471,256 in FY 2001-02 and $471,256 in FY 2002-03 to Budget Code 19997.**	Requirements	$ 1,749,082	$ 1,737,082
		Receipts		
		Federal		
		Local		
		Other	1,277,826	1,265,826
		Appropriation	$ 471,256	$ 471,256
		No. of Positions	3.00	3.00
2	**All Funds** In order to increase funding for projects in Information Technology, Budget Code 73410, funding must also be increased within the user groups who use these services. The receipts associated are from the normal source which funds that specific operation. By Statute, appropriations are reimbursed to the General Fund from Non Tax Revenue and have no effect on the General Fund **The General Fund will be reimbursed for $777,549 in FY 2001-02 and $401,694 in FY 2002-03 to Budget Code 19997.**	Requirements	$ 2,160,573	$ 1,203,623
		Receipts		
		Federal		
		Local		
		Other	1,383,024	801,929
		Appropriation	$ 777,549	$ 401,694
		No. of Positions		
3	**Investment and Banking** To provide sufficient staff and other resources to maintain the ever increasing investment pool. Net assets under management at June 30, 2000 totaled $64,181,000,000 and can be expected to grow substantially in the future. By Statute, appropriations are reimbursed from the State Treasurer's Investment Pool at no cost to the General Fund. **The General Fund will be reimbursed $150,655 in FY 2001-02 and $221,439 in FY 2002-03 to Budget Code 19997**	Requirements	$ 150,655	$ 221,439
		Receipts		
		Federal		
		Local		
		Other		
		Appropriation	$ 150,655	$ 221,439
		No. of Positions	2.00	2.00
4	**Retirement Operations** Because the vendor is discontinuing maintenance on the operating system on which the Retirement Imaging system run we must migrate to a new system. We anticipate using the vendors current system which is Windows NT. Without continued maintenance this system could fail in a short period of time.	Requirements	$ 2,465,000	$ 136,000
		Receipts		
		Federal		
		Local		
		Other	2,465,000	136,000
		Appropriation	$ 0	$ 0
		No. of Positions		
5	**Escheat Operations** In recent years the amounts and number of accounts remitted to the Escheat Fund has grown significantly. A significant duty of the Escheat Fund is to locate the owners of these unclaimed funds. This request will help them fulfill there duty.	Requirements	$ 231,515	$ 236,169
		Receipts		
		Federal		
		Local		
		Other	231,515	236,169
		Appropriation	$ 0	$ 0
		No. of Positions	4.00	4.00
7	**Total**	Requirements	$ 6,756,825	$ 3,534,313
		Total Receipts		
8a		Federal		
8b		Local		
		Other	5,357,365	2,439,924
8c		Non Tax Revenue	1,399,460	1,094,389
9		Total Appropriation	$	
10		Total No. of Positions	9.00	9.00

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No: 1 of 5

BUDGET COD: 13410 DEPARTMENT: State Treasurer
DIVISION/ INSTITUTION:
FUND NUMBER: Various FUND TITLE:
ORG ID #:
PROGRAM NUMBER: COC NUMBER:
TITLE OF REQUEST:

STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

YES [ ] NO [X]

IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMEN	1,749,082	1,737,082
7b	TOTAL RECEIPTS	1,277,826	1,265,826
8b	APPROPRIATION	471,256	471,256
9b	TOTAL POSITIONS	3.00	3.00

NARRATIVE:

This request provides the funding required to put into effect the reorganization plan of the new State Treasurer, Richard H. Moore. The request is based on a comprehensive review of the administrative and organizational structure of the Department of State Treasurer. Since the last reorganization of the Department 24 years ago when Mr. Boyles first became State Treasurer, there have been a dramatic increases in the responsibility of the State Treasurer, (public funds under management has grown from $7 billion to $70 billion), as well as changes in other areas that affect Departmental operations, (such as technology and increased competition for highly-qualified personnel). At the same time the State has grown and so has the scope and complexity of providing the services of State government, necessitating increased emphasis on strategic planning, improved levels of efficiency and effectiveness, and heightened levels of intergovernmental cooperation. This request includes provisions for both the Office itself and for certain related administrative functions, and also provides for the funding needed by other units of the Department to pay for the administrative fees required to fund the administrative functions of the Department.

Objective:

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ (Agency)

Funds Requested: _____ (2001-2002) _____ (2002-2003)

Priority No 1 of 5

MEASURES: G.S. 143-3.5

Measure ID and Name:	Existing/ New*	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
# MEASURE ID: MEASURE NAME:	E N ontinuation							
#	Expansion							
#	Revised							
MEASURE ID: MEASURE NAME:	E N ontinuation							
	Expansion							
	Revised							
MEASURE ID: MEASURE NAME:	E N ontinuation							
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	Expansion							
	Revised							
MEASURE ID: MEASURE NAME:	E N ontinuation							
	Expansion							
	Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1110- Administrative Services

#	ACCOUNT NO		ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53	1212	SPA Salaries - Rec			430,158	430,158			
	53	1512	Social Security Cont. - Rec			32,907	32,907			
	53	1522	Ret. Contributions - Rec			34,456	34,456			
	53	1562	Medical Ins Contributions - Rec			13,536	13,536			
	53	2714	Trans-In State			1,225	1,225			
	53	2715	Trans- Out - of - State			2,375	2,375			
	53	2724	Meals - In State			1,225	1,225			
	53	2725	Meals - Out- of - State			2,375	2,375			
	53	2811	Telephone Services			3,600	3,600			
	53	2821	Computer/ Data Proc Services			86,000	86,000			
	53	3110	General Office Supplies			1,800	1,800			
	53	5900	Misc Expenses			20,000	20,000			
	53	2512	Rent Expense			15,000	15,000			
	53	4511	Office Equipment			9,000	3,000			
	53	4522	Data Processing Equipment			9,000	3,000			
#			**Requirements**	922,926	956,040	662,657	650,657	650,657	650,657	650,657
#			**Number of F.T.E.***	14.00	14.00	3.00	3.00	3.00	3.00	3.00
	RECEIPTS:									
#	53	8319	Administrative Service Fees			662,657	650,657			
#			**Receipts**	922,926	956,040	662,657	650,657	650,657	650,657	650,657
#			**APPROPRIATION**							
#			**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 1 of 5

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

#	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
			0.000	0.000	$0	$0	$0
	78	Personnel Director I (07/01/01)	1.000	1.000	$57,000	$57,000	$57,000
	74	Personnel Officer II (07/01/01)	1.000	1.000	$47,000	$47,000	$47,000
	75	Business Officer II (07/01/01)	1.000	1.000	$49,000	$49,000	$49,000
#		Total#	3.000	3.000		$153,000	$153,000

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
IF YES, TITLE OF C.I. PROJECT:
C.I. BUDGET CODE: ITEM NUMBER: PROJECTED COMPLETION DATE:

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
DOES THIS REQUEST REQUIRE ADDITIONAL SPA YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

#		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
#	Type of Space:								
#	Additional Square Footage Required								
#	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR PC YES [ ] NO [ ]
IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1120 - Departmental Accounting

ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
53 1212	SPA Salaries - Rec			74,839	74,839			
53 1512	Social Security Cont. - Rec			5,725	5,725			
53 1522	Ret. Contributions - Rec			5,995	5,995			
Requirements		857,391	1,600,431	86,559	86,559	86,559	86,559	86,559
Number of F.T.E.*		0.00	0.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

53 8319	Administrative Service Fees			86,559	86,559			
Receipts		857,391	1,600,431	86,559	86,559	86,559	86,559	86,559
APPROPRIATION								
CHANGE IN CASH BALANCE								

* *Complete Detail information for total positions requested on the following page.*

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1130 - Escheat Administration

ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
53 2170	Administrative Fees			86,453	86,453			
	Requirements	1,929,389	1,735,429	86,453	86,453	86,453	86,453	86,453
	Number of F.T.E.*	21.50	21.50	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

43 8111	Trans - In Escheat Fund			86,453	86,453			
	Receipts			86,453	86,453	86,453	86,453	86,453
	APPROPRIATION							
	CHANGE IN CASH BALANCE							

* *Complete Detail information for total positions requested on the following page.*

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1210 - Investment and Banking

ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
53 1211	SPA Salaries - Approp			34,195	34,195			
53 1511	Social Security Cont. - Approp			2,739	2,739			
53 1521	Ret. Contributions - Approp			2,438	2,438			
53 2170	Administrative Fees			182,512	182,512			
Requirements		5,082,809	12,306,346	221,884	221,884	221,884	221,884	221,884
Number of F.T.E.*		36.00	36.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

Receipts		1,053,757	133,717	0	0	0	0	0
APPROPRIATION		4,029,052	12,173,175	221,884	221,884	221,884	221,884	221,884
CHANGE IN CASH BALANCE								

* *Complete Detail information for total positions requested on the following page.*

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1310 - Local Government Operations

ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
53 1211	SPA Salaries - Approp			58,069	58,069			
53 1511	Social Security Cont. - Approp			4,651	4,651			
53 1521	Ret. Contributions - Approp			4,140	4,140			
53 2170	Administrative Fees			182,512	182,512			
	Requirements	3,116,540	3,581,697	249,372	249,372	249,372	249,372	249,372
	Number of F.T.E.*	37.00	37.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

	Receipts	604,394	700,953	0	0	0	0	0
	APPROPRIATION	2,512,146	2,880,744	249,372	249,372	249,372	249,372	249,372
	CHANGE IN CASH BALANCE							

* *Complete Detail information for total positions requested on the following page.*

Priority No 1 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 1410 - Retirement Operations

ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
53 1212	SPA Salaries - Rec			(52,037)	(52,037)			
53 1512	Social Security Cont. - Rec			(3,981)	(3,981)			
53 1522	Ret. Contributions - Rec			(4,169)	(4,169)			
53 1562	Medical Ins Contributions - Rec			(6,768)	(6,768)			
53 2170	Administrative Fees			509,112	509,112			
Requirements		9,979,912	13,101,128	442,157	442,157	442,157	442,157	442,157
Number of F.T.E.*		132.50	132.50	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

43 8113	Trans-In Adm- Pension Funds			397,941	397,941			
43 8114	Trans-In Adm- Other Trust Funds			44,216	44,216			
Receipts		9,979,912	13,101,128	442,157	442,157	442,157	442,157	442,157
APPROPRIATION								
CHANGE IN CASH BALANCE								

* *Complete Detail information for total positions requested on the following page.*

WORKSHEET II EXPANSION BUDGET REQUEST

1
2 BUDGET COL 13410 DEPARTMENT: State Treasurer — Priority No 2 of 5
3 FUND NUMBER: Various FUND TITLE: — DIVISION/ INSTITUTION:
4 PROGRAM NUMBER: COC NUMBER: — ORG ID #:
5 TITLE OF REQUEST: Increase in Computer Service Expenses
6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT
7a YES [ ] NO [X]
8a IF YES, ATTACH A COPY OF THE DRAFT.
9a
#

		2001-02	2002-03
6b	TOTAL REQUIREMEN	2,160,573	1,203,623
7b	TOTAL RECEIPTS	1,383,024	801,929
8b	APPROPRIATION	777,549	401,694
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

The Information Technology (IT) section supports all of the computer technology within the Department through an Internal Service Fund that is fundedt through billings to the various user groups within the Department. In order to increase funding for projects in IT, funding must also be increased within the user groups for computer services and receipts in those funds. The allocation is as shown below. The receipts shown are from the normal source which funds that specific operation.

	2001-02	2002-03
Fund 1110 Adminstrative Services	$ 30,655	$ 28,206
Fund 1120 Departmental Accounting	36,998	34,042
Fund 1130 Escheat Operations	53,911	49,604
Fund 1210 Investment and Banking	664,442	297,623
Fund 1310 Local Government Operations	113,107	104,071
Fund 1410 Retirement Operations	1,261,460	690,077
Total	$ 2,160,573	$ 1,203,623
Receipts: Intradepartmental	1,383,024	801,929
Non Tax Revenue from Investment Pool	664,442	297,623
Non Tax Revenue from Local Gov't Sales Tax	113,107	104,071
Total	2,160,573	1,203,623
Net Effect on General Fund	$ -	$ -

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ (Agency)
Funds Requested: _____ (2001-2002) _____ (2002-2003)

Priority No 2 of 5

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
#	MEASURE ID: 1243 MEASURE NAME: Total Trust Fund Investments Fund 1210	E	Continuation	60,067	63,000	66,000	69,000	70,000	71,000	72,000
#			Expansion			200	500	1,000	1,500	2,000
#			Revised			66,200	69,500	71,000	72,500	74,000
	MEASURE ID: 6 MEASURE NAME: Total Pension Fund Membership Fund 1410	E	Continuation	638,525	669,925	703,375	738,975	776,825	817,125	860,075
			Expansion							
			Revised			703,375	738,975	776,825	817,125	860,075
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1110 Adminstrative Services

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			30,655	28,206			
#		**Requirements**	922,926	956,040	30,655	28,206	28,206	28,206	28,206
#		**Number of F.T.E.***	14.00	14.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#	53 8319	Administrative Service Fees			30,655	28,206			
#		**Receipts**			30,655	28,206	28,206	28,206	28,260
#		**APPROPRIATION**							
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 2 of 5

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

#	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
			0.000	0.000	$0	$0	$0
#		Total#	0.000	0.000		$0	$0

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT YES [ ] NO [X]
IF YES, TITLE OF C.I. PROJECT: _____
C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
DOES THIS REQUEST REQUIRE ADDITIONAL SPA YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

#		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
#	Type of Space:								
#	Additional Square Footage Required								
#	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR F YES [ ] NO [X]
IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1120 Departmental Accounting

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			36,998	34,042			
#		**Requirements**	857,391	1,067,231	36,998	34,042	34,042	34,042	34,042
#		**Number of F.T.E.***	15.00	17.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#	53 8319	Administrative Service Fees			36,998	34,042			
#		**Receipts**	857,391	1,040,231	36,998	34,042	34,042	34,042	34,042
#		**APPROPRIATION**		27,000					
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1130 Escheat Fund Operations

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			53,911	49,604			
#		**Requirements**	1,929,389	1,705,989	53,911	49,604	49,604	49,604	49,604
#		**Number of F.T.E.***	21.50	21.50	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#	43 8111	Trans-In Escheat Fund			53,911	49,604			
#		**Receipts**	1,929,388	1,712,989	53,911	49,604	49,604	49,604	49,604
#		**APPROPRIATION**		(7,000)					
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1210 Investment and Banking

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			664,442	297,623			
#		**Requirements**	5,082,809	12,306,346	664,442	297,623	297,623	297,623	297,623
#		**Number of F.T.E.***	36.00	36.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#		**Receipts**	1,053,757	133,171	0	0	0	0	0
#		**APPROPRIATION**	4,029,052	12,173,175	664,442	297,623	297,623	297,623	297,623
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1310 Local Government Operations

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			113,107	104,071			
#		**Requirements**	3,116,540	3,581,697	113,107	104,071	104,071	104,071	104,071
#		**Number of F.T.E.***	37.00	37.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#		**Receipts**	604,394	700,953	0	0	0	0	0
#		**APPROPRIATION**	2,512,146	2,880,744	113,107	104,071	104,071	104,071	104,071
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 2 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

1410 Retirement Operations

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2821	Computer Services			1,261,460	690,077			
#		**Requirements**	9,979,912	13,101,128	1,261,460	690,077	690,077	690,077	690,077
#		**Number of F.T.E.***	132.50	132.50	0.00	0.00	0.00	0.00	0.00
	RECEIPTS:								
#	43 8113	Trans-In Pension Funds			1,135,314	621,069			
	43 8114	Trans-In Other Trust Funds			126,146	69,008			
#		**Receipts**	9,979,912	13,101,128	1,261,460	690,077	690,077	690,077	690,077
#		**APPROPRIATION**							
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

WORKSHEET II EXPANSION BUDGET REQUEST

1
2 BUDGET COL 13410 DEPARTMENT: State Treasurer — Priority No 3 of 5
3 FUND NUMBER: 1210 FUND TITLE: Investment and Banking — DIVISION/ INSTITUTION:
4 PROGRAM NUMBER: COC NUMBER: — ORG ID #:
5 TITLE OF REQUEST: Provide staff for increased size of portfolio
6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT
7a YES [ ] NO [X]
8a IF YES, ATTACH A COPY OF THE DRAFT.
9a
#

		2001-02	2002-03
6b	TOTAL REQUIREMEN	150,655	221,439
7b	TOTAL RECEIPTS	0	0
8b	APPROPRIATION	150,655	221,439
9b	TOTAL POSITIONS	2.00	2.00

NARRATIVE:

To provide sufficient staff and other resources to maintain the ever increasing investment pool. Net assets under management at June 30, 2000 totaled $64,181,000,000 and can be expected to grow substantially in the future. By Statute, appropriations are reimbursed from the State Treasurer's Investment Pool at no cost to the General Fund.

Objective:

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ Agency — Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No 3 of 5

MEASURES: G.S. 143-3.5

Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
# MEASURE ID: 1243 # MEASURE NAME: Total Trust Fund Investments (in millions)	E	Continuation	$ 60,067	$ 63,000	$66,000	$69,000	$70,000	$71,000	$72,000
		Expansion			$ 200	$ 500	$ 1,000	$ 1,500	$ 2,000
#		Revised			$66,200	$69,500	$71,000	$72,500	$74,000
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No 3 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

#	ACCOUNT NO		ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53	1211	SPA-Reg Salaries -Appropriation			49,502	118,802			
	53	1511	Social Security Contr. - Approp.			3,787	9,088			
	53	1521	Reg. Retirement Contr.- Approp.			3,966	9,517			
	53	1561	Med. Ins Contr. - Approp			1,880	4,512			
	53	2170	Administration Fees			20,000	20,000			
	53	2512	Rent- Building			5,120	5,120			
	53	2811	Telephone Expense			1,200	1,200			
	53	2821	Computer Expense			24,000	24,000			
	53	2942	Training- Non-Taxable			24,000	24,000			
	53	3110	General Office Supplies			1,200	1,200			
	53	4511	Office Equipment			8,000	2,000			
	53	4522	DP Equipment			8,000	2,000			
#			**Requirements**	5,082,809	12,306,346	150,655	221,439	221,439	221,439	221,439
#			**Number of F.T.E.***	36.00	36.00	2.00	2.00	2.00	2.00	2.00

RECEIPTS:

#										
#			**Receipts**	1,053,757	133,171	0	0	0	0	0
#			**APPROPRIATION**	4,029,052	12,173,175	150,655	221,439	221,439	221,439	221,439
#			**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 3 of 5

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

#	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
	78	Senior Portfolio Manager (10/01/01)	1.000	1.000	$59,401	$44,551	$59,401
	78	Senior Portfolio Manager (06/01/02)	1.000	1.000	$59,401	$4,951	$59,401
#		Total#	2.000	2.000		$49,502	$118,802

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT YES [ ] NO [X]
IF YES, TITLE OF C.I. PROJECT: _____
C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
DOES THIS REQUEST REQUIRE ADDITIONAL SPA YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
# Type of Space:								
# Additional Square Footage Required								
# Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR I YES [ ] NO [X]
IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

1
2 BUDGET COD 13410 DEPARTMENT: State Treasurer — Priority No 4 of 5
3 FUND NUMBER: 1410 FUND TITLE: Retirement Operations — DIVISION/ INSTITUTION:
4 PROGRAM NUMBER: COC NUMBER: — ORG ID #:
5 TITLE OF REQUEST: Migrate current UNIX imaging system to Windows NT
6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT
7a YES [ ] NO [X]
8a IF YES, ATTACH A COPY OF THE DRAFT.
9a
#

		2001-02	2002-03
6b	TOTAL REQUIREMEN	2,465,000	136,000
7b	TOTAL RECEIPTS	2,465,000	136,000
8b	APPROPRIATION		
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

In order to continue outside maintenance of the Retirement Imaging System we must convert it to a different system. The vendor is stopping maintenance on the current system.

We anticipate using the current vendor's version of an imaging system which runs on Windows NT. We do not expect any changes in the curent system which are not dictated by the inability of the proposed system to operate in this manner. This is a migration from a proprietary system to an open-system which conforms to the State-wide technical architecture.

Objective:

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ Agency

Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No 4 of 5

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
#	MEASURE ID: 6 MEASURE NAME: Total Pension System Membership	E	Continuation	638,525	669,925	703,375	738,975	776,825	817,125	860,075
#			Expansion							
#			Revised			703,375	738,975	776,825	817,125	860,075
	MEASURE ID: 1260 MEASURE NAME: Number of new enrollments.	E	Continuation	59,437	63,500	67,300	71,300	75,500	80,000	84,800
			Expansion							
			Revised			67,300	71,300	75,500	80,000	84,800
	MEASURE ID: 1261 MEASURE NAME: Number of new retirees	E	Continuation	10,445	11,200	11,800	12,500	13,200	13,900	14,700
			Expansion							
			Revised			11,800	12,500	13,200	13,900	14,700
	MEASURE ID: 1262 MEASURE NAME: Number of withdrawals	E	Continuation	26,869	29,000	30,700	32,500	34,400	36,400	38,500
			Expansion							
			Revised			30,700	32,500	34,400	36,400	38,500
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No 4 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

#	ACCOUNT NO	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53 2440	DP Hardware Maint			26,000	26,000			
	53 2441	DP Software Maint			110,000	110,000			
	53 2821	Computer Services			200,000				
	53 4522	Computer Equipment			918,500				
	53 4710	Computer Software			226,500				
	53 4730	Externally Developed Software			984,000				
#		**Requirements**	9,979,912	13,101,128	2,465,000	136,000	136,000	136,000	136,000
#		**Number of F.T.E.***	132.50	132.50	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

#									
#	43 8113	Trans-In Adm- Pension Funds			2,218,500	122,400			
	43 8114	Trans-In Adm- Other Trust Funds			246,500	13,600			
#		**Receipts**	9,979,912	13,101,128	2,465,000	136,000	136,000	136,000	136,000
#		**APPROPRIATION**							
#		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No: 4 of 5

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

#	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
			0.000	0.000	$0	$0	$0
#		Total#	0.000	0.000		$0	$0

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

\# DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
\# IF YES, TITLE OF C.I. PROJECT: _____
\# C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
\# DOES THIS REQUEST REQUIRE ADDITIONAL SPA YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
# Type of Space:								
# Additional Square Footage Required								
# Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
\# DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR P YES [ ] NO [X]
\# IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No 5 of 5

BUDGET COD 13410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

FUND NUMBER: 1130 FUND TITLE: Escheat Fund Operations ORG ID #:

PROGRAM NUMBER: COC NUMBER:

TITLE OF REQUEST: Increase Ability of the Escheat Fund to locate the True and Lawful Owner

STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMEN

YES NO X

IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMEN	231,515	236,169
7b	TOTAL RECEIPTS	231,515	236,169
8b	APPROPRIATION		
9b	TOTAL POSITIONS	4.00	4.00

NARRATIVE:

A significant objective of the Escheat Fund is to reunite the true owners with his or her funds. In recent years, the amounts and number of accounts remitted the the Escheat Fund has grown. This request is to provide the staff to both pay the refunds to the true owners and the to actively search for those owners. The funds to pay this service comes from the interest earned on the Escheat Fund investments.

Objective:

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ (Agency)

Funds Requested: _____ (2001-2002) _____ (2002-2003)

Priority No 5 of 5

MEASURES: G.S. 143-3.5

Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
# MEASURE ID: 1229 MEASURE NAME: Receipt of property (millions)	E	Continuation	$ 44.0	$ 46.0	$ 47.0	$ 48.0	$ 49.0	$ 50.0	$ 51.0
#		Expansion				$ 1.5	$ 1.5	$ 1.5	$ 1.5
#		Revised			$ 47.0	$ 49.5	$ 50.5	$ 51.5	$ 52.5
MEASURE ID: 1232 MEASURE NAME: Refunds to rightful owners (millions)	E	Continuation	$ 9.7	$ 10.0	$ 10.5	$ 11.0	$ 11.5	$ 11.5	$ 11.5
		Expansion			$ 0.2	$ 0.5	$ 0.7	$ 1.0	$ 1.0
		Revised			$ 10.7	$ 11.5	$ 12.2	$ 12.5	$ 12.5
MEASURE ID: 1239 MEASURE NAME: Number of refunds	E	Continuation	7,454	7,600	7,650	7,700	7,750	7,800	7,850
		Expansion			50	100	150	150	150
		Revised			7,700	7,800	7,900	7,950	8,000
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							
MEASURE ID: MEASURE NAME:	E	Continuation							
		Expansion							
		Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No 5 of 5

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

#	ACCOUNT NO		ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
	53	1211	SFA- Reg Salaries- Rec			70,425	93,899			
	53	1512	Social Security - Rec			5,388	7,184			
	53	1522	Reg Retirement Contr- Rec			5,642	7,522			
	53	1562	Med Ins Contributions- Rec			7,520	9,024			
	53	2170	Adminstrative Fees			40,000	40,000			
	53	2714	Trans-In State			2,500	2,500			
	53	2724	Meals- In State			2,500	2,500			
	53	2811	Telephone expense			2,400	2,400			
	53	2821	Computer Expense			48,000	48,000			
	53	2942	Training-Non-Taxable			2,500	2,500			
	53	3110	General Office Supplies			2,400	2,400			
	53	4511	Office equipment			16,000	4,000			
	53	4522	DP equipment			16,000	4,000			
	53	2512	Rent- Building			10,240	10,240			
#			**Requirements**	1,929,388	1,701,660	231,515	236,169	236,169	236,169	236,169
#			**Number of F.T.E.***	21.00	21.00	4.00	4.00	4.00	4.00	4.00

RECEIPTS:

#										
#	43	8111	TRNSFR-IN Escheat Fund			231,515	236,169			
#			**Receipts**	1,929,388	1,701,660	231,515	236,169	236,169	236,169	236,169
#			**APPROPRIATION**							
#			**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No 5 of 5

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

#	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
	59	Processing Assistant IV	2.250	3.000	$59,853	$44,890	$59,853
	72	Compliance Auditor	0.750	1.000	$34,046	$25,535	$34,046
#		Total#	3.000	4.000		$70,425	$93,899

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJEC YES [ ] NO [X]
IF YES, TITLE OF C.I. PROJECT: _____
C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
DOES THIS REQUEST REQUIRE ADDITIONAL SPA YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
# Type of Space:								
# Additional Square Footage Required								
# Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR YES [ ] NO [X]
IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

For assistance [redacted] OSBM analyst.

SUMMARY LIST OF EXPANSION REQUESTS

1 **Agency:** State Treasurer - Computer Center

Priority Number	Program Description (Concise Sentences)		Requested 2001-02	Requested 2002-03
3	**1 Computer Operations** To request funding to set up a backup hot-site for our mission critical applications as required by internal control requirements set forth by both the Office of the State Controller and by Information Technology Services.	**Requirements**	$ 480,000	210,000
		Receipts		
4a		**Federal**		
4b		**Local**		$
4c		**Other**	480,000	210,000
5		**Appropriation**	$ 0	0
6		**No. of Positions**		
	2 Various To request funding to maintain the level of service required for to operate at maximum efficiency. The funds effected are 7110, IT Administration; 7210, Application Development; 7310, Computer Operations; and 7420, LAN/WEB Infrastructure. All expenditures are funded by receipts from the user divisions.	**Requirements**	$ 817,054	867,625
		Receipts		
		Federal		
		Local		$
		Other	817,054	867,625
		Appropriation	$ 0	0
		No. of Positions	10.00	10.00
	3 Computer Operations To upgrade the IMS database currently running on the enterprise server to Universal Database (UDB), a Relational Database Management System (RDBMS).	**Requirements**	$ 863,500	126,000
		Receipts		
		Federal		
		Local		$
		Other	863,500	126,000
		Appropriation	$ 0	0
		No. of Positions		
7		**Total Requirements**	$ 2,160,554	$ 1,203,625
		Total Receipts		
8a		**Federal**		
8b		**Local**		$
8c		**Other**	2,160,554	1,203,625
9		**Total Appropriation**	$	
10		**Total No. of Positions**	10.00	10.00

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No. 1 of 3

BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

FUND NUMBER: 7310 FUND TITLE: Computer Operations ORG ID #:

PROGRAM NUMBER: COC NUMBER:

TITLE OF REQUEST: Establish disaster recovery system

6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

7a YES [ ] NO [X]

8a IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	480,000	210,000
7b	TOTAL RECEIPTS	480,000	210,000
8b	APPROPRIATION		
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

To comply with both internal control requirements put forth by the Office of State Controller and by Information Technology Services (ITS), we must provide for our mission-critical applications a backup hot-site for disaster recovery purposes.

This project applies equally to our enterprise server appications as well as the normal client server applications.

No increase in personnel is required.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. 1 of 3

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235 MEASURE NAME: Mainframe CPU execution hours	E N	Continuation	823	850	880	910	925	940	955
14			Expansion			20	50	60	70	80
15			Revised			900	960	985	1010	1035
	MEASURE ID: MEASURE NAME: Programming hours charged	E N	Continuation	14,900	17,188	18,000	18,500	19,000	19,000	19,000
			Expansion			1,500	4,500	6,000	6,000	6,000
			Revised			19,500	23,000	25,000	25,000	25,000
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 1 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*
REQUIREMENTS:

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 2821	Computer Services			100,000				
	53 2140	Systems Implentations/Integration Serv			180,000	180,000			
	53 2715	Trans-Ground-Out-of State			15,000	15,000			
	53 2725	Meals-Out-of-State			15,000	15,000			
	53 4522	Computer Equipment			170,000				
	53 2440	DP Equipment Maint							
	53 2441	DP Software Maint							
17		**Requirements**		1,342,809	480,000	210,000	210,000	210,000	210,000
18		**Number of F.T.E.***	0.00	12.00	0.00	0.00	0.00	0.00	0.00
	RECEIPTS:								
19	53 8322	Sales and Service- DP			480,000	210,000			
20		**Receipts**		1,342,809	480,000	210,000	210,000	210,000	210,000
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 1 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23			0.000	0.000	$0	$0	$0
24		Total#	0.000	0.000		$0	$0

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#*Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.*

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29	Type of Space:								
30	Additional Square Footage Required								
31	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No. 2 of 3

2 BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:
3 FUND NUMBER: 7110 FUND TITLE: IT Administration ORG ID #:
4 PROGRAM NUMBER: COC NUMBER:
5 TITLE OF REQUEST: Increase Support Levels
6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?
7a YES [ ] NO [X]
8a IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	42,400	42,400
7b	TOTAL RECEIPTS	42,400	42,400
8b	APPROPRIATION	0	0
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

The proposed increases in the Information Technology operations of the Department of State Treasurer are to provide the level of service required to maintain the operations of each Division of the Department at the level of maximum efficiency. In addition, many of the application systems need to be modernized. Some of these have already been funded by the General Assembly. All new and updated projects will conform to the requirements of the IRMC. The three initiatives are:

1) Additional staff required by past approvals.
2) A disaster recovery system.
3)Update the application databases to a relational database.

All expenditures are funded from receipts of the user divisions.

Fund 7110 includes general expenses which because of there nature are not allocated in the accounting system.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

For online access:
http://www.osbm.state.nc.us/instructions/

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*			Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235 MEASURE NAME: Mainframe CPU execution hours	E	N	Continuation	823	850	880	910	925	940	955
14				Expansion			20	50	60	70	80
15				Revised			900	960	985	1010	1035
	MEASURE ID: MEASURE NAME: Programming hours charged	E	N	Continuation	14,900	17,188	18,000	1,850	19,000	19,000	19,000
				Expansion			1,500	4,500	6,000	6,000	6,000
				Revised			19,500	6,350	25,000	25,000	25,000
	MEASURE ID: MEASURE NAME:	E	N	Continuation							
				Expansion							
				Revised							
	MEASURE ID: MEASURE NAME:	E	N	Continuation							
				Expansion							
				Revised							
	MEASURE ID: MEASURE NAME:	E	N	Continuation							
				Expansion							
				Revised							
	MEASURE ID: MEASURE NAME:	E	N	Continuation							
				Expansion							
				Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 2 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

FUND 7110 - IT Administration

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 1212	Rent- Building			20,400	20,400			
	53 2811	Telephone Expense			16,000	16,000			
	53 3110	General Office Supplies			6,000	6,000			
17		**Requirements**		330,751	42,400	42,400	42,400	42,400	42,400
18		**Number of F.T.E.***	0.00	1.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

19	53 8322	Sales and Service-DP			42,400	42,400			
20		**Receipts**		330,751	42,400	42,400	42,400	42,400	42,400
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 2 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23			0.000	0.000	$0	$0	$0
24		Total#	0.000	0.000		$0	$0

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29 Type of Space:								
30 Additional Square Footage Required								
31 Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No. 2 of 3

BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

FUND NUMBER: 7210 FUND TITLE: Application Development ORG ID #:

PROGRAM NUMBER: COC NUMBER:

TITLE OF REQUEST: Increase Support Levels

6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

7a YES [ ] NO [X]

8a IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	227,518	293,853
7b	TOTAL RECEIPTS	227,518	293,853
8b	APPROPRIATION	0	0
9b	TOTAL POSITIONS	5.00	5.00

NARRATIVE:

The proposed increases in the Information Technology operations of the Department of State Treasurer are to provide the level of service required to maintain the operations of each Division of the Department at the level of maximum efficiency. In addition, many of the application systems need to be modernized. Some of these have already been funded by the General Assembly. All new and updated projects will conform to the requirements of th IRMC. The three initiatives are:

1) Additional staff required by past approvals.
2) A disaster recovery system.
3)Update the application databases to a relational database.

All expenditures are funded from receipts of the user divisions.

Fund 7210 includes salaries and other costs associated with teh design, developement and maintenance of electronic applications.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. 2 of 3

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235 MEASURE NAME: Mainframe CPU execution hours	**E** N	Continuation	823	850	880	910	925	940	955
14			Expansion			20	50	60	70	80
15			Revised			900	960	985	1010	1035
	MEASURE ID: MEASURE NAME: Programming hours charged	E **N**	Continuation	14,900	17,188	18,000	1,850	19,000	19,000	19,000
			Expansion			1,500	4,500	6,000	6,000	6,000
			Revised			19,500	6,350	25,000	25,000	25,000
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 2 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

FUND 7210 - Application Development

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 1212	SPA Salaries- Rec			167,186	222,914			
	53 1512	Social Security Contributions-Rec			12,790	17,053			
	53 1522	Reg. Retirement Contributions-Rec			13,392	17,856			
	53 1562	Medical Ins Contributions-Rec			9,400	11,280			
	53 2942	Training -Non Taxable			24,750	24,750			
17		**Requirements**		1,117,069	227,518	293,853	293,853	293,853	293,853
18		**Number of F.T.E.***	0.00	14.00	5.00	5.00	5.00	5.00	5.00
	RECEIPTS:								
19	53 8319	Sales and Service-DP			227,518	293,853			
20		**Receipts**		1,117,069	227,518	293,853	293,853	293,853	293,853
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 2 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*
FUND 7210 - Application Development

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23	68	Computer Technical Writer 10/1/01	1.000	1.000	$28,729	$21,547	$28,729
	78	Applications Analyst Programmer II 10/1/01	2.000	2.000	$49,420	$74,130	$98,840
	81	Application Dev Proj Sup 10/1/01	1.000	1.000	$54,134	$49,601	$54,134
	74	Applications Programmer II 10/01/01	1.000	1.000	$41,211	$30,908	$41,211
24		Total#	5.000	5.000	[redacted]	$176,186	$222,914

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29 Type of Space:								
30 Additional Square Footage Required								
31 Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No. 2 of 3

BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

FUND NUMBER: 7310 FUND TITLE: Computer Operations ORG ID #:

PROGRAM NUMBER: COC NUMBER:

TITLE OF REQUEST: Increase Support Levels

STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

YES [ ] NO [X]

IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	180,789	197,217
7b	TOTAL RECEIPTS	180,789	197,217
8b	APPROPRIATION	0	0
9b	TOTAL POSITIONS	2.00	2.00

NARRATIVE:

The proposed increases in the Information Technology operations of the Department of State Treasurer are to provide the level of service required to maintain the operations of each Division of the Department at the level of maximum efficiency. In addition, many of the application systems need to be modernized. Some of these have already been funded by the General Assembly. All new and updated projects will conform to the requirements of th IRMC. The three initiatives are:

1) Additional staff required by past approvals.
2) A disaster recovery system.
3)Update the application databases to a relational database.

All expenditures are funded from receipts of the user divisions.

Fund 7310 includes salaries and other costs associated with the operation of the enterprise server.

Objective:

Does this request require additional resources from another agency [ ] Yes [X] No

Name the agency and the funds required: _____ Agency

Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. 2 of 3

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235	E N	Continuation	823	850	880	910	925	940	955
14	MEASURE NAME: Mainframe CPU execution hours		Expansion			20	50	60	70	80
15			Revised			900	960	985	1010	1035
	MEASURE ID:	E N	Continuation	14,900	17,188	18,000	1,850	19,000	19,000	19,000
	MEASURE NAME: Programming hours charged		Expansion			1,500	4,500	6,000	6,000	6,000
			Revised			19,500	6,350	25,000	25,000	25,000
	MEASURE ID:	E N	Continuation							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E N	Continuation							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E N	Continuation							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E N	Continuation							
	MEASURE NAME:		Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 2 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

FUND 7310 - Computer Operations

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 1212	SPA Salaries-Rec			40,661	54,214			
	53 1512	Social Security Contributions- Rec			3,111	4,148			
	53 1522	Reg Retirement Cont.- Rec			3,257	4,343			
	53 1562	Med Ins Contributions - Rec			3,760	4,512			
	53 2440	DP Equipment Maint			40,000	40,000			
	53 2441	DP Software Equipment Maint			90,000	90,000			
17		**Requirements**		1,342,809	180,789	197,217	197,217	197,217	197,217
18		**Number of F.T.E.***	0.00	12.00	2.00	2.00	2.00	2.00	2.00

RECEIPTS:

19	53 8322	Sales and Service- DP			180,789	197,217			
20		**Receipts**		1,342,809	180,789	197,217	197,217	197,217	197,217
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 2 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*
FUND 7310 - Computer Operations

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23	68	Computer Operator Sr	2.000	2.000	$27,107	$40,661	$54,214
24		Total#	2.000	2.000		$40,661	$54,214

*** Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT:
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

	Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29 Type of Space:								
30 Additional Square Footage Required								
31 Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

Priority No. 2 of 3

BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

FUND NUMBER: Various FUND TITLE: Various ORG ID #:

PROGRAM NUMBER: COC NUMBER:

TITLE OF REQUEST: Increase Support Levels

STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

YES [ ] NO [X]

IF YES, ATTACH A COPY OF THE DRAFT.

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	817,054	867,625
7b	TOTAL RECEIPTS	817,054	867,625
8b	APPROPRIATION		
9b	TOTAL POSITIONS	10.00	10.00

NARRATIVE:

The proposed increases in the Information Technology operations of the Department of State Treasurer are to provide the level of service required to maintain the operations of each Division of the Department at the level of maximum efficiency. In addition, many of the application systems need to be modernized. Some of these have already been funded by the General Assembly. All new and updated projects will conform to the requirements of th IRMC. The three initiatives are:

1) Additional staff required by past approvals.
2) A disaster recovery system.
3)Update the application databases to a relational database.

All expenditures are funded from receipts of the user divisions.

The funds included in this request are Fund 7110, IT Administration; Fund 7210, Application Development; Fund 7310 Computer Operations; and Fund 7420, LAN/WEB Infrastructure.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. 2 of 3

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235	E	N	823	850	880	910	925	940	955
14	MEASURE NAME: Mainframe CPU execution hours		Expansion			20	50	60	70	80
15			Revised			900	960	985	1010	1035
	MEASURE ID:	E	N	14,900	17,188	18,000	18,500	19,000	19,000	19,000
	MEASURE NAME: Programming hours charged		Expansion			1,500	4,500	6,000	6,000	6,000
			Revised			19,500	23,000	25,000	25,000	25,000
	MEASURE ID:	E	N							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E	N							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E	N							
	MEASURE NAME:		Expansion							
			Revised							
	MEASURE ID:	E	N							
	MEASURE NAME:		Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 2 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

Fund 7420 - LAN/WEB Infrastructure

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 1212	SPA Salaries - Rec			95,086	126,782			
	53 1512	Social Security Contr.- Rec			7,275	9,699			
	53 1522	Reg. Retirement Contributions- Rec			7,617	10,156			
	53 1562	Med Ins Contributions - Rec			5,619	6,768			
	53 2440	DP Equipment Maint			40,000	40,000			
	53 2441	DP Software Maint			90,000	90,000			
	53 2942	Training- Non Taxable			24,750	24,750			
	53 3120	DP Supplies			6,000	6,000			
	53 4511	Office Equipment			40,000	10,000			
	53 4522	DP Equipment			50,000	10,000			
17		**Requirements**		1,240,954	366,347	334,155	327,387	327,387	327,387
18		**Number of F.T.E.***	0.00	5.00	3.00	3.00	3.00	3.00	3.00
	RECEIPTS:								
19	53 8322	Sales and Service - DP			366,347	334,155			
20		**Receipts**		1,240,954	366,347	334,155	327,387	327,387	327,387
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 2 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*
Fund 7420 - LAN/WEB Infrastructure

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23	70	Computing Consultant I	1.000	1.000	$34,755	$26,066	$34,755
	72	Computing Consultant II	1.000	1.000	$37,892	$28,419	$37,892
	79	System Programmer II	1.000	1.000	$54,135	$40,601	$54,135
24		Total#	3.000	3.000		$95,086	$126,782

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29	Type of Space:								
30	Additional Square Footage Required								
31	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

WORKSHEET II EXPANSION BUDGET REQUEST

1 Priority No. 3 of 3

2 BUDGET CODE: 73410 DEPARTMENT: State Treasurer DIVISION/ INSTITUTION:

3 FUND NUMBER: 7310 FUND TITLE: Computer Operations ORG ID #:

4 PROGRAM NUMBER: COC NUMBER:

5 TITLE OF REQUEST: Upgrade IMS to UDB

6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

7a YES [ ] NO [X]

8a IF YES, ATTACH A COPY OF THE DRAFT.

9a

10

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	863,500	126,000
7b	TOTAL RECEIPTS	863,500	126,000
8b	APPROPRIATION		
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

This project will upgrade the IMS database currently running on the enterprise server to Universal Database (UDB) , a Relational Database Management System (RDBMS). This project is in the Strategic Plan to :

1. Reduce the need for employees with multiple skills to manage multiple databases;

2. Increase access to the databases in accordance with the State's Technical Architecture.

No increase in personnel is required.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. 3 of 3

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: 1235 MEASURE NAME: Mainframe CPU execution hours	E N	Continuation	823	850	880	910	925	940	955
14			Expansion			20	50	60	70	80
15			Revised			900	960	985	1010	1035
	MEASURE ID: MEASURE NAME: Programming hours charged	E N	Continuation	14,900	17,188	18,000	18,500	19,000	19,000	19,000
			Expansion			1,500	4,500	6,000	6,000	6,000
			Revised			19,500	23,000	25,000	25,000	25,000
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. 3 of 3

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 2440	DP Equipment Maint			500	2,000			
	53 2441	DP Software Maint			31,000	124,000			
	53 2821	Computer Services			188,000				
	53 2942	Training- Non Taxable			100,000				
	53 4522	Computer Equipment			49,500				
	53 4710	Computer Software			494,500				
17		**Requirements**		1,342,809	863,500	126,000	126,000	126,000	126,000
18		**Number of F.T.E.***	0.00	12.00	0.00	0.00	0.00	0.00	0.00
	RECEIPTS:								
19	53 8322	Sales and Service- DP			863,500	126,000			
20		**Receipts**		1,342,809	863,500	126,000	126,000	126,000	126,000
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. 3 of 3

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23			0.000	0.000	$0	$0	$0
24		Total#	0.000	0.000		$0	$0

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)
28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29	Type of Space:								
30	Additional Square Footage Required								
31	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:
32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOL YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

For assistanc[redacted]n OSBM analyst.

Section 6
Attachment 1
(Due 9/29/00)

SUMMARY LIST OF EXPANSION REQUESTS

1 **Agency:** State Treasurer- Line of Duty Death Benefit

	Priority Number	Program Description (Concise Sentences)		Requested 2001-02	Requested 2002-03
2					
3	1	To increase funding, due to the unusual high volume of cases, of the Line of Duty Death Benefits (G.S. 143, Art. 12 A) paid to the heir(s) of each eligible person killed in the line of duty. If this request for funding is not approved this program may soon be operating in a deficit.	Requirements	$ 85,000	$ 85,000
4a			Receipts		
4b			Federal		
4c			Local		$
5			Other		
6			Appropriation	$ 85,000	85,000
			No. of Positions		
7			Total Requirements	$ 85,000	$ 85,000
8a			Total Receipts		
8b			Federal		
8c			Local		$
9			Other		
10			Total Appropriation	$ 85,000	85,000
			Total No. of Positions		

Submit 5 copies on 8 1/2 x 11-inch green paper.

For online access:
http://www.osbm.state.nc.us/instructions/

1 **WORKSHEET II EXPANSION BUDGET REQUEST**

2 BUDGET CODE 13412 DEPARTMENT: State Treasurer Priority No. 1 of 1

3 FUND NUMBER: 1432 FUND TITLE: Line of Duty Death Benefits DIVISION/ INSTITUTION:

4 PROGRAM NUMBER: COC NUMBER: ORG ID #:

5 TITLE OF REQUEST: Increase funding for Line of Duty Death Benefits

6a STATUTORY CHANGES/SPECIAL PROVISIONS REQUIRED TO IMPLEMENT?

7a YES [ ] NO [X]

8a IF YES, ATTACH A COPY OF THE DRAFT.

9a

10

		2001-02	2002-03
6b	TOTAL REQUIREMENTS	85,000	85,000
7b	TOTAL RECEIPTS		
8b	APPROPRIATION	85,000	85,000
9b	TOTAL POSITIONS	0.00	0.00

NARRATIVE:

The Line of Duty Benefits (G.S. 143, Article 12A) sets aside $25,000, to be paid to the heir(s), of each elibigle person killed in the line of duty. This money is paid $10,000 the first year and $5,000 each subsequent year. The accrued balances are carried over from year to year until the entire $25,000 balance is paid. The remaining balances to be paid of all death benefits at June 30, 2000 was $225,000. However, we were only able to carryforward $85,000 to the 2000-01 fiscal year, giving us a deficit of $140,000. In the last fiscal year alone, we received seven new cases and we know of one new case already this year. If last fiscal year is any indicator we will soon be in a deficit situation in this program. The annual appropriation for this program is only $190,000. We are requesting an increase of $85,000 for the 2001-03 bienium so that this program can continue to serve the families of North Carolina citizens killed in the line of duty for years to come.

Objective:

11 Does this request require additional resources from another agency [ ] Yes [X] No

12 Name the agency and the funds required: _____ Agency Funds Requested: _____ 2001-2002 _____ 2002-2003

Priority No. _____ of _____

MEASURES: G.S. 143-3.5

	Measure ID and Name:	Existing/ New*		Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
13	MEASURE ID: MEASURE NAME:	E N	Continuation							
14			Expansion							
15			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							
	MEASURE ID: MEASURE NAME:	E N	Continuation							
			Expansion							
			Revised							

Note: Attach a graphic if necessary to explain the change in measures.

* Indicate if this is a New (N) or Existing Measure (E).

Priority No. _____ of _____

BUDGET: G.S. 143-3.5 *Detail of budget is to be provided at the NCAS Agency Management Report detail level.*

REQUIREMENTS:

	ACCOUNT NO.	ACCOUNT TITLE	Actual 1999-00	Authorized 2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
16	53 5222	Dis Claim- Death Benefits			85,000	85,000			
17		**Requirements**	335,000	335,000	85,000	85,000	85,000	85,000	85,000
18		**Number of F.T.E.***	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS:

19									
20		**Receipts**			0	0	0	0	0
21		**APPROPRIATION**							
22		**CHANGE IN CASH BALANCE**							

* *Complete Detail information for total positions requested on the following page.*

Priority No. _____ of _____

POSITIONS REQUESTED: *Detail of the positions included in this expansion request.*

	GRADE	CLASSIFICATION/EFFECTIVE DATE:	2001-02 F.T.E	2002-03 F.T.E	Annual Salary**	2001-02 Budgeted Salary	2002-03 Budgeted Salary
23			0.000	0.000	$0	$0	$0
24		Total#	0.000	0.000		$0	$0

** *Minimum level salary for the classification requested unless otherwise justified in the Narrative section above.*
#Total F.T.E's equal the number of total F.T.E.'s shown on Page 3, Line 16 of this request.

25 DOES THIS EXPANSION REQUEST RELATE TO A CAPITAL IMPROVEMENT PROJECT? YES [ ] NO [X]
26 IF YES, TITLE OF C.I. PROJECT: _____
27 C.I. BUDGET CODE: _____ ITEM NUMBER: _____ PROJECTED COMPLETION DATE: _____

SPACE REQUIREMENTS: G.S. 120-36.7 (c)

28 DOES THIS REQUEST REQUIRE ADDITIONAL SPACE? YES [ ] NO [X] IF YES, COMPLETE THE FOLLOWING:

		Office	Storage	Other	2000-01	2001-02	2002-03	2003-04	2004-05
29	Type of Space:								
30	Additional Square Footage Required								
31	Estimated Cost of Space Requirements								

MOTOR POOL REQUIREMENTS:

32 DOES THIS REQUEST REQUIRE ADDITIONAL VEHICLES FROM THE STATE MOTOR POOI YES [ ] NO [X]
33 IF YES, HOW MANY? [ ]

Submit 5 copies on 8 1/2 x 11-inch green paper.

Attachment 2

Department of State Treasurer
Span of Control
January 6, 2001

	Span	Number
Office of State Treasurer	1 to 7	1
Administrative Services Division	1 to 1	3
	1 to 2	1
	1 to 3	5
	1 to 4	4
	1 to 6	2
	1 to 8	2
	1 to 10	2
Investment and Banking Division	1 to 3	3
	1 to 4	2
	1 to 5	1
	1 to 6	1
	1 to 7	1
State and Local Government Finance Division	1 to 2	1
	1 to 4	1
	1 to 7	2
	1 to 16	1
Retirement Systems Division	1 to 2	1
	1 to 3	3
	1 to 17	1
	1 to 18	2
	1 to 27	1
	1 to 39	1

Average: 1 to 6.95
Mode: 1 to 4

Dpartment [redacted]e Treasurer
General Fund Operations
2000 IT Projects

		Amount Funded	Amount Paid Out	Amount Eliminated	Amount Carried Forward	
One-time projects in Budget Code 13410 funded in the 2000 Session of the General Assembly						
Projects in State Treasurer's Computer Center specifically funded by Appropriation Bill						
1.a.	VSE to OS390 Operating System Upgrade	2,500,000	2,500,000		0	In progress; target completion date:11/2001
b.	Buyout existing hardware leases	487,000	487,000		0	Completed
c.	Upgrade computer room and cluster servers	415,000	415,000		0	Completed
	Total transfers to State Treasure's Computer Center	3,402,000	3,402,000	0	0	
Projects specifically funded in the user fund						
	1410--Retirement Operations					
2	Replace legacy payroll system	2,000,000			2,000,000	Statement of Work in progress
	1210--Investment and Banking					
3.a.	Purchase new core banking system to replace the old legacy system	5,000,000			5,000,000	Statement of Work in Progress
b.	Purchase new Trust Accounting System	500,000		500,000	0	Out sourced to Custodian
4	Equipment for new personnel	48,000	48,000		0	Completed
Total one-time funding		10,950,000	3,450,000	500,000	7,000,000	

Attachment 3

NORTH CAROLINA

DEPARTMENT OF CULTURAL RESOURCES

Lisbeth C. Evans
Secretary

LEGISLATIVE OVERVIEW
for
GENERAL GOVERNMENT JOINT APPROPRIATIONS SUBCOMMITTEE

April, 2001

NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

LEGISLATIVE OVERVIEW

Table of Contents

Department of Cultural Resources
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- Mission Statements/Summary Descriptions of the Department's Divisions
- History of the Department
- Organizational Chart

Fund # 1110 Office of the Secretary

Fund # 1120 Administrative Services

Fund # 1210 through 1290 Division of Archives and History

Fund # 1320 North Carolina Museum of Art

Fund # 1330 North Carolina Arts Council

Fund # 1340 The North Carolina Symphony

Fund # 1410 and 1480 The State Library of North Carolina

Fund # 1500 North Carolina Museum of History

Fund # 2584 Roanoke Island Commission

First Flight Centennial Commission

Supplemental Information

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DEPARTMENT OF CULTURAL RESOURCES

BUDGET SUMMARY

Fund		2001-2002 Recommended Appropriation	2002-2003 Recommended Appropriation	Number of Positions
	Administration			
1110	Office of the Secretary	$ 1,273,651	$ 1,273,651	21.25
1120	Administrative Services	$ 1,148,339	$ 1,148,339	17.00
	Division of Archives and History			
1210	Director's Office	$ 1,741,544	$ 1,741,544	22.00
1220	Historical Publications	$ 753,028	$ 753,028	14.50
1230	Archives and Records	$ 3,272,429	$ 3,272,429	77.30
1241	State Historic Sites	$ 7,029,739	$ 7,029,739	142.00
1242	Tryon Palace	$ 1,780,065	$ 1,780,065	57.00
1243	State Capitol / Visitor Center	$ 484,922	$ 484,922	11.00
1245	N.C. Maritime Museum	$ 1,091,375	$ 1,091,375	20.00
1250	State Historic Preservation Office	$ 1,502,635	$ 1,502,635	45.50
1290	Western Office	$ 344,555	$ 344,555	6.00
1320	N.C. Museum of Art	$ 3,837,208	$ 3,837,208	92.01
1330	N.C. Arts Council	$ 6,240,187	$ 6,240,187	24.24
1340	N.C. Symphony	$ 345,236	$ 345,236	9.00
1360	Grants in Aid to Arts	$ 2,123,252	$ 2,123,252	0.00
	State Library of N.C.			
1410	State Library Services	$ 4,646,804	$ 4,646,804	92.00
1480	Statewide Programs and Grants	$ 16,784,753	$ 16,784,753	0.00
1500	N.C. Museum of History	$ 5,287,796	$ 5,287,796	118.00
1992	Continuation Reserves	$ 340,178	$ 340,178	0.00
	Subtotal	$ 60,027,696	$ 60,027,696	768.80
2584	Roanoke Island Commission	$ 1,878,245	$ 1,878,245	32.00
	Grand Total	$ 61,905,941	$ 61,905,941	800.80

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Notes on the Budget

North Carolina Department of Cultural Resources

	1995-96		1996-97		1997-98	
Certified Appropriation	$ 55,237,705		$ 49,379,190		$ 63,698,428	
Less: Appropriated Pass-through Grants	$ (27,768,527)	50%	$ (20,731,527)	42%	$ (29,505,527)	46%
Adjusted Appropriation	$ 27,469,178		$ 28,647,663		$ 34,192,901	

	1998-99		1999-00		2000-01	
Certified Appropriation	$ 71,389,249		$ 69,888,077		$ 61,289,606	
Less: Appropriated Pass-through Grants	$ (36,431,077)	51%	$ (35,183,550)	50%	$ (25,183,550)	41%
Adjusted Appropriation	$ 34,958,172		$ 34,704,527		$ 36,106,056	

* For the six fiscal years listed above, budget cuts in State Appropriations amounted to $11,514,038
* For the six fiscal years listed above, position cuts amounted to 40.75

Division of Archives and History:

Virtually out of space, the Archives and Records Section desperately needs a new state records center to meet its legislatively mandated responsibilities to manage the state's records. In addition, funds are needed for e-government initiatives (digitization of state records), and to continue excavation of the probable Queen Anne's Revenge (Blackbeard's flagship). The division has lost over 40 positions during the 1990's through various budget cuts.

North Carolina Museum of Art:

For 2000-2001, 89.9%, or $3,627,199 of the Museum of Art's budget consists of personnel related costs. 8.8%, or $355,701 covers basic operating expenses such as telephone, supplies, and insurance. Only 1.3%, or $51,511 directly supports museum programming.

North Carolina Arts Council:

Since 1994, the Arts Council has cut 4.5 Federal positions, equalling $120,000 in salaries and fringes. This is a 16% reduction in Arts Council staff, to 24.25 positions.

North Carolina Symphony:

In the early 1980's, State funding was approximately 70% of the operating budget, with 30% coming from the private sector. Now, these percentages have reversed. State funding is now only 29% of its budget, with private sector funding at 71%.

State Library:

Since 1990, the State Library's budget to support direct service to customers has been reduced by over $1 million (a 20% reduction). This includes $600,000 and 6 positions in State funds and $500,000 and 6 positions in Federal funds. These funds also covered basic operations, library materials, books, and equipment.

North Carolina Museum of History:

In 2000 the Museum had its first personnel study in twenty-six years (1974). Funding does not exist to implement any part of the study.

Budgets Approved by the North Carolina General Assembly for the N.C. Department of Cultural Resources

	FY 1995-1996	FY 1996-1997	FY 1997-1998	FY 1998-1999	FY 1999-2000	FY 2000-2001
Certified Continuation Budget	$ 44,125,706	$ 44,734,948	$ 52,690,328	$ 52,541,986	$ 58,594,234	$ 59,148,443
Expansion Budget	$ 11,111,999	$ 4,644,242	$ 12,589,344	$ 20,659,844	$ 13,120,000	$ 3,967,320
Total State Appropriation	$ 55,237,705	$ 49,379,190	$ 65,279,672	$ 73,201,830	$ 71,714,234	$ 63,115,763
Receipts (Including Federal)	$ 6,759,360	$ 6,670,271	$ 5,770,739	$ 5,342,324	$ 6,904,346	$ 6,821,152
Total Operating Budget	$ 61,997,065	$ 56,049,461	$ 71,050,411	$ 78,544,154	$ 78,618,580	$ 69,936,915
Capital Improvement Budget	$ 8,100,000	$ 250,000	$ 6,908,945	$ 9,400,000	$ 1,000,000	$ -
Repair & Renovation (R&R) Funds	$ 7,687,645	$ 9,710,900	$ 7,777,155	$ 11,160,610	$ 1,514,687	$ 3,808,677
Grand Total for Operating, Capital and R&R Funds	$ 77,784,710	$ 66,010,361	$ 85,736,511	$ 99,104,764	$ 81,133,267	$ 73,745,592

Note: In FY 1999-2000, **$5,186,704** in Capital Improvement funds were transferred to the Hurricane Floyd disaster relief fund.
Note: In FY 2000-2001, **$6,707,443** in R&R funds were transferred to the Budget Shortfall escrow account.

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DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
General Fund 14800				
Total Requirements	$ 81,162,720	$ 68,195,770	$ 68,195,770	$ 68,195,770
Receipts	$ 10,554,957	$ 7,355,074	$ 7,355,074	$ 7,355,074
General Fund Appropriation	$ 70,607,763	$ 60,840,696	$ 60,840,696	$ 60,840,696
Less: Recommended Reductions	$ -	$ -	$ (813,000)	$ (813,000)
Adjusted General Fund Appropriation	$ 70,607,763	$ 60,840,696	$ 60,027,696	$ 60,027,696

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DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET (Page 2)

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Roanoke Island Commission - General Fund 14802				
Total Requirements	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Less: Recommended Reductions	$ -	$ -	$ (29,000)	$ (29,000)
Adjusted General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,878,245	$ 1,878,245

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DEPARTMENT OF CULTURAL RESOURCES

CONTINUATION BUDGET (Page 3)

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Enterprise Fund 54800				
Total Requirements	$ 101,802	$ 87,023	$ 87,023	$ 87,023
Receipts	$ 104,942	$ 87,023	$ 87,023	$ 87,023
Increase (Decrease) in Cash Balance	$ 3,140	$ -	$ -	$ -
Beginning Cash Balance	$ 46,419	$ 49,559	$ 49,559	$ 49,559
Ending Cash Balance	$ 49,559	$ 49,559	$ 49,559	$ 49,559

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DEPARTMENT OF CULTURAL RESOURCES

More information about the Department of Cultural Resources is available on the Internet at the Department's Home Page on the World Wide Web. The address is: http://web.dcr.state.nc.us

Mission Statement

The mission of the Department of Cultural Resources is to enrich the cultural, educational and economic well-being of citizens and visitors to North Carolina through the preservation, development, presentation, promotion and dissemination of artistic, historical and information resources. (G.S. 121-1-42; G.S. 125-1-19; G.S. 140-5.3-15; G.S. 140-1-6; G.S. 143B-49-133.1).

The mission statements and summary descriptions of the department's divisions follow:

Division of Archives and History: To collect, preserve, and utilize the state's historic resources so that present and future residents may better understand their history. The division safeguards the documentary and material evidence of past generations for the education of all citizens and the protection of their democratic rights.

The Division of Archives and History is responsible for researching, preserving and maintaining a record of North Carolina's rich cultural heritage. The division consists of seven sections: State Historic Sites, Archives and Records, Historical Publications, Archaeology and Historic Preservation, State Capitol, and Tryon Palace Historic Sites and Gardens and the Maritime Museum. The Director's Office also oversees operation of divisional computing, Stagville Center, the Western Office, the First Flight Centennial Commission, the Federation of N.C. Historical Societies and the N.C. Literary and Historical Association.

The Division's Internet address is: www.ah.dcr.state.nc.us.

North Carolina Museum of Art: To acquire, preserve, and exhibit works of art for the education and enjoyment of the people of the state, and to conduct programs of education, research and publication designed to encourage an interest in and an appreciation for art on the part of the people of the state". (G.S. 140-5.12, enacted by the General Assembly April 3, 1947)

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In addition, the Board of Trustees of the North Carolina Museum of Art adopted the following additional language in 1995 as a means to amplify the institution's mission:

"The North Carolina Museum of Art will be an active partner with arts and educational organizations that seek to advance knowledge about the visual arts and the creative process, and with economic development sectors of the state and its communities. The Museum is committed to serving people of diverse cultural backgrounds and of all ages with innovative programs of high quality, and to extending awareness of the collections of the Museum to the people of the state. The North Carolina Museum of Art acknowledges the ownership of its collections and facilities by all the people of North Carolina."—Board of Trustees Resolution adopted March 15, 1995

The North Carolina Museum of Art houses permanent displays of the state's art collections, plus changing exhibitions. The Museum's holdings represent over 5,000 years of human achievement and creativity. Collections of Renaissance and Baroque, English 18th century and American 19th century art are internationally recognized for their excellence.

NCMA is the premier institution of its type in the southeastern United States. The Museum of Art regularly receives national and international recognition for its collections, acquisitions, and programs. It has become a major tourist attraction, which draws many visitors from within the state and from beyond its borders each year. The hugely successful exhibition of the works of sculptor Auguste Rodin in the summer of 2000 drew over 300,000 visitors from around the nation. According to an economic impact study prepared by UNC-Chapel Hill, the Rodin exhibition contributed over $50 million in direct economic impact to the state. The Museum makes strong contributions to education and the state's cultural environment, further promoting the economy of North Carolina by helping to attract business and industry to locate and expand here.

In addition to exhibitions, the Museum's programs include films, lectures, concerts, workshops and classes for adults and children. Outreach programs are conducted across the state. The Museum features an outdoor performing arts facility and cinema, a gift shop, and a restaurant. The North Carolina Museum of Art actively employs technology to provide additional access to the Museum's collections. In the Museum, our interactive learning center, the Collection Connection provides computer access to digital images, information, and educational games based on the collection. The Museum's website (ncartmuseum.org) is currently averaging over 10,000 visits per week.

The Museum's Internet address is: www.ncartmuseum.org

North Carolina Arts Council: To enrich the cultural life of the state by nurturing and supporting excellence in the arts and by providing opportunities for every North Carolinian to experience the arts.

The North Carolina Arts Council provides grants, technical assistance, information, and a variety of services to non-profit organizations and individuals. The Grassroots Arts Program provides funds for local arts activities in every county on a per capita basis. Other grants support dance, music, theater, touring and presenting, folklife, literature and the public media, visual arts, and public art and community design. Fellowships and residencies are offered to professional artists and folk heritage awards to the state's finest folk artists. Arts education programs are offered in pre-K through 12th grade as well as after-school settings. Nearly 8.5 million people participated in Arts Council-funded projects in FY 98-99

The Arts Council's Internet address is: www.ncarts.org

North Carolina Symphony: The mission of the North Carolina Symphony is to present an orchestra of the highest artistic standard that enriches, entertains, and educates diverse audiences in a variety of settings and represents North Carolina as a leader in performance and music education.

The North Carolina Symphony, a major professional orchestra founded in 1932, performs approximately 175 adult and children's concerts each year, taking music to a wide range of communities across the state. In 1943, the symphony became the first state orchestra in the country to receive a state grant for ongoing support, and it has continued to receive the state aid for 57 years. The orchestra has one of the most extensive educational programs in the country, performing about 60 educational concerts a year as a part of the state's music curriculum for school children and sponsoring several youth competitions and a string internship program. **The N.C. Symphony Society raises approximately 71% of the symphony's annual operating budget,** while the N.C. Symphony Foundation holds the permanent endowment.

The Symphony's Internet address is: www.ncsymphony.org

State Library of North Carolina: The State Library of North Carolina focuses its services to the people of the state in three ways:

1. by working in partnership with local communities to develop and extend public library services statewide;
2. by coordinating efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and
3. by providing direct library services to a constituency that includes government officials, business people, and the general public, as well as services offered through the Library for the Blind and Physically Handicapped.

The State Library of North Carolina has a long, rich history that began with its founding in 1812, the appointment of the first full-time State Library in 1843, the establishment of the North Carolina Library Commission in 1909, and the merger of the commission and the State Library into a single agency in 1955. Today, the State Library serves North Carolinians statewide by working in partnership with local communities to develop and extend public library services; by developing the North Carolina Library and Information Network to coordinate efforts among all types of libraries to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and by providing direct library services to a constituency that includes government officials, business people, and the general public, as well as services offered through the Library for the Blind and Physically Handicapped. The State Library administers the State Aid to Public Libraries Fund which will distribute $16.9 million in fiscal year 1998-99 through formula grants to public libraries serving all 100 counties as well as the federal Library Services and Technology Act.

The State Library's Internet address is: http://statelibrary.dcr.state.nc.us/ncslhome.htm

North Carolina Museum of History: To promote the understanding of the history and material culture of North Carolina for the educational benefit of North Carolinians. Through collections and historical interpretation, its museums encourage citizens and visitors to explore and understand the past; to reflect on their own lives and their place in history; and preserve state, regional, and local history for future generations.

The North Carolina Museum of History promotes understanding of the history and material culture of North Carolina for citizens, school children and visitors in all one hundred counties. Three regional branches extend the museum's services: the Museum of the Albemarle in Elizabeth City, the Museum of the Cape Fear in Fayetteville, and the Mountain Gateway Museum in Old Fort. The museum develops, produces and maintains over 61,000 square feet of long and short term exhibits with interpretive programs, special events and publications for 350,000 visitors annually; it provides outreach to schools and community groups through programs such as the Tar Heel Junior Historians, a North Carolina Information Highway site and an Internet home page; and it serves other museums and historical organizations throughout the state through consultations and professional services. The museum's activities provide access to collections numbering over 300,000 artifacts representing all aspects of North Carolina history. Its support group, the North Carolina Museum of History Associates (numbering some 15,000), is the largest state history museum support group in the United States.

The Museum's Internet address is: http://nchistory.dcr.state.nc.us

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The Office of the Secretary performs planning/policy development activities for the department and assures that departmental programs serve the people of North Carolina. The Office of the Secretary directs the North Carolina Awards program, instituted in 1961 by the N.C. General Assembly. The North Carolina Awards is the highest honor the state can bestow, which recognizes notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts and public leadership. The four units under the Office of the Secretary are: Administrative Services, Capital Projects Unit, Public Affairs Office and the Human Resources Office.

The Roanoke Island Commission, an independent commission situated within the Department of Cultural Resources, was established by G.S.141B-131.1 in 1994 and operates the *Elizabeth II* and Roanoke Island Festival Park. The commission is charged to protect, preserve, develop and interpret the historical and cultural assets of Roanoke Island.

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History of the N.C. Department of Cultural Resources

Although the Tar Heel State has touted its cultural wealth since colonial times, not until 1971 did the artistic and historic treasures of North Carolina have a state-level agency devoted solely to their maintenance and preservation. First created as the Department of Art, Culture, and History, what evolved into the present-day Department of Cultural Resources was the first such cabinet-level agency in the nation. The founding of the department by the N.C. General Assembly took place during state government reorganization, helping to consolidate the efforts of statewide cultural organizations which had been working for decades to promote North Carolina's artistic, musical, informational and historic riches. So, as is true of many departments formed during reorganization, it included several agencies much older than the department itself.

N.C. Division of Archives and History

In 1903, the N.C. Literary and Historical Association requested that the General Assembly establish a commission to preserve the history of North Carolina. A bill was introduced by Sen. R. F. Beasley of Union County, who was assisted by Raleigh lawyer William Joseph Peele, who wrote the bill. The law was enacted on March 9, 1903, creating the N.C. Historical Commission, consisting of five members appointed for two-year terms by the governor. They were given $500 and were instructed to collect valuable documents pertaining to the state's history. The members received no personal monetary compensation for their work.

In 1907, the legislature strengthened the commission by increasing the appropriation and by naming Robert D. W. Connor the first salaried secretary of the commission.

A series of secretaries followed, including Albert Ray Newsome, who encouraged the commission to turn from simply collecting materials to preserving and displaying them. In 1935 Christopher Crittenden became secretary, an association that continued for 33 years.

In the 1940s there was a reorganization of state government, and the name changed from the N.C. Historical Commission to the Department of Archives and History. Within this department were eventually created the Division of Archives and Manuscripts, the Division of Publications, the Hall of History (later the N.C. Museum of History) and Historic Sites.

In 1971 another government reorganization created the Department of Art, Culture, and History, later renamed the Department of Cultural Resources. Archives and History became a division within the new department, and its component parts became sections within the division.

The legislature created another N.C. Historical Commission in 1973 to serve as an advisory board for the N.C. Division of Archives and History. These members are appointed by the governor.

The sections within the division today are Archives and Records, Archaeology and Historic Preservation, Historic Sites, Historical Publications, State Capitol/Visitor Services, Tryon Palace Historic Sites and Gardens, and the N.C. Maritime Museum. The N.C. Museum of History became a separate division in 1996.

Source: Public History in North Carolina, 1903-1978, Jeffrey J. Crow, Editor

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North Carolina Museum of Art

The North Carolina Museum of Art traces its origin to 1924 when the Art Society of North Carolina was founded with the purpose, "to promote an interest in providing a State Art Museum in Raleigh." In 1929, the General Assembly placed the Art Society under state patronage, which began a tradition of public/private partnership that continues to the present. In its early days, the Art Society began a program of collecting, staging exhibitions and educational programs even before there was a permanent museum. In 1947, North Carolina became the first state in the nation to appropriate public funds for the purchase of works of art to establish a state supported art museum. This effort was led by Senator Robert Lee Humber from Pitt County who obtained a commitment from Samuel H. Kress, the national five-and-dime store magnate, to contribute $ 1 million in art from his great collection with the stipulation that it be matched by the state. Armed with this extraordinary pledge, Humber leveraged support to gain legislative approval of the original appropriation to establish the North Carolina Museum of Art.

In 1953, the General Assembly appropriated funds to transform the former State Highway Building on Morgan Street in downtown Raleigh into an exhibition facility. William R. Valentiner, an internationally know art scholar, was appointed as the Museum's first Director in 1955. When NCMA opened on April 6, 1956, blockbuster crowds were thrilled with the results. The Museum operated in this location until 1983.

The present location of the North Carolina Museum of Art on Blue Ridge Road in west Raleigh was completed in 1983. This is the only art museum in the United States with a significant collection to be located on a large tract of land. The Museum has developed a master plan to develop the site into a major cultural destination. The first phase of that development was the Joseph M. Bryan, Jr. Theater in the Museum Park, an outdoor performing arts facility and cinema that opened in 1997. Here, the Museum presents live performances and films. Private funding of over 2 million dollars was raised for the design and construction of this facility.

Looking ahead, a major new development and opportunity for the Museum occurred in the summer of 2000. The General Assembly allocated to the Department of Cultural Resources, for the Museum of Art, the former Polk Youth Correctional facility land, which adjoins the Museum site. The Museum of Art had already begun plans to expand its current facility, which it had long since outgrown. However, analysis of the current building revealed the difficulty and high cost of adding to it. Recognizing the unique opportunity presented by the transfer of the former Polk site, the Museum's Board of Trustees at its December 2000 meeting, endorsed the concept of an entirely new building for the Museum to be located on the former Polk site. The new structure will not replace the current building, but will add significant space for education, public programs, and the state's growing collections. Many technical support facilities in the current building will continue to be used. The Museum is committed to building a new gallery building commensurate with its world class art collection. North Carolina deserves no less.

Source: N.C. Museum of Art

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Symphony performs in large and small communities across the state from Murfreesboro to Wilkesboro during the regular season. More than 1,500 volunteers make sure that the orchestra reaches both children and adults.

Presently, the orchestra is led by Music Director and Conductor Gerhardt Zimmermann who is also artistic director and conductor for two other orchestras: the Canton Symphony Orchestra in Ohio and the Breckenridge Music Institute in Colorado. William Henry Curry serves as Associate Conductor and Jackson Parkhurst is Assistant Conductor and Director of Education.

Source: The N.C. Symphony

State Library of North Carolina

The State Library's mission and organizational structure today reflect its development during almost 200 years of its history. In 2001, the State Library both works to make certain that all North Carolinians have the best possible library service and to deliver direct library services as a special library to state government, a genealogical research service, and a library for blind and physically handicapped people in our state.

Although several public libraries existed, the only tax-supported library in North Carolina prior to the twentieth century was the State Library. The Library was founded in 1812, and an inventory of the State Library in 1828 listed approximately 1,150 titles in fifteen categories from "Atlases" to "Speeches and Debates." Of those books, only 117 survived the State House fire of 1831; of the 117 volumes, 97 were on loan at the time of the fire. From 1841 until 1921, the library's annual book budget was $500. The first full-time State Librarian was appointed in 1843 by the library's trustees; and after 1871, the appointment was subject to approval by the General Assembly. In 1886, the library was available to the members of the General Assembly during its sessions, to officers of the Executive Department, to justices of the state supreme court, to the attorney general and to the commissioner of agriculture.

The other arm of the State Library began as the "North Carolina Library Commission," established by the General Assembly in 1909 in response to a "...statewide demand for a more systematic extension and careful fostering of the general library movement." During its first decades, the Commission operated a number of traveling libraries that served communities across the state that did not have public library service. Over time, with the establishment of the Aid to Public Libraries fund in the 1940, counties developed countywide library service. The traveling libraries continued until mid-century, when they were largely superseded by local book collections. In the mid-1990s, Warren County became the 100th countywide library qualified to receive state aid, completing the process of assuring that every person in North Carolina has access to public library service. Today, all 100 counties have access to public library service.

The General Assembly approved legislation merging State Library and the Library Commission into one agency in 1956. The number of libraries in the state,

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N.C. Arts Council

Governor Terry Sanford created the North Carolina Arts Council by executive order in 1964 to "survey the status and needs of the arts" and to "advance the interests of the arts." The Arts Council became a state agency in 1967 during Governor Dan K. Moore's term of office. Today the Arts Council provides technical assistance and more than 1,200 grants each year to artists and nonprofit organizations throughout the state, ensuring that citizens in all 100 counties have opportunities to experience the arts.

North Carolina's unique approach to stimulating arts development was populist from the start, helping communities help themselves. When the Arts Council published its first survey of the state in 1967, 17 local arts councils and 233 arts groups were organizing, hiring staff, and investing in arts facilities in communities across the state. Thirty-three years later, statistics compiled by the Arts Council show:

* A network of 103 local arts councils
* 2,623 arts organizations operating in the state
* 8.5 million people participating annually in arts activities funded by the Arts Council

Modest but steady increase in financial support from the state have enabled this growth. In its first two years combined, the Arts Council disbursed $187,816 in program support and grants. In the fiscal year 1999-99, the Arts Council awarded $4,947,652 to 503 arts organizations, 365 schools and community and civic groups, and 44 individuals.

The Arts Council's grants have had a proven catalytic effect. Arts groups attribute much of their ability to raise funds locally to the Council's support, its rigorous review processes and its technical guidance. In 1998-99, Arts Council funds stimulated a 14 to 1 match in individual, business, local government, and foundation support.

Over the years, the Arts Council has moved from being primarily a grant-making agency to one which also plays a major role as a connector, catalyst and activist partner in developing and channeling the state's arts resources and cementing stronger partnerships between arts groups and the citizens of the state.

Source: N.C. Arts Council

N.C. Symphony

The N.C. Symphony was formed in 1932 under the direction of Pulitzer Prize-winning composer Lamar Stringfield. It served as a WPA project in the 1930s and in the 1940s became the first orchestra to receive state funding on a continuous basis. Under the 33-year leadership of Dr. and Mrs. Benjamin Swalin, the Symphony began its grassroots emphasis of taking the orchestra to the people of the state. That tradition has continued every year since the 1943 Horn Tootin' Bill was passed in the General Assembly. The

including public, college, associational, and special libraries had grown from 20 in 1910 to 266 in 1956. North Carolina's libraries continue to grow and thrive in the age of electronic information with leadership from the State Library.

Source: The State Library of North Carolina and Thornton W. Mitchell, *The State Library and Library Development in North Carolina*. Raleigh: Department of Cultural Resources, 1983.

N.C. Museum of History

After visiting Boston in the 1880s and marveling at its preserved past, Raleigh News and Observer publisher Samuel A'Court Ashe began an editorial campaign encouraging the saving of North Carolina's history so that natives and visitors could learn of North Carolinian ancestors' lives.

Following Ashe's campaign, city editor Frederick Augustus Olds, the "father" of the N.C. Museum of History, began traveling across North Carolina, collecting objects from the state's past and listening to the stories associated with each item. Also following Ashe's campaign, a gallery of history was created in the State Museum (now called the N.C. State Museum of Natural Sciences).

On December 5, 1902 after developing a sizable private collection, Olds combined his historical materials with the State Museum's historical items to create the Hall of History. The artifacts were contained in 37 cases which were mothproof, dustproof and had double safety locks.

In 1914 after the N.C. Historical Commission took over the Hall of History, the hall moved into its second home in the State Administration Building, (now known as the Ruffin Building), at the intersection of Morgan and Fayetteville Streets. It soon became obvious that even these two large halls would not be adequate space for the fast-growing number of items.

Under the commission, the Hall of History took on a new two-fold purpose: to teach the history of North Carolina and to preserve historical materials. The museum's educational programs and preservation techniques would grow in coming years.

In 1939, the Hall of History moved to the newly constructed Education Building on the corner of Edenton and Salisbury Streets. With the new space, designed specifically for the museum, came goals for more attractive exhibits, improved lighting, and a better arrangement of artifacts as well as a new emphasis on educational programs and the care and organization of artifacts.

After decades of growth, the Hall of History was no longer a "hall." On July 1, 1965, it became the N.C. Museum of History and was named a division within the Department of Archives and History (now a division within the Department of Cultural Resources.) By the middle of August 1968, the museum was moved to the new $3 million Archives and History/State Library Building at 109 East Jones Street. More than 90,000 items were moved during the next 18 months; the mezzanine exhibits opened in late 1973, completing the galleries in that building.

John D. Ellington became administrator in 1974 and worked to establish the N.C. Museum of History Associates in 1975. The Associates, a support group for the museum,

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were instrumental in finding more space for the museum.
At One East Edenton Street, a groundbreaking took place June 14, 1988, for what was to become the current home of the N.C. Museum of History. Completed in August 1992, the new $29 million facility had a research library, a variety of classroom spaces, a large and well-equipped 315-seat auditorium and large gallery spaces totaling 55,000 square feet.
The N.C. Museum of History was named the sixth division within the N.C. Department of Cultural Resources in 1996 by Cultural Resources Secretary Betty Ray McCain following a review by the N.C. Historical Commission.

Source: North Carolina Stories, The Grand Opening Celebration of the New North Carolina Museum of History Building, John Lee Bumgarner, Managing Editor, 1994.

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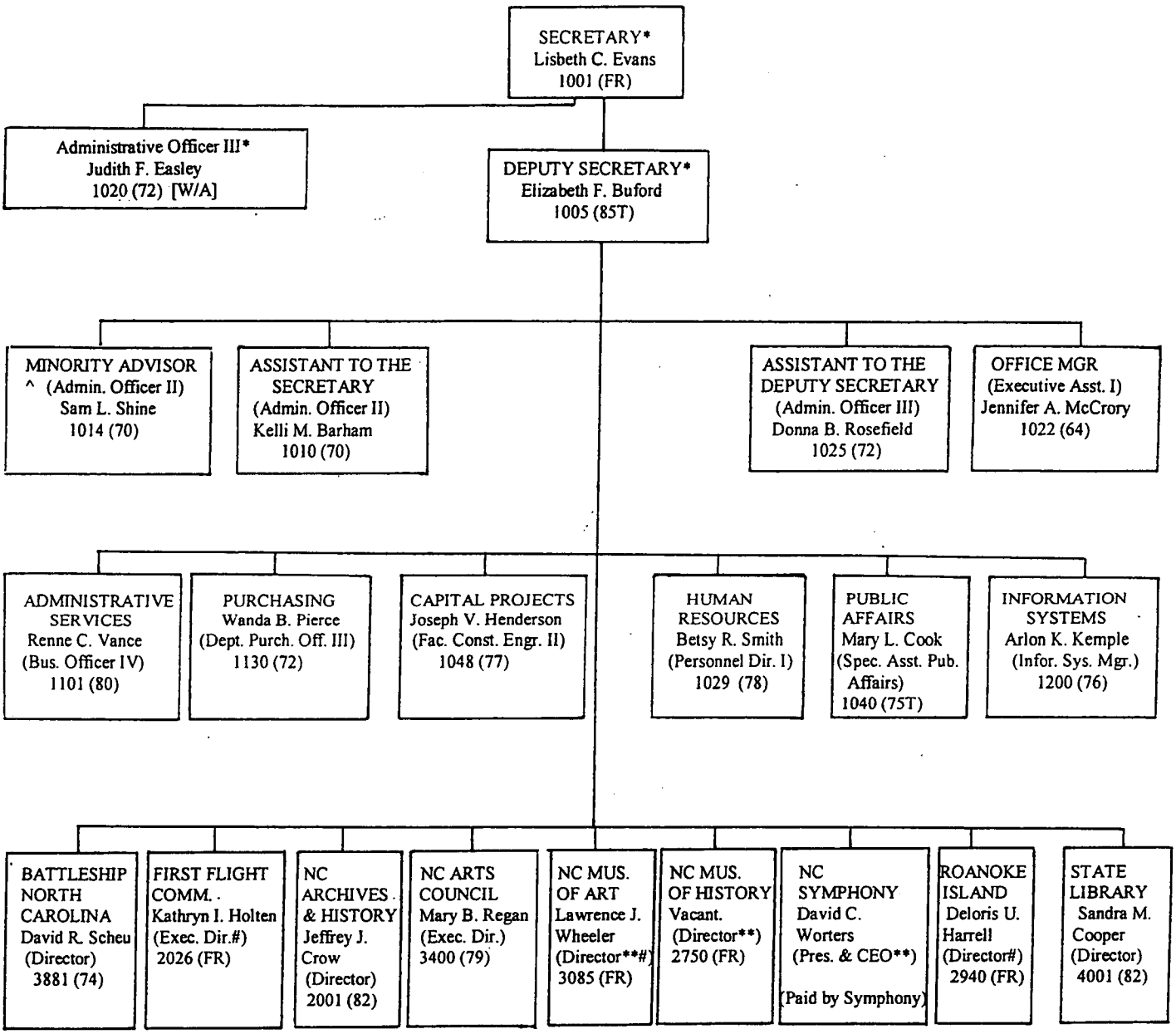
THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

Office of the Secretary and Division Directors



* Policy Making Exempt

** Salary Supplemented with Private Funding Sources

Exempt from State Personnel Act (GS 126)

^ Position moved to Human Resources Division 10/15/00

Signed: _____

Dated: _____

OFFICE OF THE SECRETARY

DCR 20

The Office of the Secretary

The Office of the Secretary directs the operations of the North Carolina Department of Cultural Resources. In addition to administrative matters, the office oversees budget, administrative planning/policy development-related activities, operations, legislative matters, public information services, personnel, and capital projects. The Office of the Secretary oversees six divisions in the department: Archives and History, North Carolina Museum of Art, North Carolina Arts Council, North Carolina Symphony, State Library of North Carolina, and the North Carolina Museum of History. The Office of the Secretary coordinates appointments to appropriate boards and commission. The Deputy Secretary serves as the legislative liaison for the department.

The Secretary's Office oversees several awards program. The North Carolina Awards were instituted by the North Carolina General Assembly in 1961. The North Carolina Awards recognize "notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts, and public leadership." It is the highest honor the State can bestow.

The Governor's Business Council on the Arts and Humanities presents the Governor's Business Awards each year. The awards are given to North Carolina businesses that have conducted or participated in innovative projects to promote the arts and/or humanities. Cultural organizations that have promoted innovative business support of the arts and humanities are also eligible for awards. This awards program was established in 1978.

The Office of the Secretary's budget (Fund # 1110) includes the following units: Capital Projects Unit, Public Affairs Office, and the Human Resources Office. The Administrative Services Office (Budget Office) is budgeted separately under Fund # 1120 and a separate description of this office follows.

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DEPARTMENT OF CULTURAL RESOURCES

OFFICE OF THE SECRETARY - FUND 1110

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,503,373	$ 1,313,706	$ 1,313,706	$ 1,313,706
Receipts	$ 122,399	$ 40,055	$ 40,055	$ 40,055
General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Number of positions	21.49	21.25	21.25	21.25

Administrative Services Section

The Administrative Services Section provides budgeting, accounting, data processing, purchasing, and payroll services to all divisions within the Department of Cultural Resources. The section assures the fiscal and audit accountability of all state, federal, and private funds entrusted to the department. The total recommended operating budget for the Department of Cultural Resources for FY 2001-2003 is $73.9 million
The Administrative Services Section is divided into the following four units: Administration, Budget and Accounting, Purchasing, and Computer Operations.

The **Administration** unit is responsible for:

- administration and oversight of all financial and business affairs in the Department of Cultural Resources
- planning and organizing all assignments to meet departmental goals and objectives while maintaining compliance with all federal and state laws and guidelines
- implementation of programs within statutory or policy/procedure limitations
- providing information and resources to every level of the department and state government
- administration of all departmental travel reimbursements and authorizations
- authorization and initiation of budget requests to Office of State Budget, Planning and Management (OSBPM)
- oversight of preparation of the department's biennial budget (continuation, expansion, capital)
- management of budget adjustments
-

The **Budget and Accounting** unit is responsible for:

- preparation of the department's biennial budget (continuation, expansion, capital, supplemental)
- preparation of financial statements for Office of State Controller (OSC)
- submission of budget revisions to Office of State Budget and Management
- submission of IRS forms
- requests for quarterly allotments
- reports to Office of State Auditor (OSA) on grants to private organizations
- administration of federal grants from U.S. Department of Education, U.S. Department of the Interior (National Park Service), National Endowment for the Arts, National Endowment for the Humanities, and National Historical Publications and Records Commission
- preparation of the indirect cost rate allowed for each federal grant
- management of State Treasurer Account by daily, monthly and quarterly revisions of general fund cash requirements and receipts
- management of employee benefits
- reporting of sales and use tax

Administrative Services, **Budget and Accounting** unit, continued

- administration of state telephone network operation
- administration of petty cash fund
- operation of employee transportation including parking and Motor Fleet Management leases
- management of accounts payable (1200-1600 checks written per month)
- management of accounts receivable
- maintenance of permanent and temporary payrolls
- control of fixed asset system

The **Purchasing Unit** is responsible for:

- procurement of goods and services for departmental operations (approximately $3 million per year in expenditures)
- coordination with Division of Facility Management for building maintenance and repair
- management of central supply store
- mail distribution
- disposition of surplus property

The **Computer Operations** unit is responsible for:

- operation of the departmental minicomputer facility, serving 650 users and over 50 applications, as well as public access terminals for the State Library and State Archives
- serving as representative on the state Information Resource Management Commission (IRMC)
- training department staff in the operation of microcomputer hardware and software

DCR 24

DEPARTMENT OF CULTURAL RESOURCES

ADMINISTRATIVE SERVICES - FUND 1120

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,330,181	$ 1,166,502	$ 1,166,502	$ 1,166,502
Receipts	$ 20,899	$ 18,163	$ 18,163	$ 18,163
General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Number of positions	17.00	17.00	17.00	17.00

Division of Archives and History

DCR 26

Division of Archives and History

Overview

The Division of Archives and History is the largest division in the Department of Cultural Resources. It is also the third oldest state historical agency in the country, having been formed in 1903. Nationally recognized, the Division of Archives and History has received a number of awards, including the first Distinguished Service Award of the Society of American Archivists in 1969 and the James Harvey Robinson Prize of the American Historical Association in 1984.

The Division of Archives and History is organized into sections based on program functions and activities as mandated by state law; intersectional functions are provided by the Director's Office (divisional administration). The Western Office in Asheville is also intersectional in nature but treated as a separate fund for budgetary purposes.

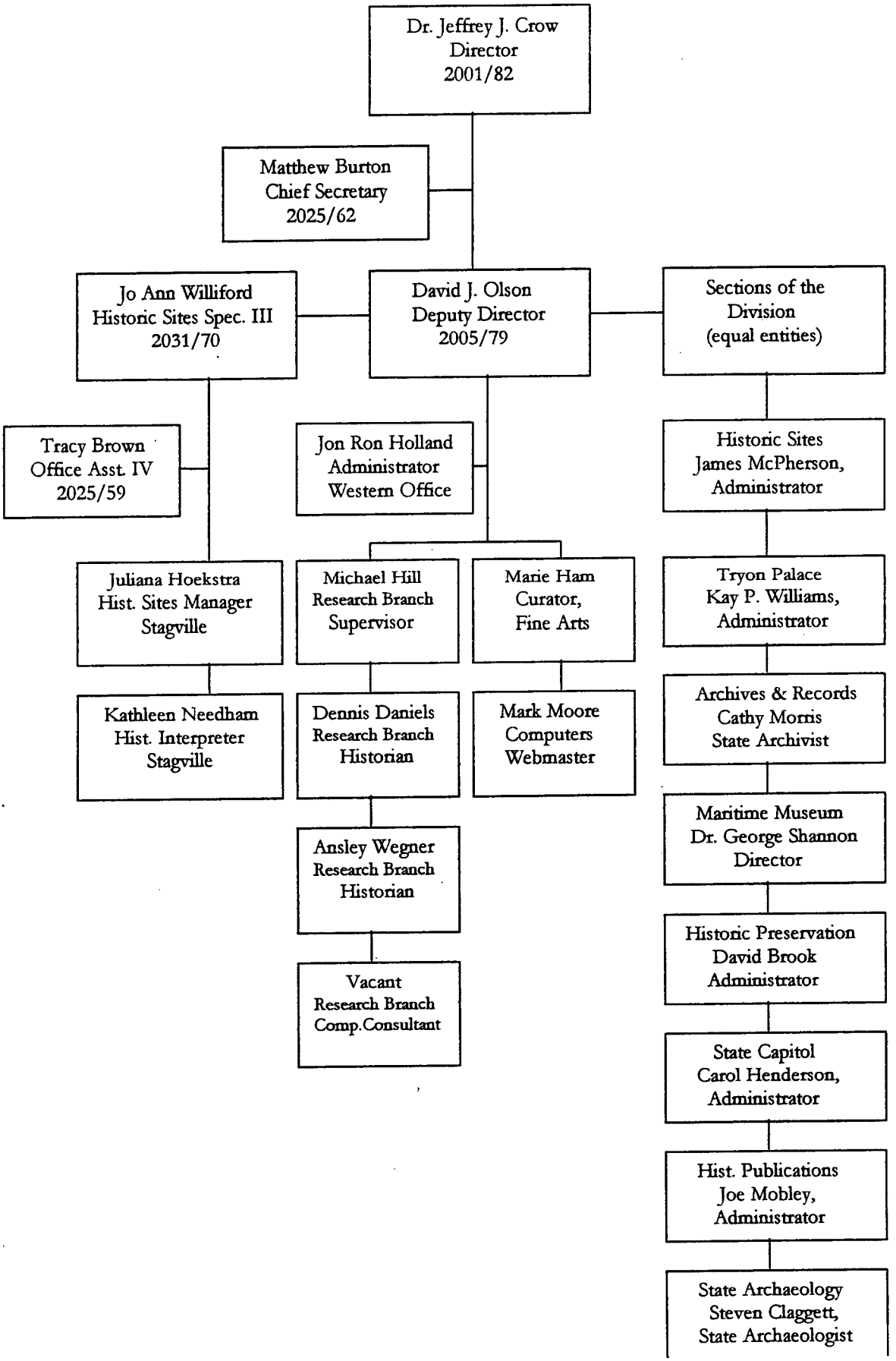
The division currently employs 415 permanent staff. Seventeen of these positions were added effective FY 1997-1998, when the North Carolina Maritime Museum (Beaufort, Carteret County) was transferred from the Department of Agriculture to Cultural Resources. In the 1999 General Assembly, the Maritime Museum at Southport was transferred to the division and three more employees were added.

The division's current challenges include:

- Each section of the agency is faced with flat or declining resources to accomplish its mission. This situation is forcing the agency to assess its service levels in the face of increasing demands from citizens and public agencies.
- The division is largely unable to meet its capital improvement needs. Such needs include plans for existing infrastructure as well as new projects.
- The agency is falling behind instead of progressing in the realm of the Internet and other technologies. The progress made to date has not been sufficient, given the dynamic nature of technological change.

DCR27

North Carolina Division of Archives & History Organizational Chart as of January 1, 2001



DCR 28

Division Administration (Director's Office) – Fund 1210

Divisional administration provides overall coordination and control of state public history management and intersectional programming and directly supplies a variety of services:

- Public/Private Partnerships. Provides staff for the Federation of North Carolina Historical Societies, Inc. (uniting over 220 such organizations in all 100 counties) and for the North Carolina Literary and Historical Association, Inc. The division also provides staff support for the North Carolina Historical Commission—the statutory authority for rule-making and grants review for history programs of the state.

- Research. The administration's Research Branch serves as the division's ultimate point of review for research-related historical matters, provides internal research reports, manages and operates the Highway Historical Marker program, and answers general research inquiries.

- Field Services. Educational and public service programs are provided through the Western Office (Asheville) and Historic Stagville (Durham County).

- Intersectional Planning and Supervision. Current examples include: the administration of the "QAR Project" centering on the recently discovered early 18th century shipwreck believed to be Blackbeard's flagship, *Queen Anne's Revenge*, the "2003 Project"—the commemoration of the one-hundredth anniversary of Archives and History and administration of the division's web site.

The office also oversees the division's general business and financial operations, provides curatorial services for the Executive Mansion, and provides "pass through" funds to the First Flight Centennial Commission.

DCR 29

DEPARTMENT OF CULTURAL RESOURCES

DIVISION OF ARCHIVES AND HISTORY - ADMINISTRATION - FUND 1210

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,253,830	$ 2,197,054	$ 2,197,054	$ 2,197,054
Receipts	$ 380,363	$ 455,510	$ 455,510	$ 455,510
General Fund Appropriation	$ 1,873,467	$ 1,741,544	$ 1,741,544	$ 1,741,544
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,873,467	$ 1,741,544	$ 1,741,544	$ 1,741,544
Number of positions	20.00	22.00	22.00	22.00

DCR 30

Historical Publications – Fund 1220

This section publishes and sells journals, pamphlets, and books on the history of North Carolina. Recent titles include *Gold Mining in North Carolina: A Bicentennial History, Recollections of My Slavery Days; Tar Heels: How North Carolinians Got Their Nickname; Thomas Wolfe: A Writer's Life; Records of the Moravians in North Carolina,* Volume 12, 1856-1866; *The Papers of William Woods Holden:* Volume 1: 1841-1868; and *Society in Early North Carolina: A Documentary History.* Ongoing documentary projects include *North Carolina Troops,* 1861-1865: *A Roster and The Colonial Records of North Carolina.* The quarterly North Carolina Historical Review has been published continuously since 1924 and contains timely articles on the state's history. Both schoolchildren and adults are the principal purchasers of the more than 150 titles offered for sale.

DCR 31

DEPARTMENT OF CULTURAL RESOURCES

HISTORICAL PUBLICATIONS - FUND 1220

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 702,773	$ 753,028	$ 753,028	$ 753,028
Number of positions	14.50	14.50	14.50	14.50

DCR 32

DEPARTMENT OF CULTURAL RESOURCES

HISTORICAL PUBLICATIONS - PRINTING - FUND 2220

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 183,965	$ 200,000	$ 185,000	$ 185,000
Receipts	$ 165,668	$ 200,000	$ 185,000	$ 185,000
Increase (Decrease) in Cash Balance	$ (18,297)	$ -	$ -	$ -
Beginning Cash Balance	$ 221,212	$ 202,915	$ 202,915	$ 202,915
Ending Cash Balance	$ 202,915	$ 202,915	$ 202,915	$ 202,915
General Fund Appropriation	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

DCR 33

Archives and Records Section – Fund 1230

The Archives and Records Section conducts statewide archival and records management programs for state, county, and municipal government to provide economical and efficient preservation, maintenance, and access to public records. The State Archives maintains and provides access to the records of the colony and state of North Carolina from the 17th century to the present. The Archives collects and preserves private papers, photographs, audiovisual materials, maps, and other documents of historical value. Some 13,000 visitors a year use the State Archives in person; about 15,000 postal and electronic mail requests are processed each year. Users include genealogists, historians, attorneys, students, educators, government agencies, and the general public. The section also maintains an electronic finding aid describing much of its holdings and is developing a program for providing access to selected public records via the Internet. In addition, the section administers the Outer Banks History Center in Manteo, a research facility that focuses on the state's maritime and coastal history.

The section also administers a comprehensive records management program for records of state and local government and for the community college and university systems as required by GS 121 and 132. Services include inventory and appraisal of public records; development of records retention and disposition schedules; operation of the State Records Center for efficient, low-cost storage of semi-current records; providing comprehensive micrographic and other reformatting services; and offering consultation, assistance, and training for public employees and public agencies across the state on records management issues including electronic records. The section also provides regional records management services through offices in Asheville and Greenville. Annual records management services include:

- Over 4 million micrographic images produced;
- Over 800 records management consultations with public agencies;
- Over 25,000 requests for records from the State Records Center;
- Over 40 records management training workshops conducted

The Archives and Records Section currently faces three major challenges. The first is handling the proliferation of public records resulting from the state's growth. Land transactions and conveyances as well as court records have shown a particular escalation in number. There is a tremendous backlog in the processing, microfilming, and preservation of county and state public records. While the section is examining and implementing new procedures to deal with this backlog more efficiently, there still remains a growing amount of records for which the Archives has responsibility. The second challenge involves storage of records from state and county agencies. Space is desperately needed for records storage for both original and microfilmed records. A short-term solution has been to lease private warehouse space, while the long-term solution is to build a new state records center--a solution adopted by other southern states in recent years. A third challenge involves the development of an electronic records program that includes both the digital preservation and access of public documents as well as a program to deal with the growing number of government records that exist only in electronic format. The Legislative Study Commission's study committee on the Digitization of Public Records by State Archives has recommended the funding of expansion budget requests that address this challenge.

DCR 34

DEPARTMENT OF CULTURAL RESOURCES

ARCHIVES AND RECORDS - FUND 1230

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,544,048	$ 3,550,428	$ 3,550,428	$ 3,550,428
Receipts	$ 599,707	$ 277,999	$ 277,999	$ 277,999
General Fund Appropriation	$ 2,944,341	$ 3,272,429	$ 3,272,429	$ 3,272,429
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 2,944,341	$ 3,272,429	$ 3,272,429	$ 3,272,429
Number of positions	76.30	77.30	77.30	77.30

DCR 35

State Historic Sites – Fund 1241

The mission of North Carolina Historic Sites is "preserving the past for all people" through interpreting, operating, maintaining, developing, and preserving the twenty-two state-owned historic sites located from the mountains to the coast telling North Carolina's story to her people and her visitors.

The Historic Sites Section served almost 789,000 visitors in 2000 at the following sites: Alamance Battleground (Alamance County), Aycock Birthplace (Wayne), Historic Bath (Beaufort), Bennett Place (Durham), Bentonville Battleground (Johnston), Charlotte Hawkins Brown Memorial (Guilford), Brunswick Town (Brunswick), CSS *Neuse*/Caswell Memorial (Lenoir), Duke Homestead (Durham), Fort Dobbs (Iredell), Fort Fisher (New Hanover), Historic Edenton (Chowan), Historic Halifax (Halifax), Horne Creek Living Historical Farm (Surry), House in the Horseshoe (Moore), North Carolina Transportation Museum (Rowan), Polk Memorial (Mecklenburg), Reed Gold Mine (Cabarrus), Somerset Place (Washington and Tyrrell), Town Creek Indian Mound (Montgomery), Vance Birthplace (Buncombe), and Thomas Wolfe Memorial (Buncombe).

Off-site educational programs principally served 75,000 participants in school programs and people with other offerings in 2000. Around 95,000 students visited Historic Sites in 2,300 organized school groups and 41,000 general groups. Nearly 180,000 visitors attended over 120 special events and programs at various sites in 2000. Historic Sites personnel were represented at 78 off-site promotional shows. Over 6,500 volunteers contributed nearly 106,000 hours to programs at the sites; this was the equivalent of approximately 50 full time employees. Nearly 1,000 offenders gave over 20,000 hours of court-ordered or inmate labor during the year. Four donors gave $7,500 worth of major in-kind and artifact gifts to the Section in 2000. The Section received $1,800,000 in 46 grants and cash gifts during the period.

The section maintains 236 buildings totaling 650,000 square feet as well as other structures such as a gold mine, Civil War ironclad and earthen forts. Historic Sites used both historically furnished structures and modern exhibit areas to interpret our sites. As of August 1998, we had 68,500 square feet of interior furnished space and 126,177 square feet of modern exhibit space. The Section maintains around 1,800 acres at the twenty-two historic sites.

Some projects of interest in 2001 at Historic Sites are a symposium for the centennial of Charles B. Aycock's governorship, continuing research and rebuilding of the slave structures and culture at Somerset Place, fundraising for the Back Shop restoration at North Carolina Transportation Museum, the exterior restoration of the Chowan County Courthouse, continued community and support group efforts toward saving additional sections of the battleground at Bentonville, rebuilding the Thomas Wolfe Memorial after the 1998 arson fire, providing temporary staff space at the CSS *Neuse* site in the aftermath of Hurricane Floyd devastation, and production of major new exhibits at Fort Fisher and Brunswick Town.

DCR 36

State Historic Sites Visitation Statistics

Historic Site	1996-97	1997-98	1998-99	1999-00	2000-01
Alamance Battleground	15,966	11,025	14,257	12,096	7,191
Aycock Birthplace	17,814	17,997	17,613	16,593	8,424
Bennett Place	22,078	27,595	26,744	17,509	9,251
Bentonville Battleground	34,884	26,907	24,265	53,930	11,609
Charlotte Hawkins Brown Memorial	10,541	12,187	12,929	11,898	9,603
Brunswick Town	24,212	29,920	16,336	23,705	17,753
CSS Neuse	17,912	16,833	17,793	13,321	11,366
Duke Homestead	26,762	24,112	23,792	21,456	13,484
Fort Dobbs	9,823	10,896	12,513	11,557	3,992
Fort Fisher	113,425	139,308	150,979	94,475	138,276
Historic Bath	20,865	23,420	21,511	21,055	10,828
Historic Edenton / Iredell House	27,497	25,889	25,662	23,944	15,704
Historic Halifax	32,009	28,600	27,286	29,129	24,312
Horne Creek Farm	23,646	23,867	24,671	18,272	16,618
House in the Horseshoe	17,154	15,077	16,326	15,405	12,244
NC Transportation Museum	102,077	103,413	98,641	110,688	77,556
Polk Memorial	20,355	21,199	18,509	16,459	10,120
Reed Gold Mine	54,314	63,362	73,841	64,847	34,386
Somerset Place	26,433	20,411	20,591	15,719	11,1[illegible]
Town Creek Indian Mound	32,578	29,428	27,020	28,436	16,99[illegible]
Vance Birthplace	18,711	16,234	17,385	18,015	10,957
Thomas Wolfe Memorial	21,814	24,823	15,014	14,364	7,688
Totals	690,870	712,503	703,678	652,873	479,557

Note: Visitation totals for FY 2000-01 are for the six-month period 7/1/00 - 12/31/00.

State Historic Sites Admission Receipts

Historic Site	1996-97	1997-98	1998-99	1999-00	2000-01
Historic Bath	$ 5,826	$ 5,155	$ 4,729	$ 4,196	$ 2,912
Historic Edenton / Iredell House	$ 4,197	$ 7,260	$ 4,719	$ 5,011	$ 3,369
Reed Gold Mine	$ 40,499	$ 44,045	$ 42,426	$ 43,362	$ 22,061
Thomas Wolfe Memorial	$ 12,680	$ 11,446	$ 4,812	$ 5,147	$ 2,661
Totals	$ 63,202	$ 67,906	$ 56,686	$ 57,716	$ 31,003

Notes:

1. Admission Receipts totals for FY 2000-01 are for the six-month period 7/1/00 - 12/31/00.
2. Refer to attached Fee Schedule explanation for these four sites.

DCR 37

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description
Historic Bath State Historic Site	$1.00 per house (Palmer-Marsh and Bonner) for adults $.50 per house for students
Historic Edenton State Historic Site	Walking Tours that include the Iredell House: $1.00 per adult and $.25 per student Trolley Tours: $1.00 per adult and $.25 per student
Reed Gold Mine State Historic Site	Panning Charge: $1.50 per pan of dirt for group of 10 or more with a reservation $2.00 per pan of dirt if not a group
Thomas Wolfe State Historic Site	$1.00 admission for adults $.50 admission for students and for pre-scheduled groups of 10 or more

DCR 38

DEPARTMENT OF CULTURAL RESOURCES

STATE HISTORIC SITES - FUND 1241

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,753,901	$ 7,413,241	$ 7,413,241	$ 7,413,241
Receipts	$ 1,739,527	$ 83,502	$ 83,502	$ 83,502
General Fund Appropriation	$ 8,014,374	$ 7,329,739	$ 7,329,739	$ 7,329,739
Less: Recommended Reductions	$ -	$ -	$ (300,000)	$ (300,000)
Adjusted General Fund Appropriation	$ 8,014,374	$ 7,329,739	$ 7,029,739	$ 7,029,739
Number of positions	141.00	142.00	142.00	142.00

DCR 39

DEPARTMENT OF CULTURAL RESOURCES

HISTORIC SITES SALES DESKS - FUND 5241

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 101,802	$ 87,023	$ 87,023	$ 87,023
Receipts	$ 104,942	$ 87,023	$ 87,023	$ 87,023
Increase (Decrease) in Cash Balance	$ 3,140	$ -	$ -	$ -
Beginning Cash Balance	$ 46,419	$ 49,559	$ 49,559	$ 49,559
Ending Cash Balance	$ 49,559	$ 49,559	$ 49,559	$ 49,559
General Fund Appropriation	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

DCR 40A

Tryon Palace Historic Sites & Gardens—Fund 1242

Tryon Palace Historic Sites & Gardens in New Bern is North Carolina's oldest historic site. The reconstructed government house opened to the public in 1959. The site has expanded over time and today serves about 85,000 visitors annually through tours and history education programs offered 360 days a year. Programs in North Carolina history include, in addition to guided tours, workshops, lectures, re-enactment activities, garden demonstrations and programs, character interpretation and dramatic presentations, crafts and domestic skill demonstrations, archaeological digs, and period dance and music offerings. The lead attraction is the restored 18th century palace which served as the seat of government first for the Colony of North Carolina and then as the first capitol of the State. Other sites open to the public include the 1779 home of the North Carolina Revolutionary patriot John Wright Stanly, the 1830 Dixon-Stevenson House, the 1804 Robert Hay House, the 1809 New Bern Academy, and 14 acres of formal and kitchen gardens.

The mission of Tryon Palace Historic Sites & Gardens is history education and preservation of historic artifacts. Preservation efforts focus on care of the historic buildings and a sizeable and significant collection of objects ranging from furniture through rare books. History education is carried out through a wide offering of programs year-round that serve both adults and children. Fifteen thousand school children visit each year to learn about their heritage as North Carolinians. Curriculum based programs are available for 2nd, 4th, 6th, and 8th graders, as well as high school students. The Living History Classroom, an educational newsletter designed for teachers, is distributed twice annually to more than 1,000 North Carolina educators to advance history education. An African American history research project was launched in 1998 and is providing important information for interpreting the roles of African Americans in the history of Tryon Palace Historic Sites & Gardens and the broader central coast area of North Carolina.

Professional staff members carry out the Palace mission both at home and throughout the state, by carrying educational programs and services off site on a regular basis. Additionally, objects from the collections are loaned to other institutions for inclusion in special exhibitions.

Tryon Palace Historic Sites and Gardens is an accredited museum of the American Association of Museums, a distinction held by only 700 of the Association's 9,000 members nationally.

Heritage tourism is an important and growing industry in North Carolina. Visitors to Tryon Palace Historic Sites & Gardens typically stay two to five nights in area hotels while combining their Palace experience with visits to other North Carolina heritage tour sites. Tourism revenues generated by these visits contribute significantly to the economy of the central North Carolina coast area and to the state's tourism industry generally. Paid admissions to Tryon Palace Historic Sites & Gardens generated more than $570,000 in fiscal 1999-2000.

Planning for a new history education center is underway. This state-of-the-art facility will greatly enhance the institutional mission by using 21st century techniques to advance the teaching and understanding of North Carolina's early history.

DCR 40B

DEPARTMENT OF CULTURAL RESOURCES

TRYON PALACE HISTORIC SITES AND GARDENS - FUND 1242

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,577,083	$ 2,780,182	$ 2,780,182	$ 2,780,182
Receipts	$ 878,708	$ 1,000,117	$ 1,000,117	$ 1,000,117
General Fund Appropriation	$ 1,698,375	$ 1,780,065	$ 1,780,065	$ 1,780,065
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 1,698,375	$ 1,780,065	$ 1,780,065	$ 1,780,065
Number of positions	56.00	57.00	57.00	57.00

DCR 41

State Capitol/Visitor Services Section – Fund 1243

The section annually serves over 400,000 people who visit the National Historic Landmark 1840 State Capitol (177,101 visitors), the Executive Mansion (50,864 visitors), and the Capital Area Visitor Center (73,405 visitors). The staff annually provides scheduling services and printed itineraries to approximately 3,200 school classes (111,850 students) touring the three state museums, the Capitol, the Legislative Building, and the Mansion. Thousands of North Carolina schoolchildren participate in educational programs provided by this section each year. The staff provides educational programs to visitors on the history and architecture of the Capitol and the Mansion, and the history and functions of state government. The Capitol and visitor center are open to the public seven days a week, 360 days a year. In addition to daily tours of the Capitol and seasonal tours of the Mansion and gardens, the programs include a variety of special event programs, an ongoing schedule of public lectures, workshops, and historical drams programs (living history presentations). Members of the staff coordinate over 100 special events held at the Capitol as well as develop and present educational presentations throughout the state. The nonprofit State Capitol Foundation, composed of twenty-four leading citizens of the state, seeks funding and support to assist with Capitol restoration and education programs. The ten-year restoration of the Capitol included interior and exterior painting, electrical rewiring, installing a new elevator, lighting of Union (Capitol) Square, and new HVAC systems. These projects were completed in February 2001.

The Capital Area Visitor Center is presently located in the 1914 Andrews-London House on the corner of Blount and Lane Streets. A new visitor center is being designed and will be located on the corner of Edenton and Wilmington Streets. An updated scheduling program will enable teachers to schedule tours, receive itineraries, and communicate more effectively via the Internet. Each day hundreds of national and international visitors, as well as several thousand N.C. schoolchildren will receive services at the center. Students will be safely unloaded onsite at the center, receive orientations in the 196-seat auditorium, visit restrooms, store and eat their lunches onsite (outside and inside picnic areas available), view traveling and permanent exhibits in two galleries, and participate in educational programs in one of three classrooms. The new center will have areas available for meetings, receptions, dramas, galas, and other special events and ceremonies. Underground parking will be available for visitors and state government employees.

DCR 42

DEPARTMENT OF CULTURAL RESOURCES

STATE CAPITOL / VISITOR SERVICES - FUND 1243

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 452,296	$ 485,022	$ 485,022	$ 485,022
Receipts	$ 7,270	$ 100	$ 100	$ 100
General Fund Appropriation	$ 445,026	$ 484,922	$ 484,922	$ 484,922
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 445,026	$ 484,922	$ 484,922	$ 484,922
Number of positions	11.00	11.00	11.00	11.00

DCR 43

North Carolina Maritime Museum – Fund 1245

The North Carolina Maritime Museum in Beaufort was transferred from the Department of Agriculture to the Department of Cultural Resources during the 1997 Session of the North Carolina General Assembly. Since the transfer, the Museum System has expanded to include three; the North Carolina Maritime Museum at Southport and the North Carolina Maritime Museum on Roanoke Island.

The North Carolina Maritime Museum System's annual visitation is over 220,000 people. That figure includes 60 percent in-state, 35 percent out-of-state, and 5 percent foreign. Some 80,000 school children visit the museum every year for general students. The Friends of the N.C. Maritime Museum, the museum's 501(c)(3) support group, is composed of 1,600 paid members. The Museum is accredited by the American Association of Museums, the highest professional certification available in North America. The museum is open to the public seven days a week, 360 days a year.

The North Carolina Maritime Museum is a treasure-trove of collections, exhibits, boats, and a library filled with a wide variety of books on marine topics. The Museum's Watercraft Center offers evening and weekend classes in boatbuilding, model building, and half model construction. The museum's Cape Lookout Studies Program conducts overnight field programs of several days' duration. The North Carolina Maritime Museum is the designated repository for the storage and exhibition of the underwater archaeology artifacts recovered from Blackbeard's flag ship the Queen Anne's Revenge.

In 1998 the museum purchased for 3.2 million dollars a 36-acre waterfront site for museum expansion. The property has 1,852 feet of estuarine shoreline in Beaufort to support the museum's expansion needs for the next 25+ years. The basic concept for this property is to build a turn of the century maritime village where there will be displays of tall ships, programs for junior sailing and boat builders, and educational exhibits and programs on maritime history. The museum's mission is to preserve and interpret all aspects of the rich maritime heritage found in North Carolina's coastal environment, through educational exhibits, programs and field trips.

DCR 44

DEPARTMENT OF CULTURAL RESOURCES

NC MARITIME MUSEUM - FUND 1245

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 882,036	$ 1,124,466	$ 1,124,466	$ 1,124,466
Receipts	$ 297	$ 10,300	$ 10,300	$ 10,300
General Fund Appropriation	$ 881,739	$ 1,114,166	$ 1,114,166	$ 1,114,166
Less: Recommended Reductions	$ -	$ -	$ (22,791)	$ (22,791)
Adjusted General Fund Appropriation	$ 881,739	$ 1,114,166	$ 1,091,375	$ 1,091,375
Number of positions	17.00	20.00	20.00	20.00

DCR 45

State Historic Preservation Office – Fund 1250

This section identifies, protects, and enhances the historic resources of North Carolina through a coordinated statewide program of information and assistance for public agencies, private organizations, and the state's citizens to enable them to undertake successful historic preservation planning and project implementation. Section programs include the processing of nominations to the National Register of Historic Places, comprehensive architectural and archaeological surveys, site excavations and interpretation, and technical assistance for the care and treatment of historic buildings. It functions as the state clearinghouse for federal and state protection and incentive programs for properties that qualify for the National Register of Historic Places.

Historic preservation state tax credit laws were enacted by the General Assembly in 1997 and became effective January 1, 1998. The Historic Preservation Office (HPO) administers the preservation tax credits program, and in calendar year 2000, the HPO processed 279 applications for nonincome-producing historic structures representing 114 proposed projects with a total estimated rehabilitation cost of $18.4 million and 41 completed projects with a total cost of $5.4 million. The 279 applications in 2000 for nonincome-producing structures represent a 39% increase in the demand for services from 201 applications in calendar year 1998.

In addition, during calendar year 2000, the section processed 224 Historic Preservation Certification Applications for federal and state historic rehabilitation tax credits for income-producing historic structures representing 75 proposed projects with a total estimated rehabilitation cost of $124.4 million and 44 completed projects with a total cost of $39.4 million. The 224 applications in 2000 for income producing structures represent a 37% increase in the demand for services from 163 applications in calendar year 1998. The total estimated rehabilitation construction costs generated by the tax credits in the last state fiscal year amounts to $142.8 million dollars.

In state fiscal year 1998 – 1999 the section processed 2,996 requests for environmental review related to construction and development. By comparison, the HPO processed 4,035 reviews in state fiscal year 1999 – 2000 representing a 35% increase in caseload. In the same period National Register Nominations processed increased by two from 54 to 56 representing a 4 % expansion. However, it should be pointed out that the nomination caseload of state fiscal year 1999-2000 is 60% more than the fiscal year 1996 – 1997 caseload of 35. Because National Register listing is a prerequisite for taking the state and federal tax credits, the case load rapidly rose after the current state credits went into effect in 1998, rising to 54 nominations by the 1998-1999 fiscal year.

In addition, in the last state fiscal year of 1999 – 2000 the State Historic Preservation Office provided approximately 9,200 additional consultations and services pursuant to law and public request. Currently, 36 cities and counties throughout the state are Certified Local Governments (CLGs)—a federally authorized designation that bestows funding preference under a small federal preservation grants program administered through the State Historic Preservation Office.

DCR 46

Office of State Archaeology

From its central Raleigh office, and branch offices in Fort Fisher, Morehead City, and Asheville, the Office of State Archaeology (OSA) safeguards the prehistoric, historic, and underwater archaeological resources of North Carolina through a coordinated statewide program of data inventory, resource protection, public education and technical assistance. The OSA is part of the North Carolina Division of Archives and History, Department of Cultural Resources, and serves as the professional archaeology staff for the North Carolina Historical Commission. It dovetails with the State Historic Preservation Office in providing archaeological review of compliance projects. Processing nominations to the National Register of Historic Places, grant administration and comprehensive archaeological resource planning also figure prominently in the OSA's roster of responsibilities.

The section maintains a statewide, computer-based inventory of archaeological sites, along with maps, photographs, and other supportive data. OSA libraries house more than 7500 compliance reports, theses, academic volumes, and journals. Laboratory processing and curation of artifact collections occur at the OSA Research Center, where archaeologists, students, educators, and agencies may study the center's holdings.

The OSA protects endangered archaeological sites through enforcement of the North Carolina Archaeological Resources Protection Act (G.S. 70, article 2), the Unmarked Human Burial and Human Skeletal Remains Protection Act (G.S. 70, article 3), the North Carolina Archaeological Record Program (G.S. 70, article 4), and the "abandoned shipwrecks law" (G.S. 121, article 3). In FYs 1998-2000, the section processed four ARPA permits for archaeological investigations on state property, and issued 29 permits for shipwreck exploration. The OSA encourages protection of archaeological sites by easements and tax incentives and through the federal Certified Local Government program.

Fulfilling its environmental review function as a sister section to the State Historic Preservation Office, the OSA processed nearly 3,000 review cases related to construction and development in FY 1999-2000. Pertinent laws include the National Historic Preservation Act (sections 106 and 110), the NC Coastal Management Act, the NC Environmental Policy Act, and the NC Mining Act. It assisted more than 300 engineering and archaeological contracting clients with background searches in conjunction with approximately 25 percent of these reviews. It provided an additional 350 consultations and services to individuals, universities, local government agencies, and museums.

An essential activity for the OSA is public education programs, which target school groups, amateur archaeological and historical societies, and government agencies. During FY 1999-2000, staff reached nearly 700 individuals through 50 lectures or presentations. The OSA administered six major grants and provided content for the state's comprehensive plan for inventory, evaluation, and protection of archaeological resources.

DCR 47

DEPARTMENT OF CULTURAL RESOURCES

ARCHAEOLOGY AND HISTORIC PRESERVATION - FUND 1250

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 2,367,741	$ 2,367,103	$ 2,367,103	$ 2,367,103
Receipts	$ 925,932	$ 864,468	$ 864,468	$ 864,468
General Fund Appropriation	$ 1,441,809	$ 1,502,635	$ 1,502,635	$ 1,502,635
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,441,809	$ 1,502,635	$ 1,502,635	$ 1,502,635
Number of positions	45.50	45.50	45.50	45.50

DCR 48

Western Office – Fund 1290

Located in Asheville, the Western Office provides program services in the areas of archaeology, historic preservation, archives and records management, historic sites programming, museum planning, and development, and local historical agency assistance to over one-quarter of the counties of the state.

The Western Office serves the following counties: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mithcell, Polk, Rutherford, Surry, Swain, Transylvania, Watauga, Wilkes, and Yancey.

The following is a list of specific duties performed, including statistics: surveys of significant properties and archaeological sites (57); assistance with National Register nominations and study list applications (14, 37); consultations on restoration of historic properties, including Tax Act projects (657); records management consultations (189); preservation of significant archival materials (59 cubic feet); consultations with regional museums and historical organizations (42); historic site consultations (121); photographic services (approximately 7,600 photographic images); presentation of public programs to schools and civic groups (35) and environmental reviews (1074).

DCR 49

DEPARTMENT OF CULTURAL RESOURCES

WESTERN OFFICE - ARCHIVES AND HISTORY - FUND 1290

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 382,331	$ 344,705	$ 344,705	$ 344,705
Receipts	$ 1,341	$ 150	$ 150	$ 150
General Fund Appropriation	$ 380,990	$ 344,555	$ 344,555	$ 344,555
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 380,990	$ 344,555	$ 344,555	$ 344,555
Number of positions	7.00	6.00	6.00	6.00

North Carolina Museum of Art

DCR 51

The North Carolina Museum of Art

The North Carolina Museum of Art is a division within the North Carolina Department of Cultural Resources and is governed by a 28 member Board of Trustees. Board members are appointed by the Governor, the General Assembly, the Art Society, Museum of Art Foundation Board, and the Board of Trustees.

The North Carolina Museum of Art traces its origin to 1924 when the Art Society of North Carolina was founded with the purpose, "to promote an interest in providing a State Art Museum in Raleigh." In 1929, the General Assembly placed the Art Society under state patronage, which began a tradition of public/private partnership that continues to the present. In its early days, the Art Society began a program of collecting, staging exhibitions and educational programs even before there was a permanent museum. In 1947, North Carolina became the first state in the nation to appropriate public funds for the purchase of works of art to establish a state supported art museum. That first appropriation matched a gift of 75 important works of art given by the Samuel H. Kress Foundation as part of its program of endowing regional museums throughout the United States. Negotiations with Mr. Kress and the Kress Foundation were led by State Senator Robert Lee Humber of Pitt County. Thanks to his efforts, of nearly one hundred institutions receiving art from the great Kress collection, the gift to the North Carolina Museum of Art was the largest and most important of any except that given to the National Gallery of Art in Washington, D.C. The Kress gift combined with purchases made with the original legislative appropriation created for the people of North Carolina the most distinguished collection of old master paintings in the southeastern United States, and formed the foundation for today's North Carolina Museum of Art.

The Museum's major responsibilities are well stated in its statutory mission, "...to acquire, preserve, and exhibit works of art for the education and enjoyment of the people of the State, and to conduct programs of education, research, and publication designed to encourage an interest in and an appreciation of art on the part of the people of the State." (G.S. 140-5.12). In keeping with that broad mission, the Museum's program budget objective is "to increase the percentage of visitors who experience an enhanced interest in and appreciation of art...". This is accomplished through a variety of programs focusing on the State's permanent art collection, which consists of thousands of objects spanning over 5,000 years of human history and creative effort. The Museum also brings to North Carolina many special exhibitions of important art treasures from around the world for the educational benefit and enjoyment of the people of our state. Scholarly publications and a full range of classes, workshops, lectures and other programs complement the Museum's educational mission and program objective.

The Museum is an active partner with the state's educational systems. Thousands of school children from all over North Carolina visit the Museum each year and learn about their own culture and about other civilizations through guided tours and other programs. Outreach exhibitions, slide programs, speakers, and teaching materials are also available

to schools and other groups in all counties throughout the state. The Museum continues to enhance accessibility to its collections through the use of new technologies such as digital imaging, CD ROM, and the Museum's World Wide Web page (http://ncartmuseum.org). The Museum's conservation department provides consultation and conservation treatment services to other museums and public collections around the state. There is an extensive art reference library available for researchers, and the Museum's curators are available on a regular schedule to consult with citizens about works of art in their own collections.

The Museum of Art regularly receives national and international recognition for its collections, acquisitions, and programs. It has become a major tourist attraction, which draws many visitors from within the state and from beyond its borders each year. A prime example is the hugely successful exhibition of the works of sculptor Auguste Rodin in the summer of 2000 drew over 300,000 visitors from around the nation. According to an economic impact study prepared by UNC-Chapel Hill, the Rodin exhibition contributed over $50 million in direct economic impact to the state. The Museum also contributes to the economic well being of North Carolina by helping to attract business and industry to locate and expand here. When asked why they chose to locate in North Carolina, business leaders will most often cite the state's quality of life, including the cultural environment and its commitment to education. The North Carolina Museum of Art makes strong contributions in these areas.

The Museum is assisted in its mission by two affiliated organizations, The North Carolina Art Society and the Museum of Art Foundation, Inc. As mentioned previously, the Art Society is the predecessor of the Museum. The Art Society is a venerable and distinguished organization, founded in 1924 and under the patronage of the state since 1929. General Statutes provide that the Art Society shall be the membership arm of the North Carolina Museum of Art and continue under state patronage (G.S. 143B-89 and G.S. 140-14). The Art Society also holds the permanent endowment, the Robert F. Phifer Fund. Proceeds from this endowment are used solely for the acquisition of works of art for the Museum's permanent collection. This modest endowment provides the Museum's only reliable source of acquisition funding. There have been no state funds appropriated to add to the Museum's collection since 1985. Consequently, the Museum's holdings of art of the late twentieth century are not in keeping with the strength of the collection in other periods.

The Museum of Art Foundation, Inc. a private, non-profit corporation with tax-exempt status under IRS Code 501(c)(3). The Foundation holds some endowment funds and plays the essential role of operating the Museum's private fundraising efforts. The Foundation accounts for approximately two thirds of the Museum's average annual operating budget. These funds are spent directly by the Foundation on the Museum's behalf to support exhibitions, educational programs, staffing and other operating needs.

In 1997, the Museum's new performing arts facility, the Joseph M. Bryan Theater opened. This amphitheater, designed and built with private funds raised by the Museum of Art Foundation, will enable the North Carolina Museum of Art to offer a full range of

performing arts experiences to complement the visual arts found inside the Museum's walls. Also in 1997, the Museum undertook a complete study of its present physical facilities made possible by an appropriation in the 1996 session of the General Assembly. This study directs the planning and programming of enhanced facilities to enable the institution to meet the state's needs well into the future.

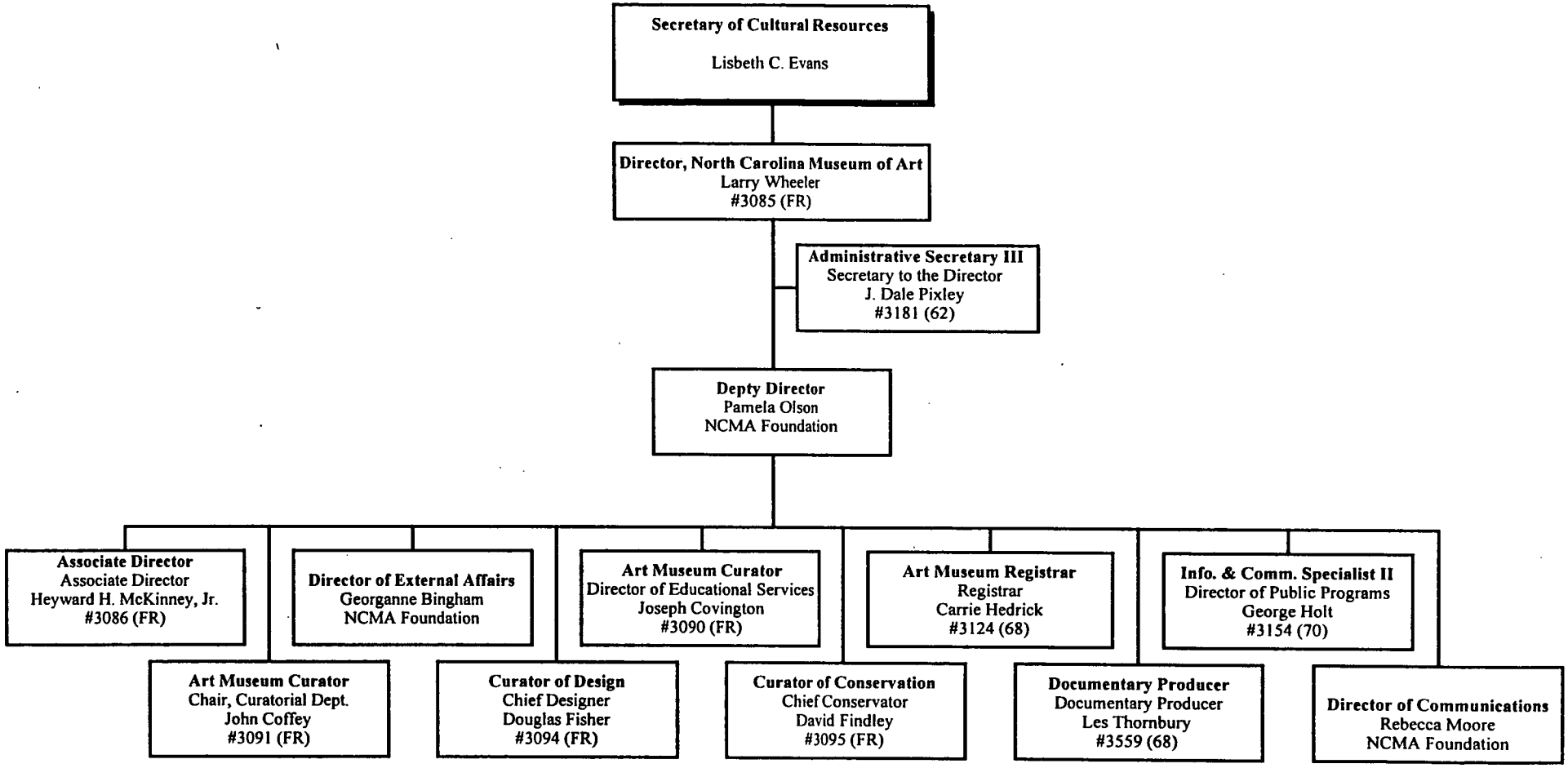
In the 2000 session, the General Assembly allocated to the Department of Cultural Resources, for the Museum of Art, the state-owned property formerly occupied by the Polk Youth Correctional Facility. The transfer of this land has given the Museum a unique opportunity to accommodate the huge growth that has already occurred in the institution's programs into a new dynamic space. The Museum will seek to build a new structure to complement the existing building and provide exhibition and public spaces in keeping with the excellence of the Museum's collections and programs. In order to meet this and other challenges of the years ahead, the Museum looks forward to a continuation of the great tradition of partnering private funding with the public support provided by the General Assembly.

DCR 54

North Carolina Museum of Art
Selected Statistics

Total Museum Visitors Calendar 2000:	474,849
Public Programs Presented 2000 Season:	75
Public Program Attendance 2000 season:	45,207
Guided Tours:	2,372
Guided Tour Participants:	40,124
Recorded Audio Tours:	34,733
Art in the Schools Projects:	41,179
Works of Art Examined for Conservation	2.127
Remedial Conservation Treatments:	35
Full Conservation treatments:	19

North Carolina Department of Cultural Resources
North Carolina Museum of Art
Overall



Date: January 27, 2001

Signed:_____
Associate Director

DCR55

DCR 56

DEPARTMENT OF CULTURAL RESOURCES

MUSEUM OF ART - FUND 1320

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,969,602	$ 3,999,162	$ 3,999,162	$ 3,999,162
Receipts	$ 132,875	$ 144,954	$ 144,954	$ 144,954
General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,854,208	$ 3,854,208
Less: Recommended Reductions	$ -	$ -	$ (17,000)	$ (17,000)
Adjusted General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,837,208	$ 3,837,208
Number of positions	92.00	92.01	92.01	92.01

North Carolina Arts Council

DCR 58

North Carolina is known throughout the world for its pottery traditions, literary legacy, Southern Appalachian music traditions, jazz, blues and gospel heritage, and an abundance of artists and arts institutions. Recognizing the state's rich cultural climate in 1964, Governor Terry Sanford established a state arts council to strengthen North Carolina's creativity, invention and prosperity. Since its beginning, the North Carolina Arts Council has been recognized as one of the nation's leading state arts agencies.

To fulfill our mission **to enrich the cultural life of the state by nurturing and supporting excellence in the arts and by providing opportunities for every North Carolinian to experience the arts,** we focus our work in three key areas which correspond to the goals of our long-range plan:

1. Our relationship with the state's **arts resources**—artists, arts organizations and our cultural heritage. It is our responsibility to help these resources remain strong so they can continue to produce rich and diverse arts experiences for the benefit of the state's citizens and visitors.
2. Our relationship to the state's **communities**. We use the word "communities" in the broadest sense to mean the many ways groups of people gather, both geographically or through other shared identities. It is our responsibility to make sure communities are strengthened through the arts.
3. Our relationship as a state agency to the **state's agenda**. It is our responsibility to make sure the arts are valued as a tool for achieving a strong economy, well-educated children, vital communities and involved citizens.

In building these relationships, we play the roles of **connector, catalyst** and **activist partner, using our abilities to:**

- Provide an overview of the strengths, needs and issues of the arts in the state
- Give grants to activate partnerships between artists, arts organizations and communities which benefit every county in the state
- Convene various groups of people around important topics to forge new partnerships
- Maintain access to a number of information outlets through which we collect, publish and disseminate a variety of resource materials

Following is a 5-page summary of how the North Carolina Arts Council accomplished its goals and objectives during fiscal year 1998-99.

DCR 59

NORTH CAROLINA ARTS COUNCIL
1998-99 ACCOMPLISHMENTS

GOAL I: DEVELOP, PRESERVE, AND SUSTAIN NORTH CAROLINA'S ARTS RESOURCES

1. **Support the state's organizations that produce exemplary arts programs**
   - 62 organizations received a total of $1,415,650 in General Support grants for ongoing programs and operations.
   - Awarded $116,000 to 25 organizations to commission new works in the performing and visual arts.
   - 50 organizations received a total of $293,791 for innovative literary, performing, and visual arts programs.
   - 19 organizations received long-term organizational assistance through the New Realities Program.
   - 29 scholarship grants went to artists and arts administrators to attend conferences and workshops.
   - 4 community arts interns and 1 folklife intern received 3 months of professional training through our internship programs.
   - A total of $48,882 in grant funds was provided to 25 organizations for consultancies in facility development, fundraising, board and staff development, project planning, and audience development.

2. **Preserve and promote the state's folk cultural heritage through documentary projects and public programs**
   - 16 artists and organizations received a total of $142,892 for festivals, radio programs, exhibitions, and projects which documented and presented the traditions of Cherokee arts and culture, North Carolina pottery, gospel music of northwestern North Carolina, coastal communities of Northeastern North Carolina, and the Montagnard community of Greensboro.
   - Sites were selected for the traditional music and Cherokee arts and culture trails as part of the Blue Ridge Heritage Initiative.
   - Co-produced "Cold Mountain Old Time Music Gathering" with the North Carolina Museum of Art. The production featured Charles Frazier reading passages from his best-selling novel, which included references to traditional music. He was accompanied by musicians from western North Carolina.

3. **Improve financial support and professional opportunities for North Carolina's artists**
   - Awarded fellowships of $8,000 each to 18 visual artists, 3 film and video artists, and 4 choreographers to support their artistic development and the creation of new work.
   - Grants were awarded to 1 writer and 1 visual artist to be in residence at the Vermont Studio Center, 1 visual artist and 1 writer for residencies at the Headlands Center for the Arts in California, and 2 visual artists for residencies at La Napoule Foundation in France.

- Developed the North Carolina Poet Laureate Program and provided funds to subsidize the Poet Laureate to conduct readings, workshops for writers, and public presentations.
- Through a partnership program with the South Carolina Arts Commission Media Arts Center, provided $5,000 in grant funds to support North Carolina film/video artists to access the center's equipment, studios, and training programs.
- Funded the Regional Artist Project Grants Program, which made awards ranging from $250 - $2,500 to 165 artists through 12 regional consortia of local arts councils serving 93 of the state's 100 counties.
- Three regional workshops were conducted for NC touring artists to strengthen community residency work and to encourage artists to become full partners in planning and implementing residencies.
- Promoted North Carolina touring artists to out-of-state presenters at the annual Southern Arts Exchange booking conference.

GOAL II. DEEPEN THE CONNECTION BETWEEN THE ARTS AND NORTH CAROLINA'S COMMUNITIES

1. **Strengthen partnerships with local arts councils to provide arts programming in all 100 counties through the Grassroots Arts Program**
   - More than 750 organizations received a total of $1,679,117 through the Grassroots Arts Program's per capita funding system. Published the *Designated County Partner Guidebook*, to provide local arts councils with information on the most effective ways to administer Grassroots Arts Program county allotments.
   - Provided 27 grants totaling $128,435 to local arts agencies to hire additional staff, to encourage increased local government contributions, and for professional development opportunities.
   - Provided a total of $265,818 to local arts councils to support visual arts, folklife, touring, and arts in education programs.
   - Developed a gallery resource guide for local arts councils and small town exhibition venues.
   - Staff conducted workshops and planning sessions at the annual Local Arts Council Executive Directors' Retreat.

2. **Increase access to racially and culturally diverse arts programs**
   - The Multicultural Organization Development Program provided $179,650 to strengthen the arts programs of African-American, Native American, Latino, and Asian American organizations. Funded a two-day workshop to assist multicultural organizations in developing entrepreneurial strategies to increase earned income revenue.
   - Grassroots Arts Program's per capita funds were distributed according to the percentage of racial and ethnic diversity of the population of each county.
   - $544,000 was awarded for arts programs that build appreciation and understanding of the state's diverse cultures.

3. **Increase arts programming in underserved communities**
   - Developed two large-scale cultural tourism initiatives, one focusing on rural counties in the west and the other on the northeast coastal region.
   - Staff member served on the Governor's Issue Team for Personal and Parental Responsibility.
   - Convened Arts Council's Access Advisory Group to recommend strategies to help arts organizations comply with 504/ADA regulations and to increase and strengthen accessible arts programs.
   - Awarded a grant to The Center for Universal Design to conduct planning workshops and provide recommendations for increasing participation of people with disabilities in the state's arts programs.
   - Provided $17,245 for arts programs in hospitals, nursing homes, and mental health centers.

4. **Provide support for performances and artists' residencies in communities across the state**
   - Awarded $314,650 for performance series, artist residencies of two weeks to six months, projects to strengthen the programs of the state's arts presenters, and a variety of performances and activities in schools and community venues.
   - Funded a marketing brochure for the NC Presenter's Consortium that contained a calendar of the seasons of over 35 North Carolina presenters.
   - Helped develop and coordinate a statewide tour of David Dorfman Dance to 5 communities across the state. Provided a grant and helped secure additional funding to support 17 weeks of performances and residency activities involving over 50 community partner organizations.
   - Helped 10 literary organizations develop and coordinate a 10-week residency by Chicano writer Luis Rodriquez. Provided a grant and helped secure additional funding to support readings and residency activities in Latino and non-Latino communities and build lasting bridges between them.

5. **Develop and support public art projects that enliven community buildings and spaces**
   - Installed 9 new artworks in state buildings, bringing the total of the state's public art collection to 60; published educational materials for each completed artwork and included this information on the Council's web site; hired a professional art appraiser to perform a comprehensive appraisal and assess conservation needs of the entire collection; hired a photographer to document the collection for a new brochure.
   - Updated the slide bank of the work of artists who create public art for use as a resource for communities pursuing public art projects.
   - Assisted 7 communities with public art planning and worked with the Department of Transportation and Triangle Transit Authority to explore the possibility of creating an art in transit program for the state's Amtrak stations and for the Triangle's future regional transit system.
   - Made presentations on public art, gave tours of the state's collection, and convened quarterly meetings of the Public Art Network to increase awareness and appreciation of public art.

GOAL III. HEIGHTEN UNDERSTANDING OF THE ROLE AND VALUE OF THE ARTS TO THE STATE

1. **Build public awareness about the benefit of the arts to the lives of North Carolinians**
   - County histories, which included narratives and listings of all Arts Council grants to the county over the years, were published for each of the 100 counties and distributed to all legislators and local arts councils.
   - Published 3 issues of *ncarts,* the Arts Council's journal that examines issues that shape the development of the arts across the state, and reports on important arts events.
   - Expanded the Arts Council's Web site to include more links to artists and arts organizations and information on 3 cultural tourism trails.
   - Developed and distributed a communications tool kit to assist grantees in publicizing funded projects and keeping legislators informed about their activities.
   - Made presentations to arts and civic groups on the Arts Council and the arts in the state, and participated in media workshops for local constituents on more effective writing.

2. **Further the role of the arts as an essential part of education**
   - Arts in Education (AIE) Partnership grants totaling $154,729 were awarded; 34 % of these funds benefited 5 rural, low-wealth counties.
   - AIE Development category funded 12 projects totaling $45,650.
   - A total of $121,833 funded 17 artist residencies, after-school programs, and summer arts camps, as well as 17 short-term performing arts projects.
   - Convened a weekend workshop entitled *Tapestry: Weaving Artistry and Education* to train artists to work more effectively in school settings. 75 artists attended sessions conducted by national and state arts-in-education leaders on topics such as early childhood development, school culture, the state curriculum, and integration of the arts with other subjects.
   - Produced a two-day workshop on arts in education program evaluation methods attended by 40 arts professionals.
   - Developed a partnership with the School of Education at UNC-Chapel Hill to create a traditional music curriculum that would be taught in schools as part of the Blue Ridge Heritage Initiative education component.
   - Hired a consultant to create a residency planning guide to provide technical assistance to organizations conducting arts in education residencies.

3. **Develop initiatives to strengthen the role of the arts in economic and community development, tourism, international relations, and human services**
   - Worked closely with the Blue Ridge Parkway Division of the National Park Service and the Eastern Band of Cherokee Indians to implement the Blue Ridge Heritage Initiative; completed resource inventories and selected sites for a traditional music trail and a Cherokee art and culture trail.
   - Provided a consultant and staff assistance to North Carolina Heritage, Inc., a nonprofit organization created to support heritage tourism development, to facilitate a planning process, and strengthen the organizational structure.

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- Convened three meetings of the Interagency Heritage Tourism Task Force, which coordinates the efforts of statewide agencies and provides training and technical assistance to local heritage tourism efforts. The task force is composed of representatives from the state's commerce, tourism, transportation, agriculture, and natural resource departments.
- Worked with the Department of Commerce on several joint projects including an African-American heritage publication and a 19-county eastern heritage initiative in the northeast coastal region.
- Organized and funded a consortium of major summer performing arts festivals, outdoor dramas, and theaters to collectively develop joint marketing strategies and pursue initiatives to increase cultural tourism to their sites.

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North Carolina Arts Council - At a Glance

Arts Council Programs

- provide information and other resources to North Carolina's 2,728 non-profit arts organizations
- take artists into the schools
- tour professional dance, music and theater companies throughout the state
- support the state's major professional music, dance, theater, visual arts and literary organizations, many of which have regional and national reputations
- fund local priorities through the decentralized Grassroots Arts Program
- recognize our finest folk artists with Folk Heritage Awards and our finest career artists with fellowships
- provide targeted assistance to organizations in previously underserved communities
- work with local community leaders to develop cultural tourism opportunities

Arts Council Services

25 staff members work with arts and other community organizations to help them expand, stabilize, develop in appropriate directions and become managerially stronger. Staff targets and gives special attention to rural areas, urban organizations in communities with limited resources and older, established organizations going through transition. Through conferences, workshops, publications, information and special events, the staff provides support and technical assistance to the citizens of our state who are using the arts to build their communities.

Impact of Arts Council-funded Activities in FY 99-00

- Nearly 8.5 million people participated in Council-funded projects.
- Projects were funded in every county in the state.
- Grants went to 521 arts organizations, 439 school, community and civic groups, and 46 individuals.
- Each dollar granted by the Council was matched by twelve other dollars, many generated directly by the Council's grant.

Organizations Assisted by the Arts Council Play a Significant Role

- in North Carolina's tourism industry
- in downtown revitalization projects in numerous towns and cities
- in the creation of jobs, both within arts organizations and indirectly in restaurants, hotels, parking lots, printing and catering businesses
- in attracting and keeping desirable industries by making the community a more stimulating place in which to live and work

Prepared April 2001

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North Carolina Arts Council - Summary of FY 99-00 Grant Activities

Number of Applications		
Individuals	566	
Organizations	1,400	
	1,966	
Number of Awards		
Individuals	46	
Organizations	1,290	
	1,336	(68% of applications funded at least partially)

Amount Requested	$ 14,148,578	
Amount Awarded and Spent	$ 7,790,800	(55 % of requested amount funded)
Total Project Costs	$ 86,057,664	(9% of costs provided by Arts Council)
Total Project Participants	8,463,990	

* * * * *

Funded Organizations: 960

Arts Organizations		*Other Community Organizations*	
performing groups	198	schools	176
performance facilities	10	higher education institutions	17
museums and galleries	20	libraries	14
small presses, literary magazines	5	humanities/historical societies, museums	37
fairs, festivals, concert series	62	community service groups	155
arts centers	58	parks, recreation departments	21
arts councils	95	radio, television	3
arts service organizations	18	other community groups	16
artist associations	55		
Total arts organizations	**521**	**Total other community organizations**	**439**

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NORTH CAROLINA ARTS COUNCIL – SUMMARY OF FY 00-01 INCOME

State of North Carolina			
Grant Programs		$	4,103,235
Grassroots Arts Program	800,000 non recurring		2,143,367
Personnel			1,192,721
Operating Support			393,448
Total State Income		**$**	**7,832,771**
National Endowment for the Arts	Fed'l Grants		
Basic State Grant		$	416,600
Arts in Education Alloction			76,200
Underserved Allocation			111,200
Total Federal Income		**$**	**604,000**
Total FY 00-01 Income		**$**	**8,436,771**

* * * * *

STATE ARTS AGENCIES' LEGISLATIVE APPROPRIATIONS - FY 00-01

Per Capita Ranking*

1	Hawaii	$ 4.94
2	New York	2.87
3	Massachusetts	2.80
4	Minnesota	2.66
5	Michigan`	2.60
46	Colorado	.44
47	Oregon	.41
48	Tennessee	.33
49	Montana	.32
50	Texas	.23

Southern Arts Federation States:

8	Florida	$ 2.19
12	South Carolina	1.24
16	Louisiana	1.12
17	Alabama	1.08
21	**North Carolina**	**.98**
23	Kentucky	.97
26	Mississippi	.85
41	Georgia	.54
48	Tennessee	.33

*population figures are 2000 census

North Carolina Arts Council FY 99-00 Per Capita Distribution

COUNTY	$/CAPITA	GRANTS	COUNTY	$/CAPITA	GRANTS	COUNTY	$/CAPITA	GRANTS
1 Clay	7.85	64,629	34 Henderson	0.75	61,002	67 Vance	0.40	16,676
2 Tyrrell	7.81	30,434	35 Graham	0.73	5,441	68 Yadkin	0.40	14,231
3 Mitchell	6.59	96,335	36 Jackson	0.73	21,640	69 Caldwell	0.38	28,891
4 Swain	4.26	51,892	37 Robeson	0.71	81,283	70 Craven	0.38	34,267
5 Transylvania	3.01	85,112	38 McDowell	0.68	27,422	71 Cumberland	0.38	111,003
6 Watauga	3.00	122,637	39 Wilson	0.67	46,208	72 Polk	0.38	6,298
7 Durham	2.97	597,173	40 Pasquotank	0.66	23,053	73 Wayne	0.38	42,929
8 Chowan	2.74	39,465	41 Wake	0.65	374,247	74 Currituck	0.37	6,366
9 Alexander	2.02	64,324	42 Anson	0.63	15,155	75 Gaston	0.37	67,131
10 Orange	2.01	219,554	43 Rowan	0.63	78,633	76 Cleveland	0.36	33,047
11 Bertie	1.91	38,179	44 Stanly	0.60	33,376	77 Davidson	0.35	48,910
12 Gates	1.80	17,995	45 Hyde	0.59	3,366	78 Warren	0.35	6,681
13 Madison	1.53	28,790	46 Lenoir	0.59	34,806	79 Cherokee	0.34	7,846
14 Carteret	1.49	88,575	47 Beaufort	0.58	25,282	80 Montgomery	0.34	8,352
15 Ashe	1.48	35,148	48 Alamance	0.57	69,710	81 Macon	0.33	9,303
16 Forsyth	1.38	398,980	49 Camden	0.57	3,629	82 Martin	0.33	8,581
17 Mecklenburg	1.33	828,406	50 Halifax	0.55	30,715	83 Union	0.33	35,896
18 Yancey	1.33	22,044	51 Randolph	0.52	65,031	84 Chatham	0.32	14,691
19 Jones	1.32	12,264	52 Nash	0.51	45,039	85 Hoke	0.32	9,631
20 Pamlico	1.30	15,751	53 Granville	0.50	22,343	86 Person	0.32	10,586
21 Dare	1.25	35,269	54 Johnston	0.50	53,541	87 Pender	0.31	11,898
22 Edgecombe	1.06	58,040	55 Moore	0.50	35,748	88 Scotland	0.31	11,066
23 Hertford	1.05	22,586	56 Pitt	0.49	62,224	89 Cabarrus	0.30	36,280
24 Caswell	1.02	22,769	57 Columbus	0.48	25,165	90 Franklin	0.30	13,441
25 Guilford	1.01	393,619	58 Richmond	0.48	21,881	91 Sampson	0.30	15,815
26 Buncombe	0.97	186,625	59 Duplin	0.47	20,999	92 Brunswick	0.29	19,373
27 Catawba	0.90	118,311	60 Alleghany	0.46	4,507	93 Lincoln	0.29	17,229
28 New Hanover	0.90	133,916	61 Iredell	0.45	50,853	94 Rutherford	0.29	17,344
29 Lee	0.87	42,339	62 Northampton	0.45	9,367	95 Wilkes	0.29	18,399
30 Haywood	0.82	42,374	63 Greene	0.44	8,055	96 Burke	0.28	23,636
31 Avery	0.81	12,377	64 Perquimans	0.44	4,844	97 Harnett	0.28	23,486
32 Washington	0.79	10,369	65 Surry	0.41	27,916	98 Rockingham	0.28	25,057
33 Davie	0.75	24,214	66 Stokes	0.40	17,354	99 Onslow	0.27	40,207
						100 Bladen	0.21	6,520

[redacted]

* In addition, $389,185 was granted to statewide organizations for projects affecting more than one county and $32,651 was granted to organizations outside the state for projects benefitting North Carolinians.

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NORTH CAROLINA ARTS COUNCIL BUDGET GOAL: To Reach the National Average for Per-Capita Spending through State Arts Agencies

The national average is projected to be $1.50 in FY 02-03. **A $4 million increase to the Arts Council's FY 00-01 budget would place North Carolina at the national average.** With 98¢ to spend on each citizen in FY 00-01, North Carolina ranks 21st in the nation and 5th in the South, behind Florida, South Carolina, Louisiana and Alabama.

The Arts Council's Board has developed the following framework for future increases:

1. Grassroots Arts Program - $1,000,000 – Per capita funds will increase from 28¢ to 40¢ for community arts activities in all 100 counties. Local arts councils, vital players in community planning and economic development, are local partners in the distribution of funding.

2. Primary Arts Organizations - $1,000,000 – General support grants are awarded to 81 of the state's finest orchestras and opera companies, museums and galleries, arts centers, craft schools, dance and theater companies, literary and multicultural organizations. This increase will move all eligible organizations to their appropriate levels within the funding formula.

3. Arts in Education - $500,000 – The popular grants program which funds partnerships between arts organizations and school systems will expand. New programs will include annual training institutes for artists and teachers, yearlong artist residency programs, and early childhood and youth-at-risk initiatives. Because effective programs require one-on-one staff assistance, especially in small and rural schools with limited human resources, one consultant (Grade 68) and one program assistant (Grade 59) will be added.

4. Cultural Tourism - $500,000 – In the state's second largest industry, keeping our citizens at home for their recreational travel is important because they comprise one-third of this tourist market. The highest growth segment of the tourism industry, culture tourists are prized because they spend more, stay longer, are easy on the environment, and help sustainable economic development, especially in rural areas. These funds will increase new product development, provide marketing to build citizens' awareness of cultural opportunities as they travel, and stimulate support of arts statewide. One coordinator (Grade 68) will be added to assist with the labor-intensive activities required in this expansion.

5. Other Grant Programs - $350,000 – Several grant programs which did not benefit from the FY 99-01 increases are experiencing great demands from constituents. Included are touring and presenting, literature, folk arts, new works, and programs for small, emerging groups that need help with performances and exhibitions. This increase will more adequately address those needs.

6. Public Art and Community Design - $200,000 – The state's collection of over 60 artworks, appraised at $3.3 million, has more than doubled in value over the 11 years during which the artworks were produced. The value will continue to increase, provided the artworks are properly cared for and protected. These funds will cover the costs of appropriate conservation as well as interpretive displays and promotional events and publications. Funds will also allow communities to engage in public art and community design projects as a means of creating a sense of place and identity for residents and visitors. Grants will fund the creation and implementation of master plans, address specific design issues such as gateways, plazas, parks and downtown redevelopment; and plan for the development of arts facilities.

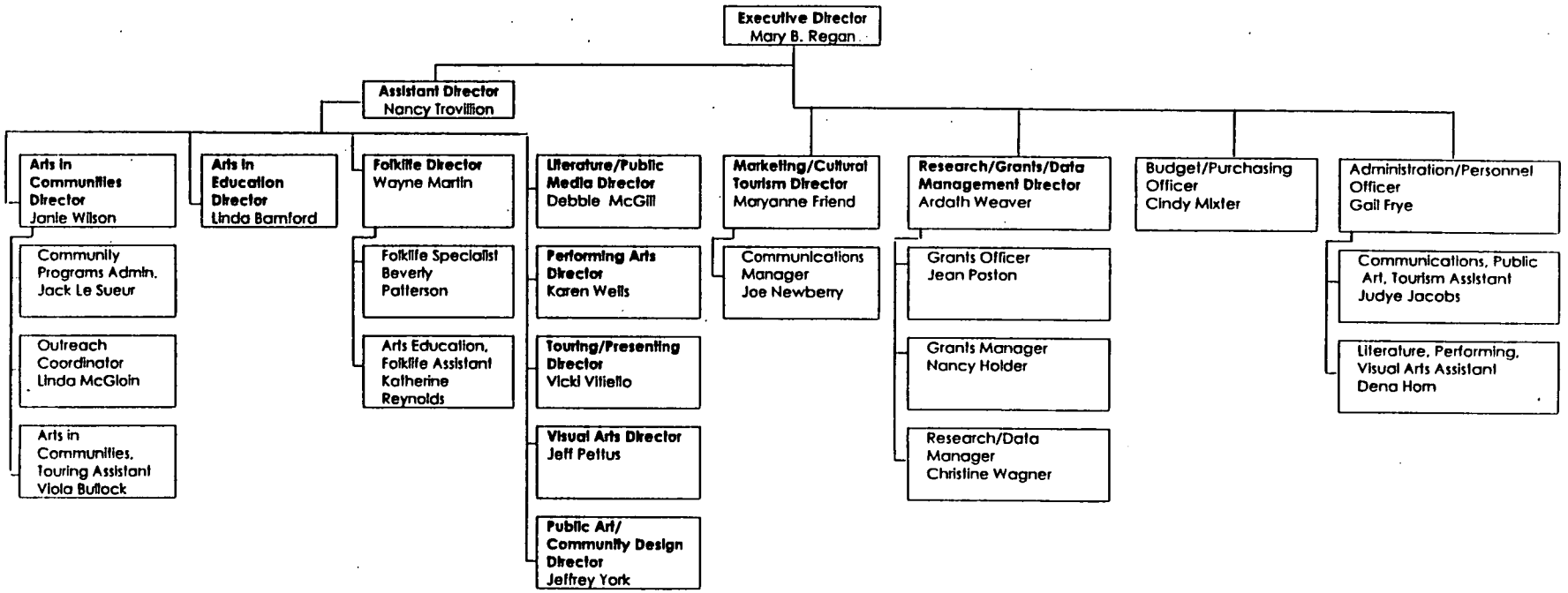
7. International Program - $100,000 – In response to the complexity and richness of the various cultures represented in North Carolina and to the state's growing international economic connections, the Arts Council will develop ongoing cultural relationships with selected countries to provide more comprehensive artist exchanges and other programming.

8. Research - $100,000 – Though the Arts Council has done very little in this area over the years, its enabling legislation charges it with "the study, collection, maintenance and dissemination of factual data and pertinent information relative to the arts" and to "identify research needs in the arts area and to encourage such research." Much research needs to be undertaken, much information collected, so that the arts community can make the most of its resources. This increase will fund the beginning of a series of comprehensive research studies and appropriately disseminate the information.

9. Arts Resource Center - $100,000 – An arts resource center will be established to provide learning and training opportunities to arts professionals, educators, students, tourism professionals, and others interested in the state's arts and culture. The Arts Council's significant and unique collection of folklife photographs, audio recordings, films, and videos are presently stored for safekeeping and are not easily available to the public. Also, there are heritage tourism inventories, arts in education curriculum guides, national studies, examples of model programs and other reference materials useful to those involved in planning arts projects. This funding will provide listening stations, a film/video viewing room, exhibition space, computer terminals and a library, as well as additional and/or updated inventories, reference materials, other resources, and sprinklers and a security system.

10. Operating Support - $150,000 – The $260,000 increase the Arts Council received for FY 00-01 replaced federal funds that were subsequently redirected to grants. Therefore, this year's $393,000 in operating support is the same as ten years ago. In the meantime, the number of nonprofit arts organizations in North Carolina has increased by 55.9%, and other organizations and individuals seeking Arts Council information has increased by over 8,400. This budget increase will allow staff to visit more constituents, site evaluators will make needed in-depth site visits and provide reports for use in making grant recommendations, and the Arts Council will continue to upgrade its technology and other equipment and services.

North Carolina Arts Council
Organization Chart
January 2001



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DEPARTMENT OF CULTURAL RESOURCES

ARTS COUNCIL - FUND 1330

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 8,714,172	$ 8,933,671	$ 6,924,034	$ 6,924,034
Receipts	$ 657,263	$ 580,900	$ 580,900	$ 580,900
General Fund Appropriation	$ 8,056,909	$ 8,352,771	$ 6,343,134	$ 6,343,134
Less: Recommended Reductions	$ -	$ -	$ (102,947)	$ (102,947)
Adjusted General Fund Appropriation	$ 8,056,909	$ 8,352,771	$ 6,240,187	$ 6,240,187
Number of positions	24.25	24.24	24.24	24.24

North Carolina Symphony

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GERHARDT ZIMMERMANN, MUSIC DIRECTOR
DAVID CHAMBLESS WORTERS, PRESIDENT & CEO

NORTH CAROLINA SYMPHONY

PART 1 - SYMPHONY OVERVIEW

The mission of the North Carolina Symphony is to present an orchestra of the highest artistic standard that enriches, entertains, and educates diverse audiences in a variety of settings and represents North Carolina as a leader in performance and music education.

Formed in 1932 under the direction of Lamar Stringfield, the North Carolina Symphony served as a WPA project in the 1930s and then in the 1940s became the first orchestra to receive state funding on a continuous basis. Under the 33-year leadership of Dr. and Mrs. Benjamin Swalin, the Symphony began its grassroots emphasis of taking the orchestra to the people of the state. That tradition has continued every year since the 1943 "Horn Tootin' Bill" was passed by the State Legislature and it continues today.

- The North Carolina Symphony is the 30th largest orchestra organization in the country; however, it is singularly unique in two respects:

  1) its commitment to statewide service
  2) its dedication to the musical education of public school children

- Each season, the North Carolina Symphony performs approximately 175 full-orchestra concerts for adults and children across the state. **Nearly two-thirds of its performances take place outside the Triangle.** Each season, the Symphony visits between 30 and 40 counties across the state, performing for more than a quarter-million individuals.

  No other orchestra in America serves its state to the extent the North Carolina Symphony does. Comparing to the 120 annual North Carolina Symphony performances outside of the Triangle, the next-most "statewide" orchestra in America (the Syracuse Symphony) performs only 45 performances annually outside its home base.

  Orchestra travels approximately **20,000 miles a season** throughout the state of North Carolina

2 EAST SOUTH STREET RALEIGH NC 27601 TEL 919-733-2750 FAX 919-733-9920 WWW.NCSYMPHONY.ORG

- The Symphony performs between **45 and 65 full-orchestra music education concerts** for school children throughout North Carolina. (See attachment for 2000-01 Educational Concert Schedule.) Between 60,000 and 100,000 school children are served each season. In 2000, the Symphony added two new positions: a composer-in-residence and an assistant conductor. Both of these positions have added renewed vitality the Symphony's music education programs.

- In February 2001, the Symphony opens a new concert hall, Meymandi Concert Hall at the BTI Center for the Performing Arts in Raleigh. The new concert hall is anticipated to be the finest performance venue in the southeast, possibly rivaling Boston's Symphony Hall and Vienna's Musikverein. The new hall will allow for major programmatic expansion, including a longer series, a new chamber orchestra series, a recital series, and opportunities for artistic partnerships with other organizations around the state.

  The General Assembly dedicated $3 million toward the $38 million cost of the BTI Center for the Performing Arts. State funds were used to enhance the acoustical quality of Meymandi Concert Hall, the new home of the North Carolina Symphony.

- In June 2001, the Symphony opens a new outdoor facility in Cary at Regency Park. The new facility will raise the profile and excellence of the Symphony's Summerfest series that serves 20,000 annually.

- 2001-02 marks the 20th anniversary of Music Director Gerhardt Zimmermann. The milestone will be observed with special programming, including the premiere performances of five new orchestral works.

- Approximate annual **attendance is 300,000**

- The Symphony has **64 full-time musicians.** (Most orchestras of the Symphony's size have about 80. Finances permitting, the Symphony's Board of Trustees desires to bring this number up to the more ideal number.)

PART II - FINANCIAL

In the early 1980s, State funding was approximately 70% of the operating budget, with 30% coming from the private sector. In 1984, a subcommittee asked the Symphony to make significant changes in the percentage of funding in order to reduce public funding and increase private funding. The Symphony has worked very hard to accomplish this, and as of 2000-01 those percentages have reversed. Today, private sector funding has been increased to 71% of the budget with only 29% coming from state funding.

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HIGHLIGHTS OF OPERATING BUDGET FROM 1999-2000

(most recently completed fiscal year)

Revenue		
State Grant-in-Aid	(27%)	$ 2,084,719
State Appropriations through DCR	(4%)	334,712
Total State of North Carolina	(31%)	$ 2,419,431
Private and Other Sources of Income	(69%)	$ 5,285,284
Total operating/program income	**(100%)**	**$ 7,704,715**
Net of transfers from Endowment Earnings and other Funds		**$ 187,658**
Highlights		
Ticket income - Wake County		$ 1,908,924
Ticket income - Outside Wake County		$ 455,720
Corporate Sponsorships in Triangle		$ 405,862
Expenses		
Performances Outside Wake County	(41%)	$ 3,210,099
Performances in Wake County	(34%)	$ 2,734,528
Marketing and development support	(9%)	$ 693,948
Administration and overhead	(16%)	$ 1,249,515
Total operating/program expenses	**(100%)**	**$ 7,888,091**
Highlight		
Amount spent on music education programs	(26%)	$ 2,047,321

Current Fee Structure:

School Concert only	$ 8,500
School Concert and Evening Concert depending on repertoire and guest artists	$ 17,500-30,000
School Concert and Evening Concert (low per capita income counties)	$ 12,500

PART III - MUSIC EDUCATION OVERVIEW

The North Carolina Symphony has one of the most extensive music education programs of any orchestra in the United States. These concerts are part of the schools' music education curriculum and music teachers help to write and present the curriculum to fellow teachers in a unique, yearly workshop.

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- Approximately 45 to 65 concerts are given free of admission yearly to school children throughout the state.
- Extensive curriculum development and collateral materials designed each year specifically for the music education program.
- An annual workshop for 350 music education teachers is held to assist them in preparing students for the statewide music education concert programs.
- Symphony annually stages a Youth Concerto Competition.
- Symphony sponsors the Triangle Youth Philharmonic.
- Symphony has established a partnership program to provide students at North Carolina schools and universities an opportunity to perform with the orchestra in rehearsals and concerts. (i.e. North Carolina School for the Arts; Appalachian State University; UNC-Greensboro; East Carolina University; and UNC-Chapel Hill)
- Opportunity for high school students to take music lessons from Symphony professionals.
- Develop adult music education programs for North Carolina citizens through statewide pre-concert lectures and discussions.
- The Symphony is a partner with WUNC (PBS Radio Station at UNC-Chapel Hill) for its composer-in-residence program.
- The Symphony continues to partner with UNC-TV to produce video programming showcasing the instrument families of the Orchestra. These programs are broadcast statewide and distributed to all school systems throughout North Carolina in advance of North Carolina Symphony visits.

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2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Asheville (Buncombe Co.)	1	Wed., 4/11/01	10:00 a.m.	Asheville
Boone (Watauga/Avery Co.)	2	Fri., 9/15/00	9:30 a.m. 12:30 p.m.	Boone Boone
Buies Creek/Erwin/Dunn (Harnett Co.)	1	Wed., 11/8/00	10:30 a.m.	Erwin
Burlington (Alamance Co.)	2	Wed., 1/10/01	9:45 a.m. 12:45 p.m.	Burlington Burlington
Chapel Hill (Orange Co.)	3	Mon., 4/30/01 Tues., 5/1/01	10:15 a.m. 12:20 p.m. 10:15 a.m.	Chapel Hill Chapel Hill Chapel Hill
Clinton (Sampson Co.)	1	Fri., 5/4/01	10:00a.m.	Clinton
Durham (Durham Co.)	4	Wed., 5/2/01 Thurs., 5/3/01	10:15 a.m. 12:30 p.m. 10:15 a.m. 12:30 p.m.	Durham Durham Durham Durham
Fayetteville (Cumberland Co.)	3	Thurs., 2/2/01 Fri., 2/3/01	9:45 a.m. 12:30 p.m. 9:45 a.m.	Fayetteville Fayetteville Fayetteville
Gastonia (Gaston Co.)	2	Wed., 9/13/00	10:00 a.m. 12:15 p.m.	Gastonia Gastonia
Greenville (Pitt Co.)	2	Tues., 10/3/00	10:15 a.m. 12:45 p.m.	Greenville Greenville
Havelock (Craven/ Pamlico/Jones Co.)	1	Wed., 10/4/00	10:30 a.m.	Cherry Point MCAS

DCR 78

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Jacksonville (Onslow Co.)	1	Thurs., 10/5/00	11:00 a.m.	Jacksonville
Kinston (Lenoir Co.)	1	Wed., 4/25/01	10:30 a.m.	Kinston
Lincolnton (Lincoln Co.)	1	Fri., 11/3/00	10:30 a.m.	Lincolnton
Lumberton/Pembroke (Robeson Co.)	1	Wed., 5/16/01	11:30 a.m.	Pembroke
Morehead City (Carteret Co.)	2	Wed., 2/7/01	10:00 a.m. 1:00 p.m.	Morehead City Morehead City
Mt. Olive (Wayne Co.)	1	Thurs., 4/26/01	10:45 a.m.	Mt. Olive
Murfreesboro (Hertford Co.)	1	Tues., 10/31/001	2:45 p.m.	Murfreesboro
Newton-Conover (Catawba Co.)	1	Wed., 11/29/00	10:30 a.m.	Newton
Raleigh (Wake Co.)	5	Tues., 9/19/00 Tues., 10/17/00 Wed., 10/18/00 Tues., 1/23/01	10:00 a.m. 2:30 p.m. 10:30 a.m. 10:30 a.m. 10:30 a.m.	Raleigh Raleigh Raleigh Raleigh Raleigh
Rocky Mount (Nash Co.)	2	Mon., 4/9/01	10:45 a.m. 1:15 p.m.	Rocky Mount
Salisbury (Rowan Co.)	2	Thurs., 1/11/	10:00 a.m. 12:30 p.m.	Salisbury Salisbury
Sanford (Lee Co.)	1	Tues., 1/16/01	10:30 a.m.	Sanford
Smithfield (Johnston Co.)	1	Tues., 11/15/00	10:30 a.m.	Raleigh
Southern Pines (Moore Co.)	3	Mon., 1/8/01 Tues., 1/9/01	10:00 a.m. 1:00 p.m. 10:00 a.m.	Southern Pines Southern Pines Robbins

DCR 79

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Snow Hill (Greene Co.)	1	Tues., 4/24/01	1:00 p.m.	Snow Hill
Sparta (Alleghany Co.)	1	Thurs., 9/14/00	10:00 a.m.	Sparta
Tarboro (Edgecombe Co.)	1	Thurs., 4/5/01	11:00 a.m.	Tarboro
Whiteville (Columbus Co.)	1	Wed., 10/4/00	1:00p.m.	Whiteville
Wilkesboro (Wilkes Co.)	1	Fri., 12/1/00	10:30 a.m.	Wilkesboro
Wilmington (New Hanover)	1	Tues., 3/27/01	10:30 a.m.	Wilmington

Total Education Concerts Performed in 2000-01: 51

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2000-2001 Statewide Schedule

AUGUST 2000

31 **BUIES CREEK**
Campbell University
Pops Concert

SEPTEMBER 2000

3 **RALEIGH**
Meredith College
Pops in the Park

8 **UNC-WILMINGTON**
Kenan Auditorium
Orchestra Showcase with Paul Randall, Trumpet; Melanie Wilsden, Oboe; Rebekah Binford, Violin; Kimberly Van Pelt, French Horn

DURHAM
Carolina Theatre
Orchestra Showcase with Paul Randall, Trumpet; Melanie Wilsden, Oboe; Rebekah Binford, Violin; Kimberly Van Pelt, French Horn

12 **GASTONIA**
Hunter Huss High School
Pops Concert

22- **RALEIGH**
23 Memorial Auditorium
Classical Concert with the New Century Saxophone Quartet

26 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Kimberly Van Pelt, French Horn

29- **RALEIGH**
30 Memorial Auditorium
Pops Concert with Roger Williams, Piano

30 **RALEIGH**
Memorial Auditorium
Young People's Concert- "Symphonasaurus"

OCTOBER 2000

7 **DURHAM**
Carolina Theatre
Classical Concert with Amadi Hummings, Viola

10 **FAYETTEVILLE**
Reeves Auditorium
Methodist College
Classical Concert

12 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Ani and Ida Kavafian, Violin and Viola

13 **UNC-WILMINGTON**
Kenan Auditorium
Classical Concert with Ani and Ida Kavafian, Violin and Viola

14 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert with Ani and Ida Kavafian, Violin and Viola

20- **RALEIGH**
21 Memorial Auditorium
Classical Concert with
David Lockington,
Guest Conductor

NOVEMBER 2000

2 **WINGATE UNIVERSITY**
Batt Center for the
Performing Arts
Classical Concert

6 **GOLDSBORO**
Paramount Theater
Pops Concert

10 **ECU, GREENVILLE**
Wright Auditorium
Classical Concert with Norman Krieger, Piano

11 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert with Norman Krieger, Piano

17- **RALEIGH**
18 Memorial Auditorium
Bach's Magnificat with the Raleigh Oratorio Society

20 **MURFREESBORO**
Helms Center
Chowan College
Holiday Pops

21 **CLINTON**
First Baptist Church
Holiday Pops

22 **PINEHURST**
Pinehurst Hotel and Resort
Holiday Pops

24- **RALEIGH**
25 Memorial Auditorium
Holiday Pops

28 **LINCOLNTON**
Citizens Center
Holiday Pops

30 **WILKESBORO**
Wilkes Community College
Holiday Pops

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2000-2001 Statewide Schedule

DECEMBER 2000

1 **DURHAM**
Carolina Theatre
Holiday Pops

2 **MOREHEAD CITY**
West Carteret H.S. Auditorium
Holiday Pops

3 **JACKSONVILLE**
Jacksonville H.S. Auditorium
Holiday Pops

5 **TARBORO**
Tarboro H.S. Gymnasium
Holiday Pops

7 **UNC-WILMINGTON**
Kenan Auditorium
Holiday Pops

8 **LUMBERTON**
Robeson Community College
Holiday Pops

9 **ELON COLLEGE CAMPUS**
Koury Center
Holiday Pops

12 **KINSTON**
Grainger-Hill
Performing Arts Center
Holiday Pops

13 **WHITEVILLE**
Whiteville H.S. Auditorium
Holiday Pops

15- **RALEIGH**
17 Memorial Auditorium
The Nutcracker Ballet with the NC School of the Arts

31 **RALEIGH**
Memorial Auditorium
Viennese New Year's Eve

JANUARY 2001

5- **RALEIGH**
6 Memorial Auditorium
Pops Concert with Cherish the Ladies

6 **RALEIGH**
Memorial Auditorium
Young People's Concert-
"Klezmer and All That Jazz"

14 **ECU, GREENVILLE**
Wright Auditorium
Classical Concert

19 **SALISBURY**
Keppel Auditorium
Catawba College
Classical Concert

20 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert

25 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Philippe Bianconi, Piano

26- **RALEIGH**
27 Memorial Auditorium
Classical Concert with Philippe Bianconi, Piano

FEBRUARY 2001

6 **MOREHEAD CITY**
West Carteret H.S. Auditorium
Classical Concert

13 **SANFORD**
Dennis A. Wicker Civic Ctr.
Pops Concert

17 **UNC-CHAPEL HILL**
Memorial Hall
Classical Concert with Andre Raphel Smith, Guest Conductor

22 **SOUTHERN PINES**
Pinecrest High School
Classical Concert with Nadja Salerno-Sonnenberg, Violin

23- **RALEIGH**
24 Meymandi Concert Hall
Classical Concert with Nadja Salerno-Sonnenberg, Violin

26 **UNC-WILMINGTON**
Kenan Auditorium
Classical Concert

MARCH 2001

2- **RALEIGH**
3 Meymandi Concert Hall
Pops Concert with Banu Gibson and The New Orleans Hot Jazz

4 **ELON COLLEGE CAMPUS**
Model Center for the Arts
Classical Concert

16- **RALEIGH**
17 Meymandi Concert Hall
Classical Concert with Muza Rubackyte, Piano

17 **RALEIGH**
Meymandi Concert Hall
Young People's Concert-
"Pictures at an Exhibition"

20 **SOUTHERN PINES**
Pinecrest High School
Classical Concert

21 **ECU, GREENVILLE**
Wright Auditorium
Classical Concert

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23 FAYETTEVILLE
Reeves Auditorium
Methodist College
Classical Concert with
Susan Marie Pierson, Soprano

24 UNC-CHAPEL HILL
Memorial Hall
Classical Concert with
Susan Marie Pierson, Soprano

26 UNC-WILMINGTON
Kenan Auditorium
Classical Concert with
Susan Marie Pierson, Soprano

30- DURHAM
31 Duke Chapel, Duke University
Beethoven's Missa Solemnis with
the Choral Society of Durham

APRIL 2001

6-7 RALEIGH
Meymandi Concert Hall
Verdi Requiem with the Raleigh
Oratorio Society and guest soloists

10 ASHEVILLE
Thomas Wolfe Auditorium
Classical Concert

24 NEW BERN
Grover C. Fields
Middle School
Classical Concert

27- RALEIGH
28 Meymandi Concert Hall
Pops Concert with
Jeff Tyzik, Guest Conductor

MAY 2001

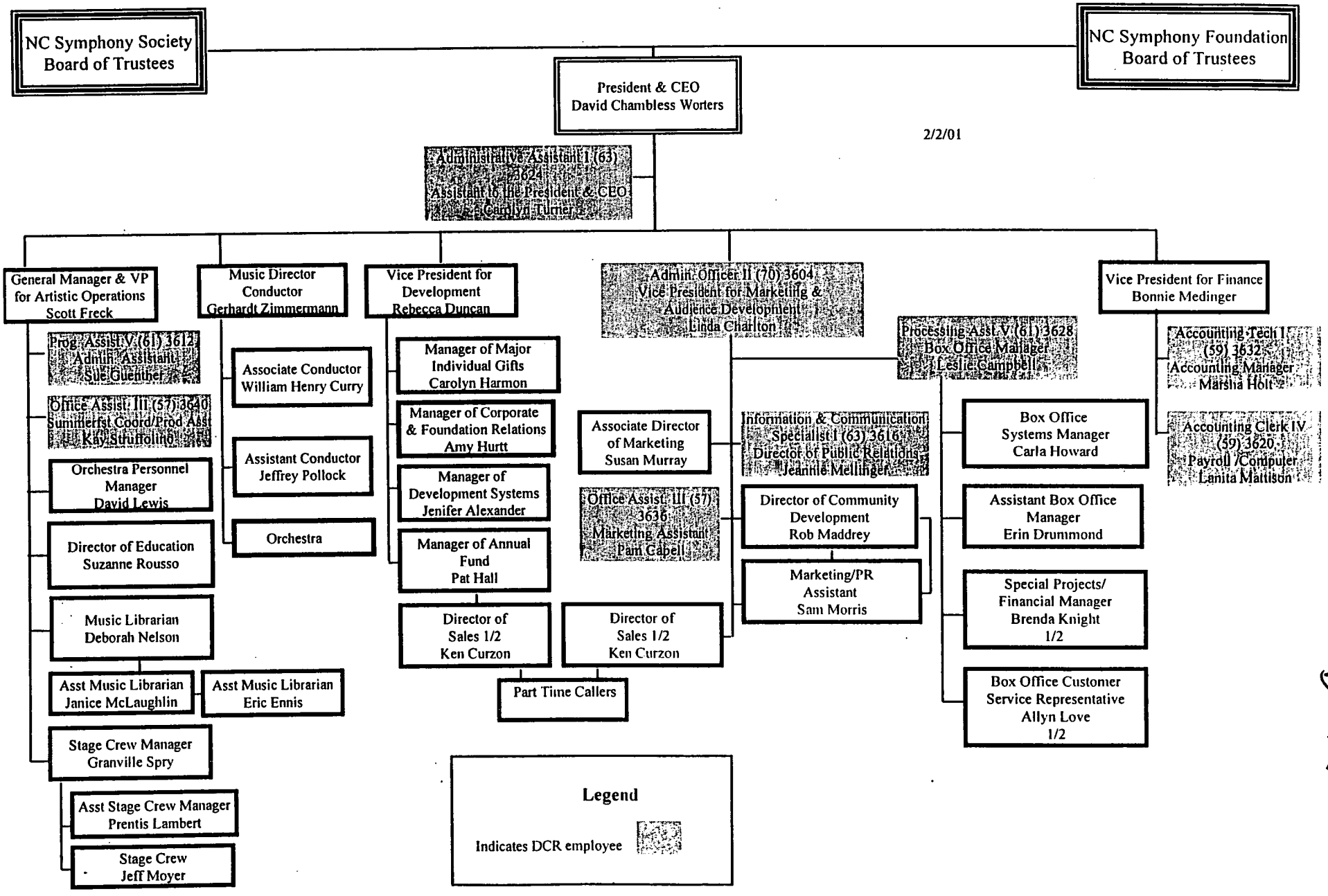
9- RALEIGH
10 Meymandi Concert Hall
Pops Concert with
Michael Feinstein

11- RALEIGH
12 Meymandi Concert Hall
Classical Concert with
Angela Cheng, Piano

13 FAYETTEVILLE
Reeves Auditorium
Methodist College
Classical Concert with
Angela Cheng, Piano

18- RALEIGH
19 Meymandi Concert Hall
Pops Concert with
Michael Feinstein

North Carolina Symphony



DCR 83

DCR 84

DEPARTMENT OF CULTURAL RESOURCES

NORTH CAROLINA SYMPHONY - FUND 1340

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 340,578	$ 345,236	$ 345,236	$ 345,236
Receipts	$ 5,867	$ -	$ -	$ -
General Fund Appropriation	$ 334,711	$ 345,236	$ 345,236	$ 345,236
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 334,711	$ 345,236	$ 345,236	$ 345,236
Number of positions	9.00	9.00	9.00	9.00

DCR 85

DEPARTMENT OF CULTURAL RESOURCES

GRANTS - IN - AID TO ARTS - FUND 1360

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,640,979	$ 2,140,979	$ 2,140,979	$ 2,140,979
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 3,640,979	$ 2,140,979	$ 2,140,979	$ 2,140,979
Less: Recommended Reductions	$ -	$ -	$ (17,727)	$ (17,727)
Adjusted General Fund Appropriation	$ 3,640,979	$ 2,140,979	$ 2,123,252	$ 2,123,252
Number of positions	0.00	0.00	0.00	0.00

State Library of North Carolina

DCR 87

The State Library of North Carolina
A Division of the Department of Cultural Resources

Part I - State Library Overview

The State Library has a long and proud history, beginning with its founding in 1812 as a collection of books in the office of the Secretary of State and the appointment of the first full-time State Librarian in 1843. Another historic milestone was the establishment of the North Carolina Library Commission in 1909. The Commission's primary mission was to provide assistance, advice, and counsel to: all libraries; all communities that proposed to establish libraries; and all persons interested in the best means of establishing and administering libraries. By action of the General Assembly in 1955, the State Library and the Library Commission were merged to form a single State Library.

Today, the State Library is a division of the Department of Cultural Resources; and the State Library Commission, a 15-member group of citizens and professional librarians, advises the Secretary of Cultural Resources and the State Librarian on priorities and policy issues.

Under the authority of G.S.125, the State Library of North Carolina focuses its service to the people of the state in three ways:

(1) by working in partnership with local communities to develop and extend public library services statewide;

(2) by coordinating efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure; and

(3) by providing direct library services to a constituency that includes government officials, business people, and the general public, with an emphasis on the geneaology researcher and people who qualify for the services offered through the Library for the Blind and Physically Handicapped.

Part II – Financial Overview

The State Library's budget is divided into two funds:

- *Fund 1410 – State Library Services*: funds those State Library services provided to its customers. The budget of $4.7 million supports personnel, operating costs, library materials and resources, and other expenditures related to the direct delivery of library services and direct support for local library staff members. Today, the library employs 91.95 FTEs funded with state appropriations, and an additional 3.5 FTEs who work on federally funded projects.

- *Fund 1480 – Statewide Programs and Grants*: funds activities that help local libraries improve services and totals $21.7 million in state and federal funds. Major areas of expenditure include:
  - Aid to Public Libraries Fund: funded in 2000-2001 at $15.4 million, with $500,000 in non-recurring funds and $14.9 million in recurring funds. See Attachment A for a full description of this program.

  - NC LIVE and Internet Access for Public Libraries: NC LIVE is the groundbreaking electronic library project that went online in April 1998 (see Attachment B). The State Library receives $1 million to fund public library participation in NC LIVE. The State Library also administers $735,000 in ongoing funds to assure public library access to the Internet and to a range of information resources to supplement their print collections, assuring equal access to information to support the education of our young people as well as information to support people in their work and their daily lives.

  - Funds for children and reading services were added to the State Library's budget in 1998-99. The appropriation of $100,350 supports the statewide summer reading program, other programs for children and teens, and a portion of the activities of The North Carolina Center for the Book, a state affiliate of the Library of Congress program that promotes books, reading, and literacy.

  - The Library Services and Technology Act (LSTA) is a new federal library program. It provides a block grant of approximately $4 million to the State Library to support programs in all types of libraries that use technology to improve services, build collaborative programs among libraries, and extend services to unserved and underserved North Carolinians. This year, the State Library has funded 223 LSTA grants to public libraries as well as libraries in schools, community colleges, and other publicly and privately funded academic institutions.

The State Library's budget to support direct service to its customers in Fund 1410 has, however, been reduced by over $1 million in the 1990s—a reduction of about 20%. The reductions in state funds have totaled almost $600,000, including 6 positions. With changes in federal funding programs, the State Library has also had to eliminate approximately $500,000 in federal funds that it had come to rely on for basic operations, resulting in the elimination of another 6 positions as well as funds for library materials and equipment. Lost funds have resulted in diminished levels of customer service and a significant cutback in the Library's book budget.

The highest priorities for the State Library in the upcoming biennium are $500,000 in additional funding for NC LIVE; and $112,000 in funds to implement the site differential for salaries for professional librarians at the State Library recently approved by the Office of State Personnel.

Part II - State Library Priorities and Services

The State Library's performance plan reflects its statutory mission and is based on input from its customers, including the State Library Commission and focus groups held in 1995 with representatives of the State's library community.

State Library Program Statement: Develop & promote library services - The purpose of this program is to provide library and information services and to assist local libraries in the development of programs, services, and facilities.

State Library Goal #1: Develop and extend public library services for North Carolinians in partnership with local communities.

Customers: Public library users statewide, local government officials, public library staff members, and library board members and friends

Funds supporting this goal: 1410 - State Library Services & Programs & 1480 - Statewide Programs & Grants

Examples of strategies or activities directed toward this objective:

- In 1999-2000, the State Library provided technical assistance to library staff, trustees, and friends statewide through 8,936 telephone and in-office consultations. The projected number of site visits to assist local libraries this year is 100. Last year, nearly 4,700 library staff members, trustees, and friends attended workshops sponsored by the State Library.

- The State Library administers the Aid to Public Libraries Program, which is distributed on a formula basis to libraries in all 100 counties through the 76 public library systems (see Attachment A for more information.) Annually, the State Library administers approximately 200 federal grants for libraries statewide.

- A comprehensive program designed to strengthen public library services for children and youth resulted in 122,000 children participating in local library programs that were made possible by the State Library's coordination and leadership.

- The public library statistics program provides information to assist local libraries in planning and evaluation. The State Library also participates in national library data collection efforts in partnership with the National Center for Education Statistics.

- The Center for the Book program promotes reading, books, and lifelong learning and helps local libraries develop programs and services. This program resulted in an increase from 271 in 1994-95 to 3,344 in 1999-2000 in the number of adults attending local library programs supported by State Library.

- The State Library continues to monitor trends, needs, and issues to assure that its programs are responsive to the primary customers for this goal area.

State Library Goal #2: Coordinate efforts among all types of libraries to improve library services and to provide access to both print and electronic information resources through a modern telecommunications infrastructure, assuring equity of access to information for all North Carolinians;

Customers: Users of all types of libraries statewide and North Carolina residents with access to the Internet.

Funds contributing to objective: 1410 - State Library Services & 1480 - Statewide Programs & Grants

Description of strategies or activities directed toward this objective:

- The State Library is a partner in NC LIVE, the statewide electronic library, making resources available through libraries statewide--including the full-text of 5,500+ magazines and newspapers, 13,000 electronic books, and indexes to guide people to information in over 10,000 publications. (See Attachment B for more information.)

- Technical assistance and continuing education for library staff statewide.

- Federal grants to public and academic libraries to support improved access to the Internet for their library users.

- The State Library currently supports electronic mail accounts for over 500 library staff members from around the state, funds and manages nearly 430 Internet accounts for library staff statewide, and administers electronic discussion groups to foster communication and the exchange of information among library staff members statewide.

- The State Library also makes sharing of print resources possible among 189 smaller libraries of all types in the state, a service that delivered over 21,000 books and articles to North Carolinians in 1999-2000.

- Today, all public library staff in North Carolina have the opportunity to access the Internet and all of the 76 public library systems in North Carolina offer public access to the Internet as a service to users.

State Library Goal #3: Provide library and information resources for North Carolinians to promote knowledge, education, and business.

Customers: State agency personnel, local government officials, businesses, and the general public, with the emphasis on genealogical researchers and North Carolina residents with visual and physical impairments

Funds contributing to objective: 1410 - State Library Services
Description of strategies or activities directed toward this objective:

- The State Library manages the State Publications Clearinghouse, a coordinated program to collect, catalog, and distribute state publications in print and microfiche to 29 depository libraries statewide. In 1999-2000, this program cataloged and distributed over 44,100 state publications.

- The State Library assists other state agencies in cataloging and making their library holdings available in the library's online catalog.

- The State Library's FIND NC project (http://www.findnc.org) provides a way to search all North Carolina state government World Wide Web pages and NC GILS (Government Information Locator Service) indexes to get more information by and about state government.

- The State Library acquires, catalogs on-line, processes, and provides access to a varied collection of books, magazines, electronic information resources, and videos in excess of 212,000 items. In 1999-2000, the Library responded to over 22,300 requests for information, and over 172,000 items from the collection were used in-house or checked out.

- The State Library's Web site, which includes the electronic *North Carolina Encyclopedia*, was accessed 8.1 million times during the last year.

- The regional Library for the Blind and Physically Handicapped serves over 12,000 users statewide and circulated over 450,000 items last year.

- The State Library loaned over 21,000 books, videos, and other library materials to help other libraries serve their patrons last year.

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Attachment A

Fact Sheet: The Aid to Public Libraries Fund

North Carolina's Aid to Public Libraries program has been in effect since 1941--when the General Assembly articulated its policies regarding the role of the state in public library development--and appropriated the first $100,000 for the program.

Chapter 153 of the General Statutes of North Carolina (the chapter dealing with counties) contains the "Declaration of State policy" that says: *The General Assembly recognizes that the availability of adequate, modern library services is in the general interest of the people of North Carolina and a proper concern of the State and of local governments. Therefore, it is the policy of the State of North Carolina to promote the establishment and development of public library services throughout the state.* Chapter 125, which is the chapter dealing with the State Library, re-iterates that policy and established the state aid program: *For promoting, aiding, and equalizing public library service in North Carolina a sum shall annually be appropriated out of moneys within the State treasury to be known as the Aid to Public Libraries fund.*

From the time of that first appropriation of $100,000, the program has continued and evolved. Today 76 county, regional, and municipal library systems serving all 100 counties receive state aid--51 single-county libraries, 15 regional libraries serving 49 counties, and 10 municipal libraries that meet the minimum standards to qualify.

The current formula went into effect in 1983-84--and includes two components:

- ✓ A block grant: one-half of the appropriation is divided among the qualifying libraries. Each county receives one grant, and a regional library receives a block grant for each county plus an additional one for the region. Municipal libraries do not receive a block grant.

- ✓ Per Capita Equalization Grant: one-half of the appropriation is allocated under a weighted per capita grant inversely proportional to the average per capita income of people residing in the library's legal service area.

State aid is 20% or more of the operating budget for public libraries in 54 counties; and a total of 75 counties depend on the program for 15% or more of their public library operating funds. Statewide, state aid equals 10% of the total expenditures for public library service; however, that amount varies from a low of 2% in Charlotte/Mecklenburg to a high of 44%. For municipal libraries that do not receive a block grant, state aid represents an even lower percentage of operating expenditures.

Currently, state aid gives North Carolina public libraries considerably less buying power than they had in 1987, yet the number of people being served and the demand for services is greater than at any time in their history. During the past six years, the General Assembly has increased the Aid to Public Libraries Fund to $15.4 million, which represents $2.02 per capita. Even with these increases, the per capita Aid to Public Libraries appropriation this year is only $.34 more than the per capita appropriation in 1987. If the appropriation had kept pace with inflation, it would be $2.53 per capita, or $19.4 million. The $0.5 million appropriated for the current year is non-recurring, so the Fund will drop to $14.9 million (or $1.95 per capita) if additional funds are not appropriated.

(1.29.01)

DCR 93

Attachment B

NC LIVE
Your Library Link to the World

April 1998 marked the beginning of a new era in library service to the people of North Carolina. With the launch of NC LIVE—North Carolina LIbraries for Virtual Education—every North Carolina community gained access to a state-of-the-art service available using the telecommunications capabilities provided by the Internet.

NC LIVE provides:

- Access to an online treasure trove of information, with the added bonus of expert librarians to assure the quality of the resources and to help people with their search.
- Online access to 5-10 years of complete articles from over 5,500 journals, magazines, newspapers, and encyclopedias.
- Indexing and article summaries for more than 10,000 additional magazines, journals, and newspapers.
- Online access to over 13,000 electronic books
- The ability to use these resources at home, at school, or anywhere else there's a connection to the Internet, 24 hours a day, seven days a week

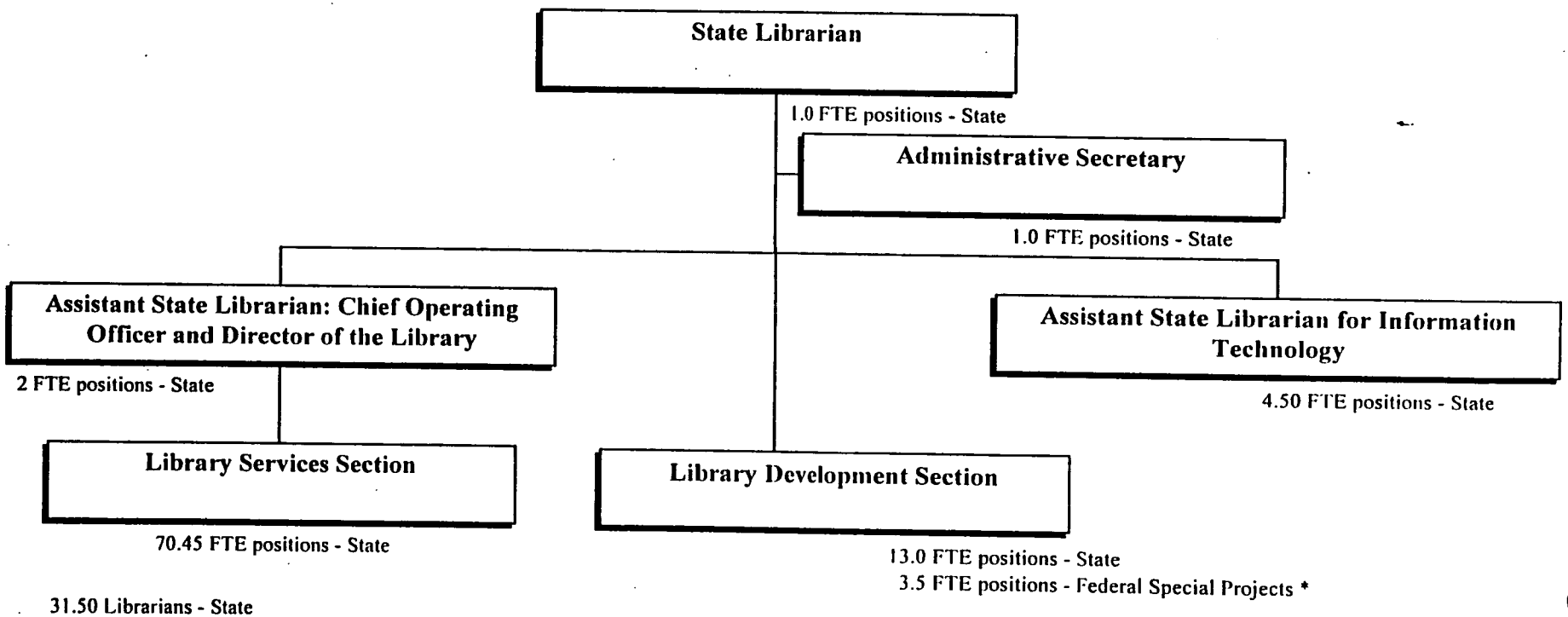
NC LIVE is a partnership of The University of North Carolina System (16 institutions), the North Carolina Community College System (59 institutions), the State Library of North Carolina (for public libraries serving all 100 counties), and the North Carolina Independent Colleges and Universities (36 institutions). A unique public-private venture between the state-funded organizations and the state's private colleges and universities, NC LIVE has leveraged their buying power to expand access to information statewide.

The current appropriation from the General Assembly is $2.7 million. Funds pay for subscriptions to the electronic publications and the technical infrastructure to allow all participating libraries to access information online. Each partner contributes not only funding but its special expertise to make the project a success. The University of North Carolina's institutions provide their exceptional technological expertise and the State Library offers training and support. Representatives of all the organizations help with governing, planning, and implementation.

NC LIVE **"levels the playing field"** so that rural isolation, community or institutional financial constraints, and limited local library resources are not barriers to accessing information. Everyone benefits!

DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY OF NORTH CAROLINA
TABLE OF ORGANIZATION
February 2001

Date 02-01-01
Division Head Signature _____



31.50 Librarians - State
1.00 Librarians - Federal Special Projects *
60.45 Staff - State
2.50 Staff - Federal Special Projects *
95.45 Total

* Temporary Time-Limited Project Staff

DCR 94

DCR 95

DEPARTMENT OF CULTURAL RESOURCES

STATE LIBRARY SERVICES - FUND 1410

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 4,281,437	$ 4,681,504	$ 4,681,504	$ 4,681,504
Receipts	$ 54,215	$ 34,700	$ 34,700	$ 34,700
General Fund Appropriation	$ 4,227,222	$ 4,646,804	$ 4,646,804	$ 4,646,804
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 4,227,222	$ 4,646,804	$ 4,646,804	$ 4,646,804
Number of positions	91.50	92.00	92.00	92.00

DEPARTMENT OF CULTURAL RESOURCES

STATEWIDE PROGRAMS AND GRANTS - FUND 1480

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 21,349,055	$ 20,436,201	$ 20,436,201	$ 20,436,201
Receipts	$ 4,571,797	$ 3,651,448	$ 3,651,448	$ 3,651,448
General Fund Appropriation	$ 16,777,258	$ 16,784,753	$ 16,784,753	$ 16,784,753
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 16,777,258	$ 16,784,753	$ 16,784,753	$ 16,784,753
Number of positions	0.00	0.00	0.00	0.00

North Carolina Museum of History

DCR 98

North Carolina Museum of History Division

Mission

The North Carolina Museum of History Division promotes the understanding of the history and material culture of North Carolina for the education benefit of North Carolinians. Through collections and historical interpretation, its museums encourage citizens and visitors to explore and understand the past; to reflect on their own lives and their place in history; and to preserve state, regional, and local history for future generations.

Overview

The museum opened to the public in 1902 as the Hall of History in the State Museum of Natural History, located in the old Agriculture Building. In 1914 it joined the State Archives and Historical Publications Program as part of the North Carolina Historical Commission and moved to the old Supreme Court building. In 1939 the Museum moved to the Education Building, and in 1968 to the new Archives and History/State Library Building. Beginning in 1979, three other institutions became part of the Museum of History: the Museum of the Albemarle in Elizabeth City, the Museum of the Cape Fear in Fayetteville, and the Mountain Gateway Museum in Old Fort. These regional museum enhance the statewide presence of the Museum of History through exhibits, programs, and the extensive involvement of the communities they serve.

The Museum's new Raleigh facility opened to the public on April 23, 1994 with four new exhibits and a series of special celebrations. Since that time the Museum opened a total of 80 new exhibitions, hosted over 1,600 public programs for 250,420 participants, and toured some 441,618 in groups (primarily schoolchildren). During October 1997 the Museum's one-millionth visitor entered.

On February 1, 1996, the Museum became a separate Division of the Department of Cultural Resources.

The Museum of History as a whole develops, produces, and maintains over 63,000 square feet of long- and short-term exhibits with interpretive programs and special events. Visitation for 1999-2001 was 478,615. Since 1994 the museum has provided outreach to 2,003,085 people in school and community groups through the Tar Heel Junior Historians, the Media Center services (audiovisual services and History in a Box outreach kits), distance-learning classes, publications, traveling exhibits and other outreach services. The Museum's website provides access to collections numbering over 95,000 on-line artifacts representing all aspects of North Carolina's history.

The North Carolina Museum of History Associates, the Museum's statewide support group, is one of the largest such groups for a state history museum in the country with over 10,000 members, and promotes the Museum in 94 counties around the state by providing educational resources, programs, and membership involvement in the Museum.

DCR 99

Current Status, Goals, and Strategies

The Museum is currently working with the Human Resources Division of the Department of Cultural Resources and the Office of State Personnel on its first position study in over 20 years. The completion of the study will provide a sound basis for staff development in the coming years. The study is nearing completion, but funding does not exist for positions reallocated.

Work on capital projects (Raleigh restaurant, Elizabeth City new building, Fayetteville building and Arsenal Park, Old Fort amphitheatre and restrooms) continues to place demands on staff but will provide great improvements in service delivery and accessibility. The capital campaign to raise funds for exhibits for the new Museum of the Albemarle more that doubled its goal, raising over $1.7 million.

Outreach program development (technology access, traveling exhibits, collaborative programs, Tar Heel Junior Historians, audiovisuals) will become critical linkage between the four museums of the Museum of History and the counties they serve across the state.

Within the framework of preserving and promoting historical properties, the Museum's overall objective is to increase the percentage of visitors who express an enhance appreciation of North Carolina History. The primary strategies involved are to complete capital projects now in progress, improve the management and coordination of museum resources through constant evaluation, and continue to develop the four museums as an effective statewide organization.

Since the Museum of History opened its new facility in 1994 it has installed some sixty exhibits on a wide variety of topics related to North Carolina History. Most of the exhibits at the Museum are developed and created in-house such as the award winning Health & Healing Experiences in North Carolina and North Carolina and the Civil War. But others are borrowed from other agencies for short periods of time. In January 2001 the Museum of History was the debut location for an international traveling exhibit from the Smithsonian Institution's National Portrait Gallery--A Brush With History, Paintings from the National Portrait Gallery. In 2002, the Museum will again be a host of another significant exhibit from the Smithsonian-- Presidential Portraits. Through the generous support of the North Carolina Museum of History Associates and the Department of Cultural Resources the Museum is able to provide these world-class exhibitions free of charge to the public.

In 1999 a team of staff members from the Museum of History were charged with developing plans for a new and expanded exhibition on the history of North Carolina. Since it's opening in 1994, the Museum has relied on a temporary exhibit, Past in Progress, to orient visitors to North Carolina's rich history. After nearly two years of research, meeting with special interest groups and consulting with three advisory committees (American Indian, African American and an Academic Advisory Committee) to insure that the exhibition would be as inclusive as possible, a Concept Plan outlining the exhibition has been created and approved. The museum is now poised to begin work with an architect and exhibition design firm to begin creating this blockbuster exhibit on the history of North Carolina.

DCR 100

Exhibits at Museum of History Since 1994.

1994 (5 Exhibits)
Past in Progress (April 24, 1994-August, 2000)

North Carolina Women Making History (April 24, 1994-June 2, 1996)

The Spirit of the Community (April 24, 1994-Current)

North Carolina Sports Hall of Fame (April 24, 1994-Current)

Celebrations! (November 18, 1994-January 17, 1995)

1995 (8 Exhibits)

Southern Women Go To College. (March 13-March 26, 1995) Traveling Exhibit

Constance Stuart Larabee: WWII Photo Journal. (April 22-May 28, 1995) Traveling Exhibit

Jugtown Pottery. (June 8-August 27, 1995) Traveling Exhibit

Tar Heel Junior Historian Gallery. (September 1995-Present)

Legends in Gray: The Civil War Paintings of Mort Kunstler. (September 17, 1995-Janaury 28, 1996)

Women in Action: Rebels and Reformers. (October 22-November 19, 1995) Traveling Exhibit

At Home in North Carolina with Bob Timberlake. (October 23, 1995-December 8, 1995)

Celebrations! (November 28, 1995-January 7, 1996)

1996 (7 Exhibits)

Growth and Grace: The Story of Women's Golf in America. (February 27-April 28, 1996) Traveling Exhibit

Recent Acquisitions. (April 27-November 14, 1996)

Going for Gold: North Carolina's Olympians. (May 21-September 1, 1996)

Into Their Labors: Documentary Photography in the South Tirols and the Southern Appalachians. (September 3, 1996-March 2, 1997)

"With All Necessary Care and Attention": The Artistry of Thomas Day. (September 3, 1996-June 28,1998)

Medicines: The Inside Story. (November 1-December 31, 1996) Traveling Exhibit

Celebrations! (November 26, 1996-January 5, 1997)

1997 (6 Exhibits)

First Families of North Carolina. (January 11, 1997-Janaury 4, 1998)

Recent Acquisitions: Civil War Artifacts. (March 1-October 22, 1997)

Fred Olds Case. (April, 1997-Present)

Suspended In Time: Portraits From the Museum of History Collection. (June 16-October 26, 1997)

What We Brought With Us: Mementos of the Flight from Europe, 1933-1950. (November 2, 1997-Janaury 25, 1998)

Celebrations! (November 25, 1997-January 4, 1998)

1998 (11 Exhibits)

Recent Acquisitions--*Carolina Quilts: Layers of History.* (February 3-November 1, 1998)

A Romantic Architect in Antebellum North Carolina: The Works of Alexander Jackson Davis. (February 10, 1998- May 1, 1998) Traveling Exhibit

North Carolina in the Spanish American War. (February 15-August 15, 1998)

Face to Face: Portraits of North Carolina Notable. (February 24-June 28, 1998)

North Carolina Silver. (case) (1998-1999)

Pepsi-Cola: A Taste of Carolina for 100 Years. (case) (1998-1999)

Health & Healing Experiences in North Carolina. (April 28, 1998-Present)

The Press in North Carolina History. (May 12-June 29, 1998)

The Cultural Landscape of the Plantation. (July 1-October 18, 1998) Traveling Exhibit

America's Reconstruction: People and Politics after the Civil War. (November 10, 1998-April 30, 1999)

Christmas in the 1940s. (November 24, 1998- Janaury 10, 1999)

1999 (13 Exhibits)

Merci America: The 50th Anniversary of the French Gratitude Train. (February 5- July 4, 1999)

Seeking Liberty and Justice: The Legal Profession in North Carolina. (February 10-May 30, 1999)

Hmong in America: Journey from a Secret War. (February 12-May 30, 1999) Traveling Exhibit.

North Carolina Gold. (March 16-October 31, 1999)

Pipe, Plug, and Stogie: The Story of Bull Durham Tobacco. (case) (April 1, 1999-December, 2000)

Captured in Time: Cameras and Photographs of North Carolina. (case) (April 1, 1999-December, 2000)

Andrew Jackson Desires a Duel. (case) (April, 1999-2000)

Sunshine from Darkness. (June 10-July 27, 1999)

North Carolina Postal History. (July 20-October 31, 1999)

Going Once...Going Twice!: Objects from the Tate Estate Auction. (August 8-October 31, 1999)

Corridor of Change. (August 13, 1999-January 30, 2000)

North Carolina and the Civil War. (September 17,1999-Present)

Reflections and Revelries: New Year's Traditions. (November 16, 1999-January 30, 2000)

2000 (7 Exhibits)

Recent Acquisitions: Partners in Preservation. (February 28-October 31, 2000)

Remember Me When I Am Gone. (March 6-November 5, 2000)

North Carolina Legends. (April 4-October 15, 2000)

America's Secret Warriors: The OSS and the George Watts Hill Collection. (July 25, 2000-Present)

Carolina Preserves. (September 5, 2000-January 7, 2001)

DCR 103

Tar Heel Junior Historian Gallery. (relocation and redesign) (November, 2000)

New Years Eats. (November 24, 2000-January 28, 2001)

2001

First Families of North Carolina. (January 5, 2001-January 6, 2002)

A Brush With History: Paintings from the National Portrait Gallery. (January 26-April 8, 2001) Traveling Exhibit

Recent Acquisitions—*Snapshots of a Family: The Delany's.* (February 2, 2001-October , 2001)

Its All About Attitude. (February 20-June 10, 2001)

DCR 104

Museum of History Division

	Visitors in organized groups	Number of public programs	Participants in public programs	Participants served by Outreach Services		
1/99-6/99	46,664	224	15,934	70,634		
7/99-12/99	21,667	130	19,385	58,951		
1/00-6/00	41,557	147	12,302	49,663		
7/00-12/00	24,290	136	20,055	51,631		
Totals	**134,178**	**637**	**67,676**	***230,879**		

Traveling Exhibits – 80,000 participants

Attendance
January 2000 -
December 2000

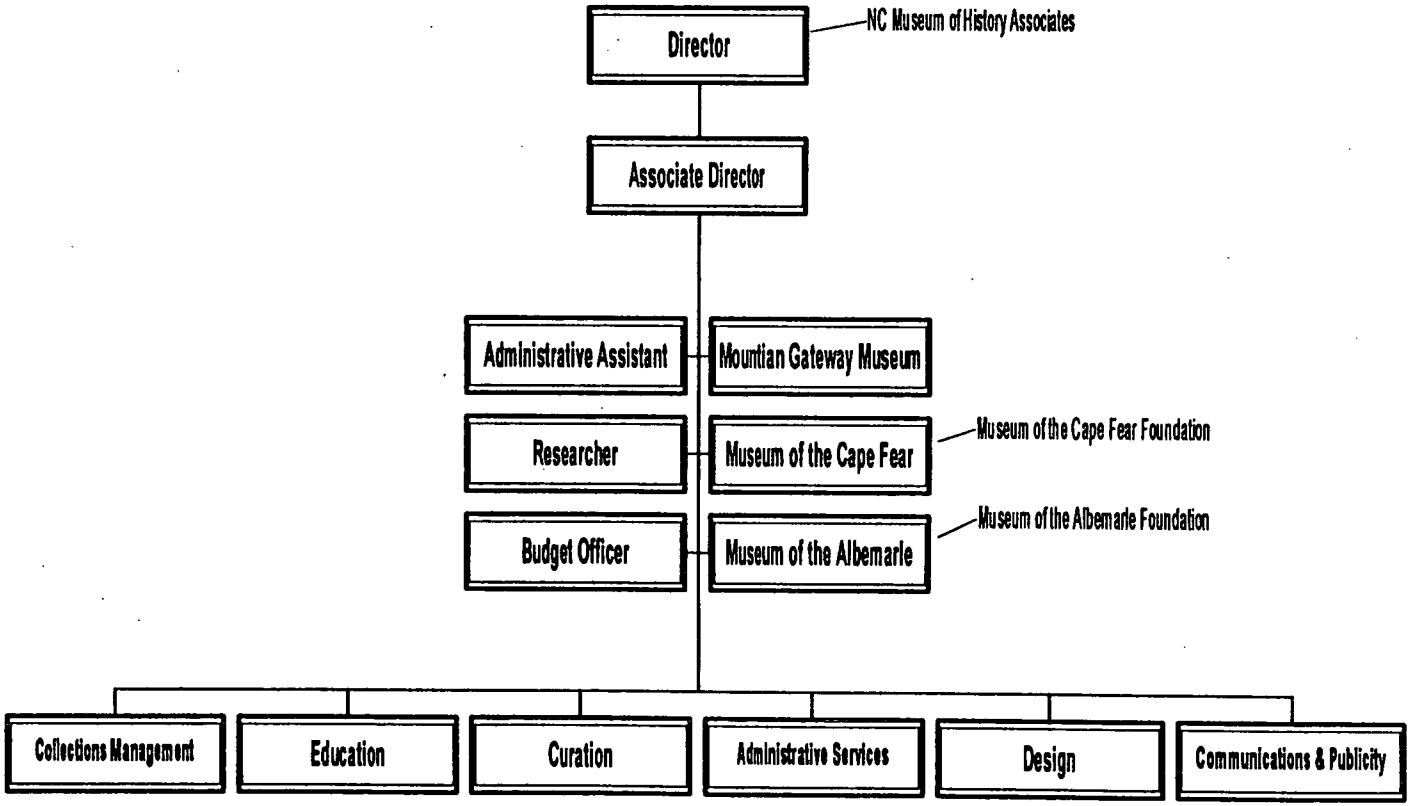
	Jan-00	Feb-00	Mar-00	Apr-00	May-00	Jun-00	Jul-00	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	*subs*	
North Carolina	4,623	9,982	7,532	25,069	11,872	16,637	18,739	16,556	10,742	11,126	14,956	19,330	*167,164*	
US (not NC)	261	627	616	812	682	601	1,300	624	1,073	799	847	2,081	*10,323*	
International	127	102	142	86	63	87	28	122	113	85	49	54	*1,058*	*TOTAL*
Special Events	0	2025	1235	975	1675	1635	300	0	1220	1200	350	1150	*11,765*	
Tours	549	1587	9440	12187	13743	3634	2296	934	2265	7182	7015	4265	*65,097*	
TOTAL	**5,560**	**14,323**	**18,965**	**39,129**	**28,035**	**22,594**	**22,663**	**18,236**	**15,413**	**20,392**	**23,217**	**26,880**	*255,407*	*255,407*

Attendance January 1999 - December 1999

	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99	Jul-99	Aug-99	Sep-99	Oct-99	Nov-99	Dec-99	*subs*	
North Carolina	8,058	8,944	8,670	9,916	8,057	8,112	9,965	7,825	8,073	6,484	8,772	15,785	*108,661*	
US (not NC)	269	346	791	738	507	1064	941	948	553	1,136	646	376	*8,315*	
International	83	54	109	55	102	203	224	140	139	194	104	79	*1,486*	*TOTAL*
Special Events	1200	2200	1955	1100	2300	1150	540	400	800	2775	445	1850	*16,715*	
Tours	1146	2633	12056	13416	13121	3992	2382	554	1651	6475	5698	4907	*68,031*	
TOTAL	**10,756**	**14,177**	**23,581**	**25,225**	**24,087**	**14,521**	**14,052**	**9,867**	**11,216**	**17,064**	**15,665**	**22,997**	*203,208*	*203,208*

DCR 105

North Carolina Museum of History Division



DCR 106

DCR 107

DEPARTMENT OF CULTURAL RESOURCES

MUSEUM OF HISTORY - FUND 1500

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 4,824,956	$ 5,661,371	$ 5,661,371	$ 5,661,371
Receipts	$ 96,412	$ 21,040	$ 21,040	$ 21,040
General Fund Appropriation	$ 4,728,544	$ 5,640,331	$ 5,640,331	$ 5,640,331
Less: Recommended Reductions	$ -	$ -	$ (352,535)	$ (352,535)
Adjusted General Fund Appropriation	$ 4,728,544	$ 5,640,331	$ 5,287,796	$ 5,287,796
Number of positions	103.55	118.00	118.00	118.00

Roanoke Island Commission

DCR109

THE ROANOKE ISLAND COMMISSION, an independent commission situated within the NC Department of Cultural Resources for historic resource management, organizational and budgetary purposes was established by legislation in 1994 under GS 141B-131.1. The 24-member Commission was created to protect, preserve, develop and interpret the historical and cultural assets of Roanoke Island, the birthplace of English speaking America. The Commission is legislatively associated with the North Carolina Department of Transportation for the Roanoke Voyages Corridor established by legislation in 1982. The Corridor is funded by DOT.

HISTORY: In **1984**, the nation celebrated the 400th anniversary of the Roanoke Voyages and the first English colony in the New World. The State of North Carolina lead that celebration with the opening of a 24-acre state site which included a 69-foot representative 16th century sailing vessel, the ELIZABETH II. The Roanoke Voyages Corridor was also established as part of this permanent memorial. With these actions, North Carolina marked its place in history not unlike Jamestown or Colonial Williamsburg.

In **1988**: The Outer Banks History Center, a 6,200 sq. ft. public research library and manuscript repository was opened by the Division of Archives and History

In **1998**: The site expanded to include an 8,500 sq. ft. museum, a 238 seat film theatre, an art gallery/meeting space, an outdoor performance pavilion with lawn seating for 3,000, a maintenance facility, a museum store and marsh side boardwalks.

The Roanoke Island Institute of the North Carolina School of the Arts unveiled its premiere season with 45 performances of music, dance and drama.

The Commission requested and was awarded a parcel determined to be surplus by DOT at the foot of the Wright Memorial Bridge for future public water transportation from the northern beaches.

A cooperative agreement was initiated between the Commission, the NC Maritime Museum and the Town of Manteo to establish a working boat shop to begin the NC Maritime Museum on Roanoke Island.

In **1999**: A dormitory housing facility was constructed for seasonal staff and performers vital for housing in this resort area.

A cooperative effort was established with WUNC Public Radio enabling the beginning of public radio in this region through use of a Festival Park space.

In **2000**:

Preservation funds were sought and efforts were successful to acquire 130 acres, primarily wetlands, adjacent to this state site to protect and preserve natural resources in perpetuity.

The Commission initiated action to protect the entrance to Roanoke Island through options to acquire land with transfer to the North Carolina Wildlife Resources Commission.

Grant funds were sought and awarded to the Commission and the Roanoke Voyages Corridor Committee to remove remaining billboards on Roanoke Island.

An overdue restoration of the Elizabeth II was accomplished.

Since 1984 over 2 million visitors have celebrated our state and national history at this heritage site.

The Friends of Elizabeth II, Inc., a 501c3 non-profit organization, has worked to support the programs of this state site since its inception.

The Roanoke Island Festival Park Internet address is: www.roanokeisland.com

DCR 110

CURRENT SERVICES PROVIDED:

- Hands-on history programs with 16th century, costumed interpreters aboard the ELIZABETH II and at the working settlement site
- Present annual Civil War event each February
- Outreach programming through voyages of the ELIZABETH II, fall and spring to other coastal ports (Fall 2000 voyage served 7,000 visitors)
- Hands-on learning and programs within the interactive museum covering 400 years of history
- A 40 minute docu-drama of the region's Native American heritage
- Monthly art openings and exhibits in the Gallery
- Performances including fully staged dramas, ballets and orchestras as well as special events in the outdoor pavilion May – October
- Indoor performances are staged during year utilizing film theatre
- Meeting space provided for approximately 100 groups annually
- Non-profit operates museum store with annual sales of $241,680
- Provide theatre space during school year for one class period to enable drama classes to be offered in local schools
- Work cooperatively with Roanoke Island attractions (NC Aquarium, the Elizabethan Gardens, "The Lost Colony" outdoor drama, the NC Maritime Museum on Roanoke Island and the National Park Service) to offer a Roanoke Island Pass or combination ticket to visitors
- Site is open year-round with the exception of January when the ship goes to annual haul out and resort visitation is minimal. The site operates 7 days a week closing only for Thanksgiving Day, Christmas and New Year's

STATUS REPORT:

Each year brings new records in public participation. The year 2000 showed:

- School and tour group visitation was up 21%
- Performing and visual arts venues saw an increase of 44%
- 2000 visitation was up 15% to 110,000 despite the absence of the Elizabeth II for a 3-month restoration.

Total Year-round staff:	Perms:	34
	Temps (FT/PT):	06
Seasonal staff:	Temps:	16
Active volunteers:		52
Non-profit staff:	Perm	01
	Temps (FT/PT)	03
	Seasonal Temps	03

CURRENT ORGANIZATIONAL CHART: attached

DCR 111

SUMMARY OF ACTIONS TAKEN BY COMMISSION CONSISTENT WITH THE POWERS AND DUTIES OF THE COMMISSION SET FORTH IN G.S. 143B-131.2:

January 99

- Defer loan payment OF $35,000 to Friends of Elizabeth II – one year
- Authorize Executive Director to spend funds for design/implementation of dressing areas, restrooms & laundry facilities for North Carolina School of the Arts (NCSA)-Roanoke Island (RI) Institute, based on adequate capital improvement funds

April 99

- No actions noted
- Discussion: "completion of the land donation to RIFP of marshlands adjacent to the north of the site"

June 99

- Support NCSA request to develop RI Institute housing – understanding that land provided by Commission with facilities separated from RIC facilities; proposed facilities will be owned, operated & maintained by the University system with appropriate developmental coordination between NCSA and Roanoke Island Commission (RIC) and Friends of Elizabeth II, Inc.
- Transfer $400,000 of awarded "Repair & Renovation" funds to Friends of Elizabeth II, Inc. for purposes of critical restoration/maintenance of "Elizabeth II" during 1999-2000.
- Transfer $500,000 from operating fund balance to Endowment Fund as controlled by GS 143-B-131.8 to be held until July 2000 after which 80% of interest earned may be used
- Transfer $832,400 from operating fund balance to Friends of Elizabeth II, Inc. for purposes which the Commission was created as stated in Sec 12.6(a) GS 143-B-131.1 (to include but not limited to educational & cultural programming and events, development, advertising, maritime development, staff support/subsidy, capital improvements)
- The above transfers are in accordance with Senate Bill 1366, Sec. 21.1, GS 143B-131.2(b)10 and 143B-131.2(b)15.

October 99

- No actions noted

January 00

- Inter Surface Transportation Act (ISTEA) enhancement grant award of $44,000 for removal of billboards from Corridor. Executive Committee approved required $11,000 match for total grant amount of $55,000.
- Authorize initiation of removal process of billboards from north to south end of island
- Salary increase approval for Executive Director

April 00

- No actions noted; recognition of $25,000 grant to Maritime Museum for Shad boat project
- $400,000 restoration project on Elizabeth II completed on time and on budget

July 00

- Authorized Chair/Secretary/Executive Director to enter into agreement to purchase Collins land & work with Wildlife Resources Commission to secure funding. Project title: Roanoke Island Wetlands Conservation and Greenways Project. Funding sources: NC Clean Water Management Trust Fund; Natural Heritage Trust Fund; Dare County Tourist Bureau Greenways Fund. Purchase price: $2,000,000, substantiated by MAI Appraisal, approved by State Property Office & Council of State

October 00

- Motion to authorize Executive Director to set site calendar-open/closed to public.

DCR 112

RECOMMENDATIONS FOR LEGISLATION AND ADMINISTRATIVE ACTION TO PROMOTE AND DEVELOP THE ELIZABETH II STATE HISTORIC SITE AND VISITOR CENTER:

In light of the current budget deficit, no additional requests are being put forth in this session. The Commission is working diligently towards a goal of self-sustainment through revenues, grants and endowments over the next decade. These efforts are described in the "Accounting of Funds" section below.

AN ACCOUNTING OF FUNDS RECEIVED AND EXPENDED:
Budget Office Fiscal Data attached; overview follows:

	7/1/98-6/30/99	7/1/99-6/30/00
Appropriations	1,854,350.00	1,878,192.00
Expended personal svcs	1,091,001.00	1,206,236.00
Expended operations	331,161.00	316,040.00
Balance to endowment	432,188.00	335,916.00
Gate Admission	319,893.00*	330,740.00*
Interest/Dividends	93,193.00	124,997.00
Grants/Other Income	2,300.00	35,000.00
Natural Heritage Conservation Fund		385,000.00
R&R Funds-EII restoration (Completed 99-00)		400,000.00
ISTEA Grant for billboard removal (Awarded/in process)		44,000.00

When the Roanoke Island Commission became responsible for this state site in 1994, the site had experienced numerous budget cuts and personnel reductions that had caused it to be in a state of disrepair. For that reason it is the long-term goal of the Commission to make this state site self-sustaining. In 1994, the Commission established an endowment fund requiring 25% (*) of all revenues to be applied; that fund is currently $1,184,114.

Additional fund growth has been possible during this period due to:

- Savings in salary expense when construction completion was delayed
- Retained admissions
- Non-reversion of fund balances

It is important to note the current appropriation budget is on-target for the actual costs of operating the site.

Please note: the Roanoke Island Historical Association, a non-profit organization that produces "The Lost Colony" outdoor drama is a separate entity with no budgetary ties to the Commission.

DCR 113

DEPARTMENT OF CULTURAL RESOURCES

ROANOKE ISLAND COMMISSION - FUND 2584

Fiscal Data

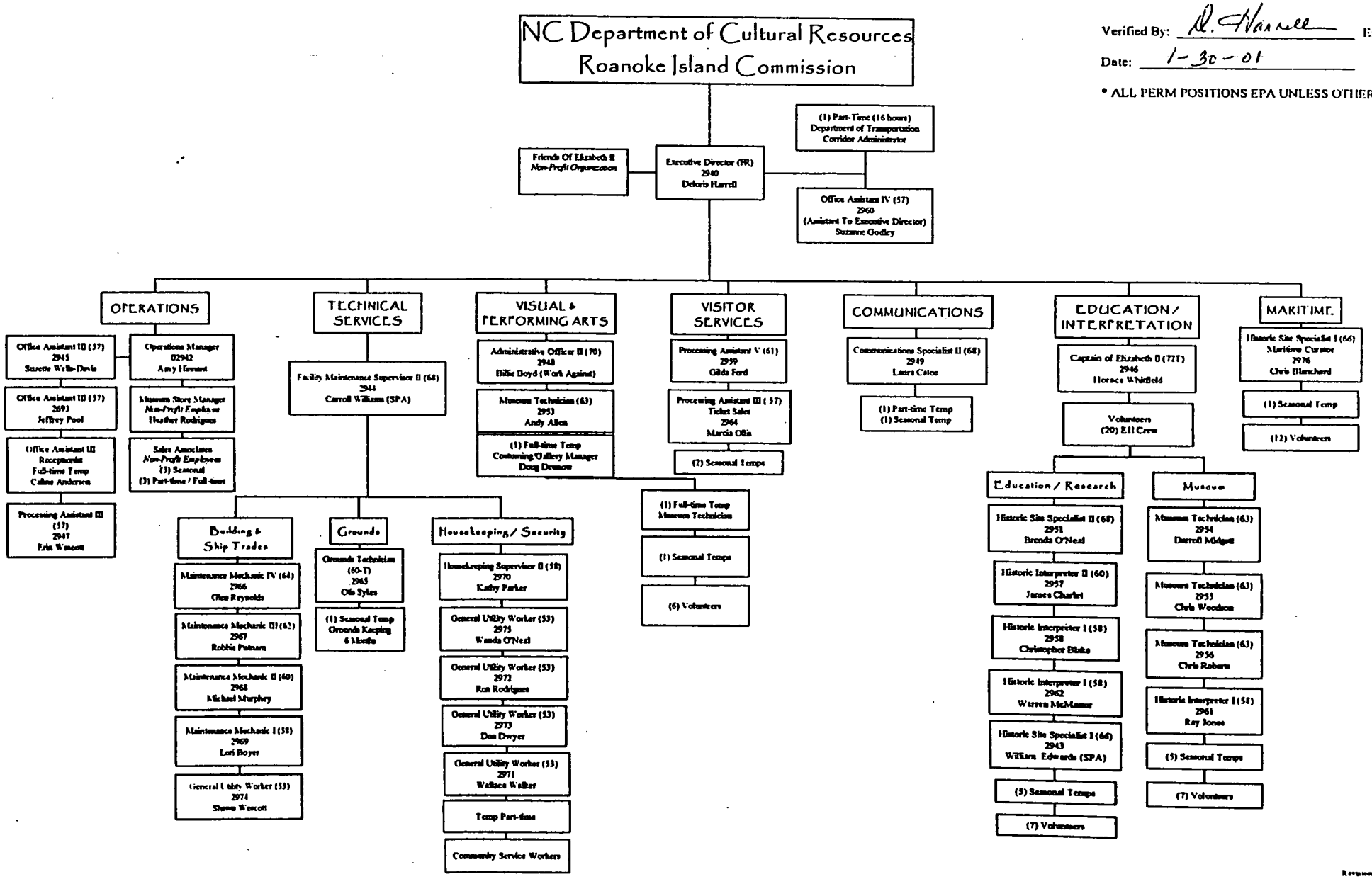
	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Less: Recommended Reductions	$ -	$ -	$ (29,000)	$ (29,000)
Adjusted General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,878,245	$ 1,878,245
Number of Positions	32.00	32.00	32.00	32.00

NC Department of Cultural Resources
Roanoke Island Commission

Verified By: D. Harrell Executive Director

Date: 1-30-01

* ALL PERM POSITIONS EPA UNLESS OTHERWISE NOTED



Revision Date 01/30/01 ACH

DCR 114

First Flight Centennial Commission

DCR 116

The North Carolina First Flight Centennial Commission
Countdown to 2003: www.firstflightnc.com

- The First Flight Centennial Commission (FFCC) was established by the NC General Assembly to plan programs and activities in commemoration of the 100th anniversary of the Wright brothers' first flight.

- Goal: To make the world aware of North Carolina's role in the first flight and the subsequent 100 years of aviation, and to invite the world to share the celebration with us.

- Programs: Public awareness, educational outreach, and a statewide and yearlong series of celebrations and commemorations that involve business, the arts, the military, communications, transportation, aerospace and humanitarian flight.

- Partnerships are many, including the Fayetteville Festival of Flight 2003, National Park Service, NASA, FAA, Smithsonian, US Centennial of Flight Commission, Dayton Ohio, Canada's National Aviation Museum, Experimental Aircraft Association, American Institute of Aeronautics and Astronautics, corporations and aviation organizations.

- Major commemorative achievements to date:
  - Restoration and rededication of the Wright Brothers National Memorial monument
  - B-2 bomber named the Spirit of Kitty Hawk
  - Annual North Carolina and Ohio Class of 2003 summer educational programs
  - Centennial Schools program statewide with annual Centennial Teacher of the Year Award
  - US Mint release of the NC quarter with the Daniels photograph of the first flight
  - Travelling exhibit of NC's first flight displayed to hundreds of thousands at museums, NC State Fairs, Sun 'n Fun, Oshkosh Fly-in, Chicago O'Hare airport
  - International Symposium, *They Taught the World to Fly*, Oct. 22-25, 2001

- Plans for 2003 will put North Carolina in the international spotlight:
  - Major conventions, conferences and exhibitions brought to North Carolina
  - Fayetteville Festival of Flight 2003, Memorial Day
  - NASCAR world record fly-over, Lowe's Motor Speedway
  - State travel guide, state map, airports guide, all to feature the first flight
  - Yearlong program to draw visitors to aviation sites throughout NC
  - World premiere of a First Flight Symphony with educational program

- Special advisors to the First Flight Centennial Commission include:
  - General Henry "Hugh" Shelton, Chairman, Joint Chiefs of Staff, Military Advisor
  - Col. Edward "Buzz" Aldrin, Aviation Advisor
  - H. Ross Perot, Corporate Advisor

DCR 117

The North Carolina First Flight Centennial Commission
Countdown to 2003: Report to the North Carolina General Assembly

December 17, 1903... With Orville Wright at the controls and his brother Wilbur running alongside, a fragile airplane lifted off the sands of North Carolina's Kill Devil Hills. It flew 120 feet in twelve seconds. The brothers flew three more flights on that cold and windy day, and the world changed forever.

In 2003, North Carolina will proudly host the centennial anniversary of mankind's first successful flight in a powered aircraft and celebrate the subsequent 100 years of aviation. The General Assembly established the First Flight Centennial Commission (FFCC) in 1994 under GS 143-640 to "develop and plan activities to commemorate the centennial of the first successful, manned, controlled, heavier-than-air, powered flight and other historical events related to the development of powered flight." The FFCC is an independent commission with administrative support from the Department of Cultural Resources (DCR). It receives its appropriation through DCR.

The Commission is preparing a statewide, yearlong series of celebrations to be launched on December 17, 2002. It is also developing partnerships for national and international observances. It is already clear that North Carolina will be in the national and international spotlight, drawing many visitors to the Wright Brothers National Memorial, northeastern North Carolina and aviation and historical sites throughout the state. Major events of the year will include national and international figures in commemorative events, major aerial displays and air shows, major media productions, new publications, community airport events, significant educational activities, and commissioned performance and public art. North Carolina will be the ideal venue for national and international conferences and conventions involving business, cultural, educational, heritage, scholarly, aviation, engineering, mechanical, aerospace, technological and other audiences. It will be a year to celebrate North Carolina pride throughout the state.

STRATEGIC PLAN

The Commission has divided its charge from the North Carolina General Assembly into four overlapping phases, summarized as Awareness / Education / Celebration / Legacy. Those phases will find expression through themes in the arts, commerce, military contributions, and humanitarian uses of flight.

1. **AWARENESS**: Generate positive national and international awareness and celebratory understanding of North Carolina's role in the first successful, manned, controlled, heavier-than-air flight achieved by the Wright brothers on December 17, 1903. Examples are:
   - The centennial website for events and programs, **www.firstflightnc.com**, was launched on National Aviation Day and has been visited by readers from almost every state and 24 countries.
   - The NC quarter design features the famous Daniels photograph of the first flight. The US Mint will place 750 million quarters in circulation in 2001.
   - Participation in the July 4th Ottawa celebration as guests of U.S. Ambassador Giffin brought exposure to over 5,000 Canadians. The FFCC exhibit was then at the National Aviation Museum in Canada through the summer 2000.
   - The FFCC centennial exhibit was featured at Chicago O'Hare Airport from December through March 2001, reaching hundreds of thousands of international visitors.
   - FFCC was a lead participant in centennial pavilions at the Sun 'n Fun (Lakeland, Florida) and Oshkosh (Wisconsin) air shows and the AirVenture Race from Manteo to Oshkosh, reaching nearly one million people over two years.

- FFCC's 1600 square-foot exhibit, winner of the Governor's Award, educated visitors at both the Mountain State Fair and the NC State Fair in Raleigh during years of record attendance.
- The covers of the 2003 aeronautical charts, airports guide, and state map and the NC Travel Guide (approximate distribution of 1 million copies nationally) will feature the centennial.
- Outer Banks Tourist Bureau's multi-million dollar advertising campaigns over next 3 years.
- Multi-state advertorial (advertising plus editorial) campaign with tabloid supplements on North Carolina's quality of life, role in the first flight, aviation and historic sites, and centennial programs and events.

2. EDUCATION: Create interest and understanding, especially for students and teachers, about our state's role and the resultant worldwide legacy of the events of 1903. This will happen through:
   - International symposium in Raleigh, featuring major speakers, October 22-25 2001.
   - Parallel teacher/student symposium in October 2001, co-sponsored with NASA and NC Space Grant Consortium, to help teachers develop a "flight plan" of lessons for 2001-2003.
   - Centennial Schools program for all NC schools, including annual Centennial Teacher of the Year Award for best classroom project on aviation.
   - Class of 2003: 35 high school students from across NC who come together annually with their Ohio counterparts and who serve throughout the year as centennial ambassadors in local activities like library reading programs in their communities.
   - NASA program with DPI to link all NASA educational resources on the centennial of flight and aviation to NC curriculum standards.
   - NASA-Connect feature of the First Flight Elementary School on an aviation program downlinked to 1600 elementary schools throughout the NASA network.
   - Educational outreach: Working with Boy Scouts, Girl Scouts, Civil Air Patrol, FAA, NASA, US Centennial of Flight Commission, NC Public Libraries, NC Symphony, NC Museums, Tar Heel Junior Historians, NC School for Science and Math to commit their educational programs to themes of aviation and North Carolina in 2002-2004 school years.
   - Air Force Association and programs with similar organizations to honor and preserve the memory of veterans who flew in service to the United States.
   - Aviation Maintenance Careers Commission, with broad-based industry endorsement, to promote opportunities in aviation maintenance as a career.

3. CELEBRATION: Create a celebratory/commemorative program whereby the state's residents as well as visitors from around the world will benefit directly and indirectly.
   - From December 17, 2002 through December 17, 2003:
     - A statewide celebratory program – First Flight Day – that will involve each of the 80 public airports and their local communities.
     - A statewide program to create centennial displays in exhibit spaces (museums, community centers, courthouses, libraries) in communities across North Carolina.
     - At least one significant event each month to take place at different sites across the state (detailed in this report under Scheduled Events).
     - Compelling travel programs and tours to revisit and explore those places in NC where the Wright brothers experimented and lived, as well as more recent locations of aviation and historical interest.

- Week of December 13-21, 2003 and December 17 celebration
  - An extensive program developed in conjunction with key centennial stakeholders, to include both WBNM-site and surrounding area activities such as major commemorative speakers, aerial displays and flyovers from every branch of the military and additional non-military groups, fireworks, festival of flight, static displays, educational exhibits, themed days of celebration (military, industry, general aviation), etc.
  - Statewide, national and international extensions from Kitty Hawk to celebrate at key aviation sites throughout the world.

- National commemorative initiatives that will enhance the North Carolina celebrations include
  - Commemorative postage stamp
  - NASA 2003 Mars explorer missions
  - National Air & Space Museum dedication of the new Dulles wing
  - Federal Centennial of Flight Commission's national programs
  - US Mint commemorative coin to be released in 2003

4. **LEGACY**: Plan the centennial to ensure that North Carolina's profile at home and abroad will be significantly enhanced beyond 2003.
   - Tourism development: The investment in 2003-related tourism activities will be returned in the form of increased visitation to North Carolina, generating new tourism expenditures and direct state and local revenues. The plan is to build on the existing tourism and cultural assets in North Carolina; expand cooperative marketing partnerships and communications programs; and add new tourism products that complement the current offerings.
   - Economic development: The centennial of flight will bring economic development benefits to all regions of the state by highlighting and giving national and international exposure to North Carolina's distinctive assets, including its unique cultural and historic treasures and its tradition of hospitality – after all, the Wright brothers came to Kitty Hawk because they were invited, and they returned throughout the years. The centennial anniversary will feature North Carolina in all publications, involve North Carolina companies in outreach activities, involve foreign businesses both in the state and abroad, and attract national and international aviation, aerospace, engineering, technological and military business conferences and conventions to North Carolina during 2003.
   - Special publications are in the production stages to add to the body of information about the Wright brothers, the achievement of flight, and the subsequent 100 years of aviation, and the future of aeronautics and astronautics.
   - Video productions are underway to document a variety of interesting angles generated by the centennial anniversary of flight
   - Special aviation heritage trails will be established in North Carolina, along a corridor from Maryland to Kitty Hawk, and from North Carolina to Dayton Ohio.
   - Plans are underway to establish a North Carolina Aviation Hall of Fame to honor the state's aviation pioneers and heroes
   - Commissioning new works of art: Inviting North Carolina artists as well as those from around the world to celebrate the centennial by creating new works of sculpture, art and literature, and new performing arts productions, such as a First Flight Symphony.

SCHEDULED PROGRAMS AND EVENTS:

- Major international symposium and parallel teacher/student symposium in 2001
- Special enhanced celebrations on December 16-17, 2001
- Launch of centennial year on December 17 2002
- 2003: January: World Premiere of First Flight Symphony
- February: Celebration of the contributions of African American aviators
- March: Celebration of the contributions of women in aviation
- April: North Carolina extensions of the Aviation World's Fair, Hampton VA
- May: Fayetteville Festival of Flight 2003
  Charlotte: NASCAR air show at Lowe's Motor Speedway
- June: DOT's World Flight 2003
  Paris Air Show
- July: Celebration in Dayton Ohio at July 4th Exposition
- August through November: Airport community days, centennial exhibits across the state, media tabloids with concurrent centennial commemorations in cities nationwide
- November: Veterans Day celebrations honoring military aviators
- December: Centennial anniversary celebrations throughout North Carolina with national and international extensions

Ongoing throughout the year: State Fairs; major educational conferences in science, history, math and technology; publicity via editorials, speakers bureau, marketing partnerships, major centennial pavilions at annual air shows, and a variety of centennial events at the local community, statewide, national and international levels.

LOGISTICS:

The Commission knows that an international event of this caliber and duration will bring a host of visitors to all parts of North Carolina, and is developing a multi-modal transportation plan. Aspects include:

- DOT Division of Aviation has commissioned an Air Transportation Study to inventory aviation and community data, develop forecasts to predict the amount of air traffic in 2003, evaluate the existing NC aviation system's ability to manage the air traffic, recommend solutions and determine cost estimates for implementing the 2003 air traffic plan.
- FAA regional steering committee meets quarterly to review all aviation-related plans and events for appropriate approvals and planning, including the provision of temporary control towers, radar and other facilities.
- Representatives from the Department of Crime Control and Public Safety (e.g., Emergency Management Services, the Highway Patrol, the Civil Air Patrol and the National Guard) and the Department of Transportation (ground and aviation coordinators), as well as personnel from the Department of Commerce (tourism, statewide travel and visitors centers, NE NC Partnership) are developing an operations plan.
- Dare County and the Commission have formed integrated local planning teams with the county and municipality planners, sheriffs' offices, fire chief, and other logistical and public safety personnel from throughout the region.
- The National Park Service has hired a special events coordinator at the Wright Brothers National Memorial dedicated to the centennial anniversary; a logistical team from the regional headquarters is working with the Commission on all aspects of site involvement.

MARKETING and FINANCES:
A fully integrated marketing and promotions plan is generating widespread awareness of the importance of North Carolina's role in the first flight and a desire to be involved in the celebrations. The Commission expended its biennial appropriation for 1999-2001 in setting up offices in Raleigh and at the Outer Banks; hiring a time-limited full-time staff; participating in statewide, national and international events; developing and distributing educational materials to schoolteachers and students; preparing for an international symposium in Raleigh in 2001; creating promotional materials, traveling exhibits and a website; and planning the centennial 2003 events. An overview of expenditures is attached.

Preliminary estimates approximate the need from the state for $1.6 million in 2001-2002 and $3 million in 2002-2003. These expenditures are for additional critical time-limited positions (media, volunteer, communications and transportation coordinators), aggressive web-based and promotional marketing, the international symposium, educational outreach programs, expanded satellite office operations at Dare County in 2003, and national and international events. (By comparison, the Inventing Flight-Dayton 2003 projected expenditures are in the $30 - $50 million range.) A chart of allocated expenditures for 1999-2003 is attached.

The actual costs of North Carolina's celebration will exceed the amount requested from the General Assembly. It is clear that significant public and private financial support will be required to realize the potential benefit of the commemoration of the first flight. The Commission is acutely aware of the fiscal problems in North Carolina, and has expanded its application for resources to the following:

- Private fund raising from individuals and educational foundations
- Corporate contributions
- Promotional partnerships with NC and national tourism partners
- Endorsements and commercial commemorative partnerships
- Revenues from merchandise and e-commerce, expected to be generated in 2003
- Continued support from the NC General Assembly
- Support from the federal government
- Local government support
- Support from foreign participants in the celebration

Additionally, the Commission has acquired and will increasingly acquire in-kind contributions from numerous sources. These contributions, for services ranging from printing to promotions, from aerial resources to avionic website pages, from cargo airline assistance to volunteer expertise, will eventually amount to millions in dollar-value to the centennial celebration. An inventory of in-kind contributions is on file at the FFCC for an end-of-project economic impact statement.

PARTNERS and VOLUNTEER LEADERSHIP:
The Commission is forging many partnerships with other centennial affiliated groups in order to leverage resources and awareness and create a centennial year that is truly greater than the sum of its parts. Volunteer leadership is a key part of building effective partnerships. In addition to the 28 Commissioners from around the nation who serve on the First Flight Centennial Commission, leaders from the legislative and executive branches of state government, from state agencies and cultural organizations, and from the public and private sectors have joined the Commission's planning efforts. The focus of the volunteers and staff has been to identify and enlist partners – individuals and civic, cultural and business organizations – throughout North Carolina and the nation to join the centennial planning efforts. In addition to those listed earlier in this report, some of our partners and volunteer leader groups are listed on the following chart.

DCR 122

FIRST FLIGHT CENTENNIAL COMMISSION
SELECTED PARTNERS AND VOLUNTEER LEADERSHIP GROUPS

American Institute of Aeronautics and Astronautics
Aviation World's Fair
Charlotte Motor Speedway
Department of Transportation's World Flight 2003
Fayetteville Festival of Flight 2003
First Flight Centennial Foundation
Inventing Flight – Dayton 2003 (Ohio)
NC Airports Association
NC Symphony
NASA: headquarters, Langley, Glenn
National Park Service: headquarters, regional, Dayton, Wright Brothers National Memorial
North Carolina Community Colleges
O'Hare international airport, Chicago

Professional Aviation Mechanics Association
US Centennial of Flight Commission
US Mint (50 Quarters program)
Wright Experience

Aviation Maintenance Careers Commission
Cargo Airline Association
Dare County and Outer Banks communities
Elizabeth City Coast Guard
Federal Aviation Association
First Flight Society
Library of Congress
NC museums and cultural organizations
NE NC Partnership
National Air and Space Museum
NC State Agencies

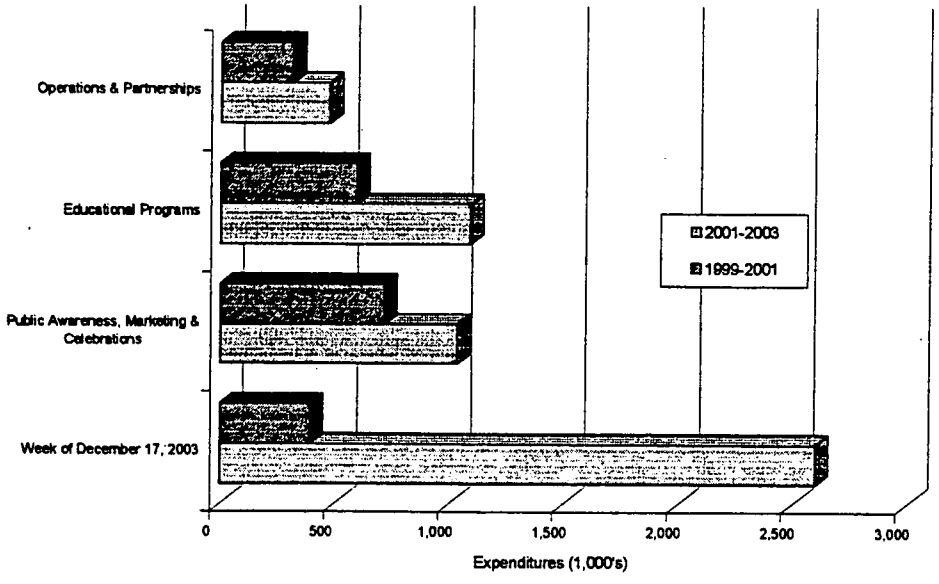
Northrop Grumman
Pentagon (General Shelton serves as the Commission's military advisor)
Seymour-Johnson Air Force Base
U.S. Department of Defense
UNC Board of Governors, university campuses
Wright Flight

DCR 123

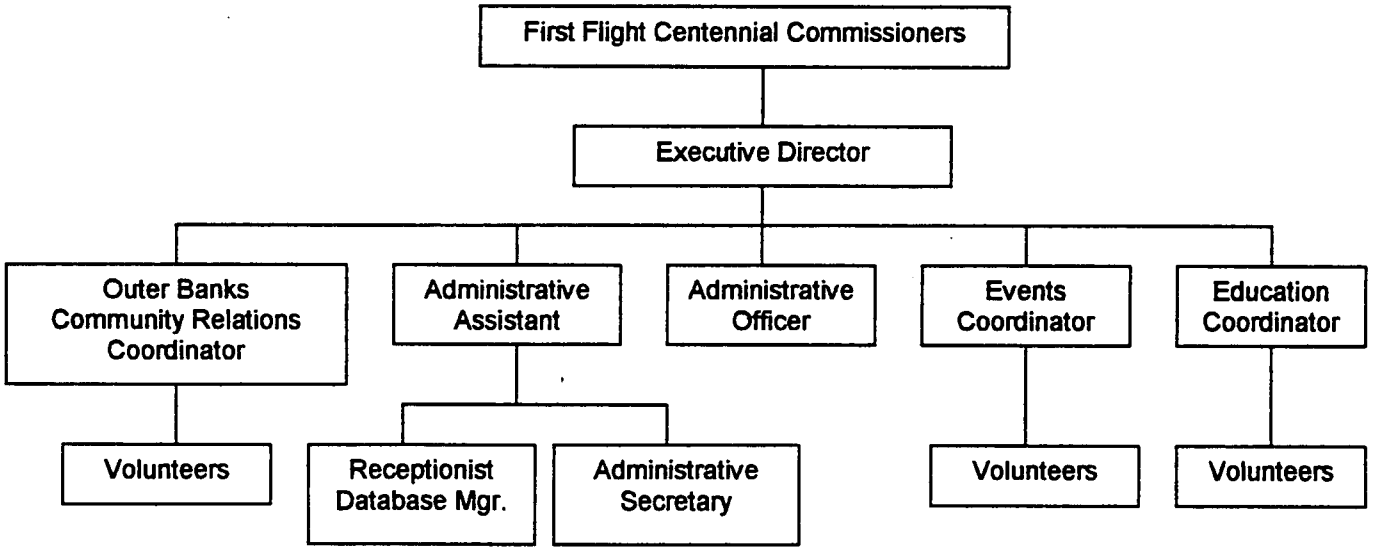
FIRST FLIGHT CENTENNIAL COMMISSION
OVERVIEW OF EXPENDITURES, 1999-2001 Biennium

	1999-00	2000-01
Expenditures		
Salaries	245,805	378,000
Full-time time-limited director; events, education, Outer Banks coordinator; administrative officer; 3 secretaries; seasonal temporary help		
Educational Programs	26,146	166,000
Teacher Resource Guide, Class of 2003, NC Centennial Schools, Centennial Teacher of the Year award, international symposium, school fairs, field trips		
Events	86,786	230,600
State Fairs, community fairs, July 4th at US Embassy in Canada, O'Hare Airport, NC Quarter, Astronaut fly-in to NC Schools, Oshkosh and Sun 'n Fun air shows, December 17 commemorations, etc.		
Office Operations	136,948	157,000
Set up 2 offices – Raleigh and Outer Banks – with furniture and equipment; computers, telephones, supplies, stationery, printing, postage, administrative overhead, etc.		
Contracted Services	127,091	259,700
Legal, financial, audit, centennial strategic event planning, advertising, website and communications services		
Marketing	27,132	215,000
Traveling exhibits, 1600 square foot First Flight display, posters, give-aways, First Flight logo design, presentation materials, Visitor Center panel cards, etc		
Total Expenditures	649,908	1,406,300
Revenues		
State Appropriation	823,800	823,800
Carryforward from previous fiscal year	493,189	713,788
Other income	46,707	50,970
Grants, sales, donations, interest, etc.		
Total Revenues	1,363,696	1,588,558
Revenues - Expenditures	713,788	182,258

First Flight Centennial Commission
Allocation of Expenditures 1999-2003



North Carolina First Flight Centennial Commission



DCR 125

I. DEPARTMENT OF CULTURAL RESOURCES SPAN OF CONTROL DATA 1997/98 and 2001

	1997/98 Number of Supervisors	1997/98 Total Staff	1997/98 Avg. Span	2001 Number of Supervisors	2001 Total Staff	2001 Avg. Span
ADMINISTRATION	13	38	2.92	12	38	3.17
ARCHIVES AND HISTORY	117	382	3.26	127	433	3.41
ART MUSEUM	21	95	4.52	21	96	4.57
ARTS COUNCIL	9	25	2.78	9	25	2.78
HISTORY MUSEUM	27	94	3.48	25	106	4.24
NC SYMPHONY	2	10	5.00	2	9	4.50
STATE LIBRARY	23	94	4.09	21	94	4.48
BATTLESHIP MEMORIAL	N/A	N/A	N/A	6	29	4.83
TOTALS	212	738		223	830	
OVERALL AVERAGE SPAN			3.72			4.00

(The Battleship Memorial was not part of the Department in 1997/98)

DCR 126

Department of Cultural Resources
Maintenance Contracts - FY 99-00 and FY 00-01

Vendor Name	FY 99-00	FY 00-01
Aaron Graphics	$.00	$445.00
Advanced Business Equipment	385.00	420.00
Ameritrend Corp	668.00	553.00
Anacomp	499.38	499.38
B & B Office Products	205.00	1,840.00
Business Machines	1,305.00	1,098.00
Cam Care	1,090.00	.00
Capital Business Machines	225.00	.00
Carolina Copier	2,025.00	2,285.00
Carraway Business Machines	.00	160.00
Cash Register Systems	490.00	490.00
Cavin's	4,880.46	4,955.97
Charlotte Copy Data	198.00	762.00
COECO	2,588.00	4,055.31
Commercial Business	2,510.00	2,510.00
Copiers Plus	.00	240.00
Copy Business Services	515.00	515.00
Commercial Equipment, Inc.	1,006.00	993.00
Copy Service & Supply	1,770.00	1,770.00
Copy Service of WNC	274.00	274.00
Copypro	2,250.00	2,250.00
Danka	3,869.25	1,240.80
Eastman Kodak	15,847.00	17,155.00
G E Richards Graphics Supplies	2,782.50	1,000.00

DCR 127

Department of Cultural Resources
Maintenance Contracts (continued) FY 99-00 and FY 00-01

Vendor Name	FY 99-00	FY 00-01
Ikon Office Solutions	850.00	1,700.00
Ilford Imaging	2,195.00	1,795.00
Image Office Systems	3,060.00	.00
K M Data	305.00	.00
Knogo North America	930.60	.00
Lason Corp.	8,959.00	10,850.49
McRae Graphics	1,280.00	7,014.00
Minolta	4,096.48	2,718.48
Pitney Bowes	523.00	1,267.00
Raleigh Typewriter Exchange	11,965.00	11,685.00
Sharp Electronics	585.12	585.12
Simplex Time Recorder Co	111.00	115.50
Staples Communications	1,172.78	1,628.90
Systel Office Automation	7,548.00	10,179.58
Triad Business Solutions	606.00	633.93
Typewriter Sales & Service	1,088.00	1,224.00
Visual Edge Technology	822.00	.00
Xerox Corp.	3,389.38	3,570.81
TOTAL	$94,868.95	$100,479.27

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	00000	R 100	53	-MP	4810-0000-0003-914	03914	SALES CLERK II	$17196	$337	01/01/01 VACANT	1.000	$17533
4601	00000	R 100	63	MIN	4810-0000-0003-971	03971	ELECTRICIAN II	$23411	$0	02/01/92 VACANT	1.000	$23411
4601	00000	R 100	63	MIN	4810-0000-0005-030	05030	ELECTRICIAN II	$23411	$0	07/01/85 VACANT	1.000	$23411
4601	00000	R 100	50	MIN	4810-0000-0005-048	05048	LABORER	$17067	$0	07/01/92 VACANT	1.000	$17067

FUND-OBJECT TOTALS=00000 - TOTAL VACANT POSITIONS= 4.00 TOTAL POSITIONS= 4.00 BUDGET SALARY= $81,422

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.00 BUDGET SALARY= $81,422

POTENTIAL RESERVE= $337

DCR 128

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601 00000	53	R 100	53	-MP	4810-0000-0004-000 04000	SALES CLERK II	$17196	$683	10/06/00 VACANT-LWOP	1.000	$17879

FUND-OBJECT TOTALS=00000 - TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $17,879

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $17,879

POTENTIAL RESERVE= $683

BUDGET TOTALS= 00000 TOTAL VACANT POSITIONS= 5.00 TOTAL POSITIONS= 5.00 BUDGET SALARY= $99,301

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 5.00 BUDGET SALARY= $99,301

POTENTIAL RESERVE= $1,020

DCR 129

PREPARED BY
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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	59	-MP	4801-0100-0001-020	01020	OFFICE ASSISTANT IV	$19951	$1273	02/29/00 VACANT	1.000	$21224
14800	1110100											
4601	531211	G 100	72	-MP	4801-0100-0001-049	01049	FACIL ENGINEERING SPEC	$34046	$3405	10/01/00 VACANT	1.000	$37451
14800	1110103											

FUND-OBJECT TOTALS=14800 1110-1211 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $58,675

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $58,675

POTENTIAL RESERVE= $4,678

DCR/130

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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,051

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	68	+MP	4802-0100-0002-038	02038	RESEARCH HISTORIAN	$28729	$8568	02/01/01 VACANT	1.000	$37297
14800	1210120											

FUND-OBJECT TOTALS=14800 1210-1211 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $37,297

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $37,297

POTENTIAL RESERVE= $8,568

DCR 131

PREPARED BY
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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,052

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531212	R 100	72T	-MP	4802-0100-0002-028	02028	FIRST FLIGHT CENTEN COORD	$34046	$7634	09/15/00 VACANT	1.000	$41680
14800	1210193											
4601	531212	G 100	72	+MP	4802-0100-0002-049	02049	ADMINISTRATIVE OFF III	$34046	$14842	06/01/99 VACANT	1.000	$48888
14800	1210193											

FUND-OBJECT TOTALS=14800 1210-1212 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $90,568

GENERAL FUND FUND-OBJECT TOTALS: PCT= 54.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $48,888

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 46.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $41,680

POTENTIAL RESERVE= $22,476

DCR 132

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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,053

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	70	+MP	4802-0302-0002-111	02111	ARCHIVIST II	$31315	$10050	02/29/00	1.000	$41365
14800	1230100									VACANT		
4601	531211	G 100	68	-MP	4802-0302-0002-124	02124	ARCHIVIST II	$28729	$4241	09/01/00	1.000	$32970
14800	1230100									VACANT		
4601	531211	G 50	65	-MP	4802-0302-0002-149	02149	ARCHIVIST I	$12672	$1295	01/22/01	.500	$13967
14800	1230100									VACANT		
4601	531211	G 100	65	-MP	4802-0303-0002-161	02161	ARCHIVIST I	$25343	$2590	02/01/01	1.000	$27933
14800	1230100									VACANT		
4601	531211	G 100	59	-MP	4802-0304-0002-218	02218	PROCESSING ASSISTANT IV	$19951	$2164	02/01/01	1.000	$22115
14800	1230100									VACANT		
4601	531211	G 100	57	-MP	4802-0304-0002-224	02224	PROCESSING ASSISTANT III	$18480	$1567	12/22/00	1.000	$20047
14800	1230100									VACANT		
4601	531211	G 100	68	-MP	4802-0305-0002-242	02242	ARCHIVIST II	$28729	$4261	09/01/00	1.000	$32990
14800	1230100									VACANT		

FUND-OBJECT TOTALS=14800 1230-1211 TOTAL VACANT POSITIONS= 6.50 TOTAL POSITIONS= 6.50 BUDGET SALARY= $191,387

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 6.50 BUDGET SALARY= $191,387

POTENTIAL RESERVE= $26,168

DCR/133

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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531222	F 100	68	MIN	4802-0303-0002-151 02151	ARCHIVIST II	$28729	$0	08/01/00 VACANT-NEW	1.000	$28729
14800	1230100										

FUND-OBJECT TOTALS=14800 1230-1222 TOTAL VACANT POSITIONS= 1.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $28,729

FEDERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 1.00 BUDGET SALARY= $28,729

POTENTIAL RESERVE= $0

DCR 134

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VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	60	-MP	4802-0407-0002-368	02368	MAINTENANCE MECHANIC II	$20752	$1761	11/19/00 VACANT-LWOP	1.000	$22513
14800	1241226											
4601	531211	G 100	58	+MP	4802-0424-0002-476	02476	HISTORIC INTERPRETER I	$19181	$4975	12/15/00 VACANT	1.000	$24156
14800	1241238											
4601	531211	G 100	57	-MP	4802-0424-0002-480	02480	OFFICE ASSISTANT III	$18480	$3310	01/15/01 VACANT	1.000	$21790
14800	1241238											

FUND-OBJECT TOTALS=14800 1241-1211 TOTAL VACANT POSITIONS= 3.00 TOTAL POSITIONS= 3.00 BUDGET SALARY= $68,459

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 3.00 BUDGET SALARY= $68,459

POTENTIAL RESERVE= $10,046

DCR 135

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	53	-MP	4802-0500-0002-523	02523	GENERAL UTILITY WORKER	$17196	$676	01/22/01 VACANT	1.000	$17872
14800	1242100											
4601	531211	G 100	50	-MP	4802-0500-0002-538	02538	LABORER	$17067	$1479	12/15/00 VACANT-LWOP	1.000	$18546
14800	1242100											

FUND-OBJECT TOTALS=14800 1242-1211 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $36,418

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $36,418

POTENTIAL RESERVE= $2,155

DCR 136

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601 14800	531212 1242100	R 100	63	MIN	4802-0500-0202-554	02554	INFORMA & COMMUNIC SPEC I	$23411	$0	01/01/93 ATH,NOT EST (FND, NOT EST)	1.000	$23411
4601 14800	531212 1242290	R 100	68	+MP	4802-0500-0202-555	02555	RESEARCH HISTORIAN	$28729	$9072	02/04/00 VACANT	1.000	$37801

FUND-OBJECT TOTALS=14800 1242-1212 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $61,212

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $61,212

POTENTIAL RESERVE= $9,072

DCR 137

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER		PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G	100	60	-MP	4803-0200-0003-243	03243	SECURITY OFFICER I	$20752	$387	01/15/01 VACANT	1.000	$21139
14800	1320100												
4601	531211	G	100	60	-MP	4803-0200-0003-256	03256	SECURITY OFFICER I	$20752	$554	10/31/00 VACANT	1.000	$21306
14800	1320100												
4601	531211	G	100	60	-MP	4803-0200-0003-265	03265	SECURITY OFFICER I	$20752	$1232	10/01/00 VACANT	1.000	$21984
14800	1320100												
4601	531211	G	50	58T	-MP	4803-0200-0003-276	03276	MUSEUM SECURITY GUARD	$9591	$0	11/23/99 VACANT	.500	$9591
14800	1320100												
4601	531211	G	100	58T	-MP	4803-0200-0003-322	03322	MUSEUM SECURITY GUARD	$19181	$341	01/01/01 VACANT	1.000	$19522
14800	1320100												

FUND-OBJECT TOTALS=14800 1320-1211 TOTAL VACANT POSITIONS= 4.50 TOTAL POSITIONS= 4.50 BUDGET SALARY= $93,542

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.50 BUDGET SALARY= $93,542

POTENTIAL RESERVE= $2,514

DCR 138

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,059

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	79	+MP	4804-0100-0004-004	04004	ASST STATE LIBRARIAN	$46652	$21567	11/30/00 VACANT	1.000	$68219
14800	1410100											
4601	531211	G 100	71	-MP	4804-0200-0004-124	04124	LIBRARIAN III	$32659	$2606	02/05/01 VACANT	1.000	$35265
14800	1410430											
4601	531211	G 50	67	N/A	4804-0200-0004-132	04132	LIBRARIAN II	$13785	N/A	05/23/00 VACANT	.500	$1
14800	1410100											
4601	531211	G 100	61	+MP	4804-0400-0004-694	04694	PROCESSING UNIT SUPV V	$21626	$9220	11/30/00 VACANT-LWOP	1.000	$30846
14800	1410460											
4601	531211	G 100	61	-MP	4804-0500-0004-828	04828	PROCESSING ASSISTANT V	$21626	$1875	10/26/00 VACANT	1.000	$23501
14800	1410470											

FUND-OBJECT TOTALS=14800 1410-1211 TOTAL VACANT POSITIONS= 4.50 TOTAL POSITIONS= 4.50 BUDGET SALARY= $157,832

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 4.50 BUDGET SALARY= $157,832

POTENTIAL RESERVE= $35,268

DCR 139

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,060

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4601	531211	G 100	58T	-MP	4808-0801-0002-795	02795	MUSEUM SECURITY GUARD	$19181	$1555	12/20/00 VACANT-LWOP	1.000	$20736
14800	1500110											
4601	531211	G 100	68	-MP	4808-0802-0002-802	02802	ASSOCIATE MUSEUM CURATOR	$28729	$2586	07/01/00 VACANT-NEW	1.000	$31315
14800	1500272											
4601	531211	G 100	66	MIN	4808-0802-0002-803	02803	MUSEUM SPECIALIST	$26413	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
4601	531211	G 100	66	-MP	4808-0802-0002-807	02807	MUSEUM SPECIALIST	$26413	$2316	07/01/00 VACANT-NEW	1.000	$28729
14800	1500272											
4601	531211	G 100	66	MIN	4808-0802-0002-809	02809	MUSEUM SPECIALIST	$26413	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
4601	531211	G 100	66	+MP	4808-0802-0002-817	02817	FACILITY MAINT SUPV I	$26413	$8095	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$34508
14800	1500											
4601	531211	G 100	58T	MIN	4808-0802-0002-818	02818	MUSEUM SECURITY GUARD	$19181	$0	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$19181
14800	1500											
4601	531211	G 100	50	-MP	4808-0802-0002-819	02819	HOUSEKEEPER	$17067	$83	07/01/00 ATH,NOT EST (FND, NOT EST)	1.000	$17150
14800	1500											
4601	531211	G 100	58T	MIN	4808-0802-0002-820	02820	MUSEUM SECURITY GUARD	$19181	$0	03/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$19181
14800	1500											
4601	531211	G 100	57	MIN	4808-0802-0002-821	02821	PUBLIC INFORM ASST III	$18480	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$18480
14800	1500											

DCR 140

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,061

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
14601	531211	G 100	60T	MIN	4808-0802-0002-822	02822	MUSEUM SECURITY SUPV.	$20752	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$20752
14800	1500											
14601	531211	G 100	66	MIN	4808-0802-0002-823	02823	MUSEUM SPECIALIST	$26413	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$26413
14800	1500											
14601	531211	G 100	63	+MP	4808-0802-0002-824	02824	ADMINISTRATIVE ASST I	$23411	$9315	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$32726
14800	1500											
14601	531211	G 100	68	-MP	4808-0802-0002-825	02825	MUSEUM EXHIBIT DESIGNER	$28729	$5399	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$34128
14800	1500											
14601	531211	G 100	63	MIN	4808-0802-0002-826	02826	INFORMA & COMMUNIC SPEC I	$23411	$0	01/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$23411
14800	1500											
14601	531211	G 100	63	+MP	4808-0802-0002-827	02827	MUSEUM TECHNICIAN	$23411	$7426	03/01/01 ATH,NOT EST (FND, NOT EST)	1.000	$30837
14800	1500											

FUND-OBJECT TOTALS=14800 1500-1211 TOTAL VACANT POSITIONS= 16.00 TOTAL POSITIONS= 16.00 BUDGET SALARY= $410,373

GENERAL FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 16.00 BUDGET SALARY= $410,373

POTENTIAL RESERVE= $36,775

BUDGET TOTALS= 14800 TOTAL VACANT POSITIONS= 44.50 TOTAL POSITIONS= 44.50 BUDGET SALARY= $1,234,492

DCR 141

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
GENERAL FUND BUDGET TOTALS:		PCT= 89.00				TOTAL POSITIONS=		40.50	BUDGET SALARY=		$1,102,871
FEDERAL FUND BUDGET TOTALS:		PCT= 2.00				TOTAL POSITIONS=		1.00	BUDGET SALARY=		$28,729
RECEIPT FUND BUDGET TOTALS:		PCT= 8.00				TOTAL POSITIONS=		3.00	BUDGET SALARY=		$102,892
									POTENTIAL RESERVE=		$157,720

DCR 142

PREPARED BY
OFFICE OF STATE PERSONNEL
VACANCY LISTING AS OF 01/24/01
POSITION LISTING BY FUND-OBJ BY DIVISION

PM729 AWO/AOB
DATE RUN=01/24/01
PAGE 1,063

DEPARTMENT/DIVISION= CULTURAL RESOURCES

COMP BCODE	ACCOUNT CENTER	PERCENT APPROP	POS GRD	POS STEP	POSITION NUMBER	PAYROLL POSNO	POSITION CLASSIFICATION	MIN STEP	POTENTIAL RESERVE	DATE VACATED	POS COUNT	BUDGET SALARY
4602	531112	R 100	60	-MP	4802-5000-0202-968	02968	MAINTENANCE MECHANIC II	$20752	$825	10/11/00 VACANT	1.000	$21577
24802	2584											
4602	531112	R 100	53	-MP	4802-5000-0202-974	02974	GENERAL UTILITY WORKER	$17196	$684	11/01/00 VACANT	1.000	$17880
24802	2584											

FUND-OBJECT TOTALS=24802 2584-1112 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

RECEIPT FUND FUND-OBJECT TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

POTENTIAL RESERVE= $1,509

BUDGET TOTALS= 24802 TOTAL VACANT POSITIONS= 2.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

RECEIPT FUND BUDGET TOTALS: PCT= 100.00 TOTAL POSITIONS= 2.00 BUDGET SALARY= $39,457

POTENTIAL RESERVE= $1,509

DCR 143

DCR 144

USING THE ADJUSTED APPROPRIATION (AFTER 1.5% CUT). THE FOLLOWING REFLECTS BUDGET CUTS AT 1% AND 2% SPREAD THROUGHT THE FUNDS.
SFY 2001-2003

BC 14800

FUND	FUND NAME	ADJ APPROP	1.0% CUT	ADJ TOTAL	2.0% CUT	ADJ TOTAL
1110	OFFICE OF THE SECRETARY	1,273,651	12,737	1,260,914	25,473	1,248,178
1120	ADMINSTRATIVE SERVICES	1,148,339	11,483	1,136,856	22,967	1,125,372
1210	DIV OF ARCHIVES-ADMIN.	917,744	9,177	908,567	18,355	899,389
1210	FIRST FLIGHT CENT COMM	823,800	8,238	815,562	16,476	807,324
1220	HISTORICAL PUBLICATIONS	753,028	7,530	745,498	15,061	737,967
1230	ARCHIVES & RECORDS	3,272,429	32,724	3,239,705	65,449	3,206,980
1241	STATE HISTORIC SITES	7,029,739	70,297	6,959,442	140,595	6,889,144
1242	TRYON PALACE	1,780,065	17,801	1,762,264	35,601	1,744,464
1243	STATE CAPITOL/VISITOR CTR	484,922	4,849	480,073	9,698	475,224
1245	NC MARITIME MUSEUM	1,091,375	10,914	1,080,461	21,828	1,069,548
1250	ARCHAEOLOGY/HIST PRESERV.	1,502,635	15,026	1,487,609	30,053	1,472,582
1290	WESTERN OFFICE-ARCH & HIST	344,555	3,446	341,109	6,891	337,664
1320	MUSEUM OF ART	3,837,208	38,372	3,798,836	76,744	3,760,464
1330	ARTS COUNCIL	5,720,187	57,202	5,662,985	114,404	5,605,783
1330	LOST COLONY	260,000	2,600	257,400	5,200	254,800
1330	SHAKESPEARE FESTIVAL	260,000	2,600	257,400	5,200	254,800
1340	NC SYMPHONY	345,236	3,452	341,784	6,905	338,331
1360	GRANTS IN AID TO ARTS(includes: Flat Rock,NC Art Soc, NC Symphony)	2,123,252	21,233	2,102,019	42,465	2,080,787
1410	STATE LIBRARY SERVICES	4,646,804	46,468	4,600,336	92,936	4,553,868
1480	STATEWIDE PROG & GRANTS	16,784,753	167,848	16,616,905	335,695	16,449,058
1500	MUSEUM OF HISTORY	5,287,796	52,878	5,234,918	105,756	5,182,040
1991	INDIRECT RESERVE	0	0	0	0	0
1992	CONTINUATION RESERVE	340,178	3,402	336,776	6,804	333,374
	TOTAL	60,027,696	600,277	59,427,419	1,200,554	58,827,142

BC 14802

FUND	FUND NAME	SUBTOTAL ADJ APPROP	1.0% CUT	ADJ TOTAL	2% CUT	ADJ TOTAL
1584	Roanoke Island Commission	1,878,245	18,782	1,859,463	37,565	1,840,680

filesname:1%. 2% cuts sfy 01-03

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 10, 2001

8:30 A.M.

The Joint Appropriations Subcommittee on General Government met Tuesday April 10, 2001 8:30 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Mitchell Setzer, Marvin Lucas, and Gene Wilson. Michele Nelson from the fiscal staff was also present.

Senator Ed Warren chaired the meeting. He introduced the Pages Sarah Edwards from Fayetteville, Representative Morris's district and Dara Gould from Cary, Senator Carrington's district.

The Department of Cultural Resources continued their presentation from April 9, 2001 with opening remarks from Lizbeth Evans. Ms. Evans introduced Deloris Harrell, Executive Director of the Roanoke Island Commission. Ms. Harrell began her presentation on page 109 of the Cultural Resources handout. (attachment 1) She reviewed the history, and the report.

Ms. Harrell said there is a Total Year-round staff of 32. The handout on page 110 lists 34. In explanation to the discrepancy, it was noted that there are two previous SBA positions at the site.

Ms. Harrell said she wanted to emphasize the importance of partnering. With the Lost Colony outdoor drama, the NC Acquarium, and the Elizabethan Gardens on Roanoke Island it has help tremendously to cut advertising cost. This is one way that Cultural Resouces reduces cost.

Senator Kinnard praised the Cultural Resources Department. She said that through volunteers, it probably has ten times more unpaid people working for it than any other department. There were no further questions. Senator Warren thanked Ms. Harrell and the other staff members present.

The next agenda item was First Flight. It begins on page 116 of the handout. (attachment 2). Senator Warren recognized former Senator Russell Walker who made the opening remarks. He said we have an important upcoming historic project in North Carolina; in 2003 it will be a hundred years since the first flight took place on the outer banks. It is important that we have a real celebration because the first flight changed the world and brought the nations together and to make it a smaller world. A small staff has been formed and the work has begun. The staff is going out and making contacts with

people across the nation. On Dec 17, 1903 the first flight was made which was a short flight of just a few seconds or minutes. Other flights followed of longer duration and the Wright Brothers made the first airplane to fly with man at the controls.

Two people who have worked hard to get the celebration going are Jim Trotter at the General Assembly who worked with the budget director for support and Kay Carrington who worked gratis for many long hours. The staff is working hard to get the structure together and the infrastructure to handle the people and airplanes that we believe will be coming from many places.

Senator Walker concluded his remarks by introducing Kathryn Holten the Executive Director for First Flight and praised her for her excellent accomplishments. Ms.Holten reviewed in some detail the report of The North Carolina First Flight Centennial Commission which is page 116 – 124. (attachment 2).

In answer to Senator Kinnaird's question regarding Federal Funds to help finance the celebration, Ms. Holten said, that mostly, the Federal Funds come through the National Park Service that help First Flight. Also, we are working with Congressman Ethridge on the Educational bills. We have not gotten any lump sum grants except through the FAA for DOT to do an air transportation study and to the National Park Service for an Aviation Theme Study throughout the state. Corporations plus First Flight Centennial has a 4.5 million dollar campaign underway for improvements to the site.

Representative Barefoot commented on the possibility of federal support. He requested that the First Flight Commission ask our congressional delegation for a direct appropriation to help with the celebration. He suggested that they sit down with all twelve representatives and both senators and tell them the importance of what is going on. He explained that one of the first contracts signed with the Wright Brothers was the United States Government and our government has benefited more from what took place at Kill Devil Hills than any other entity to the world. He said he thinks it would behoove the United States Government to help fund this thing and not put it all on the backs of the state of NC.

Ms. Holten replied that the First Flight Commission would take this suggestion seriously. She thinks they have a good possibility of strong support because Former President Bush was at the dedication of the monument in 1998 and is very dedicated to the First Flight project, and perhaps now we can get both current President Bush and his father involved.

Senator Harris asked about the major airlines being involved. Ms. Holten said they are working with both the airports and airlines to get them involved. For instance in getting information in the seat back pockets and in getting actual cash contributions.

Senator Kinnaird asked are we in competition with Ohio for federal money and airline money and everybody else? Ms. Holten replied, yes, but there is also cooperation. Ohio is using the Centennial Celebration for the revitalization of downtown Dayton. The two

marketing groups will meet to do what can be done together and to see what needs to be done separately.

The committee members praised the First Flight for the good work they are doing in getting the celebration underway. This was the end of the First Flight presentation.

The next agenda item is North Carolina Symphony. Mr. David Worters is not present but Mrs. Renee Vance from The office of the Secretary is present and will start with her presentation.

The meeting continued with The Office of the Secretary presentation with Renee Vance. Ms. Vance reviewed the section of the handout beginning on page 20. (attachment 3).

Representative Sherrill made a request for the exact cost of the Governor's Business Council on the Arts and Humanities. Ms. Vance said it was very small, but would be glad to bring it back.

David Worters President and CEO of the North Carolina Symphony arrived. Ms. Vance deferred to him and will continue her presentation at this afternoon's meeting.

Mr. Worters presentation begins on page 73 of the handout. (attachement 4).
Mr. Worters began by apologizing for being late. He was unavoidably detained.
He continued the meeting with a review the handout material.

The committee members commended the NC Symphony. There was some discussion about statewide scheduling. It was noted that this is the first and only continually state supported symphony in the country. There are 64 full time musicians and would like for it to be up to 80. What are the prospects of that in the future? "The important challenge facing us artistically is money." The musicians are on full time salary which is necessary to attract the caliber of musicians that we need. With the hope of getting some new positions funded through endowment, donors of 1.25 million dollars is needed. He is fairly optimistic about making a reasonable dent in the current needs. The first 10 positions will be strings and then slowly start adding triple winds. In response to Representative Adams question about the percentage of private funding, private support has been about 30% of the budget in the past and is now it is about 70% privately funded.

Representative Sherrill asked about the bullet on page 76 that talks about the possibility of High School students to take music lessons from Symphony professionals. Mr. Worters said that the musicians work in the community in several ways. The musicians teach talented students on a flexible schedule, take extra gigs here and there, and work with ensembles. This is not an open market for musicians and they take advantage of whatever they can and it is helpful to the community.

There was no further discussion, Senator Warren thanked Mr. Worters for his presentation.

The meeting is adjourned.

The next meeting will be at 1:00pm today. Senator Harris will chair.

Respectfully submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

Roanoke Island Commission

DCR109

THE ROANOKE ISLAND COMMISSION, an independent commission situated within the NC Department of Cultural Resources for historic resource management, organizational and budgetary purposes was established by legislation in 1994 under GS 141B-131.1. The 24-member Commission was created to protect, preserve, develop and interpret the historical and cultural assets of Roanoke Island, the birthplace of English speaking America. The Commission is legislatively associated with the North Carolina Department of Transportation for the Roanoke Voyages Corridor established by legislation in 1982. The Corridor is funded by DOT.

HISTORY: In 1984, the nation celebrated the 400th anniversary of the Roanoke Voyages and the first English colony in the New World. The State of North Carolina lead that celebration with the opening of a 24-acre state site which included a 69-foot representative 16th century sailing vessel, the ELIZABETH II. The Roanoke Voyages Corridor was also established as part of this permanent memorial. With these actions, North Carolina marked its place in history not unlike Jamestown or Colonial Williamsburg.

In 1988: The Outer Banks History Center, a 6,200 sq. ft. public research library and manuscript repository was opened by the Division of Archives and History

In 1998: The site expanded to include an 8,500 sq. ft. museum, a 238 seat film theatre, an art gallery/meeting space, an outdoor performance pavilion with lawn seating for 3,000, a maintenance facility, a museum store and marsh side boardwalks.

The Roanoke Island Institute of the North Carolina School of the Arts unveiled its premiere season with 45 performances of music, dance and drama.

The Commission requested and was awarded a parcel determined to be surplus by DOT at the foot of the Wright Memorial Bridge for future public water transportation from the northern beaches.

A cooperative agreement was initiated between the Commission, the NC Maritime Museum and the Town of Manteo to establish a working boat shop to begin the NC Maritime Museum on Roanoke Island.

In 1999: A dormitory housing facility was constructed for seasonal staff and performers vital for housing in this resort area.

A cooperative effort was established with WUNC Public Radio enabling the beginning of public radio in this region through use of a Festival Park space.

In 2000:

Preservation funds were sought and efforts were successful to acquire 130 acres, primarily wetlands, adjacent to this state site to protect and preserve natural resources in perpetuity.

The Commission initiated action to protect the entrance to Roanoke Island through options to acquire land with transfer to the North Carolina Wildlife Resources Commission.

Grant funds were sought and awarded to the Commission and the Roanoke Voyages Corridor Committee to remove remaining billboards on Roanoke Island.

An overdue restoration of the Elizabeth II was accomplished.

Since 1984 over 2 million visitors have celebrated our state and national history at this heritage site.

The Friends of Elizabeth II, Inc., a 501c3 non-profit organization, has worked to support the programs of this state site since its inception.

The Roanoke Island Festival Park Internet address is: www.roanokeisland.com

DCR 110

CURRENT SERVICES PROVIDED:

- Hands-on history programs with 16th century, costumed interpreters aboard the ELIZABETH II and at the working settlement site
- Present annual Civil War event each February
- Outreach programming through voyages of the ELIZABETH II, fall and spring to other coastal ports (Fall 2000 voyage served 7,000 visitors)
- Hands-on learning and programs within the interactive museum covering 400 years of history
- A 40 minute docu-drama of the region's Native American heritage
- Monthly art openings and exhibits in the Gallery
- Performances including fully staged dramas, ballets and orchestras as well as special events in the outdoor pavilion May – October
- Indoor performances are staged during year utilizing film theatre
- Meeting space provided for approximately 100 groups annually
- Non-profit operates museum store with annual sales of $241,680
- Provide theatre space during school year for one class period to enable drama classes to be offered in local schools
- Work cooperatively with Roanoke Island attractions (NC Aquarium, the Elizabethan Gardens, "The Lost Colony" outdoor drama, the NC Maritime Museum on Roanoke Island and the National Park Service) to offer a Roanoke Island Pass or combination ticket to visitors
- Site is open year-round with the exception of January when the ship goes to annual haul out and resort visitation is minimal. The site operates 7 days a week closing only for Thanksgiving Day, Christmas and New Year's

STATUS REPORT:

Each year brings new records in public participation. The year 2000 showed:

- School and tour group visitation was up 21%
- Performing and visual arts venues saw an increase of 44%
- 2000 visitation was up 15% to 110,000 despite the absence of the Elizabeth II for a 3-month restoration.

Total Year-round staff:	Perms:	34
	Temps (FT/PT):	06
Seasonal staff:	Temps:	16
Active volunteers:		52
Non-profit staff:	Perm	01
	Temps (FT/PT)	03
	Seasonal Temps	03

CURRENT ORGANIZATIONAL CHART: attached

DCR 111

SUMMARY OF ACTIONS TAKEN BY COMMISSION CONSISTENT WITH THE POWERS AND DUTIES OF THE COMMISSION SET FORTH IN G.S. 143B-131.2:

January 99

- Defer loan payment OF $35,000 to Friends of Elizabeth II – one year
- Authorize Executive Director to spend funds for design/implementation of dressing areas, restrooms & laundry facilities for North Carolina School of the Arts (NCSA)-Roanoke Island (RI) Institute, based on adequate capital improvement funds

April 99

- No actions noted
- Discussion: "completion of the land donation to RIFP of marshlands adjacent to the north of the site"

June 99

- Support NCSA request to develop RI Institute housing – understanding that land provided by Commission with facilities separated from RIC facilities; proposed facilities will be owned, operated & maintained by the University system with appropriate developmental coordination between NCSA and Roanoke Island Commission (RIC) and Friends of Elizabeth II, Inc.
- Transfer $400,000 of awarded "Repair & Renovation" funds to Friends of Elizabeth II, Inc. for purposes of critical restoration/maintenance of "Elizabeth II" during 1999-2000.
- Transfer $500,000 from operating fund balance to Endowment Fund as controlled by GS 143-B-131.8 to be held until July 2000 after which 80% of interest earned may be used
- Transfer $832,400 from operating fund balance to Friends of Elizabeth II, Inc. for purposes which the Commission was created as stated in Sec 12.6(a) GS 143-B-131.1 (to include but not limited to educational & cultural programming and events, development, advertising, maritime development, staff support/subsidy, capital improvements)
- The above transfers are in accordance with Senate Bill 1366, Sec. 21.1, GS 143B-131.2(b)10 and 143B-131.2(b)15.

October 99

- No actions noted

January 00

- Inter Surface Transportation Act (ISTEA) enhancement grant award of $44,000 for removal of billboards from Corridor. Executive Committee approved required $11,000 match for total grant amount of $55,000.
- Authorize initiation of removal process of billboards from north to south end of island
- Salary increase approval for Executive Director

April 00

- No actions noted; recognition of $25,000 grant to Maritime Museum for Shad boat project
- $400,000 restoration project on Elizabeth II completed on time and on budget

July 00

- Authorized Chair/Secretary/Executive Director to enter into agreement to purchase Collins land & work with Wildlife Resources Commission to secure funding. Project title: Roanoke Island Wetlands Conservation and Greenways Project. Funding sources: NC Clean Water Management Trust Fund; Natural Heritage Trust Fund; Dare County Tourist Bureau Greenways Fund. Purchase price: $2,000,000, substantiated by MAI Appraisal, approved by State Property Office & Council of State

October 00

- Motion to authorize Executive Director to set site calendar-open/closed to public.

DCR 112

RECOMMENDATIONS FOR LEGISLATION AND ADMINISTRATIVE ACTION TO PROMOTE AND DEVELOP THE ELIZABETH II STATE HISTORIC SITE AND VISITOR CENTER:

In light of the current budget deficit, no additional requests are being put forth in this session. The Commission is working diligently towards a goal of self-sustainment through revenues, grants and endowments over the next decade. These efforts are described in the "Accounting of Funds" section below.

AN ACCOUNTING OF FUNDS RECEIVED AND EXPENDED:
Budget Office Fiscal Data attached; overview follows:

	7/1/98-6/30/99	7/1/99-6/30/00
Appropriations	1,854,350.00	1,878,192.00
Expended personal svcs	1,091,001.00	1,206,236.00
Expended operations	331,161.00	316,040.00
Balance to endowment	432,188.00	335,916.00
Gate Admission	319,893.00*	330,740.00*
Interest/Dividends	93,193.00	124,997.00
Grants/Other Income	2,300.00	35,000.00
Natural Heritage Conservation Fund		385,000.00
R&R Funds-EII restoration (Completed 99-00)		400,000.00
ISTEA Grant for billboard removal (Awarded/in process)		44,000.00

When the Roanoke Island Commission became responsible for this state site in 1994, the site had experienced numerous budget cuts and personnel reductions that had caused it to be in a state of disrepair. For that reason it is the long-term goal of the Commission to make this state site self-sustaining. In 1994, the Commission established an endowment fund requiring 25% (*) of all revenues to be applied; that fund is currently $1,184,114.

Additional fund growth has been possible during this period due to:

- Savings in salary expense when construction completion was delayed
- Retained admissions
- Non-reversion of fund balances

It is important to note the current appropriation budget is on-target for the actual costs of operating the site.

Please note: the Roanoke Island Historical Association, a non-profit organization that produces "The Lost Colony" outdoor drama is a separate entity with no budgetary ties to the Commission.

DEPARTMENT OF CULTURAL RESOURCES

ROANOKE ISLAND COMMISSION - FUND 2584

Fiscal Data

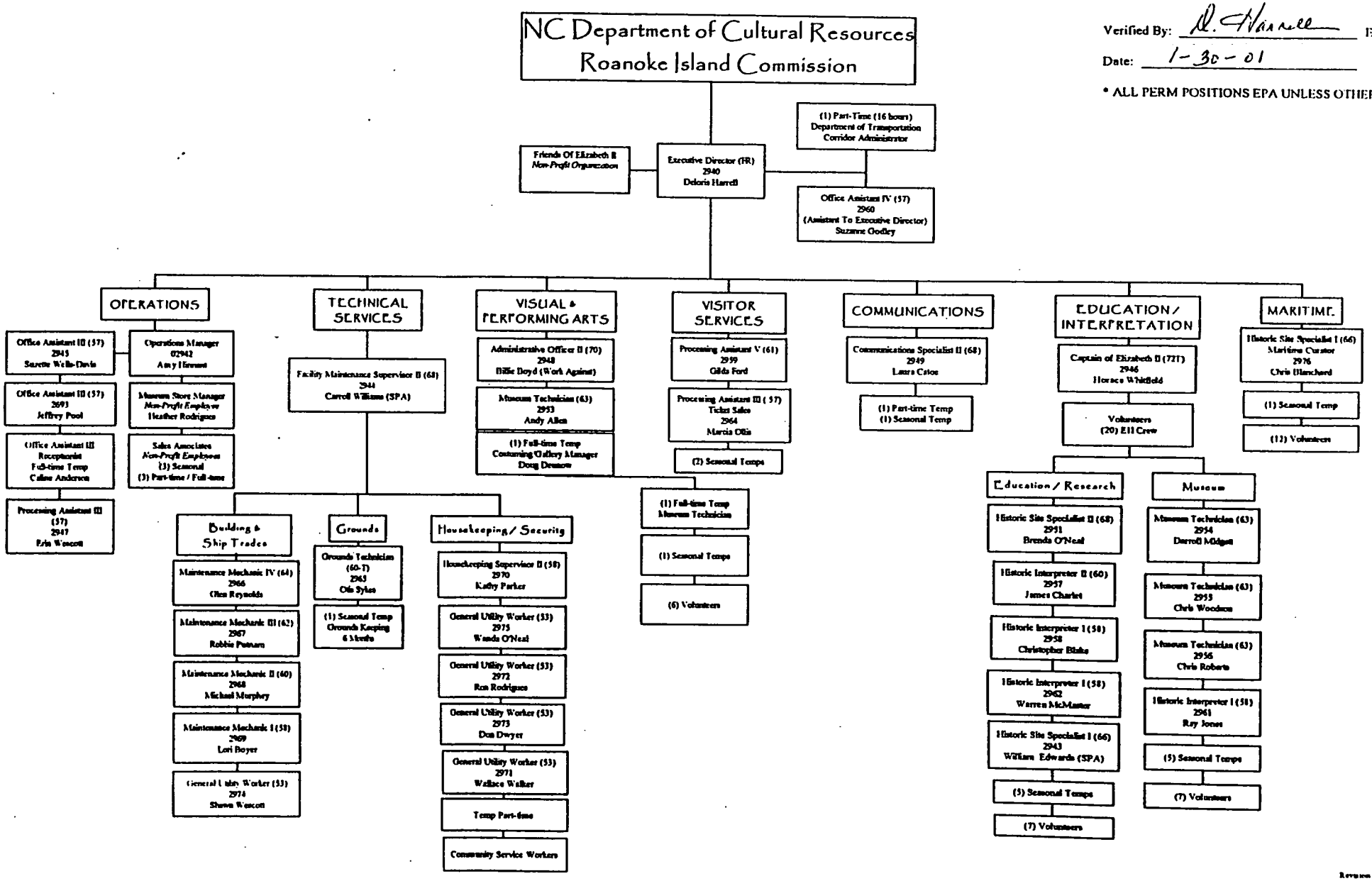
	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Receipts	$ -	$ -	$ -	$ -
General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,907,245	$ 1,907,245
Less: Recommended Reductions	$ -	$ -	$ (29,000)	$ (29,000)
Adjusted General Fund Appropriation	$ 1,878,192	$ 1,907,245	$ 1,878,245	$ 1,878,245
Number of Positions	32.00	32.00	32.00	32.00

NC Department of Cultural Resources
Roanoke Island Commission

Verified By: D. Harrell Executive Director

Date: 1-30-01

* ALL PERM POSITIONS EPA UNLESS OTHERWISE NOTED



Revision Date 01/30/01 ACH

DCR 114

First Flight Centennial Commission

DCR 116

The North Carolina First Flight Centennial Commission
Countdown to 2003: www.firstflightnc.com

- The First Flight Centennial Commission (FFCC) was established by the NC General Assembly to plan programs and activities in commemoration of the 100th anniversary of the Wright brothers' first flight.

- Goal: To make the world aware of North Carolina's role in the first flight and the subsequent 100 years of aviation, and to invite the world to share the celebration with us.

- Programs: Public awareness, educational outreach, and a statewide and yearlong series of celebrations and commemorations that involve business, the arts, the military, communications, transportation, aerospace and humanitarian flight.

- Partnerships are many, including the Fayetteville Festival of Flight 2003, National Park Service, NASA, FAA, Smithsonian, US Centennial of Flight Commission, Dayton Ohio, Canada's National Aviation Museum, Experimental Aircraft Association, American Institute of Aeronautics and Astronautics, corporations and aviation organizations.

- Major commemorative achievements to date:
  - Restoration and rededication of the Wright Brothers National Memorial monument
  - B-2 bomber named the Spirit of Kitty Hawk
  - Annual North Carolina and Ohio Class of 2003 summer educational programs
  - Centennial Schools program statewide with annual Centennial Teacher of the Year Award
  - US Mint release of the NC quarter with the Daniels photograph of the first flight
  - Travelling exhibit of NC's first flight displayed to hundreds of thousands at museums, NC State Fairs, Sun 'n Fun, Oshkosh Fly-in, Chicago O'Hare airport
  - International Symposium, *They Taught the World to Fly*, Oct. 22-25, 2001

- Plans for 2003 will put North Carolina in the international spotlight:
  - Major conventions, conferences and exhibitions brought to North Carolina
  - Fayetteville Festival of Flight 2003, Memorial Day
  - NASCAR world record fly-over, Lowe's Motor Speedway
  - State travel guide, state map, airports guide, all to feature the first flight
  - Yearlong program to draw visitors to aviation sites throughout NC
  - World premiere of a First Flight Symphony with educational program

- Special advisors to the First Flight Centennial Commission include:
  - General Henry "Hugh" Shelton, Chairman, Joint Chiefs of Staff, Military Advisor
  - Col. Edward "Buzz" Aldrin, Aviation Advisor
  - H. Ross Perot, Corporate Advisor

DCR 117

The North Carolina First Flight Centennial Commission
Countdown to 2003: Report to the North Carolina General Assembly

December 17, 1903... With Orville Wright at the controls and his brother Wilbur running alongside, a fragile airplane lifted off the sands of North Carolina's Kill Devil Hills. It flew 120 feet in twelve seconds. The brothers flew three more flights on that cold and windy day, and the world changed forever.

In 2003, North Carolina will proudly host the centennial anniversary of mankind's first successful flight in a powered aircraft and celebrate the subsequent 100 years of aviation. The General Assembly established the First Flight Centennial Commission (FFCC) in 1994 under GS 143-640 to "develop and plan activities to commemorate the centennial of the first successful, manned, controlled, heavier-than-air, powered flight and other historical events related to the development of powered flight." The FFCC is an independent commission with administrative support from the Department of Cultural Resources (DCR). It receives its appropriation through DCR.

The Commission is preparing a statewide, yearlong series of celebrations to be launched on December 17, 2002. It is also developing partnerships for national and international observances. It is already clear that North Carolina will be in the national and international spotlight, drawing many visitors to the Wright Brothers National Memorial, northeastern North Carolina and aviation and historical sites throughout the state. Major events of the year will include national and international figures in commemorative events, major aerial displays and air shows, major media productions, new publications, community airport events, significant educational activities, and commissioned performance and public art. North Carolina will be the ideal venue for national and international conferences and conventions involving business, cultural, educational, heritage, scholarly, aviation, engineering, mechanical, aerospace, technological and other audiences. It will be a year to celebrate North Carolina pride throughout the state.

STRATEGIC PLAN

The Commission has divided its charge from the North Carolina General Assembly into four overlapping phases, summarized as Awareness / Education / Celebration / Legacy. Those phases will find expression through themes in the arts, commerce, military contributions, and humanitarian uses of flight.

1. AWARENESS: Generate positive national and international awareness and celebratory understanding of North Carolina's role in the first successful, manned, controlled, heavier-than-air flight achieved by the Wright brothers on December 17, 1903. Examples are:
   - The centennial website for events and programs, www.firstflightnc.com, was launched on National Aviation Day and has been visited by readers from almost every state and 24 countries.
   - The NC quarter design features the famous Daniels photograph of the first flight. The US Mint will place 750 million quarters in circulation in 2001.
   - Participation in the July 4th Ottawa celebration as guests of U.S. Ambassador Giffin brought exposure to over 5,000 Canadians. The FFCC exhibit was then at the National Aviation Museum in Canada through the summer 2000.
   - The FFCC centennial exhibit was featured at Chicago O'Hare Airport from December through March 2001, reaching hundreds of thousands of international visitors.
   - FFCC was a lead participant in centennial pavilions at the Sun 'n Fun (Lakeland, Florida) and Oshkosh (Wisconsin) air shows and the AirVenture Race from Manteo to Oshkosh, reaching nearly one million people over two years.

- FFCC's 1600 square-foot exhibit, winner of the Governor's Award, educated visitors at both the Mountain State Fair and the NC State Fair in Raleigh during years of record attendance.
- The covers of the 2003 aeronautical charts, airports guide, and state map and the NC Travel Guide (approximate distribution of 1 million copies nationally) will feature the centennial.
- Outer Banks Tourist Bureau's multi-million dollar advertising campaigns over next 3 years.
- Multi-state advertorial (advertising plus editorial) campaign with tabloid supplements on North Carolina's quality of life, role in the first flight, aviation and historic sites, and centennial programs and events.

2. **EDUCATION**: Create interest and understanding, especially for students and teachers, about our state's role and the resultant worldwide legacy of the events of 1903. This will happen through:
   - International symposium in Raleigh, featuring major speakers, October 22-25 2001.
   - Parallel teacher/student symposium in October 2001, co-sponsored with NASA and NC Space Grant Consortium, to help teachers develop a "flight plan" of lessons for 2001-2003.
   - Centennial Schools program for all NC schools, including annual Centennial Teacher of the Year Award for best classroom project on aviation.
   - Class of 2003: 35 high school students from across NC who come together annually with their Ohio counterparts and who serve throughout the year as centennial ambassadors in local activities like library reading programs in their communities.
   - NASA program with DPI to link all NASA educational resources on the centennial of flight and aviation to NC curriculum standards.
   - NASA-Connect feature of the First Flight Elementary School on an aviation program downlinked to 1600 elementary schools throughout the NASA network.
   - Educational outreach: Working with Boy Scouts, Girl Scouts, Civil Air Patrol, FAA, NASA, US Centennial of Flight Commission, NC Public Libraries, NC Symphony, NC Museums, Tar Heel Junior Historians, NC School for Science and Math to commit their educational programs to themes of aviation and North Carolina in 2002-2004 school years.
   - Air Force Association and programs with similar organizations to honor and preserve the memory of veterans who flew in service to the United States.
   - Aviation Maintenance Careers Commission, with broad-based industry endorsement, to promote opportunities in aviation maintenance as a career.

3. **CELEBRATION**: Create a celebratory/commemorative program whereby the state's residents as well as visitors from around the world will benefit directly and indirectly.
   - From December 17, 2002 through December 17, 2003:
     - A statewide celebratory program – First Flight Day – that will involve each of the 80 public airports and their local communities.
     - A statewide program to create centennial displays in exhibit spaces (museums, community centers, courthouses, libraries) in communities across North Carolina.
     - At least one significant event each month to take place at different sites across the state (detailed in this report under Scheduled Events).
     - Compelling travel programs and tours to revisit and explore those places in NC where the Wright brothers experimented and lived, as well as more recent locations of aviation and historical interest.

- Week of December 13-21, 2003 and December 17 celebration
  - An extensive program developed in conjunction with key centennial stakeholders, to include both WBNM-site and surrounding area activities such as major commemorative speakers, aerial displays and flyovers from every branch of the military and additional non-military groups, fireworks, festival of flight, static displays, educational exhibits, themed days of celebration (military, industry, general aviation), etc.
  - Statewide, national and international extensions from Kitty Hawk to celebrate at key aviation sites throughout the world.

- National commemorative initiatives that will enhance the North Carolina celebrations include
  - Commemorative postage stamp
  - NASA 2003 Mars explorer missions
  - National Air & Space Museum dedication of the new Dulles wing
  - Federal Centennial of Flight Commission's national programs
  - US Mint commemorative coin to be released in 2003

4. **LEGACY**: Plan the centennial to ensure that North Carolina's profile at home and abroad will be significantly enhanced beyond 2003.
   - Tourism development: The investment in 2003-related tourism activities will be returned in the form of increased visitation to North Carolina, generating new tourism expenditures and direct state and local revenues. The plan is to build on the existing tourism and cultural assets in North Carolina; expand cooperative marketing partnerships and communications programs; and add new tourism products that complement the current offerings.
   - Economic development: The centennial of flight will bring economic development benefits to all regions of the state by highlighting and giving national and international exposure to North Carolina's distinctive assets, including its unique cultural and historic treasures and its tradition of hospitality – after all, the Wright brothers came to Kitty Hawk because they were invited, and they returned throughout the years. The centennial anniversary will feature North Carolina in all publications, involve North Carolina companies in outreach activities, involve foreign businesses both in the state and abroad, and attract national and international aviation, aerospace, engineering, technological and military business conferences and conventions to North Carolina during 2003.
   - Special publications are in the production stages to add to the body of information about the Wright brothers, the achievement of flight, and the subsequent 100 years of aviation, and the future of aeronautics and astronautics.
   - Video productions are underway to document a variety of interesting angles generated by the centennial anniversary of flight
   - Special aviation heritage trails will be established in North Carolina, along a corridor from Maryland to Kitty Hawk, and from North Carolina to Dayton Ohio.
   - Plans are underway to establish a North Carolina Aviation Hall of Fame to honor the state's aviation pioneers and heroes
   - Commissioning new works of art: Inviting North Carolina artists as well as those from around the world to celebrate the centennial by creating new works of sculpture, art and literature, and new performing arts productions, such as a First Flight Symphony.

SCHEDULED PROGRAMS AND EVENTS:

- Major international symposium and parallel teacher/student symposium in 2001
- Special enhanced celebrations on December 16-17, 2001
- Launch of centennial year on December 17 2002
- 2003: January: World Premiere of First Flight Symphony
- February: Celebration of the contributions of African American aviators
- March: Celebration of the contributions of women in aviation
- April: North Carolina extensions of the Aviation World's Fair, Hampton VA
- May: Fayetteville Festival of Flight 2003
  Charlotte: NASCAR air show at Lowe's Motor Speedway
- June: DOT's World Flight 2003
  Paris Air Show
- July: Celebration in Dayton Ohio at July 4th Exposition
- August through November: Airport community days, centennial exhibits across the state, media tabloids with concurrent centennial commemorations in cities nationwide
- November: Veterans Day celebrations honoring military aviators
- December: Centennial anniversary celebrations throughout North Carolina with national and international extensions

Ongoing throughout the year: State Fairs; major educational conferences in science, history, math and technology; publicity via editorials, speakers bureau, marketing partnerships, major centennial pavilions at annual air shows, and a variety of centennial events at the local community, statewide, national and international levels.

LOGISTICS:

The Commission knows that an international event of this caliber and duration will bring a host of visitors to all parts of North Carolina, and is developing a multi-modal transportation plan. Aspects include:

- DOT Division of Aviation has commissioned an Air Transportation Study to inventory aviation and community data, develop forecasts to predict the amount of air traffic in 2003, evaluate the existing NC aviation system's ability to manage the air traffic, recommend solutions and determine cost estimates for implementing the 2003 air traffic plan.
- FAA regional steering committee meets quarterly to review all aviation-related plans and events for appropriate approvals and planning, including the provision of temporary control towers, radar and other facilities.
- Representatives from the Department of Crime Control and Public Safety (e.g., Emergency Management Services, the Highway Patrol, the Civil Air Patrol and the National Guard) and the Department of Transportation (ground and aviation coordinators), as well as personnel from the Department of Commerce (tourism, statewide travel and visitors centers, NE NC Partnership) are developing an operations plan.
- Dare County and the Commission have formed integrated local planning teams with the county and municipality planners, sheriffs' offices, fire chief, and other logistical and public safety personnel from throughout the region.
- The National Park Service has hired a special events coordinator at the Wright Brothers National Memorial dedicated to the centennial anniversary; a logistical team from the regional headquarters is working with the Commission on all aspects of site involvement.

MARKETING and FINANCES:
A fully integrated marketing and promotions plan is generating widespread awareness of the importance of North Carolina's role in the first flight and a desire to be involved in the celebrations. The Commission expended its biennial appropriation for 1999-2001 in setting up offices in Raleigh and at the Outer Banks; hiring a time-limited full-time staff; participating in statewide, national and international events; developing and distributing educational materials to schoolteachers and students; preparing for an international symposium in Raleigh in 2001; creating promotional materials, traveling exhibits and a website; and planning the centennial 2003 events. An overview of expenditures is attached.

Preliminary estimates approximate the need from the state for $1.6 million in 2001-2002 and $3 million in 2002-2003. These expenditures are for additional critical time-limited positions (media, volunteer, communications and transportation coordinators), aggressive web-based and promotional marketing, the international symposium, educational outreach programs, expanded satellite office operations at Dare County in 2003, and national and international events. (By comparison, the Inventing Flight-Dayton 2003 projected expenditures are in the $30 - $50 million range.) A chart of allocated expenditures for 1999-2003 is attached.

The actual costs of North Carolina's celebration will exceed the amount requested from the General Assembly. It is clear that significant public and private financial support will be required to realize the potential benefit of the commemoration of the first flight. The Commission is acutely aware of the fiscal problems in North Carolina, and has expanded its application for resources to the following:

- Private fund raising from individuals and educational foundations
- Corporate contributions
- Promotional partnerships with NC and national tourism partners
- Endorsements and commercial commemorative partnerships
- Revenues from merchandise and e-commerce, expected to be generated in 2003
- Continued support from the NC General Assembly
- Support from the federal government
- Local government support
- Support from foreign participants in the celebration

Additionally, the Commission has acquired and will increasingly acquire in-kind contributions from numerous sources. These contributions, for services ranging from printing to promotions, from aerial resources to avionic website pages, from cargo airline assistance to volunteer expertise, will eventually amount to millions in dollar-value to the centennial celebration. An inventory of in-kind contributions is on file at the FFCC for an end-of-project economic impact statement.

PARTNERS and VOLUNTEER LEADERSHIP:
The Commission is forging many partnerships with other centennial affiliated groups in order to leverage resources and awareness and create a centennial year that is truly greater than the sum of its parts. Volunteer leadership is a key part of building effective partnerships. In addition to the 28 Commissioners from around the nation who serve on the First Flight Centennial Commission, leaders from the legislative and executive branches of state government, from state agencies and cultural organizations, and from the public and private sectors have joined the Commission's planning efforts. The focus of the volunteers and staff has been to identify and enlist partners – individuals and civic, cultural and business organizations – throughout North Carolina and the nation to join the centennial planning efforts. In addition to those listed earlier in this report, some of our partners and volunteer leader groups are listed on the following chart.

DCR 122

FIRST FLIGHT CENTENNIAL COMMISSION
SELECTED PARTNERS AND VOLUNTEER LEADERSHIP GROUPS

American Institute of Aeronautics and Astronautics
Aviation World's Fair
Charlotte Motor Speedway
Department of Transportation's World Flight 2003
Fayetteville Festival of Flight 2003
First Flight Centennial Foundation
Inventing Flight – Dayton 2003 (Ohio)
NC Airports Association
NC Symphony
NASA: headquarters, Langley, Glenn
National Park Service: headquarters, regional, Dayton, Wright Brothers National Memorial
North Carolina Community Colleges
O'Hare international airport, Chicago

Professional Aviation Mechanics Association
US Centennial of Flight Commission
US Mint (50 Quarters program)
Wright Experience

Aviation Maintenance Careers Commission
Cargo Airline Association
Dare County and Outer Banks communities
Elizabeth City Coast Guard
Federal Aviation Association
First Flight Society
Library of Congress
NC museums and cultural organizations
NE NC Partnership
National Air and Space Museum
NC State Agencies

Northrop Grumman
Pentagon (General Shelton serves as the Commission's military advisor)
Seymour-Johnson Air Force Base
U.S. Department of Defense
UNC Board of Governors, university campuses
Wright Flight

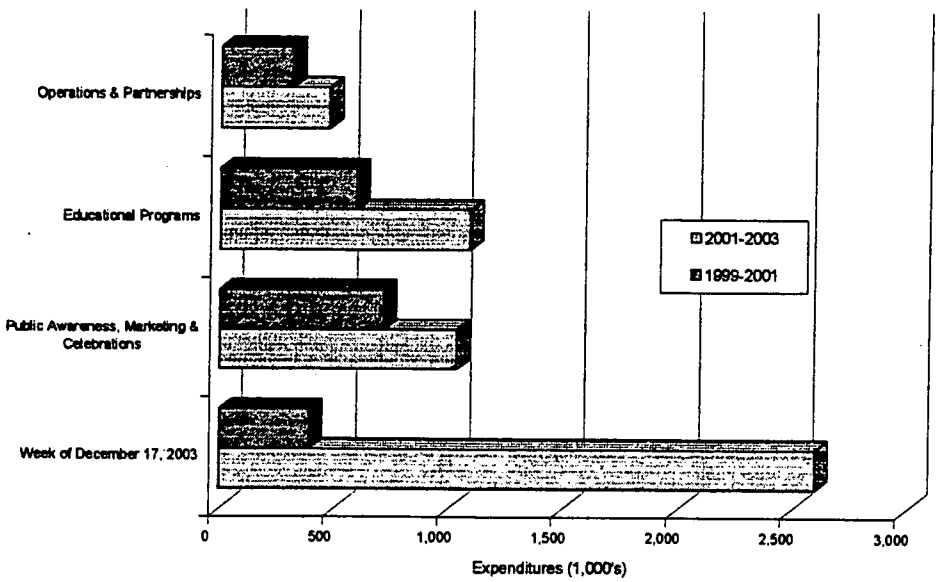
DCR 123

FIRST FLIGHT CENTENNIAL COMMISSION
OVERVIEW OF EXPENDITURES, 1999-2001 Biennium

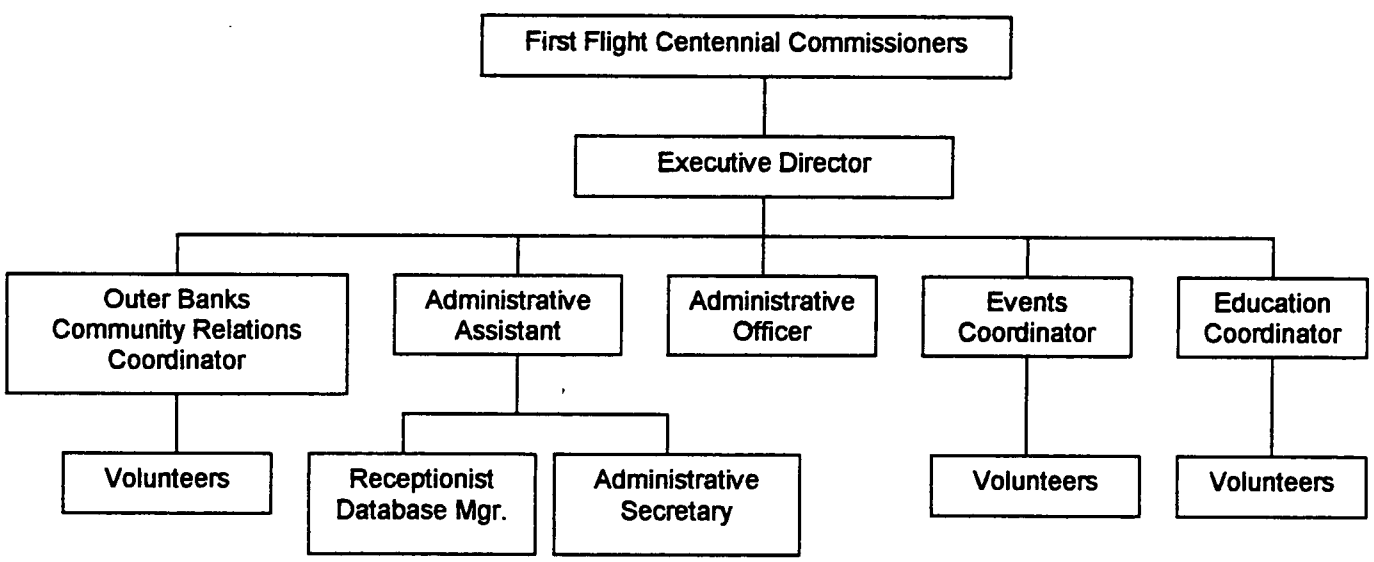
	1999-00	2000-01
Expenditures		
Salaries	245,805	378,000
Full-time time-limited director; events, education, Outer Banks coordinator; administrative officer; 3 secretaries; seasonal temporary help		
Educational Programs	26,146	166,000
Teacher Resource Guide, Class of 2003, NC Centennial Schools, Centennial Teacher of the Year award, international symposium, school fairs, field trips		
Events	86,786	230,600
State Fairs, community fairs, July 4th at US Embassy in Canada, O'Hare Airport, NC Quarter, Astronaut fly-in to NC Schools, Oshkosh and Sun 'n Fun air shows, December 17 commemorations, etc.		
Office Operations	136,948	157,000
Set up 2 offices – Raleigh and Outer Banks – with furniture and equipment; computers, telephones, supplies, stationery, printing, postage, administrative overhead, etc.		
Contracted Services	127,091	259,700
Legal, financial, audit, centennial strategic event planning, advertising, website and communications services		
Marketing	27,132	215,000
Traveling exhibits, 1600 square foot First Flight display, posters, give-aways, First Flight logo design, presentation materials, Visitor Center panel cards, etc		
Total Expenditures	649,908	1,406,300
Revenues		
State Appropriation	823,800	823,800
Carryforward from previous fiscal year	493,189	713,788
Other income	46,707	50,970
Grants, sales, donations, interest, etc.		
Total Revenues	1,363,696	1,588,558
Revenues - Expenditures	713,788	182,258

DCR124

First Flight Centennial Commission
Allocation of Expenditures 1999-2003



North Carolina First Flight Centennial Commission



OFFICE OF THE SECRETARY

DCR 20

The Office of the Secretary

The Office of the Secretary directs the operations of the North Carolina Department of Cultural Resources. In addition to administrative matters, the office oversees budget, administrative planning/policy development-related activities, operations, legislative matters, public information services, personnel, and capital projects. The Office of the Secretary oversees six divisions in the department: Archives and History, North Carolina Museum of Art, North Carolina Arts Council, North Carolina Symphony, State Library of North Carolina, and the North Carolina Museum of History. The Office of the Secretary coordinates appointments to appropriate boards and commission. The Deputy Secretary serves as the legislative liaison for the department.

The Secretary's Office oversees several awards program. The North Carolina Awards were instituted by the North Carolina General Assembly in 1961. The North Carolina Awards recognize "notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts, and public leadership." It is the highest honor the State can bestow.

The Governor's Business Council on the Arts and Humanities presents the Governor's Business Awards each year. The awards are given to North Carolina businesses that have conducted or participated in innovative projects to promote the arts and/or humanities. Cultural organizations that have promoted innovative business support of the arts and humanities are also eligible for awards. This awards program was established in 1978.

The Office of the Secretary's budget (Fund # 1110) includes the following units: Capital Projects Unit, Public Affairs Office, and the Human Resources Office. The Administrative Services Office (Budget Office) is budgeted separately under Fund # 1120 and a separate description of this office follows.

DCR 21

DEPARTMENT OF CULTURAL RESOURCES

OFFICE OF THE SECRETARY - FUND 1110

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,503,373	$ 1,313,706	$ 1,313,706	$ 1,313,706
Receipts	$ 122,399	$ 40,055	$ 40,055	$ 40,055
General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Number of positions	21.49	21.25	21.25	21.25

DCR 22

Administrative Services Section

The Administrative Services Section provides budgeting, accounting, data processing, purchasing, and payroll services to all divisions within the Department of Cultural Resources. The section assures the fiscal and audit accountability of all state, federal, and private funds entrusted to the department. The total recommended operating budget for the Department of Cultural Resources for FY 2001-2003 is $73.9 million
The Administrative Services Section is divided into the following four units: Administration, Budget and Accounting, Purchasing, and Computer Operations.

The **Administration** unit is responsible for:

- administration and oversight of all financial and business affairs in the Department of Cultural Resources
- planning and organizing all assignments to meet departmental goals and objectives while maintaining compliance with all federal and state laws and guidelines
- implementation of programs within statutory or policy/procedure limitations
- providing information and resources to every level of the department and state government
- administration of all departmental travel reimbursements and authorizations
- authorization and initiation of budget requests to Office of State Budget, Planning and Management (OSBPM)
- oversight of preparation of the department's biennial budget (continuation, expansion, capital)
- management of budget adjustments
-

The **Budget and Accounting** unit is responsible for:

- preparation of the department's biennial budget (continuation, expansion, capital, supplemental)
- preparation of financial statements for Office of State Controller (OSC)
- submission of budget revisions to Office of State Budget and Management
- submission of IRS forms
- requests for quarterly allotments
- reports to Office of State Auditor (OSA) on grants to private organizations
- administration of federal grants from U.S. Department of Education, U.S. Department of the Interior (National Park Service), National Endowment for the Arts, National Endowment for the Humanities, and National Historical Publications and Records Commission
- preparation of the indirect cost rate allowed for each federal grant
- management of State Treasurer Account by daily, monthly and quarterly revisions of general fund cash requirements and receipts
- management of employee benefits
- reporting of sales and use tax

Administrative Services, **Budget and Accounting** unit, continued

- administration of state telephone network operation
- administration of petty cash fund
- operation of employee transportation including parking and Motor Fleet Management leases
- management of accounts payable (1200-1600 checks written per month)
- management of accounts receivable
- maintenance of permanent and temporary payrolls
- control of fixed asset system

The **Purchasing Unit** is responsible for:

- procurement of goods and services for departmental operations (approximately $3 million per year in expenditures)
- coordination with Division of Facility Management for building maintenance and repair
- management of central supply store
- mail distribution
- disposition of surplus property

The **Computer Operations** unit is responsible for:

- operation of the departmental minicomputer facility, serving 650 users and over 50 applications, as well as public access terminals for the State Library and State Archives
- serving as representative on the state Information Resource Management Commission (IRMC)
- training department staff in the operation of microcomputer hardware and software

DCR 24

DEPARTMENT OF CULTURAL RESOURCES

ADMINISTRATIVE SERVICES - FUND 1120

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,330,181	$ 1,166,502	$ 1,166,502	$ 1,166,502
Receipts	$ 20,899	$ 18,163	$ 18,163	$ 18,163
General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Number of positions	17.00	17.00	17.00	17.00

DCR 125

I. DEPARTMENT OF CULTURAL RESOURCES SPAN OF CONTROL DATA 1997/98 and 2001

	1997/98			2001		
	Number of Supervisors	Total Staff	Avg. Span	Number of Supervisors	Total Staff	Avg. Span
ADMINISTRATION	13	38	2.92	12	38	3.17
ARCHIVES AND HISTORY	117	382	3.26	127	433	3.41
ART MUSEUM	21	95	4.52	21	96	4.57
ARTS COUNCIL	9	25	2.78	9	25	2.78
HISTORY MUSEUM	27	94	3.48	25	106	4.24
NC SYMPHONY	2	10	5.00	2	9	4.50
STATE LIBRARY	23	94	4.09	21	94	4.48
BATTLESHIP MEMORIAL	N/A	N/A	N/A	6	29	4.83
TOTALS	212	738		223	830	
OVERALL AVERAGE SPAN			3.72			4.00

(The Battleship Memorial was not part of the Department in 1997/98)

North Carolina Symphony

DCR 73

GERHARDT ZIMMERMANN, MUSIC DIRECTOR
DAVID CHAMBLESS WORTERS, PRESIDENT & CEO

NORTH CAROLINA SYMPHONY

PART 1 - SYMPHONY OVERVIEW

The mission of the North Carolina Symphony is to present an orchestra of the highest artistic standard that enriches, entertains, and educates diverse audiences in a variety of settings and represents North Carolina as a leader in performance and music education.

Formed in 1932 under the direction of Lamar Stringfield, the North Carolina Symphony served as a WPA project in the 1930s and then in the 1940s became the first orchestra to receive state funding on a continuous basis. Under the 33-year leadership of Dr. and Mrs. Benjamin Swalin, the Symphony began its grassroots emphasis of taking the orchestra to the people of the state. That tradition has continued every year since the 1943 "Horn Tootin' Bill" was passed by the State Legislature and it continues today.

- The North Carolina Symphony is the 30th largest orchestra organization in the country; however, it is singularly unique in two respects:

  1) its commitment to statewide service
  2) its dedication to the musical education of public school children

- Each season, the North Carolina Symphony performs approximately 175 full-orchestra concerts for adults and children across the state. **Nearly two-thirds of its performances take place outside the Triangle.** Each season, the Symphony visits between 30 and 40 counties across the state, performing for more than a quarter-million individuals.

  No other orchestra in America serves its state to the extent the North Carolina Symphony does. Comparing to the 120 annual North Carolina Symphony performances outside of the Triangle, the next-most "statewide" orchestra in America (the Syracuse Symphony) performs only 45 performances annually outside its home base.

  Orchestra travels approximately **20,000 miles a season** throughout the state of North Carolina

2 EAST SOUTH STREET RALEIGH NC 27601 TEL 919-733-2750 FAX 919-733-9920 WWW.NCSYMPHONY.ORG

- The Symphony performs between **45 and 65 full-orchestra music education concerts** for school children throughout North Carolina. (See attachment for 2000-01 Educational Concert Schedule.) Between 60,000 and 100,000 school children are served each season. In 2000, the Symphony added two new positions: a composer-in-residence and an assistant conductor. Both of these positions have added renewed vitality the Symphony's music education programs.

- In February 2001, the Symphony opens a new concert hall, Meymandi Concert Hall at the BTI Center for the Performing Arts in Raleigh. The new concert hall is anticipated to be the finest performance venue in the southeast, possibly rivaling Boston's Symphony Hall and Vienna's Musikverein. The new hall will allow for major programmatic expansion, including a longer series, a new chamber orchestra series, a recital series, and opportunities for artistic partnerships with other organizations around the state.

  The General Assembly dedicated $3 million toward the $38 million cost of the BTI Center for the Performing Arts. State funds were used to enhance the acoustical quality of Meymandi Concert Hall, the new home of the North Carolina Symphony.

- In June 2001, the Symphony opens a new outdoor facility in Cary at Regency Park. The new facility will raise the profile and excellence of the Symphony's Summerfest series that serves 20,000 annually.

- 2001-02 marks the 20th anniversary of Music Director Gerhardt Zimmermann. The milestone will be observed with special programming, including the premiere performances of five new orchestral works.

- Approximate annual **attendance is 300,000**

- The Symphony has **64 full-time musicians**. (Most orchestras of the Symphony's size have about 80. Finances permitting, the Symphony's Board of Trustees desires to bring this number up to the more ideal number.)

PART II - FINANCIAL

In the early 1980s, State funding was approximately 70% of the operating budget, with 30% coming from the private sector. In 1984, a subcommittee asked the Symphony to make significant changes in the percentage of funding in order to reduce public funding and increase private funding. The Symphony has worked very hard to accomplish this, and as of 2000-01 those percentages have reversed. Today, private sector funding has been increased to 71% of the budget with only 29% coming from state funding.

DCR 75

HIGHLIGHTS OF OPERATING BUDGET FROM 1999-2000

(most recently completed fiscal year)

Revenue		
State Grant-in-Aid	(27%)	$ 2,084,719
State Appropriations through DCR	(4%)	334,712
Total State of North Carolina	(31%)	$ 2,419,431
Private and Other Sources of Income	(69%)	$ 5,285,284
Total operating/program income	**(100%)**	**$ 7,704,715**
Net of transfers from Endowment Earnings and other Funds		**$ 187,658**
Highlights		
Ticket income - Wake County		$ 1,908,924
Ticket income - Outside Wake County		$ 455,720
Corporate Sponsorships in Triangle		$ 405,862
Expenses		
Performances Outside Wake County	(41%)	$ 3,210,099
Performances in Wake County	(34%)	$ 2,734,528
Marketing and development support	(9%)	$ 693,948
Administration and overhead	(16%)	$ 1,249,515
Total operating/program expenses	**(100%)**	**$ 7,888,091**
Highlight		
Amount spent on music education programs	(26%)	$ 2,047,321

Current Fee Structure:

School Concert only	$ 8,500
School Concert and Evening Concert depending on repertoire and guest artists	$ 17,500-30,000
School Concert and Evening Concert (low per capita income counties)	$ 12,500

PART III - MUSIC EDUCATION OVERVIEW

The North Carolina Symphony has one of the most extensive music education programs of any orchestra in the United States. These concerts are part of the schools' music education curriculum and music teachers help to write and present the curriculum to fellow teachers in a unique, yearly workshop.

DCR 76

- Approximately 45 to 65 concerts are given free of admission yearly to school children throughout the state.
- Extensive curriculum development and collateral materials designed each year specifically for the music education program.
- An annual workshop for 350 music education teachers is held to assist them in preparing students for the statewide music education concert programs.
- Symphony annually stages a Youth Concerto Competition.
- Symphony sponsors the Triangle Youth Philharmonic.
- Symphony has established a partnership program to provide students at North Carolina schools and universities an opportunity to perform with the orchestra in rehearsals and concerts. (i.e. North Carolina School for the Arts; Appalachian State University; UNC-Greensboro; East Carolina University; and UNC-Chapel Hill)
- Opportunity for high school students to take music lessons from Symphony professionals.
- Develop adult music education programs for North Carolina citizens through statewide pre-concert lectures and discussions.
- The Symphony is a partner with WUNC (PBS Radio Station at UNC-Chapel Hill) for its composer-in-residence program.
- The Symphony continues to partner with UNC-TV to produce video programming showcasing the instrument families of the Orchestra. These programs are broadcast statewide and distributed to all school systems throughout North Carolina in advance of North Carolina Symphony visits.

DCR 77

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Asheville (Buncombe Co.)	1	Wed., 4/11/01	10:00 a.m.	Asheville
Boone (Watauga/Avery Co.)	2	Fri., 9/15/00	9:30 a.m. 12:30 p.m.	Boone Boone
Buies Creek/Erwin/Dunn (Harnett Co.)	1	Wed., 11/8/00	10:30 a.m.	Erwin
Burlington (Alamance Co.)	2	Wed., 1/10/01	9:45 a.m. 12:45 p.m.	Burlington Burlington
Chapel Hill (Orange Co.)	3	Mon., 4/30/01 Tues., 5/1/01	10:15 a.m. 12:20 p.m. 10:15 a.m.	Chapel Hill Chapel Hill Chapel Hill
Clinton (Sampson Co.)	1	Fri., 5/4/01	10:00a.m.	Clinton
Durham (Durham Co.)	4	Wed., 5/2/01 Thurs., 5/3/01	10:15 a.m. 12:30 p.m. 10:15 a.m. 12:30 p.m.	Durham Durham Durham Durham
Fayetteville (Cumberland Co.)	3	Thurs., 2/2/01 Fri., 2/3/01	9:45 a.m. 12:30 p.m. 9:45 a.m.	Fayetteville Fayetteville Fayetteville
Gastonia (Gaston Co.)	2	Wed., 9/13/00	10:00 a.m. 12:15 p.m.	Gastonia Gastonia
Greenville (Pitt Co.)	2	Tues., 10/3/00	10:15 a.m. 12:45 p.m.	Greenville Greenville
Havelock (Craven/ Pamlico/Jones Co.)	1	Wed., 10/4/00	10:30 a.m.	Cherry Point MCAS

DCR 78

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Jacksonville (Onslow Co.)	1	Thurs., 10/5/00	11:00 a.m.	Jacksonville
Kinston (Lenoir Co.)	1	Wed., 4/25/01	10:30 a.m.	Kinston
Lincolnton (Lincoln Co.)	1	Fri., 11/3/00	10:30 a.m.	Lincolnton
Lumberton/Pembroke (Robeson Co.)	1	Wed., 5/16/01	11:30 a.m.	Pembroke
Morehead City (Carteret Co.)	2	Wed., 2/7/01	10:00 a.m. 1:00 p.m.	Morehead City Morehead City
Mt. Olive (Wayne Co.)	1	Thurs., 4/26/01	10:45 a.m.	Mt. Olive
Murfreesboro (Hertford Co.)	1	Tues., 10/31/001	2:45 p.m.	Murfreesboro
Newton-Conover (Catawba Co.)	1	Wed., 11/29/00	10:30 a.m.	Newton
Raleigh (Wake Co.)	5	Tues., 9/19/00 Tues., 10/17/00 Wed., 10/18/00 Tues., 1/23/01	10:00 a.m. 2:30 p.m. 10:30 a.m. 10:30 a.m. 10:30 a.m.	Raleigh Raleigh Raleigh Raleigh Raleigh
Rocky Mount (Nash Co.)	2	Mon., 4/9/01	10:45 a.m. 1:15 p.m.	Rocky Mount
Salisbury (Rowan Co.)	2	Thurs., 1/11/	10:00 a.m. 12:30 p.m.	Salisbury Salisbury
Sanford (Lee Co.)	1	Tues., 1/16/01	10:30 a.m.	Sanford
Smithfield (Johnston Co.)	1	Tues., 11/15/00	10:30 a.m.	Raleigh
Southern Pines (Moore Co.)	3	Mon., 1/8/01 Tues., 1/9/01	10:00 a.m. 1:00 p.m. 10:00 a.m.	Southern Pines Southern Pines Robbins

DCR 79

2000-2001 Educational Concerts
North Carolina Symphony

City/County	# Concerts	Date(s)	Time	Location
Snow Hill (Greene Co.)	1	Tues., 4/24/01	1:00 p.m.	Snow Hill
Sparta (Alleghany Co.)	1	Thurs., 9/14/00	10:00 a.m.	Sparta
Tarboro (Edgecombe Co.)	1	Thurs., 4/5/01	11:00 a.m.	Tarboro
Whiteville (Columbus Co.)	1	Wed., 10/4/00	1:00p.m.	Whiteville
Wilkesboro (Wilkes Co.)	1	Fri., 12/1/00	10:30 a.m.	Wilkesboro
Wilmington (New Hanover)	1	Tues., 3/27/01	10:30 a.m.	Wilmington

Total Education Concerts Performed in 2000-01: 51

8:30

VISITOR REGISTRATION SHEET

Appropriations - General Government — 4-10-01

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Ken McHon	Alley Associates
Ellen Newbold	Roanoke Island Commission
Gayle Fitzgerald	OSBPM
Kay Carrington	First Flight Centennial Commission
Jim Trotter	First Flight 721-204 Bishops Park Raleigh 27605
Betsy Bagford	DCR
Renne' Vance	DCR
RUSSELL WALKER	DCR
Libba Evans	DCR
Kathryn Holden	DCR - PPCC
Martha Glenn	DOA

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 10, 2001

1:30 p.m.

The Joint Appropriations Subcommittee on General Government met Tuesday April 10, 2001, 1:00 p.m. in Room 425 of the Legislative Office Building. Two of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Mitchell Setzer, Marvin Lucas, and Gene Wilson. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

In Senator Warren's absence, Vice-Chair Senator Oscar Harris chaired the meeting. He introduced the Pages: Molly Seamans fromWake County, Representative Rayfield's district; Tiffany Kelley from Wake County, Representative Capps's district; and Shelby Crandal from Raleigh, Senator Eric Reeves's district.

The first agenda item is the North Carolina Museum of Art beginning on page 51 of the Cultural Resources handout. (attachment 1). Mr. Larry Wheeler, Director presented the report. Mr. Wheeler reviewed the written report.

Representative Sherrill asked, how many positions are funded by the government? Mr. Wheeler said there are 140 employees and 92 are funded by the state.

There was discussion concerning the restaurant and other ways in which the museum has income. Mr. Wheeler said that since the Rodin Exhibit the restaurant receipts had significantly decreased.

It was suggested that the museum look into charging a fee for out-of-state people since the museum is state funded, and it is open to the public except for special events at no charge. An example was given that there is a fee for out-of-state people in Virginia and in other states. Mr. Wheeler indicated that this was a good idea to look into.

Representative Barefoot commended the enthusiasm of the leaders. He asked when was the last year the General Assembly appropriated funds. The reply was 1981. Gifts of art and endowments are the way art is obtained without general funds. Senator Allran asked if the General Assembly has appropriated all funds needed. The reply was, "no, not at this time?"

There were no further questions or discussion.

The meeting continued with Renee Vance who presented a portion of the Office of the Secretary's report at the morning meeting today.

Ms. Vance continued her presentation beginning on page 21 and the Span of Control on page 125. (attachment 2) .

There was some general discussion and acknowledgement of a good job. Representative Sherrill asked that there be a discussion at a later date regarding Administration, Archives and History and the Arts Council.

The agenda was concluded and the meeting was adjourned. The next meeting is scheduled for April 11, 2001 at 8:30a.m.

Respectfully Submitted,

Senator Oscar Harris, Chair

Delores Ledford, Clerk

DCR 51

Attachement # 1

The North Carolina Museum of Art

The North Carolina Museum of Art is a division within the North Carolina Department of Cultural Resources and is governed by a 28 member Board of Trustees. Board members are appointed by the Governor, the General Assembly, the Art Society, Museum of Art Foundation Board, and the Board of Trustees.

The North Carolina Museum of Art traces its origin to 1924 when the Art Society of North Carolina was founded with the purpose, "to promote an interest in providing a State Art Museum in Raleigh." In 1929, the General Assembly placed the Art Society under state patronage, which began a tradition of public/private partnership that continues to the present. In its early days, the Art Society began a program of collecting, staging exhibitions and educational programs even before there was a permanent museum. In 1947, North Carolina became the first state in the nation to appropriate public funds for the purchase of works of art to establish a state supported art museum. That first appropriation matched a gift of 75 important works of art given by the Samuel H. Kress Foundation as part of its program of endowing regional museums throughout the United States. Negotiations with Mr. Kress and the Kress Foundation were led by State Senator Robert Lee Humber of Pitt County. Thanks to his efforts, of nearly one hundred institutions receiving art from the great Kress collection, the gift to the North Carolina Museum of Art was the largest and most important of any except that given to the National Gallery of Art in Washington, D.C. The Kress gift combined with purchases made with the original legislative appropriation created for the people of North Carolina the most distinguished collection of old master paintings in the southeastern United States, and formed the foundation for today's North Carolina Museum of Art.

The Museum's major responsibilities are well stated in its statutory mission, "...to acquire, preserve, and exhibit works of art for the education and enjoyment of the people of the State, and to conduct programs of education, research, and publication designed to encourage an interest in and an appreciation of art on the part of the people of the State." (G.S. 140-5.12). In keeping with that broad mission, the Museum's program budget objective is "to increase the percentage of visitors who experience an enhanced interest in and appreciation of art...". This is accomplished through a variety of programs focusing on the State's permanent art collection, which consists of thousands of objects spanning over 5,000 years of human history and creative effort. The Museum also brings to North Carolina many special exhibitions of important art treasures from around the world for the educational benefit and enjoyment of the people of our state. Scholarly publications and a full range of classes, workshops, lectures and other programs complement the Museum's educational mission and program objective.

The Museum is an active partner with the state's educational systems. Thousands of school children from all over North Carolina visit the Museum each year and learn about their own culture and about other civilizations through guided tours and other programs. Outreach exhibitions, slide programs, speakers, and teaching materials are also available

to schools and other groups in all counties throughout the state. The Museum continues to enhance accessibility to its collections through the use of new technologies such as digital imaging, CD ROM, and the Museum's World Wide Web page (http://ncartmuseum.org). The Museum's conservation department provides consultation and conservation treatment services to other museums and public collections around the state. There is an extensive art reference library available for researchers, and the Museum's curators are available on a regular schedule to consult with citizens about works of art in their own collections.

The Museum of Art regularly receives national and international recognition for its collections, acquisitions, and programs. It has become a major tourist attraction, which draws many visitors from within the state and from beyond its borders each year. A prime example is the hugely successful exhibition of the works of sculptor Auguste Rodin in the summer of 2000 drew over 300,000 visitors from around the nation. According to an economic impact study prepared by UNC-Chapel Hill, the Rodin exhibition contributed over $50 million in direct economic impact to the state. The Museum also contributes to the economic well being of North Carolina by helping to attract business and industry to locate and expand here. When asked why they chose to locate in North Carolina, business leaders will most often cite the state's quality of life, including the cultural environment and its commitment to education. The North Carolina Museum of Art makes strong contributions in these areas.

The Museum is assisted in its mission by two affiliated organizations, The North Carolina Art Society and the Museum of Art Foundation, Inc. As mentioned previously, the Art Society is the predecessor of the Museum. The Art Society is a venerable and distinguished organization, founded in 1924 and under the patronage of the state since 1929. General Statutes provide that the Art Society shall be the membership arm of the North Carolina Museum of Art and continue under state patronage (G.S. 143B-89 and G.S. 140-14). The Art Society also holds the permanent endowment, the Robert F. Phifer Fund. Proceeds from this endowment are used solely for the acquisition of works of art for the Museum's permanent collection. This modest endowment provides the Museum's only reliable source of acquisition funding. There have been no state funds appropriated to add to the Museum's collection since 1985. Consequently, the Museum's holdings of art of the late twentieth century are not in keeping with the strength of the collection in other periods.

The Museum of Art Foundation, Inc. a private, non-profit corporation with tax-exempt status under IRS Code 501(c)(3). The Foundation holds some endowment funds and plays the essential role of operating the Museum's private fundraising efforts. The Foundation accounts for approximately two thirds of the Museum's average annual operating budget. These funds are spent directly by the Foundation on the Museum's behalf to support exhibitions, educational programs, staffing and other operating needs.

In 1997, the Museum's new performing arts facility, the Joseph M. Bryan Theater opened. This amphitheater, designed and built with private funds raised by the Museum of Art Foundation, will enable the North Carolina Museum of Art to offer a full range of

performing arts experiences to complement the visual arts found inside the Museum's walls. Also in 1997, the Museum undertook a complete study of its present physical facilities made possible by an appropriation in the 1996 session of the General Assembly. This study directs the planning and programming of enhanced facilities to enable the institution to meet the state's needs well into the future.

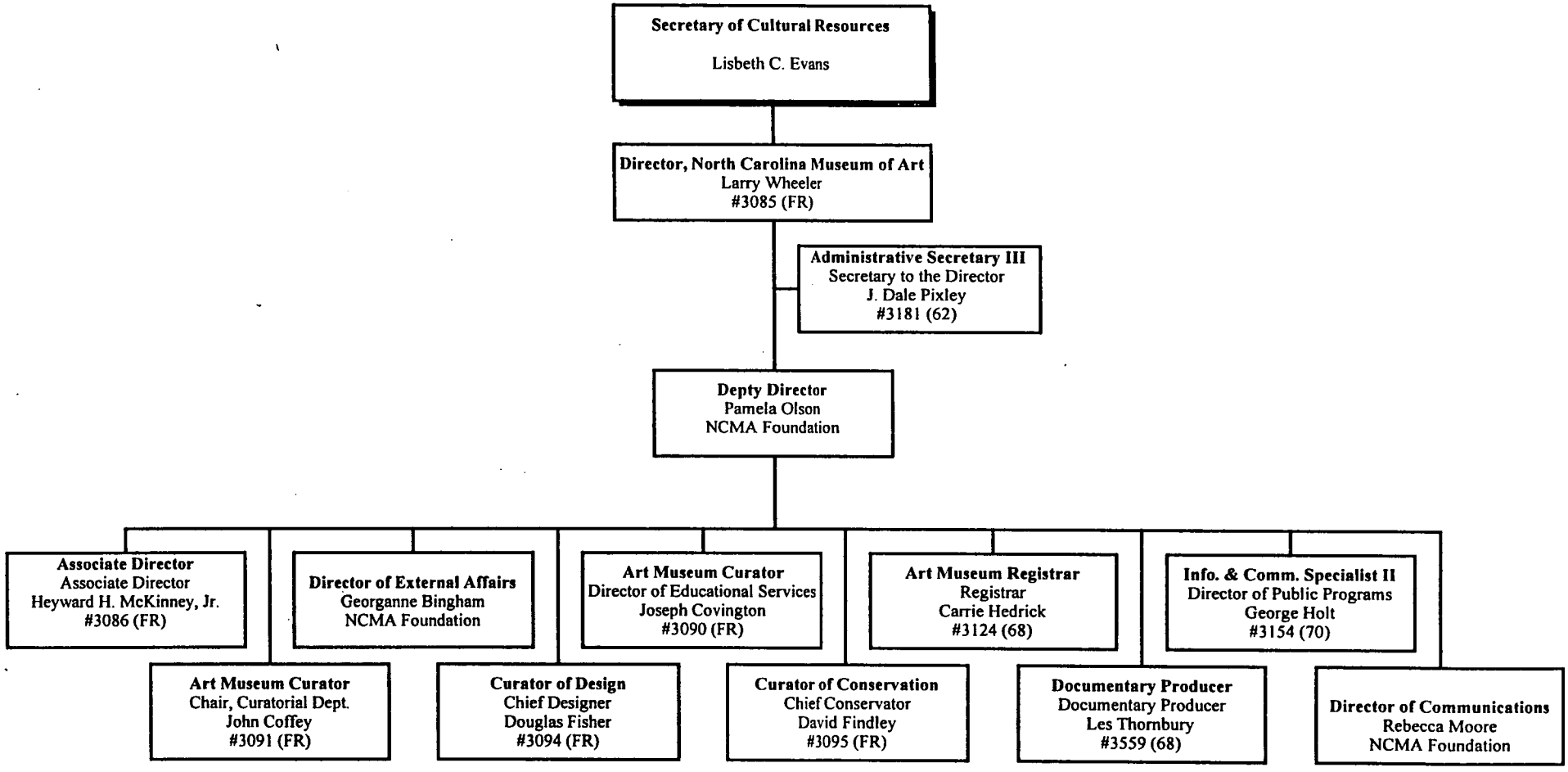
In the 2000 session, the General Assembly allocated to the Department of Cultural Resources, for the Museum of Art, the state-owned property formerly occupied by the Polk Youth Correctional Facility. The transfer of this land has given the Museum a unique opportunity to accommodate the huge growth that has already occurred in the institution's programs into a new dynamic space. The Museum will seek to build a new structure to complement the existing building and provide exhibition and public spaces in keeping with the excellence of the Museum's collections and programs. In order to meet this and other challenges of the years ahead, the Museum looks forward to a continuation of the great tradition of partnering private funding with the public support provided by the General Assembly.

DCR 54

North Carolina Museum of Art
Selected Statistics

Total Museum Visitors Calendar 2000:	474,849
Public Programs Presented 2000 Season:	75
Public Program Attendance 2000 season:	45,207
Guided Tours:	2,372
Guided Tour Participants:	40,124
Recorded Audio Tours:	34,733
Art in the Schools Projects:	41,179
Works of Art Examined for Conservation	2.127
Remedial Conservation Treatments:	35
Full Conservation treatments:	19

North Carolina Department of Cultural Resources
North Carolina Museum of Art
Overall



Date: January 27, 2001

Signed: _____
Associate Director

DCR 55

DCR 56

DEPARTMENT OF CULTURAL RESOURCES

MUSEUM OF ART - FUND 1320

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 3,969,602	$ 3,999,162	$ 3,999,162	$ 3,999,162
Receipts	$ 132,875	$ 144,954	$ 144,954	$ 144,954
General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,854,208	$ 3,854,208
Less: Recommended Reductions	$ -	$ -	$ (17,000)	$ (17,000)
Adjusted General Fund Appropriation	$ 3,836,727	$ 3,854,208	$ 3,837,208	$ 3,837,208
Number of positions	92.00	92.01	92.01	92.01

DCR 20

Attachment # 2

The Office of the Secretary

The Office of the Secretary directs the operations of the North Carolina Department of Cultural Resources. In addition to administrative matters, the office oversees budget, administrative planning/policy development-related activities, operations, legislative matters, public information services, personnel, and capital projects. The Office of the Secretary oversees six divisions in the department: Archives and History, North Carolina Museum of Art, North Carolina Arts Council, North Carolina Symphony, State Library of North Carolina, and the North Carolina Museum of History. The Office of the Secretary coordinates appointments to appropriate boards and commission. The Deputy Secretary serves as the legislative liaison for the department.

The Secretary's Office oversees several awards program. The North Carolina Awards were instituted by the North Carolina General Assembly in 1961. The North Carolina Awards recognize "notable accomplishments by North Carolina citizens in the fields of scholarship, research, the fine arts, and public leadership." It is the highest honor the State can bestow.

The Governor's Business Council on the Arts and Humanities presents the Governor's Business Awards each year. The awards are given to North Carolina businesses that have conducted or participated in innovative projects to promote the arts and/or humanities. Cultural organizations that have promoted innovative business support of the arts and humanities are also eligible for awards. This awards program was established in 1978.

The Office of the Secretary's budget (Fund # 1110) includes the following units: Capital Projects Unit, Public Affairs Office, and the Human Resources Office. The Administrative Services Office ~~(Budget Office)~~ is budgeted separately under Fund # 1120 and a separate description of this office follows.

DCR 21

DEPARTMENT OF CULTURAL RESOURCES

OFFICE OF THE SECRETARY - FUND 1110

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 9,503,373	$ 1,313,706	$ 1,313,706	$ 1,313,706
Receipts	$ 122,399	$ 40,055	$ 40,055	$ 40,055
General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Less: Recommended Reductions	$ -	$ -	$ -	$
Adjusted General Fund Appropriation	$ 9,380,974	$ 1,273,651	$ 1,273,651	$ 1,273,651
Number of positions	21.49	21.25	21.25	21.25

DCR 22

Administrative Services Section

The Administrative Services Section provides budgeting, accounting, data processing, purchasing, and payroll services to all divisions within the Department of Cultural Resources. The section assures the fiscal and audit accountability of all state, federal, and private funds entrusted to the department. The total recommended operating budget for the Department of Cultural Resources for FY 2001-2003 is $73.9 million
The Administrative Services Section is divided into the following four units: Administration, Budget and Accounting, Purchasing, and Computer Operations.

The **Administration** unit is responsible for:

- administration and oversight of all financial and business affairs in the Department of Cultural Resources
- planning and organizing all assignments to meet departmental goals and objectives while maintaining compliance with all federal and state laws and guidelines
- implementation of programs within statutory or policy/procedure limitations
- providing information and resources to every level of the department and state government
- administration of all departmental travel reimbursements and authorizations
- authorization and initiation of budget requests to Office of State Budget, Planning and Management (OSBPM)
- oversight of preparation of the department's biennial budget (continuation, expansion, capital)
- management of budget adjustments
-

The **Budget and Accounting** unit is responsible for:

- preparation of the department's biennial budget (continuation, expansion, capital, supplemental)
- preparation of financial statements for Office of State Controller (OSC)
- submission of budget revisions to Office of State Budget and Management
- submission of IRS forms
- requests for quarterly allotments
- reports to Office of State Auditor (OSA) on grants to private organizations
- administration of federal grants from U.S. Department of Education, U.S. Department of the Interior (National Park Service), National Endowment for the Arts, National Endowment for the Humanities, and National Historical Publications and Records Commission
- preparation of the indirect cost rate allowed for each federal grant
- management of State Treasurer Account by daily, monthly and quarterly revisions of general fund cash requirements and receipts
- management of employee benefits
- reporting of sales and use tax

Administrative Services, **Budget and Accounting** unit, continued

- administration of state telephone network operation
- administration of petty cash fund
- operation of employee transportation including parking and Motor Fleet Management leases
- management of accounts payable (1200-1600 checks written per month)
- management of accounts receivable
- maintenance of permanent and temporary payrolls
- control of fixed asset system

The **Purchasing Unit** is responsible for:

- procurement of goods and services for departmental operations (approximately $3 million per year in expenditures)
- coordination with Division of Facility Management for building maintenance and repair
- management of central supply store
- mail distribution
- disposition of surplus property

The **Computer Operations** unit is responsible for:

- operation of the departmental minicomputer facility, serving 650 users and over 50 applications, as well as public access terminals for the State Library and State Archives
- serving as representative on the state Information Resource Management Commission (IRMC)
- training department staff in the operation of microcomputer hardware and software

DCR 24

DEPARTMENT OF CULTURAL RESOURCES

ADMINISTRATIVE SERVICES - FUND 1120

Fiscal Data

	1999-2000 Actual	2000-2001 Authorized	2001-2002 Recommended	2002-2003 Recommended
Total Requirements	$ 1,330,181	$ 1,166,502	$ 1,166,502	$ 1,166,502
Receipts	$ 20,899	$ 18,163	$ 18,163	$ 18,163
General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Less: Recommended Reductions	$ -	$ -	$ -	$ -
Adjusted General Fund Appropriation	$ 1,309,282	$ 1,148,339	$ 1,148,339	$ 1,148,339
Number of positions	17.00	17.00	17.00	17.00

DCR 125

I. DEPARTMENT OF CULTURAL RESOURCES SPAN OF CONTROL DATA 1997/98 and 2001

	1997/98			2001		
	Number of Supervisors	Total Staff	Avg. Span	Number of Supervisors	Total Staff	Avg. Span
ADMINISTRATION	13	38	2.92	12	38	3.17
ARCHIVES AND HISTORY	117	382	3.26	127	433	3.41
ART MUSEUM	21	95	4.52	21	96	4.57
ARTS COUNCIL	9	25	2.78	9	25	2.78
HISTORY MUSEUM	27	94	3.48	25	106	4.24
NC SYMPHONY	2	10	5.00	2	9	4.50
STATE LIBRARY	23	94	4.09	21	94	4.48
BATTLESHIP MEMORIAL	N/A	N/A	N/A	6	29	4.83
TOTALS	212	738		223	830	
OVERALL AVERAGE SPAN			3.72			4.00

(The Battleship Memorial was not part of the Department in 1997/98)

VISITOR REGISTRATION SHEET

General Government (joint) 4-10-01

Name of Committee Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Johnny Gray	OSBPM
Byron Harris	✓
Thomas Cheek	✓
Buzzy Humphrey	✓

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, April 11, 2001

8:30 A.M.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, April 11, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot and Wilson. There were three Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages. She also welcomed a delegation from Tryon Palace and thanked them for refreshments they brought.

Representative Sherrill introduced Lisbeth Evans, Secretary of the Department Cultural Resources, who introduced some representatives and workers from Tryon Palace, many who were in costume. She also thanked them for all they do for North Carolina.

Representative Sherrill then introduced Janice Williams, Interim Director of the Museum of History. Ms. Williams continued with the presentation which began on Tuesday. Her presentation was a continuation of the Museum of History and the Span of Control. The most expensive thing they do at the Museum of History if the restoration of artifacts. These artifacts are usually in very poor condition when they receive them. She explained that many of the items in the museum are now on their website.

Representative Adams asked how they advertised their services on the website. Ms. Williams responded that there was a site called "museum links" and you can go to the State or County you want to pull up. They also advertise in newsletters and magazines. Magazines are usually sent to schools for use by the children in the classroom.

Representative Jeffus asked if she could tell them about the increase in the positions listed. Ms. Williams responded that none of these listed positions have been filled as yet. She also said that the money for these positions came from the general fund.

Senator Harris said he felt they needed to flag the information on the new building. Ms. Williams answered that the Governor's budget did include this item.

Representative Sherrill then introduced Sandra Cooper, Director of the State Library Division. The total aid to libraries in all 100 counties as of March 26, 2001 is $14,949,669. This is the basic operating money for these libraries. The goal of the public libraries is to reach 25 million dollars. Senator Kinnaird asked how many of the libraries in the state have done things to raise money for their own library. Ms. Cooper said that many of the libraries do this. (See Attachment No. 1)

Representative Sherrill introduced Renne Vance, Business Officer of the Department of Cultural Resources, who explained the Maintenance Contracts, Vacant Positions and Reductions. Representative Sherrill asked the members of the Committee to look through the vacant positions and see if they had any questions. There were none.

Representative Sherrill then introduced Mr. Jim Long, Commissioner of Insurance. He explained the various positions in his department and their functions.

Representative Sherrill asked Mr. Long if they ever work with the National Association of Insurers. Mr. Long answered "yes" they do. They also have a data base which lists people in insurance frauds by their name.

Mr. Long passed out a copy of the 1999-2000 Biennial Report of the North Carolina Department of Insurance. (See Attachment No. 2)

Representative Sherrill stated that since time was running out, Mr. Long would continue his presentation on Thursday morning, April 12, 2001.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

VISITOR REGISTRATION SHEET

Name of Committee

Date 4-11-01

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
John A. J. Ward	Tryon Palace Commission
B. J. Moffett	" " "
[illegible]	Tryon Palace Council of Friends
David Herring	OSBPM
A. C. Wilson	STATE CAPITOL POLICE
Steve Beauford	Mail Service Center DOA
Smitty Stables	DOA - MIS DIVISION
Leslie Stevenson	DOA - DU COMMISSION
Pam Dearduff	Youth Advoc. & Invol. / DOA
Janice Williams	DCR - Museum of History
Ronda Vance	DCR
Sandra Massey	DCR / State Library
Patsy Bullock	DCR
Donna Rosefield	DCR
Simon Szymczyk	TPHS&G
Ana Kirkland	TPHS&G
Amy T Harvey	TPHS&G
Anne Wilson	Tryon Palaces Commission
Kay Williams	Director, Tryon Palaces Historic Sites + Gardens
Edwin W. Thompson	Tryon Palaces Commission
Scott Mallard	TPHS&G
Byron K. Hanna	OSBPM
Thomas Cheek	OSBPM
Libby Evans	DCR
Gregory Porter	Legislative Assistant
Jim Long	NC Comm of Ins
Deborah Hopes	NC DOT

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Name of Committee

Date 4-11-01

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

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NORTH CAROLINA
DEPARTMENT OF INSURANCE

HOME CONSUMER INDUSTRY OFFICE OF STATE FIRE MARSHAL

JIM LONG
COMMISSIONER

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NorthCarolina Department of Insurance

(Due 03/05/01)

SURVEY OF FEES

Section 9
Attachment 1

Jim Long **Commissioner of Insurance**

Department:	INSURANCE
Budget Code:	13900 General Fund
Fiscal Year:	Actual - 1999-00

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001111	437990	Other Miscelleous Revenues-listed below						
11001111	437990	Other Miscelleous Revenues-Photo Copy Fees.	GS58-6-5(3)	0.50	1/1/78	Daily	330	165
11001111	437990	Other Miscelleous Revenues-Summons-ser of legal process	GS58-16-30	$10.00	10/1/89	Daily	2166	21,656
12001221	437990	Other Miscellaneous Revenue- Listed Below						
12001221	437990	Seal Fees	GS58-6-5(1)	$10.00	7/28/90	Daily	300	3,000
12001221	437990	List of Insurance Companies	GS58-6-5(1)	$10.00	8/10/99	Daily	150	1,500
12001221	437990	By-Laws/Articles	GS58-6-5(1)	$25.00	7/28/90	Daily	75	1,875
12001221	437990	Sale of Securities	GS58-18-25	$50.00	7/28/90	Daily	0	0
12001221	437990	Expansion Filings	GS58-7-155	$200.00	7/28/90	Daily	0	0
12001221	437990	Certifications-Compliance, Deposit,Similarity	GS58-6-5(1)	$10.00	8/10/99	Daily	400	4,000
12001221	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,728	8,340
12001225	437990	Other Miscellaneous Revenue- Listed Below						
12001225	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Monthly	826	413
13001332	437990	Other Miscellaneous Revenue- Listed Below						
13001332	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	254	19,932
13001332	437990	A.M. Best	Agency Agree	$200.00	7/1/92	Annual	10	2,000
13001333	437990	Other Miscellaneous Revenue- Listed Below						
13001333	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	11,146	5,573
13001334	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	6	170,100
13001334	437990	Other Miscellaneous Revenue- Listed Below						
13001334	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	N/A	15	561
13001337	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	8	235,300
13001337	435600	Registration Fees	na	$100.00	na	As needed	112	11,200
13001337	437990	Other Miscellaneous Revenue- Listed Below						
13001337	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	33	2,087
14001441	435500	Fines, Penalties, Assess Fees	NCGS-20-309(E)	$200.00		As needed	1	200
14001441	437990	Other Miscellaneous Revenues-listed below						
14001441	437990	Other Miscellaneous Revenues-Certification Letters	GS58-6-5(3)	$10.00	na	As needed	1	10
14001441	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	As needed	15	1,110

SURVEY OF FEES

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	434310	Sale of Publications-Candidate Guide Booklets	Agency Agreement	$5.00	7/1/89	Daily	7,482		37,410
14001442	434310	Sale of Publications-Computer Lists/Labels	Agency Agreement	$175-$275	7/1/89	Daily	119		37,901
14001442	435300005	ASI Testing Fees	GS58-33-30(e4)	$72.00	12/31/97	Semi-Monthly	8950		644,400
14001442	437990	Other Miscellaneous Revenue-listed below							
	437990	Other Miscellaneous Revenue-Certification/Clearance Letters	58-33-125(f)	$10.00	7/28/90	Daily	27,398		274,792
	437990	Other Miscellaneous Revenue-Copy Fees	GS58-6-5(a)	Varies	7/28/90	Daily	1		11
14001442	538030	Fines/Penalty/Forfeit	58-2-70(d)	$100-$1,000		Daily	10		10,000
14001443	437990	Other Miscellaneous Revenues-court restitution	NCGS 14-214 NCGS 5			As needed	1		26
14001444	435400020	Examiner's Travel Fee	GS58-70-5(n)	n/a	1989	Semi-Annual	34		33,835
14001444	435100022	Premium Finance Company License	GS58-35-5	$50-$1450	7/28/90	daily	209		108,865
14001444	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(a)	.50/copy	1/2/78	daily	22		295
14001444	435900	Other Lic. Fees/Permits	GS58-70-130	N/A	n/a	Monthly	12		42,050
		GS58-55-90-58-69-35	GS58-71-185						
15001552	434310	Sale of Publications-Building Codes	GS143-138	$5-$899	1/1/96	Daily	5,214		739,604
15001552	435400018	Validation Stamps/Modular Reviews and Inspections	GS143-139.1	$1-$1,000	3/1/90	Daily	3,974		488,282
15001552	435300004	Testing Agency Fees	GS143-139.1	$250-$2,500	4/1/82	Monthly	12		22,185
15001552	435300007	Inspectors-Standard Certification	GS143-151.16	$2-$20	1988	Daily	4,309		89,587
15001552	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,128		564
15001553	435100019	Manufact House Board License-Listed Below							
15001553	435100019	Manufacturer	GS143-143.11	$300.00	7/1/90	Daily	124		37,200
15001553	435100019	Dealer	GS143-143.11	$250.00	7/2/90	Daily	1,404		351,000
15001553	435100019	Supplemental Dealer	GS143-143.11	$100.00	7/3/90	Daily	0		0
15001553	435100019	Set-Up Contractor	GS143-143.11	$250.00	7/4/90	Daily	555		138,750
15001553	435100019	Salesman	GS143-143.11	$25.00	7/5/90	Daily	5,902		147,550
15001553	435100019	Transfer of Salesman License	GS143-143.11	$15.00	7/6/90	Daily	1,054		15,810
15001555	435900009	Special School Fees-For Training Schools	Budget Manual	$10-$45	1/12/94	monthly	0		0
15001556	437990	Photocopies	GS58-6-5(3)	$0.50 per pg	1/1/78	2		$	21

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**19912 GF Tax-Insurance**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*		*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 1999-2000**
11001112	431100	Gross Premium/Corp. Inc. Tax-Insurance Company Gross Premium Tax	GS105-228.5	1.9% & .50%	1/1/1992 & 07/01/88	Qtrly	1853		267,230,941
13001332	431100	SurplusLines Taxes	GS58-21-85	0.05		Qtrly	693		6,136,179

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	19953 General Fund-Non Tax-Insurance Lic/Fee
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001112	435900	Filing and Examining Application for Admission-HMO	GS58-6-5(1)	$250.00	7/28/90	monthly	2	500
12001221	435900	Other License, Fees, Permits-Listed Below						298,555
12001221	435900	CCF Application Fee	GS58-64-5(b)	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Filing and Auditing Annual Statement	GS58-6-5(1)	$100.00	7/28/90	monthly	14,743	147,430
12001221	435900	Filing and Examining Application for Admission	GS58-6-5(1)	$250.00	7/28/90	Daily	100	25,000
12001221	435900	Filing other Papers	GS58-6-5(1)	$25.00	7/28/90	Daily	2,020	50,500
12001221	435900	Health Maintenance Organization Application Fee	GS58-67-160(1)	$250.00	7/28/90	Daily	40	10,000
12001221	435900	Quarterly Statements	GS58-6-5(1)	$25.00	7/28/90	Qtrly	2,025	50,625
12001221	435900	Risk Retention Group Application Fee	GS58-22-70	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Surplus Lines Application Fee	GS58-21-20(C)	$250.00	7/28/90	Daily	40	10,000
12001221	435100062	Bus/Shop/Salon Permit(Company Licenses) See Below						
12001221	435100062	Surplus Lines License Fee	GS58-21-20C	$500	7/28/90	Monthly	147	73,500
12001221	435100062	Accredited Reinsurer License Fee	GS58-7-21-(6)(2)	$500.00	10/1/93	Monthly	41	20,500
12001221	435100062	CCF Annual Filing	GS58-64-30(b)	$100.00	6/12/05	Monthly	46	4,600
12001221	435100062	County Farm Mutual License Fee	GS58-6-7(a)	$25.00	8/10/99	Monthly	15	375
12001221	435100062	Fraternal Order License Fee	GS58-6-7(a)	$100.00	7/28/90	Monthly	12	1,200
12001221	435100062	Health Maintenance Organization License Fee	GS58-67-160(1)	$1,000.00	8/10/99	Monthly	25	25,000
12001221	435100062	Insurance Company License Fee	GS58-6-7(a)	$1,000.00	8/10/99	Monthly	535	535,000
12001221	435100062	Insurance Company Multiple Line License Fee	GS58-6-7(a)+c	$1,100.00	8/10/99	Monthly	688	756,800
12001221	435100062	Risk Purchasing Group License Fee	GS58-22-70	$50.00	7/28/90	Monthly	300	15,000
12001221	435100062	Risk Retention Group License Fee	GS58-22-70	$1,000.00	8/10/99	Monthly	40	40,000
12001221	435100062	Service Corporation License Fee	GS58-65-55	$1,000.00	8/10/99	Monthly	2	2,000
12001224	435900	Other License, Fees, Permits-						
13001332	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20	7/28/90	Daily	3,120	62,400
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Joint Underwrite Assoc Lic	GS105-228.4	$500-$600	7/28/90	Monthly	7	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Rating Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	8	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)-Advisory Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	14	8,000
13001333	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20.00	7/28/90	Daily	3,076	61,520

SURVEY OF FEES

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
14001442	435500	Agent Appointment Cancellations(Terminations)	GS58-33-125A	$10.00	7/28/90	Qtrly	2,799	708,645
14001442	435100060	Individual Licenses (Agents Daily Licenses)- Listed Below						
14001442	435100060	Company Appointments	GS58-33-125A	$10-$75	7/28/90	Qtrly,Monthly	4,726	14,161,730
14001442	435100060	Corporate/Partnership Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	3,508	171,000
14001442	435100060	Duplicate Licenses	GS58-33-125A	$5.00	7/28/90	Daily	1,983	12,785
14001442	435100060	Limited Licenses for Car Rental Companies	GS58-33-125A	$50.00	10/1/91	Daily, 12	40	1,880
14001442	435100060	MVD Appraiser Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	269	19,545
14001442	435100060	Nonresident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	312	31,200
14001442	435100060	Pre-renewal Lists	11NCAC6A.0501	$175.00	10/1/90	12	200	35,050
14001442	435100060	Purchasing Group Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	68	3,400
14001442	435100060	Resident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	4,313	214,860
14001442	435100060	Self-Employed Adjuster Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	2,189	164,145
14001442	435100060	Surplus Lines Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	233	11,710
14001442	435100060	Viatical Settlement Broker	GS58-58-42(1)	$50.00	7/28/90	Daily, 12	57	2,850

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63900 Insurance Trust Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
6100	434600001	Insurance Premium-Fire	GS58-31-1	*	*	**	**	2,937,501
6100	434600002	Insurance Premium-Extended Coverage	GS58-31-15	*	*	**	**	1,708,206
6100	434600003	Insurance Premium-"All Risk"	GS58-31-15	*	*	**	**	1,166,577
6100	434600004	Insurance Premium-Theft	GS58-31-15	*	*	**	**	22,347
6100	434600005	Insurance Premium-Vandalism	GS58-31-15	*	*	**	**	70,330
6100	434600006	Insurance Premium-Sprinkler Leakage	GS58-31-10	*	*	**	**	20,391
6100	434600007	Insurance Premium-Broad Form	GS58-31-15	*	*	**	**	22,084
6100	434600008	Insurance Premium-Business Interruption	GS58-31-20	*	*	**	**	15,187
6100	434600009	Insurance Premium-Extra Expense	GS58-31-15	*	*	**	**	2,939
6100	434600010	Insurance Premium-Flood	GS58-31-15	*	*	**	**	2,329
6110	434600	Insurance Premium(Auto)	GS58-31-50	-	-	annual	1	7,835,856

* Rates vary by line of coverage and by construction, occupancy, and protection. Rates change as the Insurance Services Office (the insurance industry rating organization) makes changes.

** Collections are annual or as requested by the State agencies or universities.

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63902 Voluntary Safety Workers Compensation Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**	**Total Amount Collected 1999-00**
6000	434600	Insurance Premiums	GS58-87-10	$50.00	n/a	weekly	24	1,744,934

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23900 Special Revenue- Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2000	435500024	Insurance Regulatory Charge-Insurance Companies	GS58-6-25	7.00%	1/1/99	Qtrly	1,342	21,091,130
2133	431100	Add Premium Tax-Rural VFD	GS105-228.5	0.33%	1/1/88	Monthly	32	2,846,328
20002500	435100020	Collection Agency License	GS58-70-35,45	$500.00	7/1/83	daily	478	239,509
20002500	435100021	Motor Club License	GS58-69-10,40	$50-$300	7/16/91	daily	723	46,913
20002500	435100024	Bail Bondsmen & Runner' License Fees	GS58-71-55,70,75,180	$60-$125	7/16/92	daily	1,250	151,926

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23901 Special Revenue- Non Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2231	435300006	Continuing Education's Fees-Listed Below						
2231	435300006	Course Approval Submissions	GS58-33-130(j)	$100.00	N/A	Daily	1,260	126,000
2231	435300006	Course Rosters Fees	GS58-33-130(j)	Varies	N/A	Daily	4,034	566,383
2231	435300006	Recertification Fees	GS58-33-130(a)	$5.00	N/A	Monthly	25,109	125,546
2552	435300	Home Inspector Fees(8Different Fees)	GS143-151	n/a	n/a	Yearly	1	220,837

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

	Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
	Agent Services/Administration				
	Fall/Winter 1999 Department Newsletter		85,000	$0.26	$22,029.98
online	Spring/Summer 2000 Department Newsletter		85,000	$0.15	$12,859.97
online	Fall/Winter 2000 Department Newsletter		94,800	$0.19	$17,628.42
	2000 C.E. Course Catalog		55,000	$0.69	$37,950.00
	Consumer Services				
	1999 Guide to Automobile Coverages & Claims		10,000	$0.07	$736.00
online	2000 Guide to Health Insurance		10,000	$0.08	$857.00
online	2000 Appeals & Grievances		3,150	$0.37	$1,175.00
	2000 Disaster Display Cards		330	$3.43	$1,132.00
online	2000 A Consumer's Guide to Automobile Insurance		5,000	$0.95	$4,766.82
online	2000 It Pays to be a Safe Driver		10,000	$0.09	$869.41
online	2000 After the Fire*		5,000	$0.60	$1,901.64
online	2000 A Consumer Guide to Homeowners Insurance		5,000	$1.12	$5,599.00
	**** Total cost was $2990. OSFM paid balance***				
	Managed Care				
	Managed Care in N.C. Status Report & Analysis of 1998 Activity	58-3-191	400	$2.16	$864.56
	1999 HMO Performance Report	58-3-191	10,000	$0.45	$4,514.00
	1999 Managed Care Plan Handbook	58-3-191	10,000	$0.66	$6,550.00
online	Managed Care in N.C. Status Report & Analysis of 1999 Activity	58-3-191	500	$2.14	$1,069.44
online	2000 Managed Care Plan Consumer Guide	58-3-191	10,000	$1.02	$10,185.00
	Financial				
	1999 Continuing Care Retirement Communities Reference Guide		400	$1.62	$647.15
online	2000 Continuing Care Retirement Communities Reference Guide		500	$3.55	$1,776.04
online	After the Fire*		5,000	$0.60	$1,088.36
	**** Total cost was $2990. Consumer Services paid balance***				

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

	Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
	SHIIP				
	1999 Cover & Binder Inserts for Training Manual		200	$0.16	$32.80
	1999 Fall OnBoard Newsletter		1,300	$0.18	$231.00
	1999 Counseling Report Forms		5,000	$0.06	$317.94
	2000 Combo Form		5,000	$0.05	$252.30
	2000 Cover & Binder Inserts for Training Manual *		200	$0.19	$38.32
	2000 Gotag		10,000	$0.06	$572.40
	2000 Spring OnBoard Newsletter		1,300	$0.21	$274.86
	2000 Direct Mailer & Health Brochure		60,000	$0.13	$8,018.90
	2000 SHIIP Brochures		10,000	$0.23	$2,310.80
	2000 Minority Outreach Posters & Stands		1,500	$4.06	$6,087.58
online	2000 Summer OnBoard Newsletter		1,600	$0.23	$374.61
	2000 Newsletter		1200	$1.46	$1,759.60
	2000 SHIIP Brochures *		20,000	$0.13	$2,639.40
	2000 Combo Form		10,000	$0.05	$478.72
online	2000 Medicare Supplement Guide		4,000	$1.36	$5,448.74
	2000 OnBoard Newsletter		1,200	$1.56	$1,870.00
	2000 Direct Mailer & Health Brochure *		75,000	$0.08	$6,075.00
online	2000 Long Term Care Brochure		5,000	$0.07	$368.08
	2001 Training Manual		300	$9.91	$2,972.97
	2001 Medicare Supplement Guide **		5,000	$0.39	$1,936.75
	2001 EGHP Manual **		200	$2.89	$577.89
	**Reprint*				
	***Will be ordered in the next 2 weeks*				
	Manufactured Building				
	1999-2000 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.67	$5,864.30
online	2000-2001 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.80	$6,152.17

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

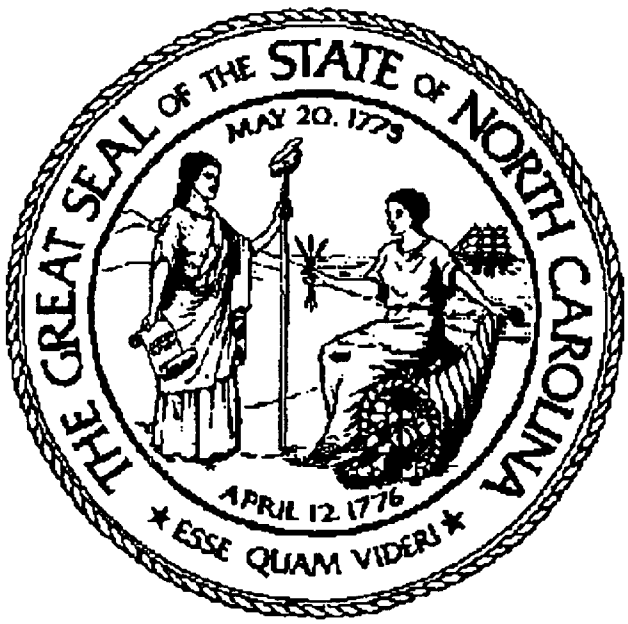
	Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
	Engineering and Codes				
	1999-2000 Inspections Directory	143-151.19 (c)	750	$2.53	$1,893.50
	2000-2001 Inspections Directory	143-151.19 (c)	750	$2.86	$2,127.49
	1999-2000 Instructor Manuals	143-151.12 (5)	100	$70.00	$7,000.00
	1999-2000 Standard Certificates	143-151.13	2,500	$0.08	$200.00
	2000-2001 Standard Certificates	143-151.13	2,500	$0.08	$200.00
	1999-2000 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
	2000-2001 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
	Fire and Rescue				
	2000 Vol. Fire Department Fund General Assembly Report*	58-87-1	200	$9.86	$1,972.32
	Update Brochure for 1999 NC Fire & Rescue Instructor Conference		3,500	$0.09	$326.44
	1999-2000 Fire Officer I Workbook		1,000	$1.61	$1,613.26
online	1999-2000 Update ERT Brochure**	87-5	200	$0.59	$117.72
	1999-2000 Incident Reporting Annual Report		2,000	$0.21	$424.37
online	1999-2000 Fire & Life Safety Educator Certification Manual**	87-5	200	$2.22	$443.00
online	1999-2000 Emergency Rescue Technician Certification Manual		200	$2.22	$443.00
online	1999-2000 Fire Officer I Certification Manual		200	$1.46	$291.00
	1999-2000 NFA State Weekend Brochure (1998)		1,800	$0.13	$236.38
	1999-2000 Instructor Level** (cost includes printing 4 issues)	87-5	18,500	$0.20	$3,733.08
	2000-2001 Instructor Level**	87-5	7,400	$0.25	$1,838.51
online	1999-2000 ERT Manual Reprint		100	$31.16	$3,115.55
	1999-2000 Fire & Life Safety Education Conference Flyer Year 2000		1,800	$0.11	$201.10
	1999-2000 Terrorism Conference Brochure		2,500	$0.17	$424.00
	1999-2000 Sert Hurricane Operations Plan		30	$6.87	$205.97
	1999-2000 Live Fire Qualification Brochure**	87-5	2,500	$0.13	$331.00
	1999-2000 NFIRS Newsletter (only printed once)		750	$0.12	$87.21
	1999-2000 Instructor Conference 2000 Brochure**	87-5	3,700	$0.18	$673.63
	1999-2000 NFA Brochure		1,800	$0.23	$414.46
	2000-2001 Volunteer Incentive Program Brochure		1,800	$0.29	$529.82
	2000-2001 Fire & Life Safety Conference Flyer		1,800	$0.41	$740.01
online	2000-2001 25th Annual Fire & Life Safety Education Conference Brochure**	87-5	3,000	$0.30	$891.44

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

	Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
	1999-2000 Reprint NFIRS 5.0 Forms** (now encouraging to file electronically)		516	$3.49	$18,000.00
	2000 Directory** (printed once every 2 years)	87-5	2,000	$3.11	$6,229.59
	2000-2001 Region 4 Trade Banner		1	$235.50	$238.50
online	Jan. 2001 Instructor Level Newsletter**	87-5	3,700	$0.25	$908.88
	2000-2001 Fire and Life Safety Educator Lesson Plans-Level II** (now on CD)	87-5	50	$14.44	$721.76
	1999-2000 Firefighter I and II Lesson Plans** (now on CD)	87-5	500	$18.45	$9,224.43
	1999-2000 Fire and Life Safety Educator Lesson Plans-Level I** (now on CD)	87-5	50	$10.36	$518.11
online	1999-2000 OSHA S.O.G.'s**	87-5	100	$3.50	$349.80
online	1999-2000 OSHA Planning Document**	87-5	100	$2.06	$205.52
online	1999-2000 OSHA Standards Document**	87-5	100	$8.47	$846.94
	2001 Instructor Conference Brochures** (registration packet)	87-5	4,200	$0.30	$1,255.04
	* *Funded by Fire Grant*				
	** *Funded by Rescue Grant*				

Department of Insurance

Information Requested
2001/2002 through 2002/2003 Biennium



Jim Long
Insurance Commissioner

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Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1. Contracted Personal Services (531321)

	Actual Expenditures				Projected	Budgeted	
Division or Program	**FY 96-97**	**FY 97-98**	**FY 98-99**	**FY 99-00**	**FY 00-01**	**FY01-02**	**FY02-03**
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

2. Miscellaneous Contractual Services (532199)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	1,439	2,089	16,440	31,593	18,837	29,000	29,000
1200 Company Services	97,256	66,342	208,885	294,591	170,959	150,000	100,000
1300 Technical Services	-	-	13,236	12,250	68,124	35,000	-
1400 Public Services	600,600	628,723	736,384	644,400	715,544	720,000	740,000
1500 Office of the State Fire Marshal	2,266	(500)	49,755	47,817	62,106	50,000	50,000
Department of Insurance	701,562	696,654	1,024,700	1,030,652	1,035,570	984,000	919,000

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

3. Rental/Lease of Equipment (532521 to 532525)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
532521-532522 Motor Vehicle - Computer Equipment							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
532523 - Communication Equipment							
1100 Administration	1,781	1,975	2,570	1,752	2,028	1,750	1,750
1200 Company Services	765	1,031	1,443	1,797	1,800	1,600	1,600
1300 Technical Services	-	98	142	235	104	-	-
1400 Public Services	4,375	3,644	4,115	4,379	4,358	4,200	4,200
1500 Office of the State Fire Marshal	6,626	7,123	8,432	8,015	8,550	8,200	8,200
532524 - General Office Equipment							
1100 Administration	774	-	1,559	-	780	780	780
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	281	125	356	175	476	-	-
1400 Public Services	3,600	3,600	3,600	3,600	3,600	3,600	3,600
1500 Office of the State Fire Marshal	938	-	-	-	106	-	-
532525 - Furniture							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	19,140	17,596	22,218	19,952	21,802	20,130	20,130

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

4. Travel and Other Employee Expenses (5327xx)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	27,857	37,401	41,926	40,778	25,592	30,000	30,000
1200 Company Services	219,304	211,040	182,032	143,257	177,241	175,000	175,000
1300 Technical Services	322,334	244,301	281,971	307,385	310,328	325,000	325,000
1400 Public Services	207,403	249,051	264,244	260,071	257,000	275,000	275,000
1500 Office of the State Fire Marshal	409,580	462,552	513,877	537,596	422,874	475,000	475,000
Department of Insurance	1,186,479	1,204,344	1,284,050	1,289,086	1,193,035	1,280,000	1,280,000

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

5. Cellular Phone Services (532814)

	Actual Expenditures				Projected	Budgeted	
Division or Program	**FY 96-97**	**FY 97-98**	**FY 98-99**	**FY 99-00**	**FY 00-01**	**FY01-02**	**FY02-03**
1100 Administration	3,843	3,324	4,051	5,238	4,841	4,000	4,000
1200 Company Services	-	-	-	32	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	2,235	3,409	3,383	5,113	4,277	4,000	4,000
1500 Office of the State Fire Marshal	20,245	27,668	36,800	41,836	43,704	33,000	33,000
Department of Insurance	26,324	34,401	44,234	52,219	52,822	41,000	41,000

Department Of Insurance
Cellular Usage
FY 2000-2001

Fund/Title	Position Title	# Of Phones	Vendor
1100 Administration			
	Special Asst. for Reg. Affairs	1.00	ITS
	Special Asst. to Chf. Dep. Comm	1.00	ITS
	Assistant Commissioner	1.00	ITS
	Chief Deputy to Commissioner	1.00	ITS
	Attorney III	1.00	ITS
	Commissioner of Insurance	1.00	ITS
	Controller of Insurance	1.00	ITS
	Total of Phones	7.00	
1400 Public Service			
	Insurance Investigator	11.00	ITS
	Insurance Investigator/Asst Supvr	3.00	ITS
	Chief Financial Investigator	1.00	ITS
	Insurance Investigator/Asst. Supvr	1.00	ITS
	Motor Club Administrator	1.00	ITS
	Director of Insurance/Sp. Invest.	1.00	ITS
	Total of Phones	18.00	
1500 Office of the State Fire Marshal			
	Safety Grants Coordinator	1.00	ITS
	Building Systems Engineer	1.00	ITS
	Fire & Rescue Div. Asst. Director	2.00	ITS
	Fire & Rescue Info & Ed. Specialist	3.00	ITS
	Fire & Rescue Training Instructor	14.00	ITS
	Fire & Rescue Training Supvr	4.00	ITS
	Building Systems Engineer IV	1.00	ITS
	Electrical Inspector	3.00	ITS
	Safety Officer III	3.00	ITS
	Building Systems Engineer I	1.00	ITS
	Building Systems Engineer III	3.00	ITS
	Total of Phones	36.00	
Budget Code 23901			
2555 Manufactured Building	Building Inspector III	6.00	Alltel
	Building Systems Engineer IV	1.00	ITS
	Administrative Asst. II	1.00	Alltel
	Building Systems Engineer I	1.00	Alltel
	Building systems Engineer	1.00	Alltel
	Total of Phones	10.00	
	Total Phones Used	71.00	

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534511 - Furniture							
1100 Administration	16,045	3,738	16,556	6,072	12,537	2,000	2,000
1200 Company Services	44,095	45,859	42,240	101,997	47,630	5,000	5,000
1300 Technical Services	37,121	29,841	23,650	45,336	6,407	3,000	3,000
1400 Public Services	26,262	5,704	46,808	38,249	11,739	3,000	3,000
1500 Office of the State Fire Marshal	7,391	9,025	14,188	5,981	10,105	10,000	8,000
534521- Office Equipment							
1100 Administration	4,735	7,494	7,975	-	-	-	5,000
1200 Company Services	30,064	29,222	16,571	10,950	19,509	10,000	-
1300 Technical Services	24,866	-	26,628	31,132	3,602	16,000	-
1400 Public Services	3,449	2,295	8,582	827	17,019	-	13,000
1500 Office of the State Fire Marshal	20,121	1,068	1,091	25,200	1,696	-	18,000
534522 - Computer							
1100 Administration	1,397	7,916	18,737	298	47,887	10,000	10,000
1200 Company Services	242,683	116,053	254,486	459,445	56,132	50,000	50,000
1300 Technical Services	20,234	58,029	385,260	59,179	26,037	15,000	15,000
1400 Public Services	14,253	44,036	28,970	82	22,265	15,000	15,000
1500 Office of the State Fire Marshal	55,854	107,728	91,257	40,035	30,466	12,000	12,000
534528 - Communications							
1100 Administration	2,652	1,350	3,022	684	1,400	-	-
1200 Company Services	435	2,721	13,637	15,197	512	-	-
1300 Technical Services	569	28,210	23,454	2,032	-	-	1,400
1400 Public Services	1,706	25,701	45,014	7,393	-	-	-
1500 Office of the State Fire Marshal	-	47,495	1,639	48,201	-	1,400	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550) - cont

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534529 - Custody & Security							
1100 Administration	-	-	-	-	4,500	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	108	-	-	-	-	-
534539 - Other Equipment							
1100 Administration	-	-	1,213	136	11,346	-	-
1200 Company Services	-	-	-	23,690	-	-	-
1300 Technical Services	421	7,886	-	10,869	-	-	-
1400 Public Services	1,819	-	363	16,990	710	-	-
1500 Office of the State Fire Marshal	13,113	540	17,296	60,553	27,117	20,000	10,000
534539001 - Other Equipment Audio/Visual							
1100 Administration	-	-	-	120	-	1,000	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	5,825	5,380	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	5,818	-	8,316	-	-	-
534544 - Trailers							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	7,918	-	-	-
Department of Insurance	569,285	587,840	1,094,461	1,032,262	358,616	173,400	170,400

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

7. Discretionary Grants (5364aa)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

8. Loans (5367aa)

	Actual Expenditures				Projected	Budgeted	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY01-02	FY02-03
Division or Program							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

Department of Insurance

Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

9. Other Aids and Grants(5369aa)

	Actual Expenditures				Projected	Budgeted	
Division or Program	**FY 96-97**	**FY 97-98**	**FY 98-99**	**FY 99-00**	**FY 00-01**	**FY01-02**	**FY02-03**
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-	-

NORTH CAROLINA DEPARTMENT OF INSURANCE
10. SPECIAL FUND (2XXXX) CASH BALANCES
AS OF DECEMBER 31, 2000

Dept. Budget Code #	Fund #	Fund Title		Cash Balance @ 12-31-2000
DOI - Special Revenue - Interest Bearing				
23900	2000	Insurance Regulatory Fund	$	8,144,368.01
23900	2001	Consumer Protection Fund		544,229.10
23900	2123	Volunteer Rescue/EMS Fund		924,383.47
23900	2133	Volunteer Fire Dept. Fund		2,459,800.30
		TOTALS BC 23900	**$**	**12,072,780.88**
DOI - Special Revenue - Non-Interest Bearing				
23901	2122	Rescue Squad Worker's Rel.	$	0.60
23901	2231	Continuing Education Program		301,389.60
23901	2552	Home Inspector Licensure		581,066.83
23901	2555	Manufactured Building		-121,175.43
23901	2556	Manufactured Building - Federal		588,419.61
		TOTALS BC 23901	**$**	**1,349,701.21**
DOI - Special Revenue - Interest Bearing - Unbudgeted				
23902	2201	Qualifications Board Fund	$	53,624.37
23902	2214	Safe Kids Grant		203,268.94
23902	2235	Fire & Rescue Journals		41,432.70
23902	2240	Fire Prevention Week		5,792.93
23902	2245	NC Hospital Foundation Grant		105,102.43
		TOTALS BC 23902	**$**	**409,221.37**
DOI - Special Revenue - Non-Interest Bearing - Unbudgeted				
23903	2313	Auto Safety Programs	$	28,045.20
23903	2332	Fire & Rescue Emergency Response		9,717.69
23903	2333	Seatbelt Safety Project		346,149.15
23903	2334	Hazardous Material Grant		28,293.18
23903	2337	GHSP-Bike QN99-13-23		-91.11
23903	2339	Shipmates Peer Monitoring		18,783.85
		TOTALS BC 23903	**$**	**430,897.96**

North Carolina Department of Insurance

(Due 03/05/01)

SURVEY OF FEES

Section 9

Jim Long **Commissioner of Insurance**

Attachment 1

Department:	INSURANCE
Budget Code:	**13900 General Fund**
Fiscal Year:	**Actual - 1999-00**

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001112	438144	Intra Agency Transfers-listed below						
11001112	438144	Intra Agency Transfers-Reallocation of Salary Expense	OSBM-606	Salary	7/1/96	Monthly	12	31,688
11001111	437990	Other Miscelleous Revenues-listed below						
11001111	437990	Other Miscelleous Revenues-Photo Copy Fees.	GS58-6-5(3)	0.50	1/1/78	Daily	330	165
11001111	437990	Other Miscelleous Revenues-Summons-ser of legal process	GS58-16-30	$10.00	10/1/89	Daily	2166	21,656
12001221	437990	Other Miscellaneous Revenue- Listed Below						
12001221	437990	Seal Fees	GS58-6-5(1)	$10.00	7/28/90	Daily	300	3,000
12001221	437990	List of Insurance Companies	GS58-6-5(1)	$10.00	8/10/99	Daily	150	1,500
12001221	437990	By-Laws/Articles	GS58-6-5(1)	$25.00	7/28/90	Daily	75	1,875
12001221	437990	Sale of Securities	GS58-18-25	$50.00	7/28/90	Daily	0	0
12001221	437990	Expansion Filings	GS58-7-155	$200.00	7/28/90	Daily	0	0
12001221	437990	Certifications-Compliance, Deposit,Similarity	GS58-6-5(1)	$10.00	8/10/99	Daily	400	4,000
12001221	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,728	8,340
12001225	437990	Other Miscellaneous Revenue- Listed Below						
12001225	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Monthly	826	413
13001332	437990	Other Miscellaneous Revenue- Listed Below						
13001332	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	254	19,932
13001332	437990	A.M. Best	Agency Agree	$200.00	7/1/92	Annual	10	2,000
13001333	437990	Other Miscellaneous Revenue- Listed Below						
13001333	437990	Photocopy Fees	GS58-6-5(3)	$0.50	1/1/78	Daily	11,146	5,573
13001334	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	6	170,100
13001334	437990	Other Miscellaneous Revenue- Listed Below						
13001334	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	N/A	15	561
13001337	435500	Fines, Penalties, Assess Fees	GS58-2-132	N/A	N/A	N/A	8	235,300
13001337	435600	Registration Fees	na	$100.00	na	As needed	112	11,200
13001337	437990	Other Miscellaneous Revenue- Listed Below						
13001337	437990	Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	33	2,087
14001441	435500	Fines, Penalties, Assess Fees	NCGS-20-309(E)	$200.00		As needed	1	200
14001441	437990	Other Miscellaneous Revenues-listed below						
14001441	437990	Other Miscellaneous Revenues-Certification Letters	GS58-6-5(3)	$10.00	na	As needed	1	10
14001441	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	As needed	15	1,110

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	434310	Sale of Publications-Candidate Guide Booklets	Agency Agreement	$5.00	7/1/89	Daily	7,482		37,410
14001442	434310	Sale of Publications-Computer Lists/Labels	Agency Agreement	$175-$275	7/1/89	Daily	119		37,901
14001442	435300005	ASI Testing Fees	GS58-33-30(e4)	$72.00	12/31/97	Semi-Monthly	8950		644,400
14001442	437990	Other Miscellaneous Revenue-listed below							
	437990	Other Miscellaneous Revenue-Certification/Clearance Letters	58-33-125(f)	$10.00	7/28/90	Daily	27,398		274,792
	437990	Other Miscellaneous Revenue-Copy Fees	GS58-6-5(a)	Varies	7/28/90	Daily	1		11
14001442	538030	Fines/Penalty/Forfeit	58-2-70(d)	$100-$1,000		Daily	10		10,000
14001443	437990	Other Miscellaneous Revenues-court restitution	NCGS 14-214 NCGS			As needed	1		26
14001444	435400020	Examiner's Travel Fee	GS58-70-5(n)	n/a	1989	Semi-Annual	34		33,835
14001444	435100022	Premium Finance Company License	GS58-35-5	$50-$1450	7/28/90	daily	209		108,865
14001444	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(a)	.50/copy	1/2/78	daily	22		295
14001444	435900	Other Lic, Fees/Permits	GS58-70-130	N/A	n/a	Monthly	12		42,050
		GS58-55-90-58-69-35	GS58-71-185						
15001552	434310	Sale of Publications-Building Codes	GS143-138	$5-$899	1/1/96	Daily	5,214		739,604
15001552	435400018	Validation Stamps/Modular Reviews and Inspections	GS143-139.1	$1-$1,000	3/1/90	Daily	3,974		488,282
15001552	435300004	Testing Agency Fees	GS143-139.1	$250-$2,500	4/1/82	Monthly	12		22,185
15001552	435300007	Inspectors-Standard Certification	GS143-151.16	$2-$20	1988	Daily	4,309		89,587
15001552	437990	Other Miscellaneous Revenues-Photocopy Fees	GS58-6-5(3)	.50/copy	1/1/78	Daily	1,128		564
15001553	538812	Mobile Homes Monitoring	Grant	$9.00/Floor Shipped $2.50/Floor Produced	5/1/92	Monthly	12		664,229
15001553	435100019	Manufact House Board License-Listed Below							
15001553	435100019	Manufacturer	GS143-143.11	$300.00	7/1/90	Daily	124		37,200
15001553	435100019	Dealer	GS143-143.11	$250.00	7/2/90	Daily	1,404		351,000
15001553	435100019	Supplemental Dealer	GS143-143.11	$100.00	7/3/90	Daily	0		0
15001553	435100019	Set-Up Contractor	GS143-143.11	$250.00	7/4/90	Daily	555		138,750
15001553	435100019	Salesman	GS143-143.11	$25.00	7/5/90	Daily	5,902		147,550
15001553	435100019	Transfer of Salesman License	GS143-143.11	$15.00	7/6/90	Daily	1,054		15,810
15001555	435900009	Special School Fees-For Training Schools	Budget Manual	$10-$45	1/12/94	monthly	0		0
15001556	438160	Transfer from Code 63900	Budget Manual	Monthly$		Monthly	12		1,349,736
15001556	538210	Reim Dual Employment	Budget Manual			Yearly	1	1	559
15001556	437990	Photocopies	GS58-6-5(3)	$0.50 per pg	1/1/78	2		$	21

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23900 Special Revenue- Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2000	433120	Interest Income-STIF	GS58-6-25(D)	STO	-	Monthly	12	518,862
2000	435500024	Insurance Regulatory Charge-Insurance Companies	GS58-6-25	7.00%	1/1/99	Qtrly	1,342	21,091,130
2001	438110	Transfer from Code 13900-Appropriation	GS2-215(c)	-	-	Yearly	1	485,000
2001	433120	Interest Income-STIF	GS2-215(a)	-	-	Monthly	12	17,619
2123	435400021	DMV Inspection Fees (Rescue Grant)	GS20-183.7	.15%	7/14/92	Qtrly	4	1,043,698
2123	433120	Interest Income-STIF	GS58-87-5	n/a		Monthly	12	52,032
2133	431100	Add Premium Tax-Rural VFD	GS105-228.5	0.33%	1/1/88	Monthly	32	2,846,328
2133	433120	Interest Income-STIF	GS58-87-1	STO	n/a	Monthly	12	171,396
20002500	435100020	Collection Agency License	GS58-70-35,45	$500.00	7/1/83	daily	478	239,509
20002500	435100021	Motor Club License	GS58-69-10,40	$50-$300	7/16/91	daily	723	46,913
20002500	435100024	Bail Bondsmen & Runner' License Fees	GS58-71-55,70,75,180	$60-$125	7/16/92	daily	1,250	151,926

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23901 Special Revenue- Non Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2122	435400021	DMV Inspection Fees (Rescue Relief)	GS20-183-7	0.10%	7/14/92	Qtrly	4	695,799
2231	435300006	Continuing Education's Fees-Listed Below						
2231	435300006	Course Approval Submissions	GS58-33-130(j)	$100.00	N/A	Daily	1,260	126,000
2231	435300006	Course Rosters Fees	GS58-33-130(j)	Varies	N/A	Daily	4,034	566,383
2231	435300006	Recertification Fees	GS58-33-130(a)	$5.00	N/A	Monthly	25,109	125,546
2552	435300	Home Inspector Fees	GS143-151	n/a	n/a	Yearly	1	220,837

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23902 Non-Budget Special Revenue- Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2201	432400	Grants (Qualification Board Grant)	143-151.20		n/a	Yearly	1	10,000
2201	433120	Interest Income-STIF	143-151.20	STO	n/a	Monthly	12	2,444
2214	432400	Grant(Safe Kid's Grant)	Grant		n/a		1	44,276
2214	433120	Interest Income-STIF	Grant	STO	n/a		12	2,105
2235	432400	Gifts and Grants (F & R Journal)	GS58-78-5(5)		n/a	Yearly	1	16,000
2235	433120	Interest Income-STIF	Grant	STO	n/a		12	2,091
2240	432400	Gifts and Grants(Fire Prevention)	GS58-78-5(12)		n/a	Yearly	1	12,000
2240	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	172
2245	432400	Grants (NC Hospital foundation Grant)	Grant		n/a	Yearly	1	116,900
2245	433120	Interest Income-STIF	Grant	STO	n/a	Monthly	12	7,057

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**23903 Non Budget Insurance Special, Non Interest Bearing**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
2313	432400	Auto Safety Programs	Grant	n/a	n/a	Yearly	0	0
2321	432400	N.C. Firemen's Association Grant	Grant	n/a	n/a	Yearly	0	0
2332	432400	Gifts and Grants (NCIIA)	Grant	n/a	n/a	Yearly	1	21,900
2333	432502	Seatbelt Safety Project (GHSP)	Grant	n/a	n/a	Yearly	1	487,610
2334	432400	Hazardous Materials	Grant	n/a	n/a	Yearly	1	25,000
2337	432400	GHSP-Bike QN99-13-23	Grant	n/a	n/a	Yearly	0	0

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19912 GF Tax-Insurance	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-2000
11001112	431100	Gross Premium/Corp. Inc. Tax-Insurance Company Gross Premium Tax	GS105-228.5	1.9% & .50%	1/1/1992 & 07/01/88	Qtrly	1853	267,230,941
13001332	431100	SurplusLines Taxes	GS58-21-85	0.05		Qtrly	693	6,136,179

SURVEY OF FEES

Department:	INSURANCE	(Due 03/05/01)
Budget Code:	19951 GF NonTax-Insurance Trf Reg Sur	
Fiscal Year:	Actual - 1999-00	

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-2000
1951	438105	Transfer from Insurance Regulatory Fund (1202-2000)	GS 58-6-25	7.00%	Jan 1,1999	Qtrly	4	22,934,906
1951	438108	Transfer from BC 13900 (One time transfer for Fy 00)	OSBPM	na	na	na	na	900,000
		Reversion of Manufactured Building fund Balance						

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**19953 General Fund-Non Tax-Insurance Lic/Fee**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H	I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections	Total Amount Collected 1999-00
11001112	435900	Filing and Examining Application for Admission-HMO	GS58-6-5(1)	$250.00	7/28/90	monthly	2	500
12001221	435900	Other License, Fees, Permits-Listed Below						298,555
12001221	435900	CCF Application Fee	GS58-64-5(b)	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Filing and Auditing Annual Statement	GS58-6-5(1)	$100.00	7/28/90	monthly	14,743	147,430
12001221	435900	Filing and Examining Application for Admission	GS58-6-5(1)	$250.00	7/28/90	Daily	100	25,000
12001221	435900	Filing other Papers	GS58-6-5(1)	$25.00	7/28/90	Daily	2,020	50,500
12001221	435900	Health Maintenance Organization Application Fee	GS58-67-160(l)	$250.00	7/28/90	Daily	40	10,000
12001221	435900	Quarterly Statements	GS58-6-5(1)	$25.00	7/28/90	Qtrly	2,025	50,625
12001221	435900	Risk Retention Group Application Fee	GS58-22-70	$250.00	7/28/90	Daily	10	2,500
12001221	435900	Surplus Lines Application Fee	GS58-21-20(C)	$250.00	7/28/90	Daily	40	10,000
12001221	435100062	Bus/Shop/Salon Permit(Company Licenses) See Below						
12001221	435100062	Surplus Lines License Fee	GS58-21-20C	$500	7/28/90	Monthly	147	73,500
12001221	435100062	Accredited Reinsurer License Fee	GS58-7-21-(6)(2)	$500.00	10/1/93	Monthly	41	20,500
12001221	435100062	CCF Annual Filing	GS58-64-30(b)	$100.00	6/12/05	Monthly	46	4,600
12001221	435100062	County Farm Mutual License Fee	GS58-6-7(a)	$25.00	8/10/99	Monthly	15	375
12001221	435100062	Fraternal Order License Fee	GS58-6-7(a)	$100.00	7/28/90	Monthly	12	1,200
12001221	435100062	Health Maintenance Organization License Fee	GS58-67-160(1)	$1,000.00	8/10/99	Monthly	25	25,000
12001221	435100062	Insurance Company License Fee	GS58-6-7(a)	$1,000.00	8/10/99	Monthly	535	535,000
12001221	435100062	Insurance Company Multiple Line License Fee	GS58-6-7(a)+c	$1,100.00	8/10/99	Monthly	688	756,800
12001221	435100062	Risk Purchasing Group License Fee	GS58-22-70	$50.00	7/28/90	Monthly	300	15,000
12001221	435100062	Risk Retention Group License Fee	GS58-22-70	$1,000.00	8/10/99	Monthly	40	40,000
12001221	435100062	Service Corporation License Fee	GS58-65-55	$1,000.00	8/10/99	Monthly	2	2,000
12001224	435900	Other License, Fees, Permits-						
13001332	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20	7/28/90	Daily	3,120	62,400
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Joint Underwrite Assoc Lic	GS105-228.4	$500-$600	7/28/90	Monthly	7	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)- Rating Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	8	4,000
13001332	435100062	Bus/Shop/Salon Permit(Company License)-Advisory Bureau License	GS105-228.4	$500-$600	7/28/90	Monthly	14	8,000
13001333	435400	Inspection/Exam Fees (Rate/Forms Filling Fees)	GS58-6-5(5)	$20.00	7/28/90	Daily	3,076	61,520

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
14001442	435500	Agent Appointment Cancellations	GS58-33-125A	$10.00	7/28/90	Qtrly	2,799		708,645
14001442	435100060	Individual Licenses (Agents Daily Licenses)- Listed Below							
14001442	435100060	Company Appointments	GS58-33-125A	$10-$75	7/28/90	Qtrly,Monthly	4,726		14,161,730
14001442	435100060	Corporate/Partnership Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	3,508		171,000
14001442	435100060	Duplicate Licenses	GS58-33-125A	$5.00	7/28/90	Daily	1,983		12,785
14001442	435100060	Limited Licenses for Car Rental Companies	GS58-33-125A	$50.00	10/1/91	Daily, 12	40		1,880
14001442	435100060	MVD Appraiser Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	269		19,545
14001442	435100060	Nonresident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	312		31,200
14001442	435100060	Pre-renewal Lists	11NCAC6A.0501	$175.00	10/1/90	12	200		35,050
14001442	435100060	Purchasing Group Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	68		3,400
14001442	435100060	Resident Broker Licenses	GS58-33-125A	$50.00/100.00	7/28/90	Daily, 12	4,313		214,860
14001442	435100060	Self-Employed Adjuster Licenses	GS58-33-125A	$75.00	7/28/90	Daily, 12	2,189		164,145
14001442	435100060	Surplus Lines Licenses	GS58-33-125A	$50.00	7/28/90	Daily, 12	233		11,710
14001442	435100060	Viatical Settlement Broker	GS58-58-42(1)	$50.00	7/28/90	Daily, 12	57		2,850

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	**63900 Insurance Trust Fund**
Fiscal Year:	**Actual - 1999-00**

(Due 03/05/01)

A	B	C	D	E	F	G	H		I
Fund Number	**Account Number**	**Fee Title/Description**	**Statutory/ G.S. Authority**	**Fee Rate**	**Date of Last Change in Fee Amount**	**Frequency of Collections**	**Total Number of Collections**		**Total Amount Collected 1999-00**
6100	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12		76,025
6100	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12		1,414,369
6100	437116001	Insurance Recovery With/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only		26,309
6100	437116002	Insurance Recovery WithOut/Fund Participation	GS58-31-10	OSFM		on losses only	on losses only		74,821
6100	434600001	Insurance Premium-Fire	GS58-31-1	*	*	**	**		2,937,501
6100	434600002	Insurance Premium-Extended Coverage	GS58-31-15	*	*	**	**		1,708,206
6100	434600003	Insurance Premium-"All Risk"	GS58-31-15	*	*	**	**		1,166,577
6100	434600004	Insurance Premium-Theft	GS58-31-15	*	*	**	**		22,347
6100	434600005	Insurance Premium-Vandalism	GS58-31-15	*	*	**	**		70,330
6100	434600006	Insurance Premium-Sprinkler Leakage	GS58-31-10	*	*	**	**		20,391
6100	434600007	Insurance Premium-Broad Form	GS58-31-15	*	*	**	**		22,084
6100	434600008	Insurance Premium-Business Interruption	GS58-31-20	*	*	**	**		15,187
6100	434600009	Insurance Premium-Extra Expense	GS58-31-15	*	*	**	**		2,939
6100	434600010	Insurance Premium-Flood	GS58-31-15	*	*	**	**		2,329
6110	433120	Interest Income-STIF	GS58-31-1	STO		monthly	12		541,280
6110	433130	Interest Income-LTIF	GS58-31-1	STO		monthly	12		374,767
6110	434600	Insurance Premium(Auto)	GS58-31-50	-	-	annual	1		7,835,856
6411	217190	Funds Held for Others (Wachovia Custodial Bank)	GS58-71-150,160	na	na	na	na		12,169,820
	* Rates vary by line of coverage and by construction, occupancy, and protection. Rates change as the Insurance Services Office (the insurance industry								
		rating organization) makes changes.							
	** Collections are annual or as requested by the State agencies or universities.								

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	63901 Insurance-Trust Firemens Relief Fund
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
6308	217190	Funds Held For Others(Fireman's Relief)	GS58-84-10	5%		annual	675		2,831,898

SURVEY OF FEES

Department:	INSURANCE
Budget Code:	63902 Voluntary Safety Workers Compensation Fund
Fiscal Year:	Actual - 1999-00

(Due 03/05/01)

A	B	C	D	E	F	G	H		I
Fund Number	Account Number	Fee Title/Description	Statutory/ G.S. Authority	Fee Rate	Date of Last Change in Fee Amount	Frequency of Collections	Total Number of Collections		Total Amount Collected 1999-00
6000	434600	Insurance Premiums	GS58-87-10	$50.00	n/a	weekly	24		1,744,934
6000	433120	STIF Interest Income	GS58-31-1	STO		monthly	12		452,853
6000	433130	LTIF Interest Income	GS58-31-1	STO		monthly	12		551,299
6000	438113	TFR Fro 13901 Approp	OSBPM	Approp	7/1/97	1	1		4,500,000

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Agent Services/Administration				
Fall/Winter 1999 Department Newsletter		85,000	$0.26	$22,029.98
Spring/Summer 2000 Department Newsletter		85,000	$0.15	$12,859.97
Fall/Winter 2000 Department Newsletter		94,800	$0.19	$17,628.42
2000 C.E. Course Catalog		55,000	$0.69	$37,950.00
Consumer Services				
1999 Guide to Automobile Coverages & Claims		10,000	$0.07	$736.00
2000 Guide to Health Insurance		10,000	$0.08	$857.00
2000 Appeals & Grievances		3,150	$0.37	$1,175.00
2000 Disaster Display Cards		330	$3.43	$1,132.00
2000 A Consumer's Guide to Automobile Insurance		5,000	$0.95	$4,766.82
2000 It Pays to be a Safe Driver		10,000	$0.09	$869.41
2000 After the Fire*		5,000	$0.60	$1,901.64
2000 A Consumer Guide to Homeowners Insurance		5,000	$1.12	$5,599.00
**** Total cost was $2990. OSFM paid balance***				
Managed Care				
Managed Care in N.C. Status Report & Analysis of 1998 Activity	58-3-191	400	$2.16	$864.56
1999 HMO Performance Report	58-3-191	10,000	$0.45	$4,514.00
1999 Managed Care Plan Handbook	58-3-191	10,000	$0.66	$6,550.00
Managed Care in N.C. Status Report & Analysis of 1999 Activity	58-3-191	500	$2.14	$1,069.44
2000 Managed Care Plan Consumer Guide	58-3-191	10,000	$1.02	$10,185.00
Financial				
1999 Continuing Care Retirement Communities Reference Guide		400	$1.62	$647.15
2000 Continuing Care Retirement Communities Reference Guide		500	$3.55	$1,776.04
After the Fire*		5,000	$0.60	$1,088.36
**** Total cost was $2990. Consumer Services paid balance***				

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
SHIIP				
1999 Cover & Binder Inserts for Training Manual		200	$0.16	$32.80
1999 Fall OnBoard Newsletter		1,300	$0.18	$231.00
1999 Counseling Report Forms		5,000	$0.06	$317.94
2000 Combo Form		5,000	$0.05	$252.30
2000 Cover & Binder Inserts for Training Manual *		200	$0.19	$38.32
2000 Gotag		10,000	$0.06	$572.40
2000 Spring OnBoard Newsletter		1,300	$0.21	$274.86
2000 Direct Mailer & Health Brochure		60,000	$0.13	$8,018.90
2000 SHIIP Brochures		10,000	$0.23	$2,310.80
2000 Minority Outreach Posters & Stands		1,500	$4.06	$6,087.58
2000 Summer OnBoard Newsletter		1,600	$0.23	$374.61
2000 Newsletter		1200	$1.46	$1,759.60
2000 SHIIP Brochures *		20,000	$0.13	$2,639.40
2000 Combo Form		10,000	$0.05	$478.72
2000 Medicare Supplement Guide		4,000	$1.36	$5,448.74
2000 OnBoard Newsletter		1,200	$1.56	$1,870.00
2000 Direct Mailer & Health Brochure *		75,000	$0.08	$6,075.00
2000 LTC Brochure		5,000	$0.07	$368.08
2001 Training Manual		300	$9.91	$2,972.97
2001 Medicare Supplement Guide **		5,000	$0.39	$1,936.75
2001 EGHP Manual **		200	$2.89	$577.89
Reprint				
****Will be ordered in the next 2 weeks***				
Manufactured Building				
1999-2000 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.67	$5,864.30
2000-2001 Directory of Licensed Manufacturers, Dealers and Set Up Contractors		2,200	$2.80	$6,152.17

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
Engineering and Codes				
1999-2000 Inspections Directory	143-151.19 (c)	750	$2.53	$1,893.50
2000-2001 Inspections Directory	143-151.19 (c)	750	$2.86	$2,127.49
1999-2000 Instructor Manuals	143-151.12 (5)	100	$70.00	$7,000.00
1999-2000 Standard Certificates	143-151.13	2,500	$0.08	$200.00
2000-2001 Standard Certificates	143-151.13	2,500	$0.08	$200.00
1999-2000 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
2000-2001 Renewal Cards	143-151.16 (b)	6,500	$0.02	$130.00
Fire and Rescue				
2000 Vol. Fire Department Fund General Assembly Report*	58-87-1	200	$9.86	$1,972.32
Update Brochure for 1999 NC Fire & Rescue Instructor Conference		3,500	$0.09	$326.44
1999-2000 Fire Officer I Workbook		1,000	$1.61	$1,613.26
1999-2000 Update ERT Brochure**	87-5	200	$0.59	$117.72
1999-2000 Incident Reporting Annual Report		2,000	$0.21	$424.37
1999-2000 Fire & Life Safety Educator Certification Manual**	87-5	200	$2.22	$443.00
1999-2000 Emergency Rescue Technician Certification Manual		200	$2.22	$443.00
1999-2000 Fire Officer I Certification Manual		200	$1.46	$291.00
1999-2000 NFA State Weekend Brochure		1,800	$0.13	$236.38
1999-2000 Instructor Level**	87-5	18,500	$0.20	$3,733.08
2000-2001 Instructor Level**	87-5	7,400	$0.25	$1,838.51
1999-2000 ERT Manual Reprint		100	$31.16	$3,115.55
1999-2000 Fire & Life Safety Education Conference Flyer Year 2000		1,800	$0.11	$201.10
1999-2000 Terrorism Conference Brochure		2,500	$0.17	$424.00
1999-2000 Sert Hurricane Operations Plan		30	$6.87	$205.97
1999-2000 Live Fire Qualification Brochure**	87-5	2,500	$0.13	$331.00
1999-2000 NFIRS Newsletter		750	$0.12	$87.21
1999-2000 Instructor Conference 2000 Brochure**	87-5	3,700	$0.18	$673.63
1999-2000 NFA Brochure		1,800	$0.23	$414.46
2000-2001 Volunteer Incentive Program Brochure		1,800	$0.29	$529.82
2000-2001 Fire & Life Safety Conference Flyer		1,800	$0.41	$740.01
2000-2001 25th Annual Fire & Life Safety Education Conference Brochure**	87-5	3,000	$0.30	$891.44

Department of Insurance
Analysis of Publications
FY 1999-2000 and FY 2000-2001

Year Printed, Division and Publication	Statutory Citation	Number of Copies	Cost per copy	Total cost
1999-2000 Reprint NFIRS 5.0 Forms**		516	$3.49	$18,000.00
2000 Directory**	87-5	2,000	$3.11	$6,229.59
2000-2001 Region 4 Trade Banner		1	$235.50	$238.50
Jan. 2001 Instructor Level Newsletter**	87-5	3,700	$0.25	$908.88
2000-2001 Fire and Life Safety Educator Lesson Plans-Level II**	87-5	50	$14.44	$721.76
1999-2000 Test Bank-Level I Firefighter**	87-5	100	$5.18	$517.51
1999-2000 Test Question Bank-Level II Firefighter**	87-5	100	$3.81	$380.61
1999-2000 Test Bank-Combination Level I and II **	87-5	100	$3.60	$359.68
1999-2000 Firefighter I and II Lesson Plans**	87-5	500	$18.45	$9,224.43
1999-2000 Fire and Life Safety Educator Lesson Plans-Level I**	87-5	50	$10.36	$518.11
1999-2000 OSHA S.O.G.'s**	87-5	100	$3.50	$349.80
1999-2000 OSHA Planning Document**	87-5	100	$2.06	$205.52
1999-2000 OSHA Standards Document**	87-5	100	$8.47	$846.94
2001 Instructor Conference Brochures**	87-5	4,200	$0.30	$1,255.04
**** Funded by Fire Grant***				
***** Funded by Rescue Grant***				

Department of Insurance
Analysis of the Use of Salary Reserve
Based on changes in Reserves 7/1/00 - 12/31/00

Fund 1100

Reason	Position Type	Number of Positions	Amount
Range Revision	Accountants	4	$ 7,531
Reallocation	Attorney	1	4,494
Reallocation	Purchasing Officer	1	1,179

Fund 1200

Reason	Position Type	Number of Positions	Amount
Reallocation	Ins. Co. Examiner	1	$ 6,335
Reallocation	Admin. Assistant	1	2,885
Reallocation	Comp. System Admin.	1	4,394
Range Revision	Ins. Co. Examiners	5	5,447
Range Revision	Programmer	2	3,462
In Range	Ins. Co. Examiners	10	22,116
In Range	Programmer	1	4,000
Promotion	Programmer	1	10,736
New Hire	Ins. Co. Examiner	1	2,861
New Hire	Computing Consultant	1	12,973
Lateral Transfer	Ins. Co. Examiner	1	510

Fund 1300

Reason	Position Type	Number of Positions	Amount
In Range	Admin. Secretary	1	$ 683
New Hire	Ins. Regulatory Analyst	2	3,759
Reallocation	Ins. Regulatory Analyst	4	12,485
Reallocation	Director SHIIP	1	1,700
Promotion	Office Asst.	1	3,379
Transfer	Program Asst.	1	2,837

Fund 1400

Reason	Position Type	Number of Positions	Amount
New Hire	Office Asst.	1	$ 1,000
New Hire	Communication Spec.	1	2,300
In Range	OSSOG	4	5,317
In Range	Admin. Assistant	1	2,337
Range Revision	Dir. Consumer	1	4,000
Range Revision	Investigators	2	1,838

Fund 1500

Reason	Position Type	Number of Positions	Amount
In Range	OSSOG	2	$ 3,012
New Hire	Fire & Rescue Training Instr.	1	3,220
Reallocation	Fire & Rescue Training Instr.	1	187

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 12, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, April 12, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, and Alma Adams, Daniel Barefoot, Mitchell Setzer, Marvin Lucas, and Gene Wilson. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

Senator Ed Warren chaired the meeting.

The meeting began with a continuation from the April 11, 2001 meeting. Commissioner Long from the Department of Insurance continued the review of the Biennial Report on page 11, Technical Services Group. (Attachment 1). A copy of the Department of Insurance General Government Sub-Committee Presentation was also distributed and is attached. (Attachment 2).

Senator Kinnard asked, how much does the taxpayer pay in insurance premiums for beach property? Beach property insurance premiums are strictly paid for by the home-owner. Some times the Federal Government (FEMA) runs a flood program subsidized by federal taxes from all over the country.

Do all of us pay higher premiums because we are subsidizing in some form or another in anticipation of floods? Yes, there is a higher premium for anticipated disaster as there is for car insurance because there is anticipated disaster cost shown by statistics.

Representative Jeffus asked: "on page 23 what does restricted mean"? The license on the HMOs in certain counties are restricted.

The review continued on page 26, with the Public Services Group.

Senator Harris asked, if he is buying a policy from a certain company, can he pull the company's status from the internet? Yes, you can see the ratios for the previous two years, financial ratings and other information.

Continuing on page 44. Senator Warren noted that 38% of the homes in N.C. are manufactured homes.

In answer to Senator Allran's questions it was stated that: Old trailer standards were not as stiff as the standards are today for modular homes.

The difference in tort claims and industrial claims is that they are two different pots of money is the answer to Senator Kinnaird question.

Senator Warren noted that three million dollars were given up by Fire and Rescue to go back to the General Fund. Any other cuts will not go to the General Fund.

In answer to a question from Senator Allran: if the insurance company goes broke, the insurance guarantee program will make up losses except for HMOs.

Senator Harris stated that in last session we appropriated $750,000 to purchase the old Sandford airport and to establish a training program for operating emergency vehicles through the community college. Is the insurance commission involved in that? This question was flagged and the information will be brought back.

Jeffus compliments the Insurance Commission for the terrific job they have done. But we are looking for some money.

The response is that the Insurance Commission is a special fund. The money already given from Fire and Rescue will go into the General Fund. No other money cut from the Insurance Commission will go into the General Fund.

Mr. Daschle reviewed the handout entitled Department of Insurance General Government Sub-Committee Presentation. He began the review on page 25 following the Organizational Charts.

Representative Adams asked are the jobs contracted? Some jobs are contracted because permanent employees are hard to attract in these jobs. The problem comes in the examination area, and they are behind. He will bring back how far behind they are.

The building discussed in the previous meeting is not available for sale. The commission is still looking for permanent housing. They will get back to Marilyn Chism with specifics on Housing for the Insurance Commission.

Sale of code books and the corresponding receipt line: 1% or 2% being $233,000 – $466,000. Those books are available from the commission and from other sources. But they would cost much more from the other sources.

The meeting was adjourned . The next meeting is scheduled for 4:00p.m. April 16, 2001.

Respectfully submitted,

Senator, Ed Warren, Chair

Delores Ledford, Clerk

Attachment # 1

North Carolina Department of Insurance

1999-2000 Biennial Report

Jim Long
Insurance Commissioner

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Department of Insurance Mission Statement

The North Carolina Department of Insurance serves the citizens of North Carolina through consumer protection and education, safety training and promotion, and regulation of specified activities and industries.

This is accomplished by:

- Assuring an optimum marketplace in which consumers can readily purchase fairly-priced insurance products from sound, responsive entities;
- Educating the public in loss prevention, safety awareness and developing life safety standards;
- Maintaining a well-managed, fiscally-responsible organization staffed by knowledgeable, courteous, professional employees.

At all times, the affairs of the department are conducted in an open, ethical manner and in the best interests of the public.

Jim Long,
Commissioner of Insurance

Company Services Group

The Company Services Group consists of five divisions: Financial Evaluation, Actuarial Services, Information Systems, Administrative Supervision, and Estate Operations.

The Financial Evaluation Division monitors the solvency of insurance companies; reviews admission of out-of-state, domestic, and surplus lines companies seeking to do business in the state and audits domestic and foreign insurance organizations.

The Actuarial Services Division assists in the review of rate, form, and statistical filings. The division also conducts actuarial studies for financial evaluation work and is involved in special projects and studies.

The Information Systems Division manages the Department's information technological resources, which include data processing, word processing, office automation, data communications and voice communications.

The Administrative Supervision Division monitors the financial condition and operations of domestic insurance companies to determine whether a troubled entity can be prevented from going into formal delinquency proceedings by returning the insurer to a sound financial condition and business practices.

The Estate Operations Division works closely with the Administrative Supervision Division to evaluate the necessity of instituting formal delinquency proceedings and to provide guidance to troubled insurers after leaving administrative supervision.

Financial Evaluation Division

The Financial Evaluation Division is comprised of the Company Admissions Section, the Financial Analysis Section, the Financial Examination Section and the Continuing Care Retirement Communities Section. The Division regulates all authorized insurers, entities that self-insure for workers' compensation, certain third party administrators, managing general agents, accredited reinsurers and continuing care retirement communities, for compliance with the solvency laws of this state. The ultimate objective of this regulation is to reduce the likelihood of any of these entities failing or to mitigate the effect of any of these entities' insolvency on the consumers of this state

Company Admissions Section

The primary responsibility of this section is the evaluation of the financial condition of insurance companies applying for initial licensing, or other type of authority to transact insurance business in North Carolina.

It is important that insurance entities meeting or exceeding the minimum requirements be licensed or authorized so that adequate and competitive markets are available to North

Carolina insurance consumers. It is equally important that any entity not meeting the minimum requirements be denied a license or authority in order to protect North Carolina insurance consumers from potential insurer insolvencies.

During the 1999-2000 biennium, insurance companies continued to demonstrate considerable interest in establishing business in North Carolina. During the last two years, 86 new applications were received.

A total of 57 insurance entities were found to satisfy North Carolina admission requirements and received initial certificates of authority during the biennium This number included the formation of one North Carolina domestic insurance company.

The section is also responsible for the initial review of insurance companies applying for eligibility for the placement of surplus lines business. The surplus lines market is for insurance products that are not readily available to consumers through licensed companies.

During the 1999-2000 biennium, the section received and reviewed 13 filings for surplus lines eligibility. Twelve new companies were found to qualify.

Additionally, the section is responsible for reviewing applications for accredited reinsurer status in North Carolina. During1999-2000, 11 filings were received and 10 companies were found to satisfy the statutory requirements.

The section is responsible for the financial review of risk retention groups filing for initial registration. It is also responsible for making the initial determination that purchasing groups satisfy the requirements for registration. These entities operate under the authority of the Federal Risk Retention Act and North Carolina Insurance Statutes governing liability risk retention. The federal act permits risk retention groups and purchasing groups to provide certain types of liability insurance coverage to their members if the group is properly licensed in at least one state and files certain minimal financial information with each state in which it desires to do business.

We have required as much information as allowed under the federal act in order to evaluate the merits of risk retention group filings. North Carolina statutes require a purchasing group to buy its coverages from an insurance company that is either licensed or eligible for surplus lines business in this state.

During the biennium, six filings for initial registration were received from risk retention groups and 98 initial filings were received from purchasing groups. Seven risk retention groups and 91 purchasing groups received initial registration during the period.

Financial Analysis

The primary responsibility of this section is to monitor the solvency of all insurance organizations authorized by the Department. Monitoring the financial condition of insurance organizations is accomplished by reviewing the financial position and operating results of each insurance organization through financial analysis systems that encompass

annual and interim financial statements and other financial data. A conclusion is reached on the financial health of each insurance organization and the required steps are taken to safeguard the interests of North Carolinians. The financial analysis process utilizes the database and programs of the National Association of Insurance Commissioners and systems, which have been developed in-house.

The section also:

Processes renewal license applications of insurance organizations, and oversees corporate changes in insurance organizations. (i.e. acquisitions, mergers, dissolutions, charter changes, bylaw changes, and Holding Company Act filings).

In addition, Financial Analysis oversees the administration of security deposits from insurance organizations. These deposits are required of insurance organizations for the protection of policyholders. The funds are maintained by Wachovia Bank, N.A. under a safekeeping agreement and total approximately $500 million at present. Most of the functions of the collateral securities program are computerized, allowing rapid processing of transactions and better monitoring of the quality of securities on deposit.

Performance Indicators

	1999-2000	1997-98
Insurance organizations regulated	2,145	2,095
Financial statements analyzed	13,362	12,902
Audited financial statements reviewed	1,523	1,495
Insurer licenses suspended	8	9
Insurer licenses revoked	7	8
Administrative actions	72	73
Securities on deposit for policyholder protection	$500,000,000	$470,000,000
Requests for authority to sell securities	32	149
Certificates of good standing, deposit, etc., processed	5,000	4,000

Financial Examination

This section serves as a complement to Financial Analysis. The section conducts varying types of audits ranging from full examinations to examinations of very specific issues. The latter usually involves the resolution of issues that can not be resolved during the financial analysis process. Practices and procedures have been developed by this section, the Financial Evaluation Division, and the National Association of Insurance Commissioners (NAIC).

In Fiscal Years ending June 30, 1999 and June 30, 2000, the section issued 66 examination reports on domestic companies.

Application software sub-licensed from the NAIC is used to perform examination procedures. Also, the NAIC has endorsed audit software that will assist in automating the entire exam process. North Carolina is one of 33 states currently using or implementing this software.

Automation is of great importance, however, technological advances and the development of more sophisticated software requires the section's commitment to maintain our hardware and software current.

Communication with the office and the NAIC is an important part of the examination process. Examiners have electronic access to both the office and to the financial information of insurance entities through the NAIC. The ability to communicate effectively while on-site is critical to conducting an efficient and effective examination.

Continuing Care Retirement Communities

The Continuing Care Retirement Communities Section has responsibility for the registration, disclosure, contracts, and the financial monitoring requirements of continuing care facilities in North Carolina. Continuing Care Retirement Communities (CCRCs) are entities that provide lodging or independent living combined with health-related services under a contract for the life of the individual, or for a period in excess of one year. The section provides financial oversight and licenses these entities. Additional safeguards for facility residents and prospective residents are provided through the oversight of disclosure statements.

There are 47 licensed CCRCs in North Carolina and six under development. Currently there are over 14,000 senior adults residing in North Carolina CCRCs.

On an annual basis the section reviews the disclosure statement, contract and audited financial statements for all licensed CCRCs. In addition, the section works with providers/sponsors who are currently developing, or interested in developing new CCRCs in North Carolina for compliance with statutes and rules.

The section is also responsible for reviewing the financial statements for Third Party Administrators Risk Retention Groups and Multiple Employer Welfare Arrangements.

Actuarial Services Division

Actuarial Services assists other Department of Insurance divisions in regard to all aspects of actuarial science. Divisions that receive actuarial assistance include the:

- Consumer Services Division with consumer complaints on rate increases and with general questions concerning insurance;

- Property and Casualty Division in reviewing rate filings, loss cost filings, form filings and statistical filings
- Financial Evaluation Division with reviewing Actuarial Opinions and Memorandums, reviewing of HMO claim reserves and various ad hoc projects;
- Field Audit Division with various claim reserve and proper accounting of reserve items;
- Managed Care Division in regard to the licensing of new HMOs and the review of expansion and material modification requests;
- Life and Health Division with reviewing individual accident and health insurance and HMO rate revisions and with the review of unusual life, annuity and health insurance products.

Other government agencies that have received actuarial assistance include the:

- State Health Plan with review of all rates submitted by HMOs;
- General Assembly's Research Division with cost estimates on proposed health and life insurance legislation and various ad hoc projects relating to actuarial science.

Life and Health Section

This Division's review of individual accident and health rate change requests has saved consumers, covered under such policies, $7 million in 1999, and $5.2 million year in 2000. Since the Division's review of rates began, consumers have realized savings of approximately $53.2 million as of December 2000.

During the biennium, Actuarial Services collected data and evaluated the impact of mandated reductions in the credit life and accident & health insurance prima facie rates. The combined savings to consumers purchasing credit insurance, is approximately $56.1 million in 1998, and $57.6 million in 1999. Since 1988, the first year of an evaluation of a prima facie rate reduction, consumers have realized savings of approximately $415.2 million as of December 1999.

Actuarial Services annually reviews the Medicare supplement insurance refund calculations submitted by insurance carriers. All carriers were correctly performing the calculations and no refunds were made for calendar 1999. The Division continues to review all Small Employer Group actuarial rate certifications to assure compliance with the Small Employer Group Health Coverage Reform Act.

Actuarial Services also assists in the review of licensing MEWAs and the review of their specific and aggregate maximum net retention level. During the biennium Actuarial Services' review of renewal licensing applications resulted in some MEWAs either increasing their surplus to accommodate their specific maximum net retention levels or lowering their specific maximum net retention level.

Property and Casualty Section

Actuarial Services works closely with the Property and Casualty Division in reviewing rate filings, loss cost filings, form filings and statistical filings. Actuarial Services has been heavily involved in private passenger automobile rate filings, workers compensation filings, self-insured compensations funds, and discussions with the North Carolina Rate Bureau on hurricane models for possible use in homeowners filings. The Actuarial Services Division strives to maintain rates that are not excessive to policyholders, yet adequate so as to provide a reasonable profit to companies and to protect their solvency.

The Division helped save drivers in North Carolina approximately $124.4 million from the 1999 Private Passenger Automobile Rate Filing as a result of a settlement and consent order. The North Carolina Rate Bureau had filed for a 5 percent decrease but settle for a decrease of 9.5 percent. Additionally, as a result of the settlement, an estimated $250 million from funds held in escrow for the 1994 private passenger filing (plus an estimated $125 million of interest) was refunded to the policyholders of North Carolina. Further, the North Carolina Rate Bureau agreed not to file any private passenger automobile rate changes in 2000.

The Actuarial Services Division reviewed a request by the North Carolina Rate Bureau for an increase in workers' compensation loss costs of 3.4 percent in 1999. The Bureau settle for no change in loss cost levels saving policyholders approximately $24.5 million. As a result of continuing trends an increase of 4.6 percent was approved in 2000. Additionally the Actuarial Services Division has annually reviewed more than 100 loss cost filings for individual companies during this biennium. The Division has reviewed the rate structure for every one of the self-insured groups domiciled in North Carolina and has assisted the Financial Evaluation Division in the financial review of these groups.

The North Carolina Rate Bureau filed for an increase of 15.6 percent in homeowners rates, an increase of 10.7 percent in dwelling fire rates, and an increase of 14.9 percent in extended coverage during this biennium. The Actuarial Services Division helped negotiate these filings resulting in the Commissioner ordering increases of 4.3 percent in homeowners and dwelling fire rates and an increase of 6.1 percent in extended coverage. The savings to policyholders totaled $84.1 million for these filings.

In addition to these activities, this Division has reviewed hundreds of rate filings, loss-cost and loss-cost adoption filings for commercial lines of insurance.

Information Systems Division

The Information Systems Division deals with high-technology issues and equipment in support of the Department's regulatory function. This activity, known within state government as "information resources management" (IRM), includes voice, image and data

processing equipment and software, as well as telecommunications systems such as two-way radios, telephones and facsimile equipment.

Day-to-day responsibilities include programming, operating, planning, and managing a cluster of local area network (LAN) servers connected via the state's wide area network; and providing support for the Department's microcomputers. Internet email connects our staff with all other state departments of insurance and National Association of Insurance Commissioners (NAIC) staff; other state government agencies; numerous private insurance companies; and other Internet addresses worldwide. The Information Systems Division is directly responsible for developing an integrated client/server application system on the network: consumer complaint tracking and analysis, company licensing, property and casualty rate and forms filings, and life and health rate and form filings.

Staff of the Division also work with computer programmers at State Information Processing Services (SIPS) to maintain and develop major software systems for the Department's Agent Services Division. Other smaller applications include fire incident reporting and an inventory of state property, which is self-insured by the Department.

The Information Systems Division also consults with the Department's line divisions regarding technology planning. Information Systems is the Department's representative on the Chief Information Officers Council at ITS, and represents Commissioner Long on the Information Resources Management Commission as required. Similarly, the Division exercises approval authority over all acquisitions of information and technology resources such as telephones, radios, computers, software, services, and maintenance contracts.

Under the state's revised IRM structure the division will continue to perform the lead role within the Department for integrated information technology planning and management.

Administrative Supervision Division

The Administrative Supervision Division was formed in 1992 to increase regulatory scrutiny over potentially troubled insurance entities domiciled in North Carolina. The primary responsibility of this Division is to closely monitor the financial condition and operations of domestic insurance entities deemed to be in a potentially hazardous financial condition. The ultimate goal of this Division is to determine whether a troubled insurance entity can be prevented from going into formal delinquency proceedings and returned to sound financial condition and good business practices.

Examples of close monitoring procedures performed by this Division include:

- financial analyses of annual and interim financial statements and other financial data, including holding company and affiliated company data;
- initiating, monitoring and enforcing workout plans designed to correct deficiencies causing the hazardous financial condition;
- targeted financial and operational examinations;
- formal administrative supervision proceedings designed to protect insurance company assets through a workout period.

Potentially troubled insurance companies are transferred to the Administrative Supervision Division via interaction with the Financial Evaluation Division and other divisions of the Department of Insurance.

Estate Operations Division

The Estate Operations Division works closely with the Administrative Supervision Division to evaluate the necessity of instituting formal delinquency proceedings and to provide guidance to troubled insurers after leaving administrative supervision. The unit's ultimate goal is to rehabilitate and/or liquidate troubled and insolvent insurers in order to protect and preserve, to the maximum extent possible, the remaining assets of the insurer for the benefit of the company's policyholders, creditors and the public.

The Estate Operations Division manages the financial and operational affairs of domestic insurance entities placed into receivership. Examples of specific duties performed include:

- marshaling assets, pursuing asset recoveries and liquidating assets of companies in receivership to the maximum benefit of policyholders and other creditors;
- managing the operations of the various departments of the insurer through a runoff period including claims, underwriting, policyholder service, data processing, accounting, and personnel;
- coordinating relationships and issues involving the various state guaranty associations called upon to pay policyholder claims;
- providing litigation support services and coordinating relationships and issues involving federal and state investigative agencies outside of the Department of Insurance.

Technical Services Group

The Technical Services Group is comprised of the Property and Casualty Division, Market Examinations Division, Life and Health Division, Seniors' Health Insurance Information Program and the Managed Care and Health Benefits Division. The work performed by divisions in this group work with centers on policy issues, taking into consideration how they are implemented in insurance products, and day-to-day company operations.

The Property and Casualty Division's primary responsibility is the review of rate, rule and policy form filings relating to property and casualty coverages. These filings are made by insurance companies, statutory bureaus and licensed rating organizations.

The Life and Health Division is responsible for the review and approval of rate, rule and policy form filings submitted by life and health insurance companies and issuance of licenses for third party administrators.

The Market Examinations Division conducts field examinations of the market practices of domestic and foreign insurers and their representatives.

The Seniors' Health Insurance Information Program's (SHIIP) primary function is to train adult volunteers to help older adults through the maze of Medicare regulations, Medicare supplement insurance, long-term care insurance and claims procedures. In recent years, Medicare's move toward managed care options has led SHIIP to develop new training courses. Recently, there has been an increased interest in long-term care, and the need for information on this product has grown. SHIIP's ability to increase its activities and effectiveness depends on collaboration with numerous state, county, and federal agencies, as well as community organizations.

The Managed Care and Health Benefits Division (MCHB) was established in 1992 to monitor and regulate the activities of managed care entities such as health maintenance organizations (HMOs) and managed care indemnity health insurers, including their arrangements with Preferred Provider Organizations (PPOs), and Multiple Employer Welfare Arrangements (MEWAs). The Division's emphasis is on how company activities affect consumers in North Carolina. The MCHB Division accomplishes its work through several types of activities: market practice examinations of companies; review of document filings required of companies; and data collection, analysis and reporting.

Property and Casualty Division

This Division licenses rating organizations, advisory organizations and joint underwriting associations, along with reviewing rate, rule and policy form filings made by these entities. In addition, this Division reviews the rates, rules and forms for the North Carolina Rate

Bureau, North Carolina Reinsurance Facility, Beach Plan, Fair Plan and licensed property and casualty insurance companies.

State law permits insurance companies that are unlicensed to write insurance on risks in this state as "surplus lines" companies provided there is compliance with applicable statutes and rules. Surplus lines taxes are the responsibility of specially licensed agents. This Division receives and reviews the tax forms submitted by these agents.

Premium Taxes

	No. of Policies	Premium	Tax generated
1999	48,248	$111,075,829	$5,583,796
2000	53,681	$130,845,741	$6,542,287

Filings Review

Because this Division's primary responsibility is the review of forms, rules and rates, filings must be carefully analyzed. During 1999-2000, a total of 19,045 filings were reviewed.

Forms, Rules and Rates Reviewed

	Companies and Organizations
1999	10,193
2000	8,852
Total	**19,045**

Rate Deviations

Under the jurisdiction of the North Carolina Rate Bureau, State law allows companies to file rate deviations (discounts) on coverages such as private passenger automobile, homeowners, mobile homeowners and dwelling fire. A typical deviation would be lower auto insurance premiums for autos with anti-locking brakes.

New Rate Deviations

	HO	Dwelling/Fire	Auto	Combined Auto/HO
1999	42	10	24	0
2000	64	5	95	0

Workers Compensation

A significant number of large deductible plans and scheduled rating plans have been approved for individual companies as the market continues to remain stable and competitive. This may be attributed to the introduction of loss costs in ratemaking, use of managed care plans, implementation of drug-free workplace plans and increased use of loss

control programs. For example, the number of companies filing a drug-free premium credit has increased. Credits start at 5 percent. It applies to North Carolina employers who establish a drug-free workplace, supported by drug testing.

Workers Compensation Loss Costs Filings

	NC Rate Bureau	Residual Market	Individual Company
1999	1	1	47
2000	1	1	114

Workers Compensation Rates 1985-2000

Filing Year	Rate Requested	Rate Implemented	Statewide Premium	Employer Savings
1985	12.90%	7.50%	$289,077,233	$15,610,171
1986	12.80%	5.80%	$363,134,574	$25,419,420
1987	16.80%	15.90%	$419,796,824	$3,778,171
1988	(No Filing)	(No Filing)	(No Filing)	(No Filing)
1989	16.80%	9.00%	$509,210,148	$39,718,392
1990	29.30%	18.90%	$541,485,184	$56,314,459
1991	41.80%	15.80%	$575,129,570	$149,533,688
1992	40.30%	33.00%	$650,405,437	$47,479,597
1993	15.5	9.30%	$865,000,000	$53,630,000
1994	(No Filing)	(No Filing)	(No Filing)	(No Filing)
1995	-15.00%	-15.00%	$603,000,000	$92,259,000
1996	-14.00%	-14.00%	$511,000,000	$70,000,000
1997	-13.70%	-13.70%	$559,055,900	$0
1998	-1.10%	-1.10%	$551,425,191	$0
1999	3.40%	0.00%	$719,538,435	$24,464,307
2000	4.60%	4.60%	$719,538,435	$0
			Total	$578,207,205

Private Passenger Auto Rates 1984-2000

Filing Year	Rate Requested	Rate Implemented	Consumer Savings*
1984	3.90%	-0.20%	$23,535,607
1985	20.80%	10.40%	$69,767,852
1986	12.20%	1.00%	$98,010,197
1987	4.10%	1.00%	$36,525,296
1988	6.40%	4.30%	$23,917,914
1989	4.10%	-6.10%	$127,768,278
1990	9.60%	4.00%	$77,400,316
1991	9.60%	4.00%	$83,191,330
1992	-4.20%	-6.10%	$28,537,119
1993	(No Filing)	(No Filing)	(No Filing)
1994	17.70%	4.40%	$418,072,648
1995/96	6.10%	5.50%	$12,771,921
1997	5.50%	0.00%	$126,000,000
1998	7.20%	0.00%	$170,000,000
1999	-5.00%	-9.25%	$124,369,047
2000	Rate Review (No Change)	Rate Review (No Change)	$0
		Total	$1,419,867,525

Private Passenger Automobile Program: The Private Passenger Non-Fleet Auto policy underwent some changes effective October 1999 including reduced liability for payments from workers' compensation or disability law and extending coverage to expenses incurred by an insured for emergency first aid to others.

Changes in Auto Insurance Rates

- **Year 2000 Auto Insurance Settlement:** As a result of Auto insurance settlement in March 2000 between the Commission of Insurance and the companies writing auto insurance in North Carolina, insurance rates began dropping an average of 9.25 percent statewide with Sept. 1 renewals. These lower rates are effective through at least Oct. 1, 2001.

  Additionally, policyholders who were charged rate higher than that approved by the Commissioner during the policy period of Jan. 1, 1995, through Dec. 1, 1996, will

receive a refund between Sept. 1 and Dec. 1, 2000. If an insurance company discounted its rates (deviations), there may not be a refund. The refunds apply to private passenger automobile policies that are not in the Reinsurance Facility (high-risk pool) and to policies that are in the Facility but have no insurance points.

All refunds of more than $5 were to be made. They are applied to unpaid premiums on a policy, and if the premium was financed they were to be mailed to the premium finance company.

- **Minimum Required Limits Increase:** As of July 1, 2000, the minimum required automobile liability insurance coverage amounts increased as a result of an act of the General Assembly. Minimum limits that must be carried are now $30,000 bodily injury coverage for each person; $60,000 total bodily injury for all persons in one accident; and $25,000 for property damage. From 1980 until 2000 they were $25,000 bodily injury coverage for each person; $50,000 total bodily injury for all persons in one accident; and $15,000 for property damage.

  This increase in minimum required amounts will likely result in a four percent increase in bodily injury rates and a two percent increase in property damage rates for those policyholders who carry the minimum required amounts.

Other Significant Issues this Biennium

Hurricane Deductibles: As the availability problem for property insurance continues in the coastal areas, companies began to file hurricane deductibles. The Department has approved hurricane deductibles for commercial properties; but not for residential properties. Approval of a hurricane deductible for residential properties is expected in early 2001. The hurricane deductibles apply when the storm system is first declared either a Tropical Storm or Hurricane, and ends 24 hours after the storm system falls below Tropical Storm wind speed levels. Most provide deductible percentage options of 1 percent, 2 percent, 3 percent or 5 percent.

North Carolina Insurance Underwriting Association (Beach Plan)

Beach Policies Only				
Year	Premiums	% of Change	Policies Issued	% of Change
1995	$14,844,286.00	9%	18,135	7%
1996	$16,237,766.00	9%	19,113	5%
1997	$18,341,586.00	13%	21,140	11%
1998	$21,097,303.00	15%	22,914	8%
1999	$23,444,364.00	11%	24,350	6%
2000	$24,756,351.00	6%	28,033	15%

Wind and Hail Policies Only (Beach Area)				
Year	Premiums	% of Change	Policies Issued	% of Change
1995	$6,911,128.00	52%	7,154	31%
1996	$8,134,454.00	18%	8,368	17%
1997	$9,960,940.00	22%	9,951	19%
1998	$12,170,872.00	22%	11,408	15%
1999	$15,110,059.00	24%	13,662	20%
2000	$17,825,660.00	18%	15,068	10%

Wind and Hail Policies Only (Coastal Area)				
Year	Premiums	% of Change	Policies Issued	% of Change
1995	0	0%	0	0%
1996	0	0%	0	0%
1997	0	0%	0	0%
1998	$788,299.00	0%	1,921	0%
1999	$2,477,547.00	214%	5,628	193%
2000	$5,989,270.00	142%	9,712	73%

Total Beach Plan				
Year	Premiums	% of Change	Policies Issued	% of Change
1995	$21,755,414.00	19%	25,289	13%
1996	$24,372,220.00	12%	27,481	9%
1997	$28,302,526.00	16%	31,091	13%
1998	$34,056,474.00	20%	36,243	17%
1999	$41,031,970.00	20%	43,640	20%
2000	$48,571,281.00	18%	52,813	21%

Medical Malpractice: The medical malpractice market continues to remain competitive. There have been increases in rates for medical malpractice, which includes physicians' and surgeons' coverage and hospital professional liability. There has been a significant increase in requests for copies of approved form and rate filings for medical malpractice companies. This industry is beginning to operate in a harder market, and significant increases are expected in rates for both Physicians and Surgeons and Hospital Professional Liability.

Crop-Hail: The Crop-Hail Insurance Industry experienced heavy losses in the 1999 crop season.

The top 20 states for Crop-Hail wrote $485,704,731 in premiums, paid $382,795,603 in losses and incurred a loss ratio of 78.81 percent. North Carolina ranked sixth in premiums, had the worse loss ratio of the 20 states due mainly to Hurricane Floyd. North Carolina's loss ratio for 1999 was 294.91 percent. This caused significant rate increases for the 2000 Crop-Hail season in North Carolina.

Technology: The Property and Casualty Division has utilized technology to improve its operations. An internal file management, tracking, and scanning system will provide more useful information to consumers, the industry, and for internal use. The Department is also participating in a national electronic filing system for rates and forms that was developed by the National Association of Insurance Commissioners (NAIC). In 2000, the Division also implemented a fully electronic, web-based system for surplus lines agents' reporting, and billing for surplus lines taxes.

Life and Health Division

The 1999-2000 biennium has been a period of steady activity for this Division.

Health Insurance Issues

Many of the Division's efforts have concentrated on health insurance issues. These activities were a result of the public's interest in making health insurance more accessible and the continued growth of uninsured persons in North Carolina.

Division staff continued to implement NC statutes, which comply with the requirements of the Federal Health Insurance Portability and Accountability Act of 1996, known as HIPAA. The law makes all group health insurance plans "guaranteed issue," and increases the "portability" of all health insurance plans.

In order to determine the effect of the law of access to health insurance in North Carolina, Division staff completed in 2000 an analysis of the impact of the law. The report determined that limits on guaranteed access to health insurance remain a significant problem. Only a narrowly defined group of persons known as "eligible individuals" have the right to guaranteed access. Additionally, the analysis concluded that carriers are not actively marketing to these "eligible individuals".

The price of insurance remains a significant problem for those persons who have access to it, because these insurance reforms do not regulate cost. Research also indicated that although carriers must insure all members of a group, they can and do reject the entire group if individual members are considered high risk. There continues to be no evidence of a mass exodus of insurers from the state following the enactment of HIPAA.

Life Insurance Issues

New life insurance products have been developed during this biennium as this product is increasingly being sold as an investment, rather than strictly as a method of protecting beneficiaries. Life insurance companies are developing policies, which can compete with other investment vehicles, including annuities. The increasing entry of banks into the sale of insurance is fundamentally changing the way in which states and the federal government regulate insurance and banking.

Concerns have recently arisen regarding the use of viatical-type contracts by persons who are not terminally or chronically ill. Contracts to sell life insurance are being offered to healthy persons, the low-income elderly, and investors. These are known as "life settlements." This raises significant issues regarding the appropriateness of these transactions, because they may induce persons to unwisely sell their life insurance for an immediate financial gain, leaving their beneficiaries nothing.

Division staff assisted the National Association of Insurance Commissioners (NAIC) in developing a new model for viatical legislation, and is considering proposing the model as a basis for a revision of North Carolina's viatical statutes at the 2001 session of the General Assembly. That revision would bring "life settlements" under state regulation. It would also respond to the more sophisticated investment methodologies now used to finance these transactions.

Form and Rate Filings

Nationally, insurers are calling for state insurance departments to speed up the review process for rates and policy forms, as well as achieve a higher level of uniformity from state to state. These requests are valid with respect to insurers' need to be able to compete in a national market and in an industry that has changed because of Congress' financial modernization efforts. However, appropriate regulation should not be sacrificed in the name of competition

The Division has worked steadily to speed up its review process during the 1999-2000 biennium and to make the rules by which products are reviewed more understandable for filers. The Division continued to update its Filers Guide found on the Department's Web site. The Guide contains a comprehensive overview of the statutes and rules applied by the Division in reviewing the insurance products it regulates.

In addition, during 2000 the Division began to pilot use of a national electronic filing system developed by the NAIC and known as SERFF. The system also enables a filer to electronically submit a product for review at a central site, which transmits it to all states in which it will be sold. The system, when fully operational will simplify filing for carriers and speed the review process as well. Finally, as part of the review process, the Division had reduced the period of time it takes analysts to respond to filings and filing related inquiries to an average of 9.3 days during the last six months of 2000.

The Division reviewed a significant number of complex form and rate filings during the 1999-2000 biennium. New products, many of which contain innovative and complex provisions, were submitted to the Life and Health Division analysts for review. The health insurance industry responded to increasing concern about costs, increasing marketplace competitiveness, the growth of the managed care industry and increasing pressure to provide insurance for the uninsured.

Life and Health Form and Rate Filings

	Forms Filed	Rates Filed	Total Filed
1999	16,678	704	17,382
2000	13,381	2,137	15,518

Third Party Administrator Licenses

	Issued	Registered
1999	206	62
2000	189	72

Seniors' Health Insurance Information Program

The Seniors' Health Insurance Information Program, known as SHIIP, was established in 1986 in response to an increased number of calls, letters and complaints from older North Carolinians confused by their health insurance options.

The activities and duties performed by SHIIP provide a valuable service to the state's senior population. SHIIP's primary objective is to educate the public on seniors' health insurance concentrating on Medicare, Medicare supplements, managed care and long-term care insurance. SHIIP also provides information to Medicare beneficiaries on the Medicare+Choice options approved by Congress as a result of the Balanced Budget Act of 1997 and the Balanced Budget Refinement Act of 1999.

SHIIP educates the public using a three-tier approach:

- by training volunteer counselors in all 100 counties of North Carolina to educate and counsel their peers on seniors' health insurance,

- by operating a toll-free hotline from the Raleigh SHIIP office, and
- by developing educational materials for use by consumers.

Since its creation SHIIP has trained more than 8,000 senior volunteers who undergo an extensive 24-hour training course to serve as SHIIP counselors. Currently there are 1,083 trained SHIIP volunteers covering all 100 counties in the state. SHIIP Education Specialists conducted 20 training programs in 1999 and 25 in 2000, training a total of 381 volunteers. As a result of this training, SHIIP volunteers documented cash savings to clients of $194,576 in 1999, and $273,800 in 2000. In addition to individual counseling SHIIP received 65,098 calls on the toll-free hotline during 1999-2000.

SHIIP creates a number of consumer publications on a yearly basis including the *Medicare Supplement Comparison Guide,* the *Guide to Long-Term Care Insurance in North Carolina* and *Getting Off to a Good Start With Medicare*. The Division also serves as a clearinghouse for many Health Care Financing Administration publications.

SHIIP is coordinated in each county through an existing human service agency such as a Council on Aging office, a Senior Center, or a Cooperative Extension office. These agencies serve as sponsors and provide important continuity, an available point of access and are models for interagency cooperation. Currently there are 118 SHIIP sponsors in our state.

SHIIP Achievements:

- Received the Health Care Financing Administration (HCFA) *Beneficiary Services Certificate of Merit* from HCFA in July, 2000;
- Selected as a SHIPMates "mentor" state by the Health Care Financing Administration and the National Association of State Units on Aging due to "demonstrated experience and program strength";
- Played a vital role in the *Remembering When* project with the Department of Insurance's Office of State Fire Marshal to train seniors to present fire and fall safety programs;
- Coordinated and participated in two statewide van tours (November, 1999 and October, 2000) to provide public forums on Medicare and health insurance issues in 20 cities;
- Produced a monthly consumer column for 111 newspapers and newsletters across North Carolina;
- In cooperation with the N.C. Division of Aging, developed a video and training package explaining long term care options in North Carolina;
- Updated the *Employer Group Health Plans and Related Issues* training module for volunteers;

- Distributed *Medicare Changes and Options,* which targets all Medicare beneficiaries and details changes in Medicare due to the Balanced Budget Act of 1997 and the Balanced Budget Refinement Act of 1999;
- Continued its direct mailer project that distributes information about SHIIP's services to all North Carolinians just prior to their 65th birthday.

Market Examinations Division

The Market Examinations Division was created to monitor insurance company market practices, especially as they affect consumers. The examination methods employed by the Division are based on a program developed by the National Association of Insurance Commissioners (NAIC). By agreeing to pilot the NAIC program, North Carolina became the first state in the nation to conduct market examinations along the lines promulgated by the NAIC.

Beginning in 1997, the Division initiated efforts to review examination processes for possible automation. Priorities were placed on automating examination processes by developing software capable of completing complex calculations necessary for completing the examination process. Additionally, the Division implemented the use of audit command language software that will eventually lead to 100% testing of areas subject to examination, such as claims processing and underwriting and rating reviews. This automation review process is an ongoing project. These combined automation efforts will result in increased review of company operations, allow examiners to spend more time on potential problem areas rather than "routine" tasks, and also result in substantial savings to the State since more work can be done in our offices rather than at company offices.

The Division, which monitors the activities of foreign and domestic insurance carriers operating in North Carolina, is divided into five regular examination teams. Two teams are assigned to review life and health companies and three teams to review property and casualty companies. Each team is capable of responding to special problems or concerns related to company practices.

Examinations are conducted on a regular rotation so that all companies domiciled in North Carolina and dominant foreign companies are examined on a five-year cycle.

Examinations are divided into three categories: general, compliance and target. The three types of examinations require distinct protocols to ensure that companies are treated fairly and without prejudice or unfair discrimination.

The most common examination type is the general examination; however, with new legislation, target examinations are having a larger impact on Division operations. One type of target examination the Division will be implementing fiscal year 2000 and 2001 will be the specialized examination to review property and casualty companies for compliance with the Commissioner's orders to refund premiums that were deemed excessive to

consumers who purchased private passenger automobile insurance during the years 1995 - 1997. The Division will rely greatly on automated processes to conduct this target examination on premium refund. It is anticipated that this review will be completed in late 2001.

Upon completion of the examination, and after a report has been submitted to the Commissioner of Insurance, the company is required to take action on all areas of concern referenced in the report.

Market Conduct Examinations

Year	General	Compliance	Target
1999	21	7	0
2000	23	10	0

Managed Care and Health Benefits Division

The Managed Care and Health Benefits Division was established in 1992 to monitor and regulate the activities of managed care entities, including health maintenance organizations (HMOs); preferred provider organization benefit plans (PPOs); managed care indemnity health insurers; and multiple employer welfare arrangements (MEWAs). The Division's emphasis is on how company activities affect consumers in North Carolina.

Managed care introduced to the health care delivery system unique company, consumer and provider obligations not inherent in traditional indemnity insurance. In order to deliver the cost controls demanded by purchasers and consumers, managed care organizations apply a broad array of policies and techniques that have tremendous impact on consumers. These include requirements relating to provider networks, as well as programs and policies that insureds and their treating providers must follow as a condition of coverage for services.

The techniques employed by managed care plans to promote quality care and eliminate unnecessary care can also result in the inappropriate denial of coverage for services promised under an insured's policy. Thus, the Department's traditional regulatory oversight of company marketing practices, treatment of policyholders and solvency are expanded to include those systems that are unique to managed care plans.

The Division has played a pivotal role in the development of a comprehensive regulatory framework for managed care plans in North Carolina. In October 1996, regulations were implemented to establish industry standards and departmental oversight of plans' health care provider network arrangements and HMO's Quality Management Programs.

In 1997, the Department developed legislation that strengthened requirements for plans' Utilization Review Programs; established a standardized two-step process under which all health plans must consider plan member appeals and grievances; defined plan requirements for making coverage determinations; strengthened the Department's ability to take action

against non-compliant HMOs; and greatly expanded the amount and types of information to be provided by health insurers to current and prospective insureds. Through these and other achievements, North Carolina consumers now enjoy most of the managed care protections currently proposed in federal managed care reform legislation.

The Division accomplishes its work through several types of activities: market practice examinations of companies, review of company filings and the collection and analysis of data. These activities are discussed below.

The Division's examination program provides for examination of each HMO on at least a triennial basis, and includes review of the non-financial aspects of company operations, including management and control, provider network development and credentialing, utilization management programs, quality management activities, third-party contracting arrangements, marketing, member services and claims payment, and underwriting practices. Examinations last two to eight weeks, depending on their type and areas covered.

General examinations entail comprehensive review of policies, procedures and practices in all operational areas of the company. Compliance examinations are designed to ascertain whether the company has taken corrective action to address problems found during the previous general examination.

The Division is also responsible for reviewing filings for an HMO certificate of authority. These reviews are conducted in consultation with others in the Department, including the Life and Health Division, Actuarial Division and Financial Evaluations Division, and include review of applicant companies' planned operations, as well as an on-site pre-licensure examination. When resources permit, a licensure follow-up examination is conducted approximately 12 months after a new HMO has been licensed. The purpose of follow-up examinations is to ensure that actual operations are in accordance with that proposed in the licensure application, as well as to review company policies and procedures relating to areas addressed in law or regulations.

HMO Examinations and Licensure Summary

Year	HMOs	General Exams	Compliance Exams	Pre-Licensure Exams	Follow-up Exams	Target Exams
1999	28 (6 restricted)	7	3	1	1	5
2000	24 (7 restricted)	2	7	0	0	0

Beginning in 1999, the Division added PPO benefit plans to the examination program. The examination of PPOs includes review of the managed care aspects of the company's operations, including provider networks, utilization management, member services and marketing. The initial round of PPO examinations are conducted as a learning tool for companies, enabling them to bring their operations into compliance with all applicable

laws. In 1999, the Division completed one PPO examination and during 2000, 12 PPOs were examined.

The review of form health care provider contracts used by HMOs and managed care indemnity health insurers is performed to establish compliance with regulations pertaining to carriers' responsibilities for arranging the provider networks to which insureds are directed and to determine compliance with regulations governing the utilization review process and the member appeal process. The review of annual PPO filings and PPO application filings also permits evaluation of carriers' written policies and procedures regarding provider networks, utilization review programs and member appeals processes.

Managed Care Filings

Year	Provider Form Contracts	PPO Filings
1999	305	71
2000	389	73

Since 1996, the Division has produced an annual Status Report and Analysis of Activity for HMOs, that includes information on plan enrollment trends and plan penetration in the consumer market. The Division expanded the 2000 Report to include data on PPOs and additional data on HMOs.

Legislation enacted in 1997 enabled the Division to collect data in a uniform format from HMOs and PPOs, providing consistent and comprehensive information to better inform the Department, the industry and consumers on the practices of these benefit plans.

Beginning in 1999, HMO and PPO carriers must report on March 1 of each year, summary information on:

- ⇒ grievances and noncertification appeals
- ⇒ changes in enrollment
- ⇒ provider turnover
- ⇒ provider availability and accessibility
- ⇒ utilization and utilization review activity
- ⇒ provider compensation methods
- ⇒ costs
- ⇒ HEDIS® outcomes measures

In 1999, the Division published two consumer guides to managed care, the 1999 Managed Care Plan Handbook incorporated the non-HEDIS data along with general information on managed care, and the 1999 HMO Performance Report contained the HEDIS® data. In 2000, the two guides were combined into one, the 2000 Managed Care Plan Consumer Guide, with additional performance data included.

Since laws were enacted to license multiple employer welfare arrangements (MEWAs), nine licenses have been issued. The Division reviews MEWA initial and annual license

applications, coordinating their approval with other divisions, similar to the coordinated review of HMO certificates of authority.

MEWAs Licensed

Year	Licensed	Terminated
1993	3	
1994	2	
1995	0	
1996	1	
1997	0	
1998	1	1
1999	1	
2000	2	
Total	Licensed - 9	

Public Services Group

The Public Services Group is comprised of the Agent Services, Consumer Services, Special Services and Investigations Divisions.

The Agent Services Division regulates and issues licenses for insurance agents, adjusters, brokers and appraisers. The Division additionally reviews license applications, licensing examinations, and maintains a file on every licensed insurance professional doing business in the state of North Carolina.

The Consumer Services Division assists North Carolina consumers by answering insurance questions and resolving their insurance problems. A staff of consumer specialists advises and acquaints consumers with courses of action they may pursue to resolve their particular insurance problem.

The Special Services Division is responsible for licensing and investigating complaints related to insurance premium finance companies, collection agencies, professional bail bondsmen and bail bond runners, surety agents and motor clubs.

The Investigations Division is responsible for investigating criminal violations of North Carolina's insurance laws. Requests for investigations come from within the Department, consumers, law enforcement agencies, local, state and federal agencies and insurance companies.

Consumer Services Division

The technical and complex nature of insurance generates a multitude of questions from the consuming public and from many segments of the insurance industry itself. The Department's Consumer Services Division handles questions touching upon all types of insurance products. Each year this Division provides valuable assistance to a broad array of our citizens.

During the 1999-2000 biennium, Division staff handled just under 90,000 consumer calls in 1999 and over 100,000 in 2000. Each year the staff processed almost 10,000 written consumer complaints. A computerized data format allows for continuous updates and changes on each complaint file.

Such computerized complaint handling and the accumulation of related information offers important indications of how well departmental regulatory measures are affecting insurance market practices.

During the 1999-2000 biennium, the Consumer Services staff was involved and active in a number of areas:

- The staff spoke to numerous community groups and educational gatherings on a variety of insurance topics, including automobile, health, workers' compensation, and specialty coverage.
- The Division helped identify financially troubled insurance agencies and assisted consumers in the resolution of resulting problems.
- The Division, through its Market Assistance Plan, continued a remarkable record of helping prospective commercial policyholders locate and procure hard-to-find coverage that reduced their risks and allowed them to stay in business.
- The Division provided direction and information to the Department's Market Examinations Division relating to complaint experience regarding insurance companies' conduct in the marketplace.
- Staff provided front line participation at disaster recovery centers in the aftermath of natural calamities such as hurricanes, tornadoes and flooding.

In 2000, the Division's "Consumer" portion of the department's Web site was significantly enhanced with the addition of new and existing brochures, complaint ratios, and an automobile rating mechanism. The addition of an interactive online complaint form and an e-mail address for inquiries has provided consumers with instant access to the Consumer Services Division.

The Division serves as a significant front line service organization. Consumer Services staff continually strives to improve the quality of their service to consumers through professional training and continuing education. Additionally, the "hotline" section was recently reorganized to enable specialization between the Property & Casualty and the Life & Health lines of insurance. As such, the staff can field more complex inquiries in their lines of expertise and provide answers thereto with as much detail as is needed to properly answer consumer questions.

Agent Services Division

The Agent Services Division protects the general public of North Carolina by ensuring that individuals representing the insurance industry have an adequate knowledge of the industry and possess the moral and ethical characteristics necessary to operate in a fiduciary capacity. The Division's main function is to regulate all licensed agents, brokers, limited representatives, appraisers and adjusters authorized to do business in North Carolina. This regulation includes all activities concerning licensing, appointing and educating agents, brokers, adjusters and limited representatives (both resident and non-resident) selling insurance and adjusting claims of insurance in North Carolina.

The Division regulates the operation of 107 pre-licensing insurance schools conducted through private vendors, trade associations, universities, community colleges and technical institutions. In addition 1,788 continuing education courses were approved in the 1999 and 2000 calendar years. These courses were offered by 580 providers. An additional 453 seminars were approved for continuing education credits during this biennium.

Agent Services provides service to licensees with the assistance of two Voice Response Units (VRU). The Licensing VRU, (919) 981-5344, provides license status and general licensing information. The Continuing Education VRU, 1-800-931-7111, provides information regarding continuing education credits and course offerings.

The Division also conducts agency examinations. The purpose of the examinations is to ensure that agency staff is appropriately licensed, review financial information, determine if files are accurately underwritten and to recommend continuing education courses. There has been a noticeable decrease in the number of agencies that have gone out of business since the implementation of agency examinations.

Agent Licensing Activity

	1999	2000
Agent/Adjuster	13,830	13,830
Licenses Issued	30,212	31,107
Agent Appointments Issued	141,277	155,128
Certifications Issued	15,765	20,714
Renewals/Appointments	384,497	487,912

On an annual basis the Division hosts state licensing examination item-writing sessions for property/casualty and life/health. The purpose of the item-writing sessions is to keep state licensing examination questions current. The course catalog is available on the Division's Web site, www.ncdoi.com, as is the Department Newsletter, which is published twice a year.

The Division is currently participating in the National Association of Insurance Commissioner's (NAIC), National Insurance Producer Registry (NIPR). This network includes a Producer Database (PDB) that is a national central depository of licensing information containing demographics, license and appointment history, final regulatory actions and certification and clearance history on licensees. NIPR includes a Producer Information Network (PIN) that supports the electronic processing of licensees' appointments and terminations.

Investigations Division

The Investigations Division conducts criminal investigations and supports prosecution of insurance related crimes. The Division is the nation's oldest insurance fraud bureau, established by the General Assembly in 1945. The Division investigates insurance related crimes perpetrated by claimants, producers, companies, and unauthorized insurers.

During 1999-2000, case referrals and allegations of fraud submitted for investigation by this Division have remained at a consistently high level. This, of course, is reflective of the problem of insurance fraud itself as well as indicative of the steady increase of fraud awareness on the part of both the consumer and the industry. In addition, over the last two years, the Division has made a concerted effort to continually assure that quality investigations are being pursued so that the North Carolina consumer is most effectively served. This commitment to quality has resulted not only in impressive statistical achievement, but, also, in a more efficient and effective operation.

Investigations Activity Report

	1999	2000
Complaints and case referrals received	984	930
Investigations Initiated	170	143
Criminal Convictions	26	29
Restitution/monetary recoveries	$1,918,252.22	$17,212,867.73
Pending criminal cases	192	219

As was the case in 1997 and 1998, natural disasters played a large role in the work of this Division. Most notably, Hurricane Floyd and the resulting flooding in Eastern North Carolina in 1999 caused an influx of case referrals mainly concerning general contractors and adjusters generating fraudulent claims which overstated the cost of repairs. The intervention of the Division following Hurricane Floyd, in concert with FEMA, the FBI, and local authorities – as was the case following Hurricanes Bertha, Fran, and Dennis – was immediate and effective. Cases are still ongoing involving claims from each of these storms.

In addition, in 1999 and 2000, the Investigations Division played a pivotal role in the nationwide investigation of the viatical industry. In close cooperation with insurance investigators from state departments in Florida, Texas, New York, Kentucky, Nevada, and California, as well as with the FBI and Postal Inspection Service, the North Carolina investigators were instrumental in uncovering significant viatical fraud in North Carolina and elsewhere. The first federal convictions in the viatical initiative were obtained in North

Carolina and, as a direct result of the North Carolina based investigation, the insurance industry realized potential savings of over $4.6 million. Nationwide, this initiative helped prevent an economic loss to the industry of approximately $1 billion. This investigation, currently in its final stages, continues to be very productive.

During the last biennium, 41 investigations involving licensed insurance agents were successfully resolved. Of these, 33 agents were convicted on charges ranging from policy application fraud to embezzlement of insurance premiums. These cases resulted in restitution, fines, savings to the consumer and industry, and fees totaling $15,511,111.

Further, in the same time period, 62 investigations involving subjects other than licensed insurance agents involved in fraudulent claims, terminating group insurance without notifying subscribers, workers' compensation fraud, or other insurance fraud, were successfully resolved. These investigations resulted in 22 convictions and restitution, fines, savings, and fees totaling $3,620,009. These results reflect not only the Investigations Division's commitment to quality and efficiency, but also the Division's ever widening expertise in virtually all arenas of insurance related crime.

Insurance fraud related cases have been and are being addressed in the areas of health care, workers' compensation, unauthorized insurers, Multiple Employers Welfare Arrangements, employee leasing companies, surety bonds, and the traditional claimant and agent fraud covering all lines of insurance.

Restitution Report

	Convictions		Total Restitution (Fines, Savings and Recoveries)	
COUNTY	1999	2000	1999	2000
Alamance		1		$8,936.216.00
Alexander				
alleghany				
Anson				
Ashe				
Avery				
Beaufort		1		$2,842.09
Bertie				
Bladen			$570.00	
Brunswick	1		$33,094.63	
Buncombe				$39,334.56
Burke				$249.68
Cabarrus	1	1	$164,583.00	$5,683.25
Caldwell				$2,739.37
Camden				
Carteret		2	$16,000.00	$4,305,000.00
Caswell		1		$1,644.33
Catawba		1		$174,311.83
Chatham				
Cherokee				
Chowan				
Clay				
Cleveland				$19,149.50
Columbus			$45,848.00	
Craven	2	1	$19,453.98	$17,424.41
Cumberland		1	$1,284.33	$34,205.82
Currituck				
Dare		1		$10,737.00
Davidson	1		$675.00	
Davie				
Duplin				
Durham			$2,868.00	$83,000.00
Edgecombe		1	$7,302.00	$18,102.35
Forsyth		1		$664,832.86
Franklin				
Gaston	1	1	$2,379.12	$17,734.11
Gates				
Graham				
Granville				
Greene				
Guilford	3	3	$64,721.85	$1,867,847.83
Halifax				
Harnett		1		$17,739.05
Haywood				
Henderson				
Hertford	1		$1,211.00	
Hoke				
Hyde				

Restitution Report (continued)				
	Convictions		Total Restitution (Fines, Savings and Recoveries)	
COUNTY	1999	2000	1999	2000
Iredell	2	1	$300,635.50	$2,465.24
Jackson				
Johnston		1		$35,520.00
Jones				
Lee		1		$11,964.48
Lenoir		1		$7,116.00
Macon				
Madison				
Martin				
McDowell				
Mecklenburg			$11,082.18	$37,822.35
Mitchell	1		$3,293.61	$128.00
Montgomery			$1,227.77	
Moore	1		$28,000.00	
Nash	3		$148,293.00	
New Hanover				$3,200.00
Northampton				
Onslow				
Orange				$76.00
Pamlico				
Pasquotank				
Pender				
Perquimans				
Person		1		$6,772.87
Pitt	3	3	$8,004.96	$32,681.82
Polk				
Randolph	1		$40,662.83	
Richmond				
Robeson		1	$52,113.30	$15,824.74
Rockingham				
Rowan				
Rutherford				$2,635.50
Sampson				
Scotland				
Stanly				
Stokes				
Surry				
Swain				
Transylvania			$1,209.00	$11,280.00
Tyrrell				
Union				
Vance				
Wake	2	1	$251,111.72	$784,985.85
Warren				
Washington				
Watauga				
Wayne	1	2	$1,866.85	$14,922.00
Wilkes				$617.84

Restitution Report (continued)

	Convictions		Total Restitution (Fines, Savings and Recoveries)	
COUNTY	1999	2000	1999	2000
Wilson				$61.00
Yadkin				
Yancey				
OUT-OF-STATE				
Florida	1		$690,557.00	
South Carolina	1		$20,203.59	
Arizona				$26,000.00

The Division remains a vital entity of the North Carolina Department of Insurance, often assisting other internal regulatory divisions in the identification of subjects, schemes, and entities requiring attention. Investigators regularly testify at departmental hearings and assist in the preparation of new or amended anti-fraud legislation.

Personnel of this Division are active and respected members of industry anti-fraud organizations, law enforcement related organizations, and task forces throughout the state. Memberships include the North Carolina Insurance and Health Care Fraud Task Force, the North Carolina Insurance Crime Information Exchange, North Carolina Police Executives Association, the National Association of Insurance Commissioners Anti-Fraud Task Force, the International Association of Special Investigations Units, and the North Carolina Sheriff's Association. Division personnel regularly receive insurance and law enforcement related training and often are called upon to represent the Department by giving presentations and training to various groups in North Carolina and across the nation.

The Investigations Division stands ready to meet the many challenges that the future holds. As the very infrastructure of insurance methods and operations radically change, so will the methods and operations of the insurance fraudster. Internet based insurance transactions and electronic licensing/appointing functions unveil an entire universe of illicit opportunities to those intent on cheating the system. Banks and other financial institutions are entering the insurance market and insurance companies are diversifying as well. This will broaden the scope of potential fraud into a multitude of areas and will require a coordinated and uniform response from regulators, law enforcement, and the industry. The Investigations Division is committed to meeting these challenges now and in the future.

Special Services Division

The purpose of the Special Services Division is to protect the public by licensing and auditing professional bail bondsmen, bail bond runners, surety bondsmen, insurance premium finance companies, motor clubs, and collection agencies, and to regulate and investigate criminal violations of these licensed entities, seeking prosecution, restitution and/or disciplinary action.

In 1999 and 2000, the division licensed the following entities to operate in North Carolina:

1999-2000 Licensees

Name of Industry	No. of Licensees	
	1999	2000
Insurance Premium Finance Companies	169	150
Insurance Premium Finance Companies (BO)	81	79
Collection Agencies		
In State (127) Out of State (269)	396	
In State (123) Out of State (309)		432
Professional Bail Bondsmen	267	252
Bail Bond Runners	329	328
Surety Bondsmen	576	661
Motor Clubs	33	33
Motor Clubs (BO)	665	787
TOTALS	2,516	2,722

During this biennium, the division issued 1,754 and completed a total of 1,629 routine and criminal investigative assignments. As a result of these assignments, criminal and regulatory actions were taken against the violators. Seventy-nine criminal charges by investigators of the division resulted in 22 arrests. 20 of the criminal charges referenced felonies. Successful convictions resulted in $24,065.26 in court ordered restitution. Administrative remedies resulted in civil penalties totaling $70,900. Consumer refunds issued back to North Carolina consumers totaled $109,458.19. (See attached tables detailing criminal/regulatory actions and refunds effected.)

REFUNDS TO NC CONSUMERS 1999

BAIL BONDSMEN		
COUNTY		AMOUNT
Alamance		$ 15,075.00
Burke		$ 8,000.00
Catawba		$ 75.00
Durham		$ 700.00
Forsyth		$ 1,500.00
Mecklenburg		$ 8,200.00
New Hanove		$ 1,600.00
Scotland		$ 500.00
Vance		$ 200.00
Wake		$ 15,850.00
	TOTAL	**$ 51,700.00**

REFUNDS TO NC CONSUMERS 2000

BAIL BONDSMEN		
COUNTY		AMOUNT
Gaston		$ 1,910.00
Guilford		$ 2,575.00
Greene		$ 150.00
Harnett		$ 150.00
Jackson		$ 1,000.00
Johnston		$ 100.00
Mecklenburg		$ 1,700.00
New Hanover		$ 175.00
Robeson		$ 1,000.00
Vance		$ 2,200.00
Wake		$ 5,708.32
Wayne		$ 700.00
Wilson		$ 1,570.00
	TOTAL	**$ 18,938.32**

MOTOR CLUBS		
COUNTY		AMOUNT
Wake		$ 279.90
	TOTAL	**$ 279.90**

COLLECTION AGENCIES		
COUNTY		AMOUNT
Lee		$ 38,539.97
	TOTAL	**$ 38,539.97**

Totals		
1999		$ 51,979.90
2000		$ 57,478.29
Biennium		**$ 109,458.19**

Summary:

Civil Penalties, Criminal Convictions, Restitution and License Action

1999	CIVIL PENALTIES Number/Penalty Amount	CONVICTIONS Number/Restitution	LICENSE ACTION Denial, Revocation or Suspension/Restitutio
Bail Bondsmen	12/$6,600.00	27/$7,695.00	12
Collection Agencies	11/$10,300.00	5/$16,170.26	0
Premium Finance Co.	4/$600.00	0/ 0	0

2000	CIVIL PENALTIES Number/Penalty Amount	CONVICTIONS Number/Restitution	LICENSE ACTION Denial, Revocation or Suspension/Restitutio
Bail Bondsmen	10/$8,700.00	9/$0.00	11
Collection Agencies	9/$7,200.00	1/$200.00	0
Premium Finance Co.	0	0	0
Surety Insurance Co.	5/$37,500.00	0	0

In this biennium, the division processed findings of facts and request for payments from North Carolina county officials to satisfy bail bond judgments from security deposits held in trust by the Department. The process resulted in payments to various clerks of courts (local school boards) totaling $2,189,406.94. These payments represent an 850 percent increase over those payments processed during the previous biennium. These payments are detailed in the attached chart.

Bail Bond Judgements

County	1999	2000	County	1999	2000
ALAMANCE	$ 20,596.33	$ -	LENOIR	$ 20,290.63	$ 525.00
ANSON	$ 1,000.00	$ -	MARTIN	$ 2,000.00	$ -
BEAUFORT	$ -	$ 8,191.72	MECKLENBURG	$ 120,738.54	$ 260,598.66
BERTIE	$ -	$ 5.54	NASH	$ 15,912.34	$ 30,084.05
BLADEN	$ 3,090.54	$ 16,442.70	NEW HANOVER	$ 66,755.39	$ 525.00
BRUNSWICK	$ 44,255.31	$ 300.00	NORTHAMPTON	$ 21,768.64	$ 11,323.92
BURKE	$ -	$ 1,020.00	ONSLOW	$ -	$ 10,438.87
CABARRUS	$ -	$ 7,188.80	ORANGE	$ -	$ 5,865.04
CALDWELL	$ -	$ 14,680.11	PASQUOTANK	$ 9,202.20	$ 4,040.37
CARTERET	$ 1,027.52	$ -	PENDER	$ 15,280.64	$ -
CATAWBA	$ -	$ 10,881.96	PERQUIMANS	$ 3,310.96	$ -
CHOWAN	$ 3,300.00	$ 1,200.00	PITT	$ 18,457.91	$ 224,662.02
CLEVELAND	$ 1,680.00	$ 40,345.00	RANDOLPH	$ 5,641.12	$ 1,045.00
COLUMBUS	$ -	$ 12,206.87	ROBESON	$ 6,500.00	$ 11,550.00
CUMBERLAND	$ 198,615.84	$ 1,045.00	ROCKINGHAM	$ -	$ 20,020.00
DUPLIN	$ 1,005.04	$ 30,000.00	RUTHERFORD	$ -	$ 20,635.22
DURHAM	$ 5,700.00	$ 19,399.36	SAMPSON	$ 1,422.16	$ 92,681.87
EDGECOMBE	$ 22,394.24	$ 45,413.39	SCOTLAND	$ 3,745.04	$ 1,120.75
FORSYTH	$ 2,067.95	$ 15,093.31	STANLY	$ -	$ 4,860.47
FRANKLIN	$ -	$ 5,570.22	UNION	$ 5,470.00	$ -
GASTON	$ 14,295.25	$ 5,816.00	VANCE	$ 1,135.00	$ -
GRANVILLE	$ 125.04	$ 1,640.00	WAKE	$ -	$ 10,000.00
GREENE	$ 5,746.70	$ 173,321.70	WAYNE	$ 13,013.27	$ -
GUILFORD	$ 26,728.62	$ 55,800.00	WILSON	$ 29,887.90	$ 33,138.89
HALIFAX	$ 5,445.00	$ 43,759.33			
HARNETT	$ 3,030.54	$ 12,320.00	TOTALS	$ 728,997.63	$ 1,460,409.31
JOHNSTON	$ 1,560.08	$ 115,625.00			
LEE	$ 6,801.89	$ 80,028.17	GRAND TOTAL		$ 2,189,406.94

Legislative Action

Premium Finance Companies(1999)

Senate Bill 643 was ratified on Oct. 1, 1999. This act resulted in several changes to the laws regulating insurance premium finance companies and insurance premium finance agreements.

Bail Bondsmen and Runners (2000)

House Bill 1608 was ratified on July 13, 2000, resulting in several changes to the bail bond law (Chapter 58, Article 71). This law provides definitions and requirements for first year licensees and supervising bail bondsmen for surety bondsmen. The new law makes it a Class I felony to knowingly and willfully fail to return collateral security exceeding $1,500 in value and places further restrictions on the treatment of collateral security while it is in trust.

House Bill 1607 was ratified on July 7, 2000, resulting in act to modernize the bail bond forfeiture procedures. This act amends Chapter 15A-544 and one section of the bail bond law (Chapter 58-71-25).

Motor Clubs(2000)

House Bill 1699 section 7 was ratified on July 4, 2000 resulting in clarification of the definition of a motor club branch office contained in NCGS 58-69-2(1).

Office of the General Counsel

This organizational unit provides internal legal advice to all divisions of the Department. The Department's General Counsel also acts as liaison with the Attorney General. The office coordinates hearings on a wide variety of administrative matters and prepares complex orders and memoranda for the Commissioner. The General Counsel serves as the Department's primary hearing officer having final agency decision authority, and reviews all Department contracts with suppliers and consultants.

General Counsel

The General Counsel gives legal direction and counsel to the Commissioner and all members of the Department in areas of law relating to the entities regulated by the Department, which include: the insurance industry, the bailbond industry, collection agencies, premium finance companies and building inspectors. The General Counsel also provides advice to the Department on a wide variety of procedural matters, including the Administrative Procedures Act and Rules of Civil Procedure. Additionally, the General Counsel provides legal advice pertinent to the running of the Department itself, such as advice on personnel matters, and the public records law.

Between January 1999 and December 2000, the General Counsel's office responded to 579 legal service requests from Department personnel without the involvement of the Attorney General's office. Further, the General Counsel serves as the Department's primary hearing officer for a wide variety of administrative hearings under Article 3A of Chapter 150 B of the North Carolina General Statutes. During the 1999-2000 Biennium the General Counsel's office has been involved in over 119 administrative hearings.

The General Counsel evaluates the effectiveness of the work of the Attorney General in the context of providing advisory opinions and handling administrative proceedings and other litigation. The General Counsel also litigates cases at the instruction of the Commissioner of Insurance when the Department of Justice has conflicts with representing the Department of Insurance.

Ratemaking Litigation

During the 1999-2000 Biennium, Rate Counsel continued to be closely involved in several pieces of significant litigation involving ratemaking for lines of insurance under the jurisdiction of the North Carolina Rate Bureau ("Rate Bureau"). In March 2000, all pending litigation was finally settled.

1. 1994 Auto Rate Case

In September 1994, the Commissioner disapproved an auto insurance filing submitted by the Rate Bureau on Feb. 1, 1994. The Commissioner's 1994 order was subsequently

appealed to the North Carolina Court of Appeals, which rendered its decision in the matter in December 1996, affirming in part, reversing in part and remanding the case to the Commissioner for a recalculation of the profit provisions and for a clarification on the issues of dividends and deviations and expense trends.

The Commissioner issued a Remand Order on Sept. 10, 1997, which further decreased the overall rates established by the Commissioner in the original Order and further ordered that the escrow amounts be increased pending appeal of the case. The Remand Order was also appealed to the Court of Appeals and a decision was rendered on Dec. 29, 1998, affirming the Commissioner's clarification of dividends and deviations and expense trends and remanding the case to the Commissioner for a recalculation of the profit provisions.

In January 1999, Rate Counsel petitioned the North Carolina Supreme Court for a review of the Court of Appeals' decision to remand the 1994 case to the Commissioner for a recalculation of the profit provision. The Rate Bureau likewise petitioned the Supreme Court for a review of the Court of Appeals' decision on the dividends and deviations issue in this same case. The Supreme Court accepted the case for the limited purpose of asking the Court of Appeals to review its decision to ensure that it complied with the Supreme Court's June 2000 decision in the 1996 rate case. The Court of Appeals subsequently affirmed its prior decision and in October 1999, the Rate Bureau petitioned the Supreme Court for further review. Rate Counsel opposed the Rate Bureau's second petition to the Supreme Court and the Supreme Court's decision on this second petition was pending at the time this case was settled in March 2000.

2. 1996 Auto Rate Case

In April 1996, the Rate Bureau submitted an auto filing which satisfied the 1995 and 1996 filing requirements. The Department held a six-week hearing and the Commissioner issued his final Order in October 1996 disapproving the filing.

The Rate Bureau appealed the Commissioner's order to the Court of Appeals, which rendered its decision on June 16, 1998 affirming in part, reversing in part and remanding the case to the Commissioner for recalculation of the profit provisions. The Court of Appeals' decision contained a dissent by Judge Greene, which allowed the Commissioner to appeal the profit issue to the Supreme Court as a matter of right. In addition, the Rate Bureau petitioned the Supreme Court for discretionary review of the issue of dividends and deviations; the Rate Bureau's petition was allowed on Nov. 5, 1998.

In February 1999, Rate Counsel filed two extensive briefs with the Supreme Court on the issues of profit calculation and dividends and deviations. In March 1999, Rate Counsel presented its oral argument to the Supreme Court on the pending issues. In June 1999, the Supreme Court rendered its decision affirming the Commissioner on the issue of dividends and deviations but remanding the case to the Commissioner for a recalculation of profit. The litigation of this case was pending at the time this case was settled in March 2000.

3. 1999 Auto Rate Case

In March 1999, the Rate Bureau filed for an approximate 5 percent decrease in auto rates. In August 1999, as a result of the Supreme Court's June decision on the issues of profit and dividends and deviations, the Bureau amended its filing in order to comply with the Supreme Courts's decision, but still seeking an approximate 5 percent reduction in rates. Despite the request for a decrease, the Commissioner called for a rate hearing because the Rate Bureau's methodologies were flawed and the reduction in rates should have been substantially larger. The hearing on the 1999 auto filing commenced in November 1999 and did not conclude until January 2000.

In March 2000, prior to issuance of the Commissioner's Order on the 1999 auto case, the Commissioner and the Rate Bureau settled all litigation on the 1994, 1996 and 1999 auto cases. The settlement resulted in a refund to consumers of $250 million plus approximately four years of interest at 11.5 percent per annum. The settlement also resulted in an overall reduction of auto rates of 9.25 percent through Oct. 1, 2001 (thereby effectively settling the 2000 auto rate filing, as well).

4. 1999 and 2000 Workers' Compensation Loss Cost Cases

In addition, the Commissioner settled the 1999 and 2000 Workers' Compensation cases without the necessity of a formal hearing. The 1999 case was settled for a 0 percent change in rates and the 2000 case was approved for a 4.6 percent increase in rates.

Office of State Fire Marshal

The Commissioner of Insurance has served by North Carolina General Statute since the late 1940s as the State Fire Marshal. Groundwork for this began in 1907 when the General Assembly established the "Firemen's Relief Fund," requiring the Commissioner to collect funds from insurance companies to be used for relief of distressed firefighters.

In an effort to bring more focus and visibility to this division's programs, the Office of State Fire Marshal (OSFM) was formally established within the Department of Insurance on Apr. 1, 1998, thus replacing the former Safety Services Group. The creation of OSFM primarily involved a name change, but there continues to be some reorganization and combining of resources as the new office evolves.

OSFM is comprised of the following six divisions: Engineering, Manufactured Buildings, Risk Management, Fire and Rescue Training and Inspections, Fire and Rescue Commission and Prevention, Program Development and Grants.

OFSM administers and enforces life safety standards throughout the state, promotes risk management practices throughout government, and maintains a sound insurance program for state agencies.

The Engineering Division is comprised of seven sections: code consultant, state property plan review, mechanical, home inspection, inspector certification, building code council and handicapped accessibility. This division administers the state building code and provides staff to the N.C. Building Code Council, the N.C. Code Official Qualifications Board and the Home Inspectors Licensing Board.

The Manufactured Building Division works to assure that construction standards for manufactured homes are maintained and that warranty obligations under state law are met. The division monitors handling of consumer complaints, licenses the makers of manufactured homes, dealers, sales representatives and set-up contractors and acts as staff for the N.C. Manufactured Housing Board.

The Risk Management Division administers the self-insurance funds for state-owned property and vehicles, and procures from private insurance companies other types of insurance needed by the state agencies and universities. This division inspects all state-owned facilities for fire and life safety and inspects all new state-owned facilities for Electrical Code compliance. Also, the division assists local governments with property and casualty insurance programs and makes available professional liability coverages for law enforcement officers, public officials and employees of any political subdivision in the State.

This division also provides staff, administration, and research services to the Public Officers and Employees Liability Insurance Commission (POELIC).

The Fire and Rescue Commission Division serves as staff to the Fire and Rescue Commission and handles the state's voluntary certification system comprised of 16 levels and 40,000 individuals, as well as the State Fire and Rescue Incident Reporting System.

The Program Development, Prevention, and Grants Division administers the Firemen's Relief Fund, Rescue Relief Fund, assists all divisions within the OSFM with development of programs and brochures and provides direction and support for injury prevention programs statewide. The division also administers matching dollar-for-dollar grants to volunteer fire departments and rescue squads and offers fire prevention education in the public schools.

The Fire and Rescue Training and Inspection Division trains fire departments, rescue squads, and instructors to improve fire and rescue protection statewide. Through special schools, development of training programs and teaching outlines, and specialist training directed to instructors, this division provides continuous upgrade to the training of our states emergency workers. Fire department's delivery capabilities are measured and upgraded by providing initial insurance ratings for fire departments, as well as coordination for the improvement of ratings to reduce insurance costs for homeowners.

Engineering Division

North Carolina's General Statutes give the Commissioner of Insurance the responsibility of general supervision of the administration of the North Carolina State Building Codes. The codes contain regulations relating to plumbing, electrical, heating, air conditioning and fire protection systems and the construction of buildings in general. The Division meets these responsibilities by providing interpretations of code requirements and assisting local government authorities with the application of the codes.

The Division reviews plans and specifications of new buildings for code compliance, assists with code-related educational programs and administers state examinations required for certification of city, county and state code enforcement officials.

Division staff also administers the state's accreditation program of independent inspection agencies that safety test and label electrical and mechanical equipment.

In addition to serving as an informal state code appeals agency, the Division also serves as staff to the North Carolina State Building Code Council, the North Carolina Code Officials Qualification Board and the North Carolina Home Inspectors Licensure Board.

Code Administration and Enforcement

The Division provides interpretations of the intent of the state building code to city and county inspection officials, architects, engineers, contractors, material suppliers, manufacturers, other state agencies, attorneys and the general public.

The Division is responsible for reviewing plans and specifications for large buildings. Before a permit can be secured for these buildings, a letter of compliance must be issued by this Division to the inspection department having jurisdiction.

State law requires that handicapped and disabled persons receive treatment equal to that afforded other persons. The Division has an Accessibility Section, which provides information to handicapped organizations, design and construction professionals and building owners in the application of these state laws and the building code requirements relating to accessibility. This assistance helps provide our disabled citizens with the full and free use of all buildings in the state. Accessibility regulations are currently being revised to make N.C. Code equivalent to federal Americans with Disabilities Act regulations.

Because some buildings require special construction, technical assistance is necessary from the Division to ensure that the building is safe. Inspection assistance is also provided for structures when deterioration, fire or storms create conditions, which appear to be hazardous to life.

Engineering Division Activities

	1999	2000
Plans reviewed	3,238	3,445
Field inspections (only 6 months in 2000)	2,121	1,437
Office conferences	5,584	4,611
Telephone information requests	61,509	63,552
Schools, seminars and conference participation	1,008	942
Building Code Council meetings	65	73
Qualification Board Meetings	16	20
Qualification Board complaint investigations	13	35
Inspection certification schools coordinated	958	908
Inspection certification exams administered	1,858	1,745
Inspection certification applications reviewed	5,047	5,253
Inspection certification renewed and issued	6,961	6,778
Code publication sales	$738,912.00	$653,295.00
Electrical certificates of compliance issued (only 6 months in 2000)	252	171
Home Inspector Board meetings/hearings	36	47
Home Inspector exams administered	528	363
Home Inspector applications reviewed	450	225
Home Inspector licenses issued/renewed	1,322	1,209
Home Inspector Complaint Investigations	61	78

Division staff also serves as the State Damage Assessment Team and assists the State Office of Emergency Management during disasters.

State Building Code Council Support

The Building Code Council consists of 17 members appointed by the governor. The Council is empowered to adopt and amend the state building code, hear appeals on the interpretation of the code and approve local building regulations which are different from the state code. The Council holds regularly scheduled public hearings on the second Tuesday in June and December. Additional meetings are held by Council code committees.

State law permits the Building Code Council to provide, in circumstances deemed appropriate, programs to certify independent testing laboratories as state-accredited third-party agencies to evaluate, inspect and label factory-built manufactured buildings, and electrical and mechanical building components. Division staff administers this program.

Code Officials Qualification Board Support

This Board develops standards for the training and certification of code enforcement officials. The Division provides clerical and staff services in support of this effort. The Board is also responsible for developing training schools and state examinations for inspector certification. Some Division staff members serve as instructors; all state certification exams are administered by Division staff.

Persons certified by the Board are issued a certificate for each level and area of inspection for which they have met qualification requirements. The Division also investigates written, substantiated complaints against inspectors made to the Board, which may then schedule a hearing.

Home Inspectors Licensure Board Support

This Board was created by the General Assembly in 1994 to provide for the licensure and regulation of those who perform home inspections for compensation. This Board is composed of seven members and a designee of the Commissioner of Insurance. This Board provides for the development and maintenance of standards of practice, code of ethics, examinations, licensure, renewal and disciplinary procedures for home inspectors in North Carolina. The Division provides clerical and staff services in support of this effort. The staff provides all administrative functions for the Board including administering the examinations, issuing licenses, renewal of licenses and investigation of complaints.

Manufactured Building Division

This Division acts both as a state administrative agency under the federal Manufactured Housing Constructions and Safety Standards Act and as staff to the North Carolina Manufactured Housing Board.

The role of a state administrative agency is to monitor manufacturers' handling of consumer complaints to assure compliance with federal standards. Staff support of the Manufactured

Housing Board includes receiving and resolving consumer complaints and licensing all manufacturers, dealers, set-up contractors and salespersons that do business in this state to ensure compliance with warranty requirements set forth in the General Statutes.

The Division is responsible for filing claims against surety bonds in the event dealers, manufacturers or set-up contractors go out of business or cannot otherwise fulfill their warranty obligations.

Manufactured Building is also responsible for developing set-up and anchoring standards for manufactured homes and assisting local inspection departments in the inspection of homes for proper set-up and anchoring requirements. Training seminars are held throughout the state each year to familiarize the local inspection departments, manufacturers, dealers, set-up contractors and other interested parties with the manufactured housing standards and any recent revisions to those standards.

This Division is entirely receipt supported. A portion of these receipts come from fees received from HUD for manufactured homes placed in our state for retail sale. The Division receives additional funds from licensing fees charged to manufacturers, dealers, set-up contractors and salespersons.

The Division also supplements its receipts by participating in a monitoring contract with the National Conference of States on Building Codes Standards. During 2000, Division staff spent approximately 1,200 hours in interstate monitoring inspections of manufacturing plant facilities.

The Manufactured Building Division also serves as staff to the N.C. Building Code Council in the administration of the state's modular construction program. This includes receiving and resolving modular complaints and the certification and monitoring of residential and commercial modular manufacturers. Currently there are 116 certified manufacturers shipping modular buildings into North Carolina, with plant locations ranging from Florida to Texas to Quebec. The Division also certifies independent certification agencies (third party agencies) that review modular plans for compliance with the N.C. State Building Code and monitors production in modular plants on continuing basis.

Manufactured Building Division Activities

	1999	2000
Complaints Received	1,477	1,185
Inspections Completed	882	840
Manufacturers Licensed	96	92
Dealers Licensed	982	956
Set-up Contractors Licensed	675	672
Salespersons Licensed	3,500	3,211
Salespersons Temp. Licensed	1,981	1,653
Board Hearings Scheduled	31	24
Pre-Hearing Conferences Scheduled	455	298

Manufactured Building Division Activities - Modular Construction

	1999	2000
Complaints	82	76
Manufacturers	117	116
Third Party Certification Agencies	7	7
Modular Stamps	6647	6988

Risk Management Division

(Formerly State Property Fire Insurance Fund Division)

This division is responsible for the operation and maintenance of the State Property Fire Insurance Fund, the self-insurance plan for the State's property. The division currently has jurisdiction over approximately 14,000 state-owned buildings with a combined value of $15 billion. Losses to the State's property are investigated and adjusted by this division and are paid from the Fund with the approval of the Council of State. A total of 237 claims have been paid from the Fund during the past two years.

The Fund provides basic fire and lightning insurance coverage for state-owned property and offers insurance for wind, hail, riot, explosion, smoke, theft, sprinkler leakage, vandalism, flood, business interruption and "all risk." All General Fund facilities are insured for fire and lightning at no cost to the agency. Approximately 70 percent of the State's buildings receive this coverage free. Special Fund facilities are billed for this coverage at approximately one-half of the manual rate. This arrangement has saved the State millions of dollars, compared to buying commercial insurance. When the Fund was established in 1945, the General Assembly recognized that loss prevention was an essential ingredient for a successful self-insurance program. Statutes require an annual fire and life safety inspection of all State-owned buildings by inspectors who are certified in the interpretation of codes and standards for fire protection and construction. Reports are made to agency managers

for correction of deficiencies. The inspection staff also provides advice on corrective measures.

This division also inspects all new electrical systems in state-owned buildings to assure that these systems comply with the State Electrical Code. Also, technical expertise and Electrical Code consultation is provided to local electrical inspectors, design engineers, contractors and the general public. This division administers a third party accreditation program for school electrician certification and coordinates planning and presentation of educational programs on the State Electrical Code.

The Risk Management Division serves as a resource for state agencies in resolving risk issues. This division administers the State's automobile insurance program, which covers 38,000 vehicles. Also, various types of insurance coverages are procured for state agencies from private insurance companies. These coverages include, but are not limited to, inland marine, ocean marine, aircraft liability and physical damage, boiler and machinery, workers compensation, accident and health, general liability, crime, professional liability and bonds. This division assists local governments with their property and casualty insurance programs. Since 1985, 163 North Carolina communities and counties have received insurance surveys and risk management services.

The Division also provides staff, administration and research services to the Public Officers and Employees Liability Insurance Commission (POELIC). The Commission is charged with making available a plan of professional liability coverages for all law enforcement officers, public officials and employees of any political subdivision of the state. The Commission also provides $11,000,000 in liability coverage on all state employees for losses resulting in bodily injury or property damage and for errors and omissions in the performance of their jobs. About 80 such claims are filed against state employees each year.

Fire and Rescue Commission

The Fire and Rescue Commission is an advisory board consisting of representatives from various fire and rescue organizations as well as state agencies. The Commission is responsible for developing voluntary certification programs and professional standards for all levels of fire and rescue personnel.

Presently, eight certification programs and 20 levels of certification are active, including: Firefighter, Instructor, Rescue Technician, Fire and Life Safety Educator, Fire Apparatus Driver/Operator, Emergency Vehicle Driver, Hazardous Materials Responder, Fire/Arson Investigator and Fire Officer I.

The Firefighter, Instructor, Hazardous Materials and the Driver/Operator programs are currently accredited by the International Fire Service Accreditation Congress, of which the Commission is an active member.

Each month the Commission receives approximately 300 applications for one of the above mentioned certifications, along with approximately 300 re-certification requests. Presently a firefighter must re-certify ever five years. The Commission records currently maintain over 60,000 certifications.

An ongoing project of the Commission is development and dissemination of the Occupational Safety and Health Standard for Fire Departments and Rescue Squads. This was a compilation of the applicable NFPA Standards and OSHA General Industry Standards.

Future programs from the Commission will include the Fire Officer II Certification program. Commission staff members are currently working on the development of this standard and should be ready for pilot testing in 2001.

The goal of such programs is that they will provide additional professional recognition, as well as enhance the safety of emergency services personnel in North Carolina.

Fire and Rescue Training and Inspection Division

This division serves as the certifying agency for qualifying fire departments and their members for several benefit programs.

The primary responsibility of this group is the delivery of instructor upgrade and qualification courses. However, additional requirements extend to direct program deliveries, program development and participation on the State Emergency Response Team.

During the biennium efforts were made to provide the best possible service for the Fire and Rescue Services in North Carolina. A constant review and update of all existing instructional programs is essential in providing the most current information and techniques. Training delivery continued with an emphasis on instructor upgrade and qualification but has also provided for special school direct deliveries.

This section has participated in programs provided by the National Fire Academy and the Emergency Management Institute both on a federal and regional level. Personnel attended classes as well as received the train-the-trainer programs to be delivered to in-state instructors and responders. OSFM personnel have been appointed to and are currently serving on national committees with the responsibility of creating training standards and curriculum with organizations including the National Fire Protection Agency (NFPA), FARMEDIC and the Terrorism Task Force.

This section also continues to attend in-state meetings and conventions and to serve on committees where requested. Some of the events which have been attended by our personnel include: the N.C. Firemen's Association and North Carolina Association of Fire Chief's annual conference, winter meeting of the Fire Chief's Association, the N.C. Association of Rescue and EMS annual conference, EMS Today, the North Carolina Association of County Commissioners, the North Carolina Fire College and many others.

Rating Classification

Rural Fire Districts		Municipal Fire Districts	
ISO Class	No. in N.C.	ISO Class	No. in N.C.
1	0	1	1
2	0	2	5
3	0	3	21
4	4	4	36
5	32	5	98
6	59	6	95
7	47	7	56
8	7	8	23
9S	1,045	9S	16

Fire Department Statistics

As of January 1, 2001	
Fire Departments in N.C.	1,316
Municipal Fire Departments	249
Non-Profit Corporations	1,067
Fire Districts in N.C.	1,545
Rural Fire Districts in N.C.	1,192
Municipal Fire Districts	337
Municipal Fire Districts with ISO Class of 9S	16
Rural Fire Districts with ISO Rating Less than a Class 9S	148
Fire Districts with Split/Class Rating (ex. 6/9S)	450

The Commissioner of Insurance sets the standards and qualifications for the initial certification of all fire departments. North Carolina has experienced an annual growth rate of approximately 10 fire departments in each of the last 10 years.

July 1, 2000, marked the effective date for new legislation dictating inspections of departments in areas with a population less than 100,000. The General Assembly gave the responsibility for inspecting such departments to the Commissioner of Insurance. These inspections serve to determine the rate classification for homeowners insurance.

The inspection program is designed to help improve fire protection for the citizens of North Carolina and increase the safety of our state's firefighters. This section continues to assist local governments with fire district mapping, setting up tax districts, preparing fire departments for NCRRS surveys and by providing information on benefit programs. The section also serves as an information resource on rural fire protection for local government officials.

In October 1987, this section was given the duty of inspecting more than 1,000 9S fire departments in North Carolina. The results of these inspections were reported to the North Carolina Fire Rate Bureau and are used by them in filing future rates for fire insurance costs. The fire departments are reinspected on a two-to-three year cycle in order to maintain a current picture of the quality of fire protection in North Carolina and to assist the departments in making improvements.

The fourth inspection cycle of all Class 9S fire departments in North Carolina began Dec. 1, 1997. These inspections ensure that the fire departments are maintaining the minimum rating requirements, which are required by the N.C. Department of Insurance. Meeting these requirements provides for the eligibility of the department's personnel to participate in the Fireman's Pension Fund, in the Firemen's Death Benefit Act and in the Firemen's Relief Fund. Meeting these requirements also allows homeowners living in the Fire District to enjoy a lower fire insurance premium on their homeowners insurance policy.

Fire Dept. Inspection Summary:

December 1, 1997 – December 12, 2000

	East	West	State Total
Counties Inspected	16	26	42
Districts Inspected	205	239	444
Districts Meeting Requirements	204	217	424
Districts Not Meeting Requirements	0	20	20
Percentage Meeting Requirements	100	91%	95%
Percentage Not Meeting Requirements	0%	9%	5%

In addition to the inspection of Class 9S Fire Districts, the inspectors also assist communities on the actions needed to upgrade the District NCRRS Rating. Further duties of this section include providing fire protection information to local government officials, county Fire Marshals, local Fire Associations and citizens of North Carolina. Inspectors also assist with programs to fire departments and rescue squads on financing alternatives, record keeping, contract agreements, benefits and other administrative subjects.

Prevention, Programs and Grants Division

The Prevention, Programs and Grants Division is responsible for the development of comprehensive injury prevention strategies. Reducing deaths and injuries, especially to children, along with the associated economic costs, is the focus of the Injury Prevention Section. Unintentional injuries caused by fires/burns, falls, traffic crashes, poisoning and drowning are targeted. The section's primary goal is to raise awareness about the major causes of injury and develop interventions.

Special programs directed by this section include NC SAFE KIDS, Risk Watch, Learn Not To Burn and NC SAFE KIDS Buckle Up. The mission of these four programs is to reduce unintentional childhood injuries from birth through age 14, by coordinating a network of public and private partners. In 2000, over $700,000 in grants and public/private partnerships have been committed for NC SAFE KIDS. The Governor's Highway Safety Program provided grants totaling $800,000 to NC SAFE KIDS Buckle Up in FY 2001.

In partnership with N.C. Operation Lifesaver (NCOL), the Injury Prevention Section continues to offer grade crossing safety training for emergency responders. Individuals are certified to train their peers in a program called "They Shouldn't Die This Way." The goal of the program is to reach over 80,000 emergency responders with the NCOL message.

Research is a key component in the efforts of the Injury Prevention Section. Areas researched include impact studies, product-specific studies, educational methods research and general trend analysis. Data collected through the N.C. Fire Incident Reporting System and Casualty Reporting System determines the development of fire/burn prevention and safety programs for emergency responders.

The Research and Program Development section facilitates curriculum development and the related audio/visual materials for all fire and rescue training programs. In addition, this section designs and develops informational and educational materials for publication and distribution to the public. The *Fire & Rescue Journal* is published quarterly by the Research and Program Development group.

Funds

Working closely with the NC Fireman's Association, division staff continues to improve collection and disbursement of the Firemen's Relief Fund. Significant effort has been made to reduce the number of fire departments disqualified due to ineligibility. The Rescue Relief Fund was created in 1987 to assist rescue personnel in need.

Total Firemen's Relief Fund tax collected for 1999 was $3,001,328.75 and a total of $2,386,237.86 was disbursed to fire departments meeting all General Statute requirements. Total Rescue Relief Fund tax collected for 1999 was $678,756.26 and a total of

$597,305.51 was disbursed to the N.C. Association of Rescue & EMS to distribute the funds according to General Statute 58-88-5. Total Rescue Relief Fund tax collected for 2000 was $689,425.36 and a total of $606,694.33 was disbursed to the N.C. Association of Rescue & EMS to distribute the funds according to GS 58-88-5. The Department of Insurance was given the responsibility by the General Assembly to administer the Volunteer Fire Department Fund and the Volunteer Rescue/EMS Fund in 1988. The intent of these programs is to financially aid volunteer fire departments and rescue providers to purchase related equipment and to make capital expenditures, based on need.

The Volunteer Fire Department Fund matches on a dollar-for-dollar basis up to $20,000. The Volunteer Rescue/EMS Fund will match on a dollar-for-dollar basis up to $15,000. The Volunteer Rescue/EMS Fund also allows rescue providers with liquid assets of less than $1,000 to apply for a $3,000 non-matching grant. Approved monies for volunteer fire department's and volunteer rescue providers through the Volunteer Fire Department Fund and the Volunteer Rescue/EMS Fund since 1988 exceeds $35,000,000.

Volunteer Fire Department and Rescue/EMS Grants

	1999	2000
Volunteer Fire Department Fund	$3,031,577.70	$2,970,056.17
Volunteer Rescue/EMS Fund	$1,132,652.16	$1,065,285.47

Remembering When Overview

The Office of State Fire Marshal (OSFM) and the Seniors' Health Insurance Information Program (SHIIP) have partnered to present the National Fire Prevention Association's fall and burn prevention series called Remembering When. A nostalgic trivia game is the hook that entices senior citizen audiences to learn how to prevent falls and burns, common injuries among the state's older citizens. By sharing staff and resources, OSFM and SHIIP hope to reach seniors in every county of the state within the next few years. A grant (in the amount of $70,000) from CDC through the NC Department of Health has been allocated for year 2000.

Learn Not to Burn Overview

Learn Not To Burn is an NFPA fire and burn prevention Curriculum taught by the classroom teacher to students in Pre-School through Grade 8. Each teacher is provided with manuals including lesson plans, knowledge tests and other materials for use in the classroom.

Juvenile Fire Setters

OSFM has created the NC Counsel for the Prevention of Juvenile Fire Setters. The Council is comprised of members from the fire service, law enforcement, juvenile justice, medical

and social services agencies. The purpose of the council is to address the serious concern of the growing rate of Juvenile firesetting in N.C.

Risk Watch

Risk Watch is a comprehensive injury prevention curriculum for children in preschool through Grade 8. The program is taught in the classroom by teachers with support from community resources. Students act out learning activities by assuming character roles appropriate to their development stage. The program covers the eight safety areas that effects children the most with injuries and deaths, those being Motor Vehicle; Fire & Burn; Choking, Suffocation, and Strangulation; Poisoning; Falls; Firearms Injury; Bike and Pedestrian; and Water

North Carolina Code Officials Qualification Board

The board is organized under the provisions of Chapter 143, Article 9C of the North Carolina General Statutes. A list of members follows, along with the individual or organization by whom they were appointed.

Member	Appointed By
Mr. Rick Lee, Chairman	President Pro Tempore of the Senate
Mr. James D. Kennedy, Vice-Chair	President Pro Tempore of the Senate
Mr. Ronnie Bailey	NC A&T University
Mr. Tim Bradley	Commissioner of Insurance
Ms. M. Renee Cahoon	Governor
Mr. Howard Danieley	Speaker of the House
Mr. Richard D. Ducker	Institute of Government
Mr. Charles England	Speaker of the House
Mr. Charles R. Horne	Governor
Mr. Joseph Martin	Governor
Ms. Barbara H. Mulkey, PE	President Pro Tempore of the Senate
Mr. Stanley D. Peaden	Speaker of the House
Mr. Mike Pittman	Department of Community Colleges
Ms. Deborah Simpson	President Pro Tempore of the Senate
Mr. Sam Vaughan, III	Speaker of the House
Mr. Edwin C. Weaver, PE	NC State University

Four seats remain vacant as of January 2001.

North Carolina Building Code Council

NC General Statutes 143-138 authorize the N.C. Building Code Council to prepare, adopt and amend the State Building Code. The council consists of 17 members appointed by the governor for six-year terms. Statutes require that members have expertise in areas relating to construction safety. The council meets twice a year in June and December.

Members

Mr. Barry W. Gardner, Chairman

Mr. Jack F. Neel, Jr., Vice-Chairman

Mr. Thomas L. Avery, PE

Mr. J. Albert Bass, Jr., PE

Mr. William N. Bullock

Mr. John Hitch, AIA

Mr. Marshall Knight, Jr.

Mr. Bradley C. Lail

Mr. Gregory F. Mulholland, PE

Mr. Herbert H. Neily, PE

Mr. Dennis R. Norris, PE

Mr. Robert C. Pierce

Mr. Aubrey Smith, PE

Mr. Richard Strickland

Mr. Dan Tingen

Mr. Thomas P. Turner

Mr. Gary T. York

North Carolina Fire and Rescue Commission

The NC Fire and Rescue Commission is charged with developing certification standards for all levels of fire service and rescue personnel and coordinating the state's involvement with the Federal Emergency Management Agency and the US Fire Administration.

The commission is also responsible for developing a master plan for fire prevention and control, increasing professional skills of fire protection and fire fighting personnel, serving as a central clearinghouse of information relating to the state's fire service activities, and handling federal and state grants.

Member	Organization
Mr. Richard Trexler, Chair	NC Association of Fire Chiefs
Mr. Dean Wall, Vice-Chair	NC Association of Rescue and EMS, Inc.
Mr. Cloyce Anders	Public-at-large
Mr. Hiram Brinson	Lt. Governor's Appointee
Mr. C. Harley Cook	NC Society of Fire Service Instructors
Mr. Robert Griffin	NC Fireman's Association
Mr. Charles Howell	NC Association of County Commissioners
Mr. Bobby Joyner	NC Association of Fire Chiefs
Mr. Jerry Lewis	NC County Fire Marshal's Association
Mr. Alan Nobles	NC Fire Marshal's Association
Mr. Fred O'Neal, Jr.	Governor's Appointee
Mr. Bruce Rose	NC League of Municipalities
Mr. Benny Scarbro	Speaker of the House Nominee
Mr. Robert Poe	NC Association of Rescue and EMS, Inc.
Edward Duffield	International Firefighters Association

North Carolina Home Inspectors Licensure Board

NC General Statutes 143-151.43 Article 9F created the North Carolina Home Inspectors Licensure Board to license those who perform home inspections for compensation. A list of the eight members follows, along with the individual by whom they were appointed.

Members	Representing
Mr. Stephen C. Smallman, Chairman	Governor
Mr. John W. Hamrick, Vice-Chairman	Governor
Mr. Jeff A. Vaughn, Secretary-Treasurer	President Pro Tempore of the Senate
Mr. Roger R. Pierce	President Pro Tempore of the Senate
Mr. Grover L. Sawyer, Jr., P.E.,	Commissioner of Insurance
Mr. W. Robert Schultz	Speaker of the House
Mr. T. Larry Summer	Governor
Mr. John J. Woodmansee	Speaker of the House

North Carolina Manufactured Housing Board

The Board is empowered to issue and revoke licenses, require bonds, resolve complaints and promulgate rules as necessary to carry out these goals. The following is a list of members and the individual or industry they represent as of January 2001.

Members	Representing
Mr. James E. Long, Chair	Commissioner of Insurance
Troy Brickey	Pres. Pro-Tem Senate
J.P. Cauley	Pres. Pro-Tem Senate
Danny Chandler	Speaker
Wesley Layton	Governor
Johnnie Robbins	Commissioner of Insurance
Linda Willey	Commissioner of Insurance
B.J. Williams	Governor
Vacant	Speaker

Public Officers and Employees Liability Insurance Commission

The Commission is given authority under North Carolina General Statutes 58-31-25 and 58-32-1 through 58-32-30 to make available a plan of professional liability insurance coverage for all law enforcement officers, public officials, and employees of any political subdivision of the State. The Public Officers and Employees Liability Insurance Commission (POELIC) is empowered to negotiate with insurance companies for the most favorable rates and coverage.

The commission also serves as liaison between the companies and those insured, to resolve any issues which may arise. The commission consists of 11 members representing city, county, and state governments, sheriffs and police departments, and the insurance industry. It meets at least four times each year, on or about the 15th of January, April, July, and October. Following is a list of the members:

Members	Representing
Mr. Joseph R. Kluttz, Chair	Speaker of the House
Deputy Chief Kent Fletcher	N.C. Police Chiefs and N.C. Police Executives Assoc.
Mrs. Susan Klakoff	N.C. Association of County Commissioners
Sheriff Dane Mastin	N.C. Sheriffs Association
Mr. Bob Mays	Independent Insurance Agents of N.C.
Mr,. J. Dal Snipes	Independent Insurance Agents of N.C.
Mr. David Walker	President Pro Tempore

Ex-Officio Members:

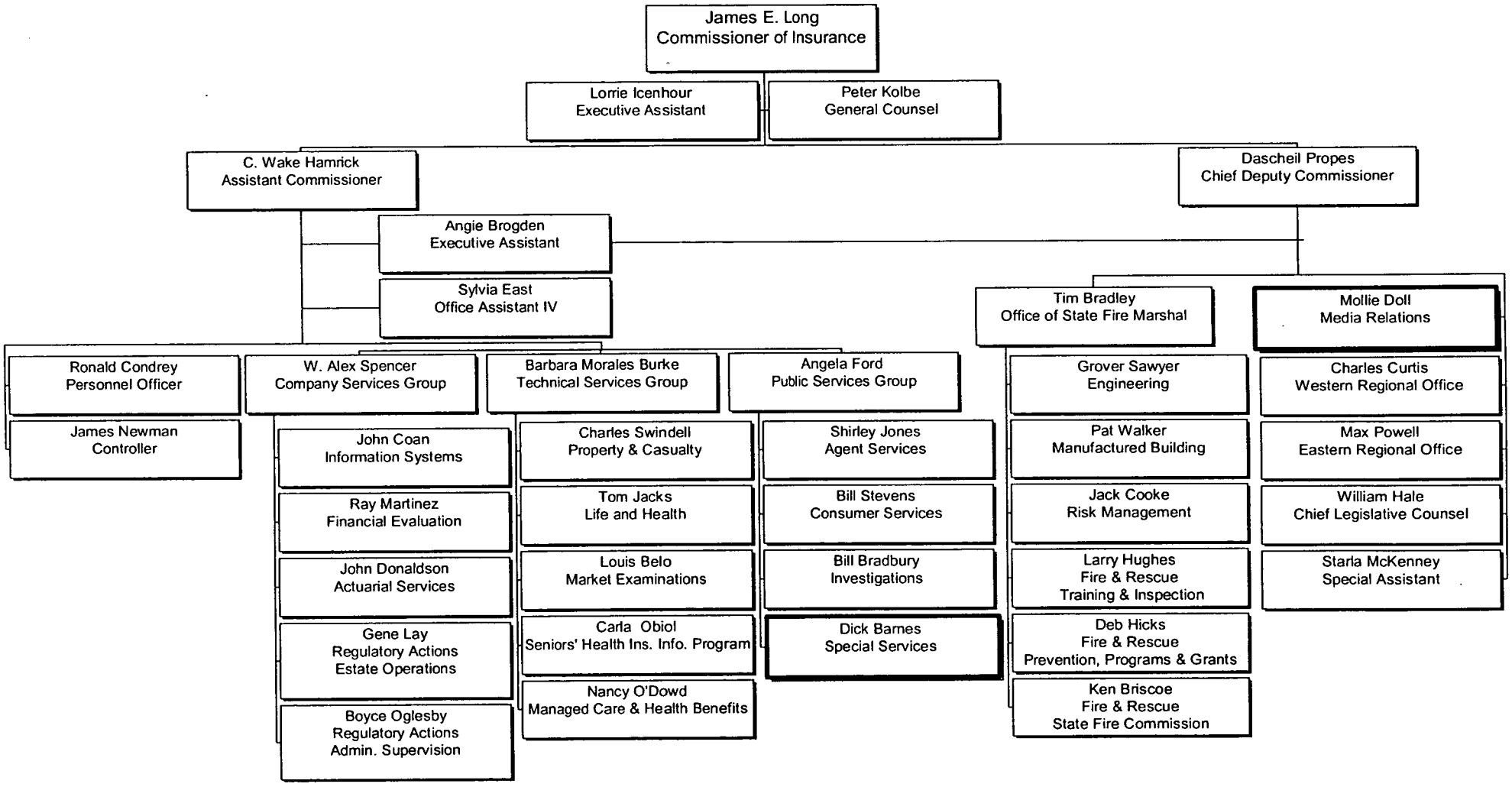
Mr. William A Dudley	Crime Control & Public Safety
Mr. W.A. "Doc" Hoggard	Attorney General's Office
Mr. J. Thomas Sutton, III	Commissioner of Insurance

Department of Insurance
General Government Sub-Committee Presentation
April 2001

1. Agency Overview
2. Agency Budget Review
3. Span of Control Data
4. Vacancies
5. Maintenance Contracts Information
6. Additional Zero Base Budget Information

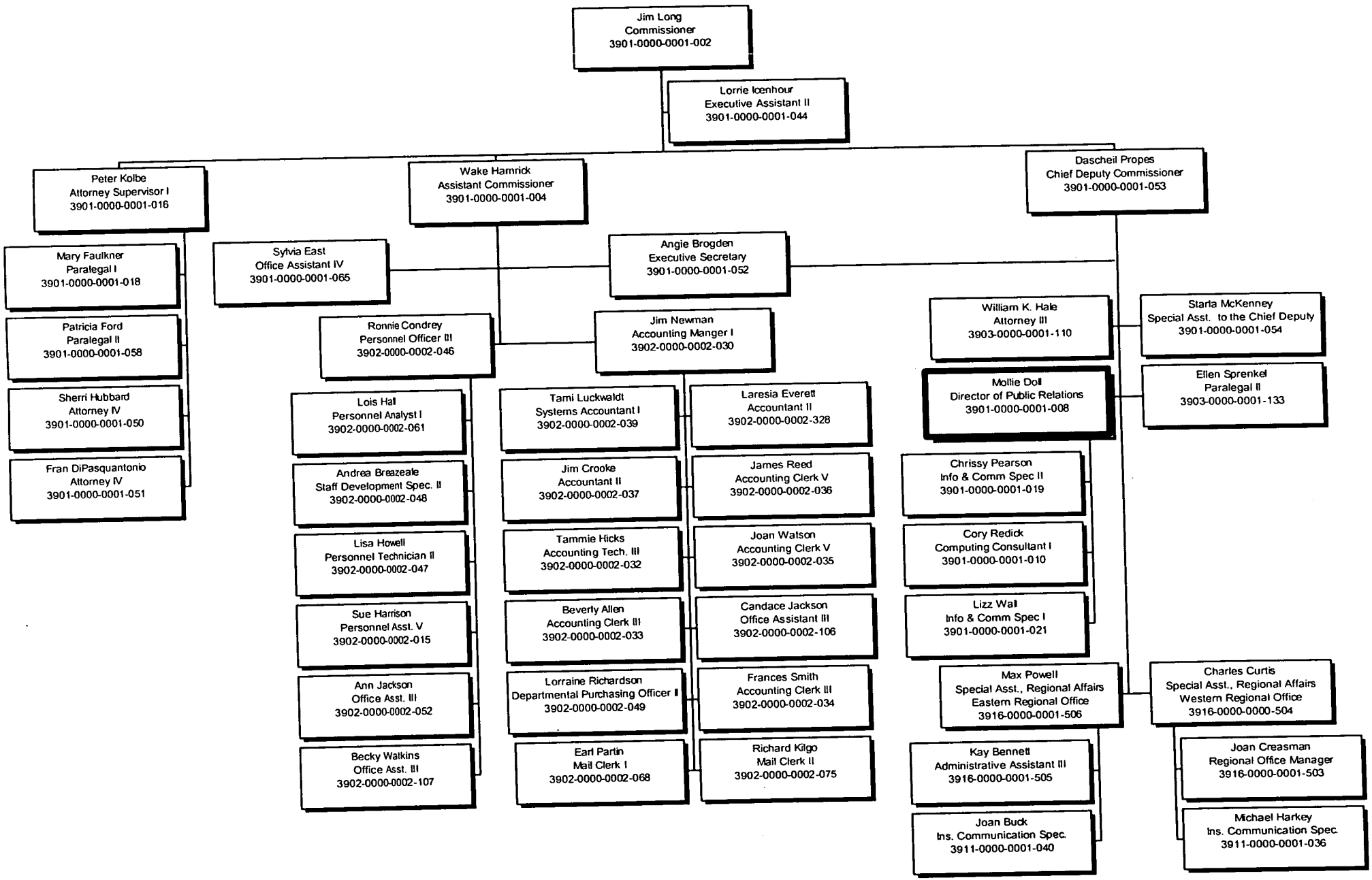
Budget Reductions

North Carolina Department of Insurance



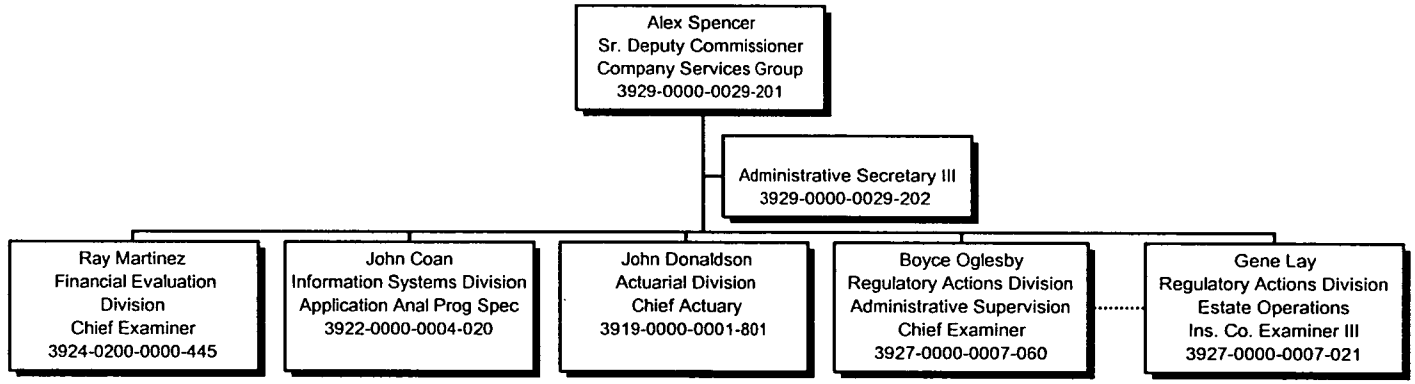
N. C. Department of Insurance

Administration and Support

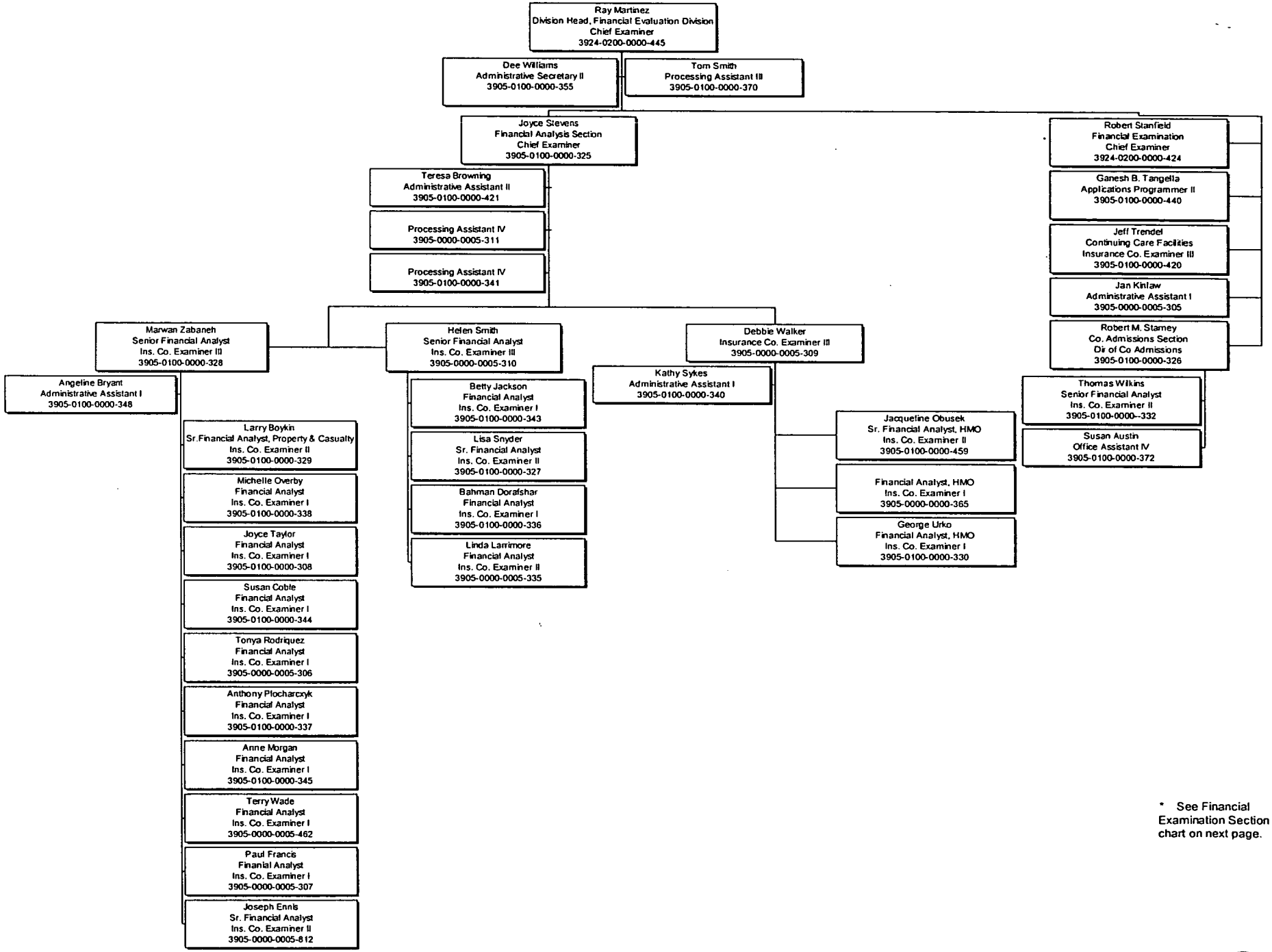


N. C. Department of Insurance

Company Services Group



N. C. Department of Insurance
Financial Evaluation Division

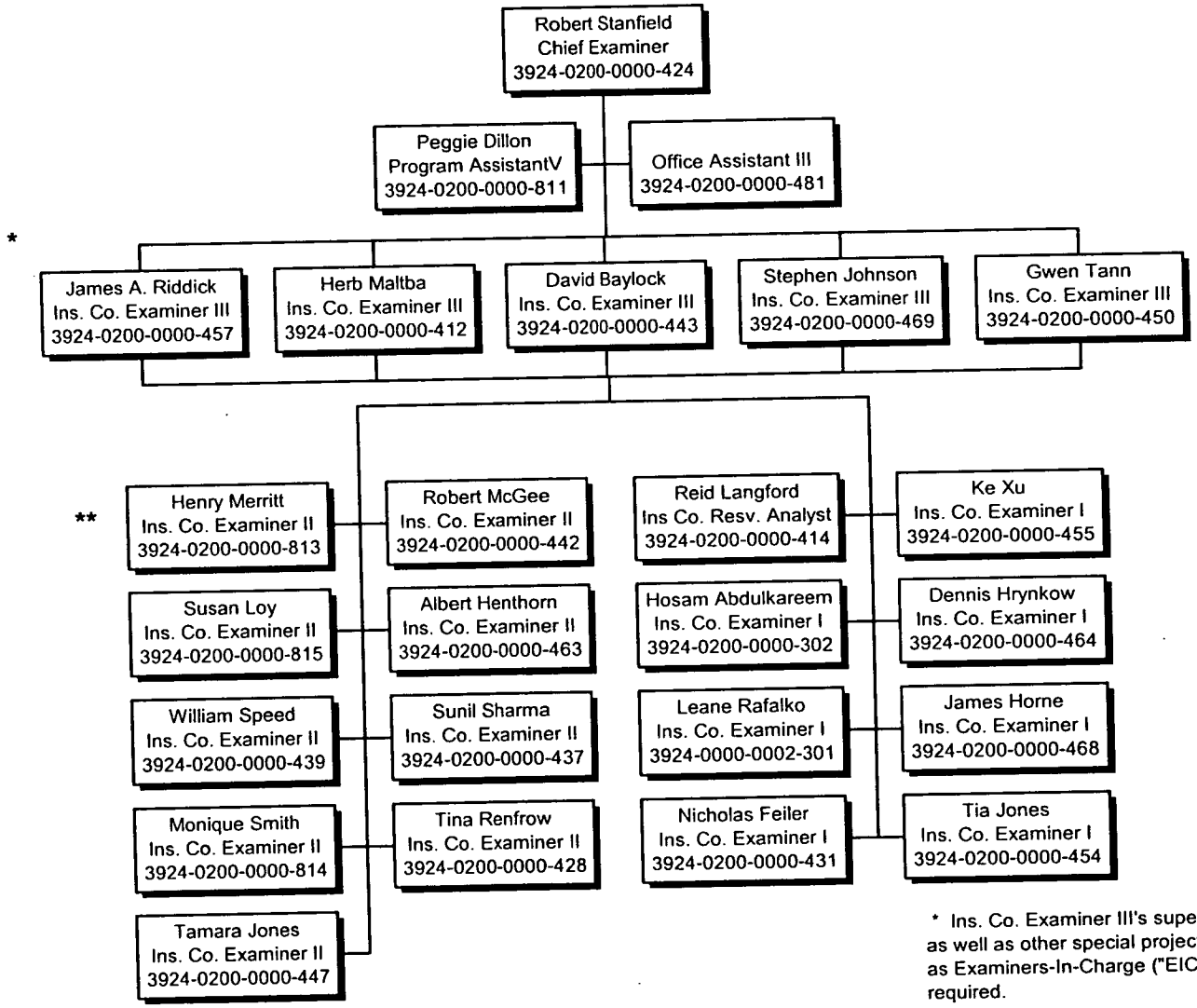


* See Financial Examination Section chart on next page.

N C Department of Insurance

Financial Evaluation Division

Financial Examination Section

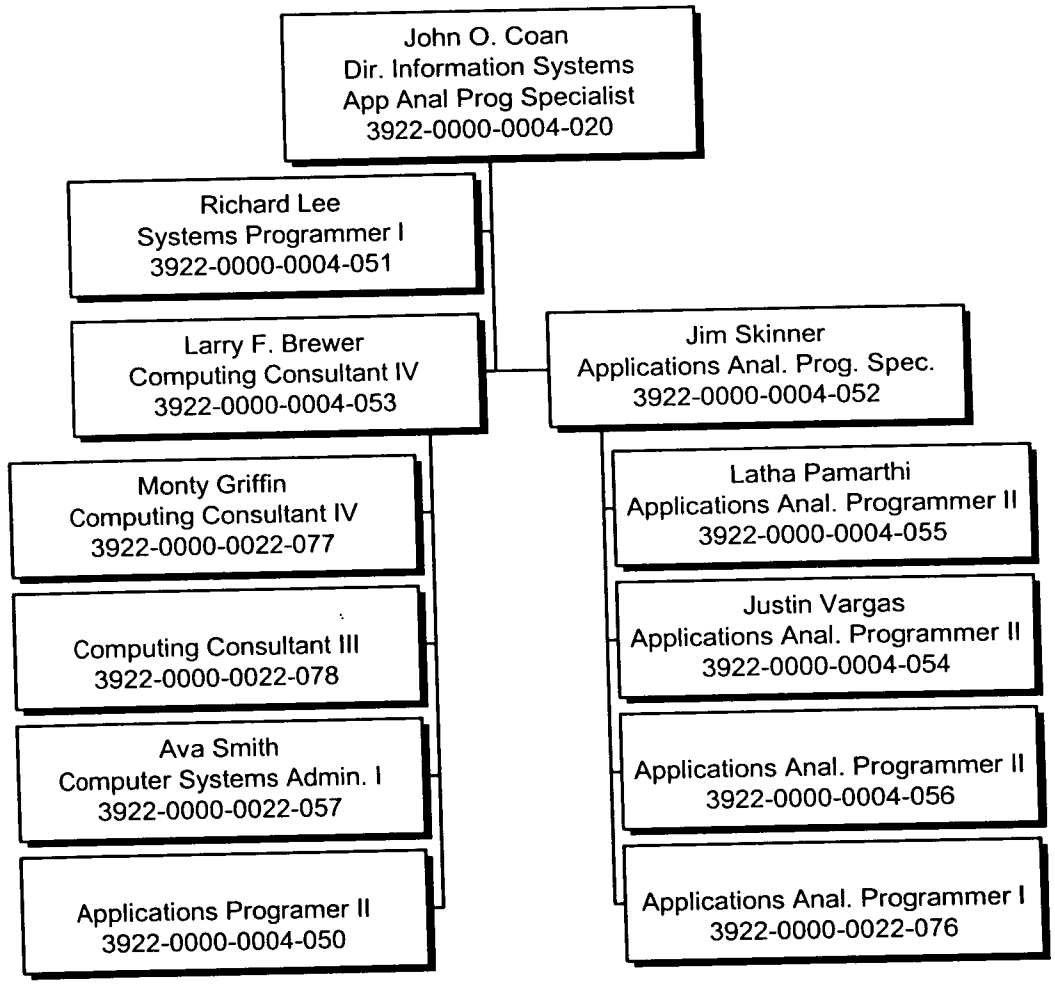


* Ins. Co. Examiner III's supervise from 2 - 5 field examinations as well as other special projects as required. They may also serve as Examiners-In-Charge ("EIC's) of any field examination as required.

** Ins. Co. Examiners II's serve as EIC's of field examinations. Teams consisting of three (3) to six (6) examiners can spend from two (2) to twenty-six (26) weeks on examinations.

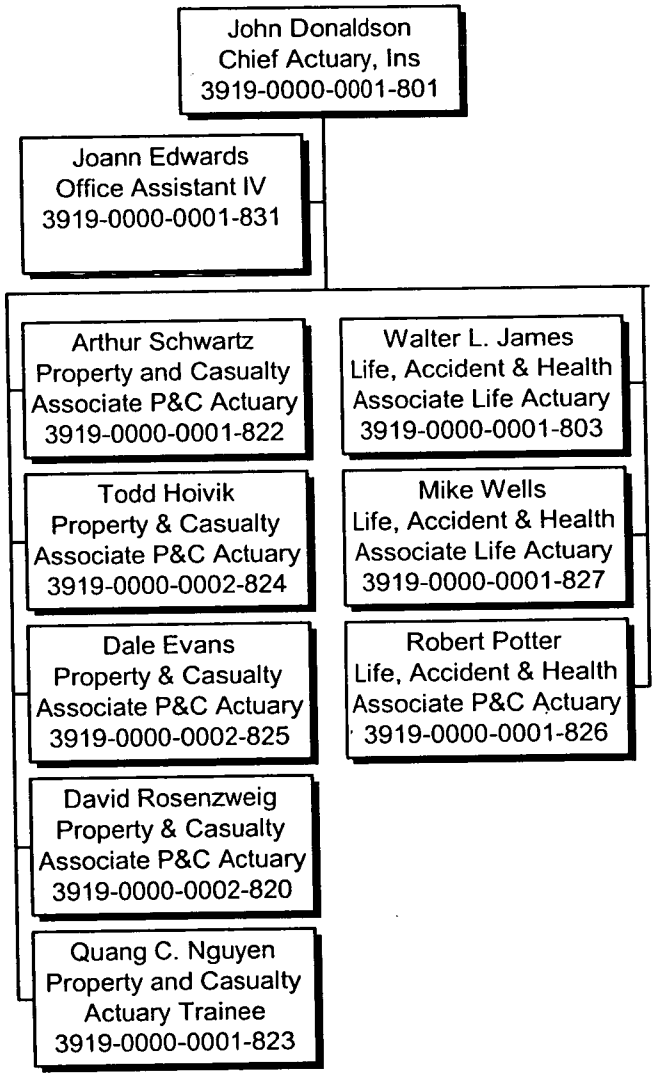
N C Department of Insurance

Information Systems Division



North Carolina Department of Insurance

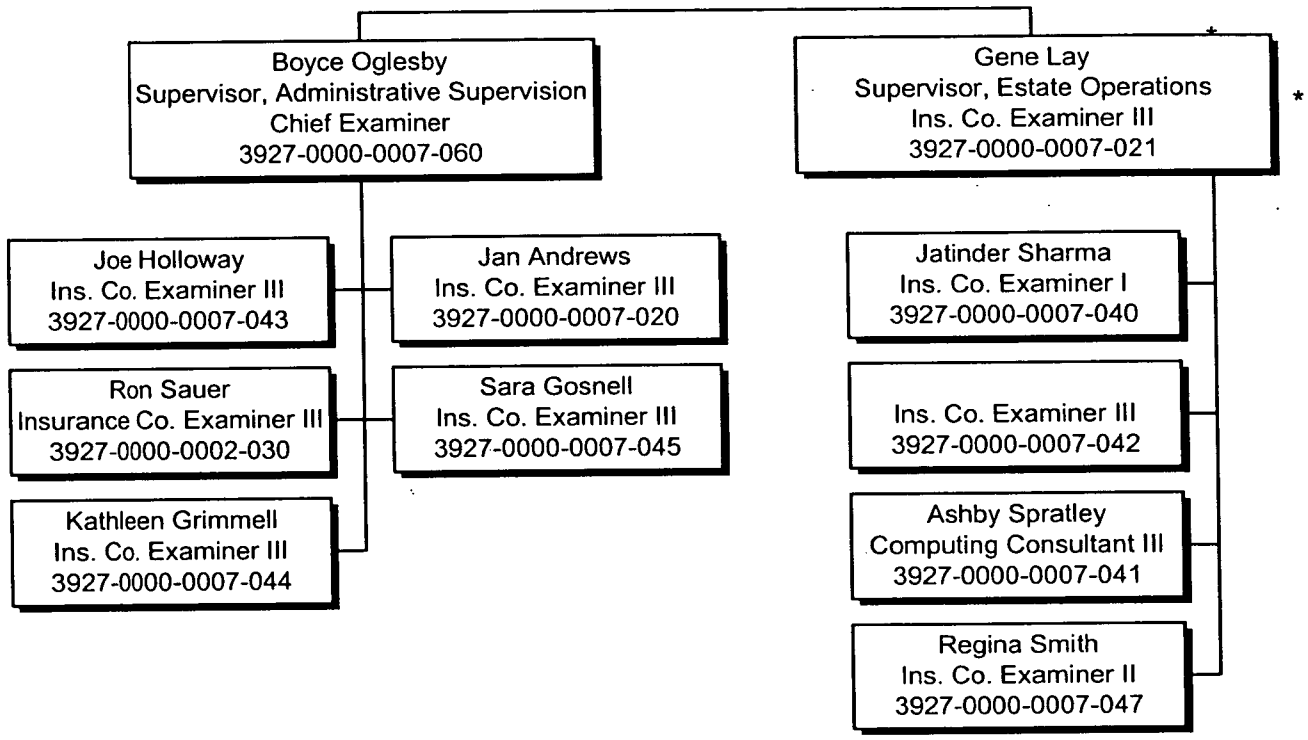
Actuarial Services



N. C. Department of Insurance
Regulatory Actions Division

Administrative Supervision Section

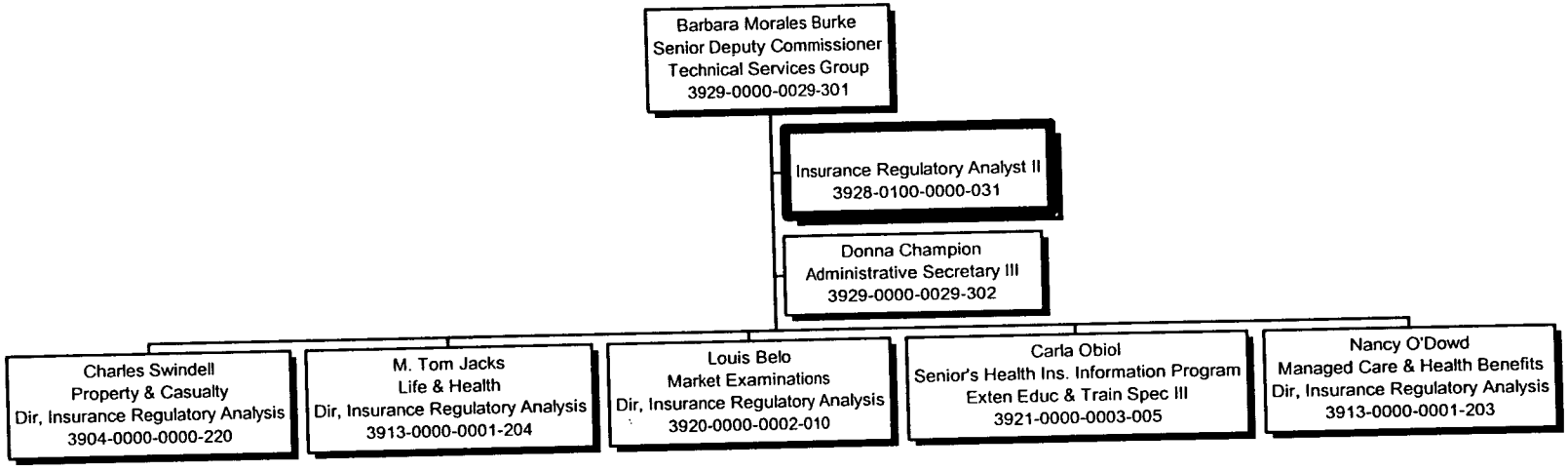
Estate Operations Section



* Also supervises contract employees

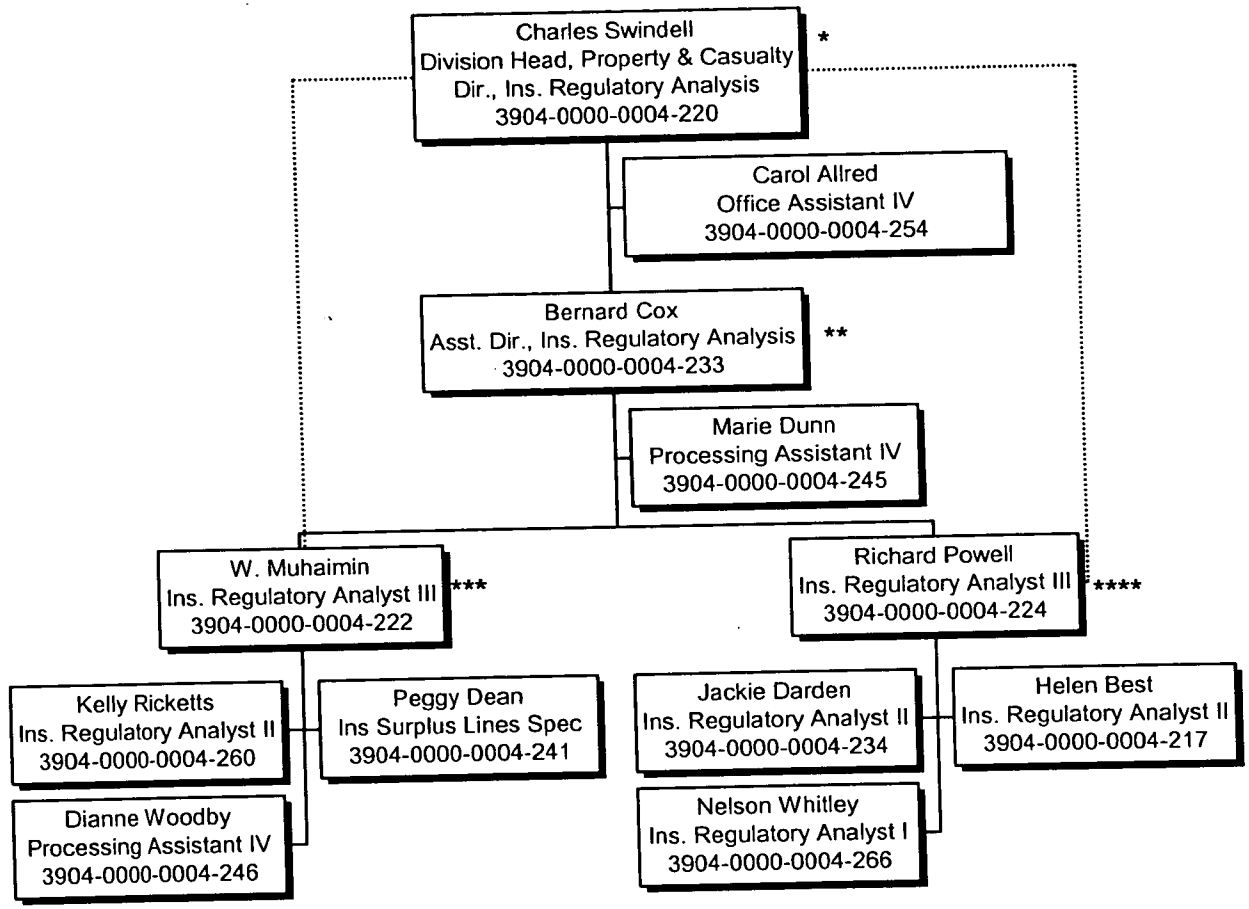
N. C. Department of Insurance

Technical Services Group



North Carolina Department of Insurance

Property and Casualty Division



* Serves as staff to the Property & Casualty Advisory / Liaison Committee

** Private Passenger Auto
Farm Owners
Crop and Hail
Professional Liability

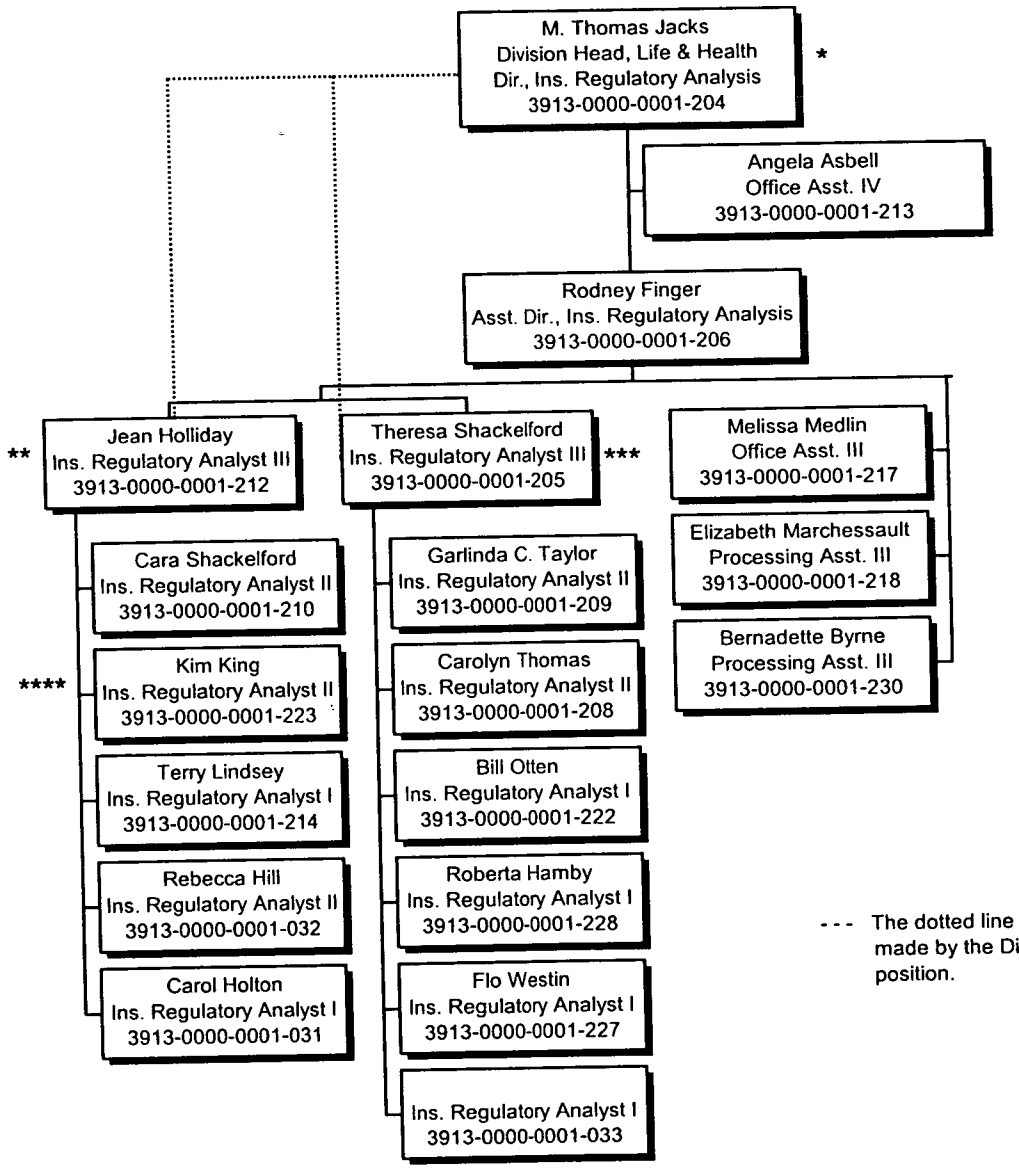
*** Commercial Property
Packaged Business Owners
Employee Leasing
Pollution Coverage
Surplus Lines
Homeowners
Federal Crime Program

**** Worker's Compensation
Commercial Casualty
General Liability
Bonds
Errors and Omissions
Inland Marine
Beach /Fair Plan
Medical Malpractice

--- The dotted line signifies that many of the work assignments are made by the Division Head in addition to the Assistant Director position.

North Carolina Department of Insurance

Life and Health Division



* Serves as staff to the Health Planning Commission

** Small Group Health
Credit Life
Indemnity Health

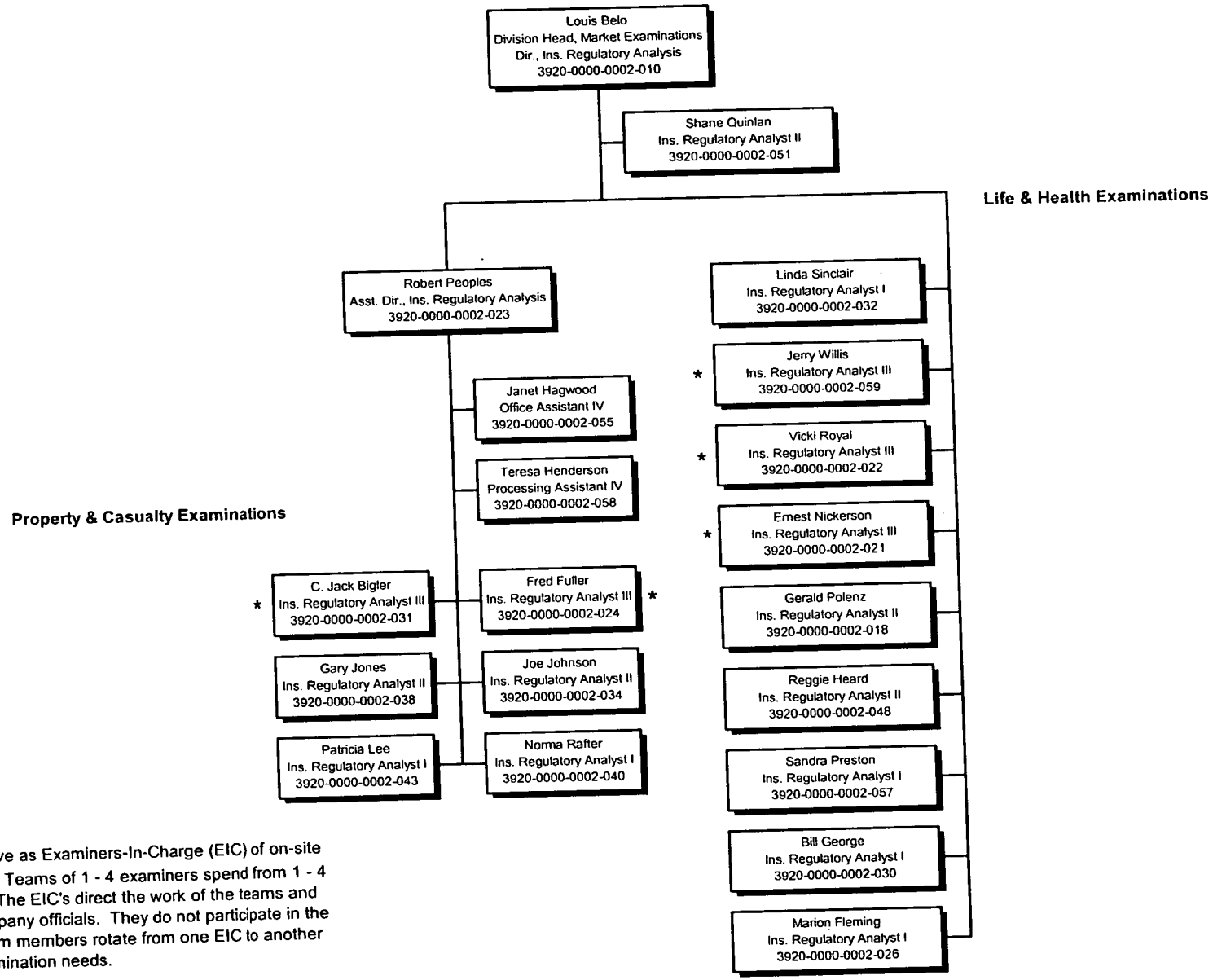
*** Life Insurance
Annuities
Health Maintenance Organizations (HMOs)
Medicare Supplements
General Health

**** Serves as staff to the Small Employer Health Benefits Board

--- The dotted line signifies that many of the work assignments are made by the Division Head in addition to the Assistant Director position.

North Carolina Department of Insurance

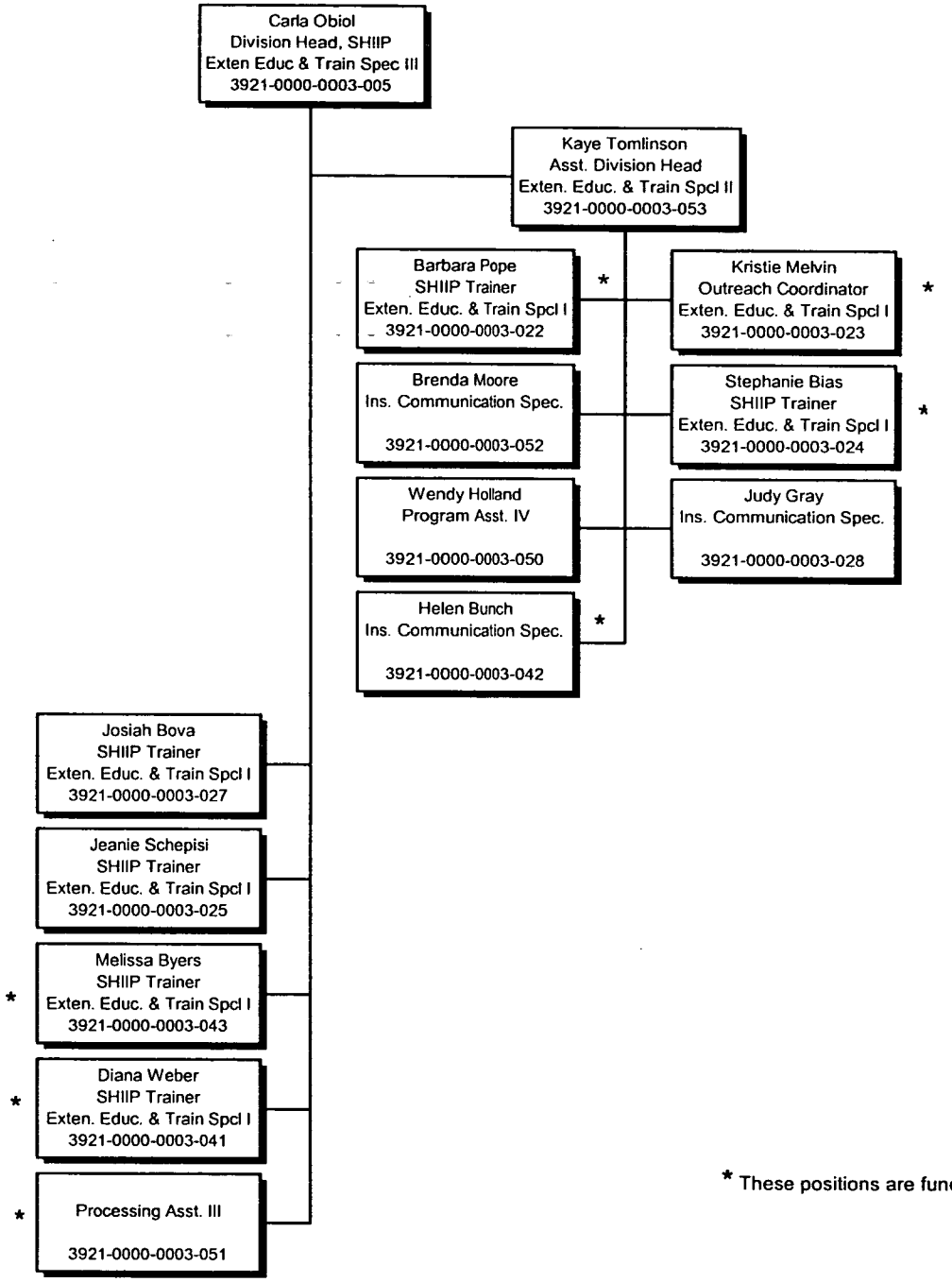
Market Examination Division



* These positions serve as Examiners-In-Charge (EIC) of on-site field examinations. Teams of 1 - 4 examiners spend from 1 - 4 weeks on exams. The EIC's direct the work of the teams and negotiate with company officials. They do not participate in the hiring of staff. Team members rotate from one EIC to another depending on examination needs.

North Carolina Department of Insurance

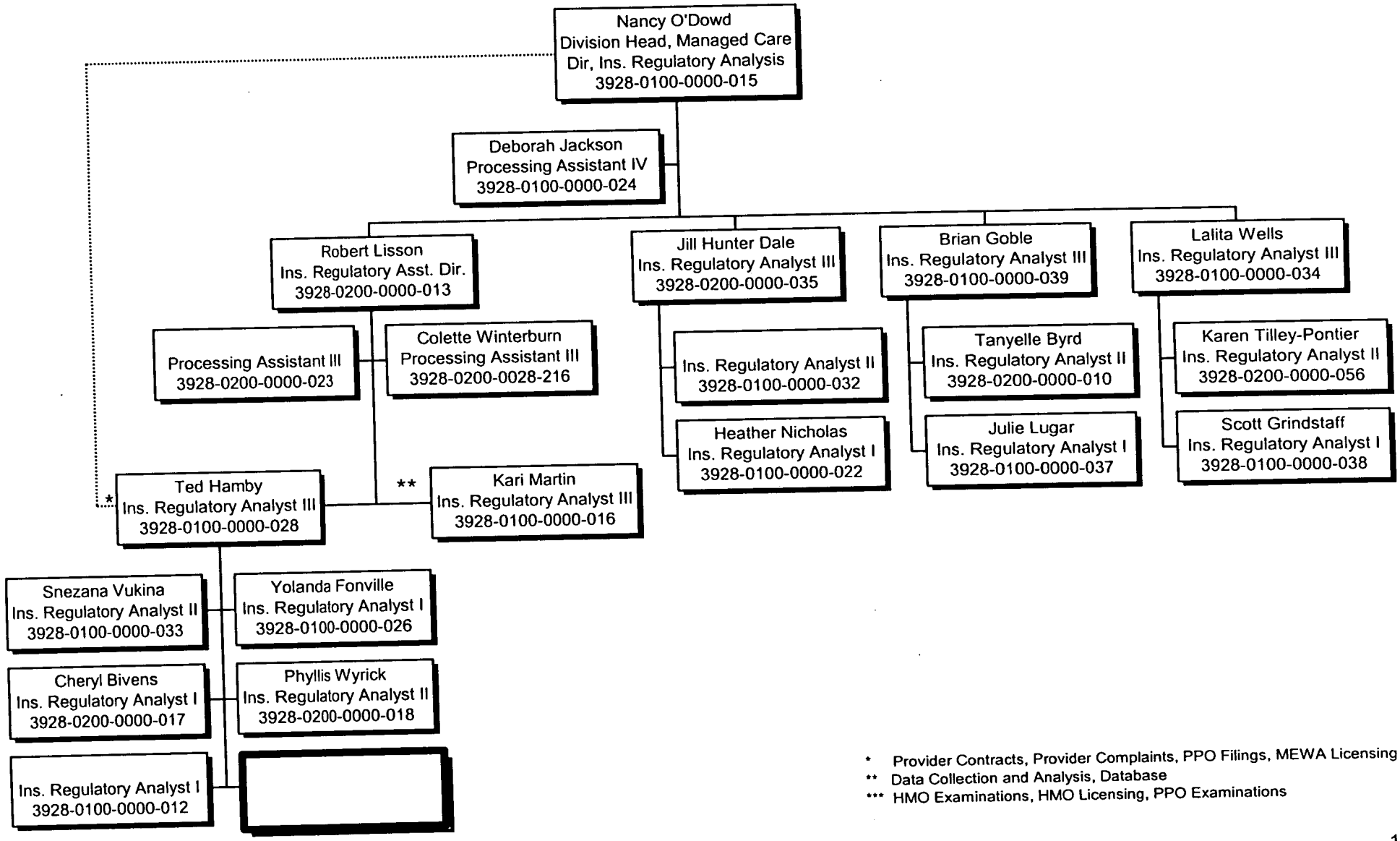
Seniors Health Insurance Information Program



* These positions are funded through a federal grant.

N. C. Department of Insurance

Managed Care & Health Benefits Division



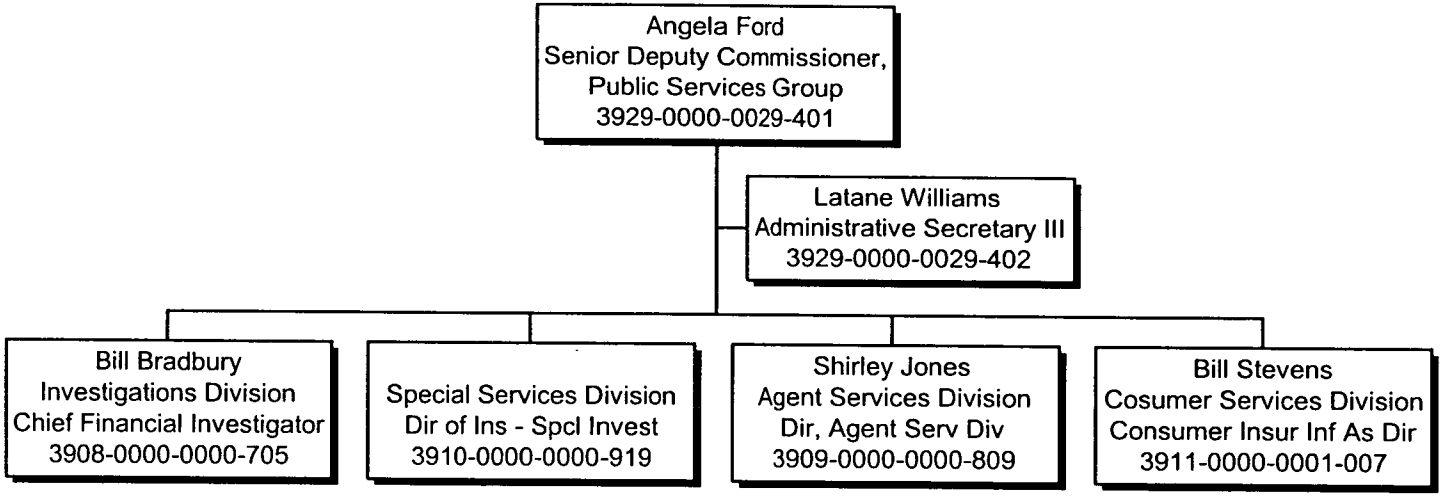
* Provider Contracts, Provider Complaints, PPO Filings, MEWA Licensing

** Data Collection and Analysis, Database

*** HMO Examinations, HMO Licensing, PPO Examinations

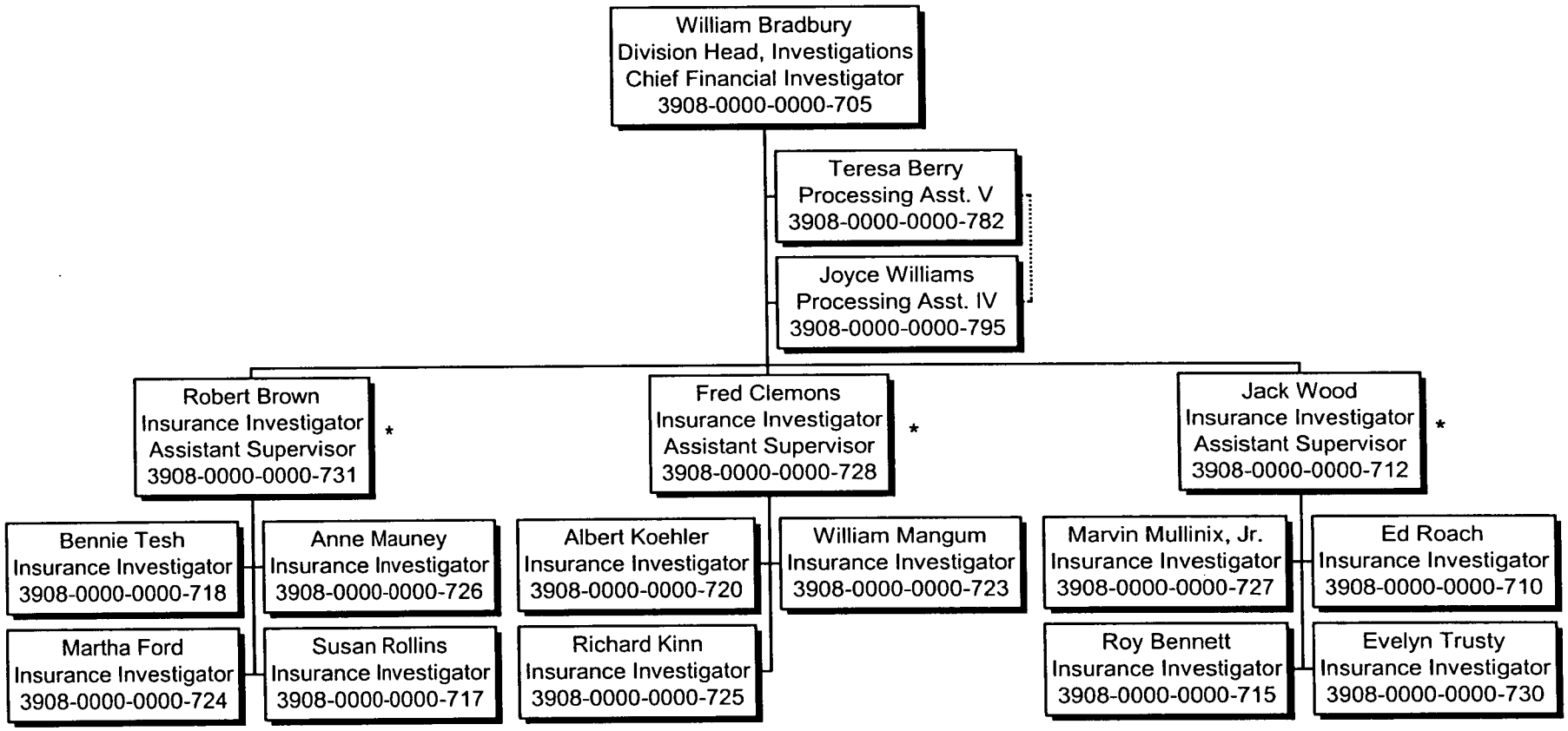
N. C. Department of Insurance

Public Services Group



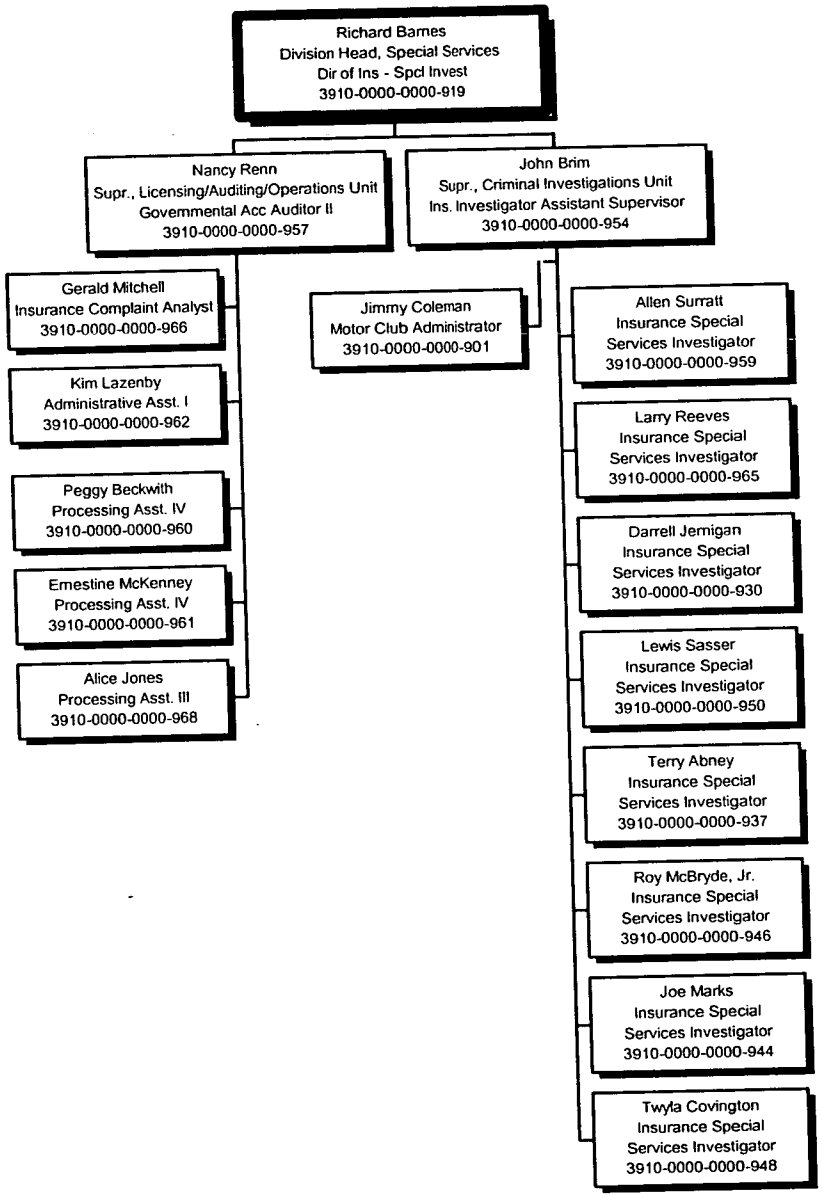
N. C. Department of Insurance

Investigations Division



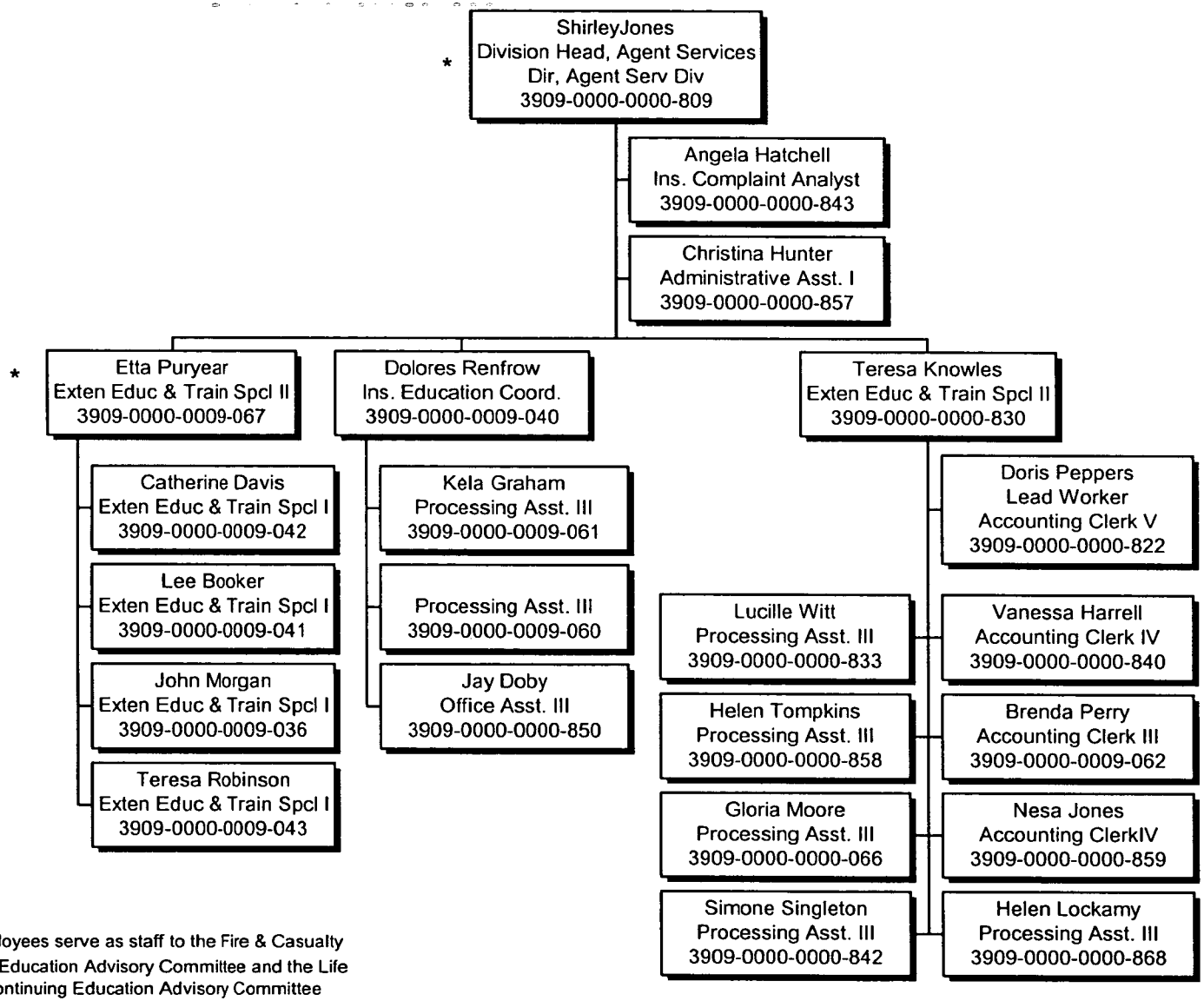
* Investigators are based throughout the State. The Assistant Supervisor positions are working supervisors who carry their own caseloads and supervise investigators in a specific geographic region.

N. C. Department of Insurance
Special Services Division



N. C. Department of Insurance

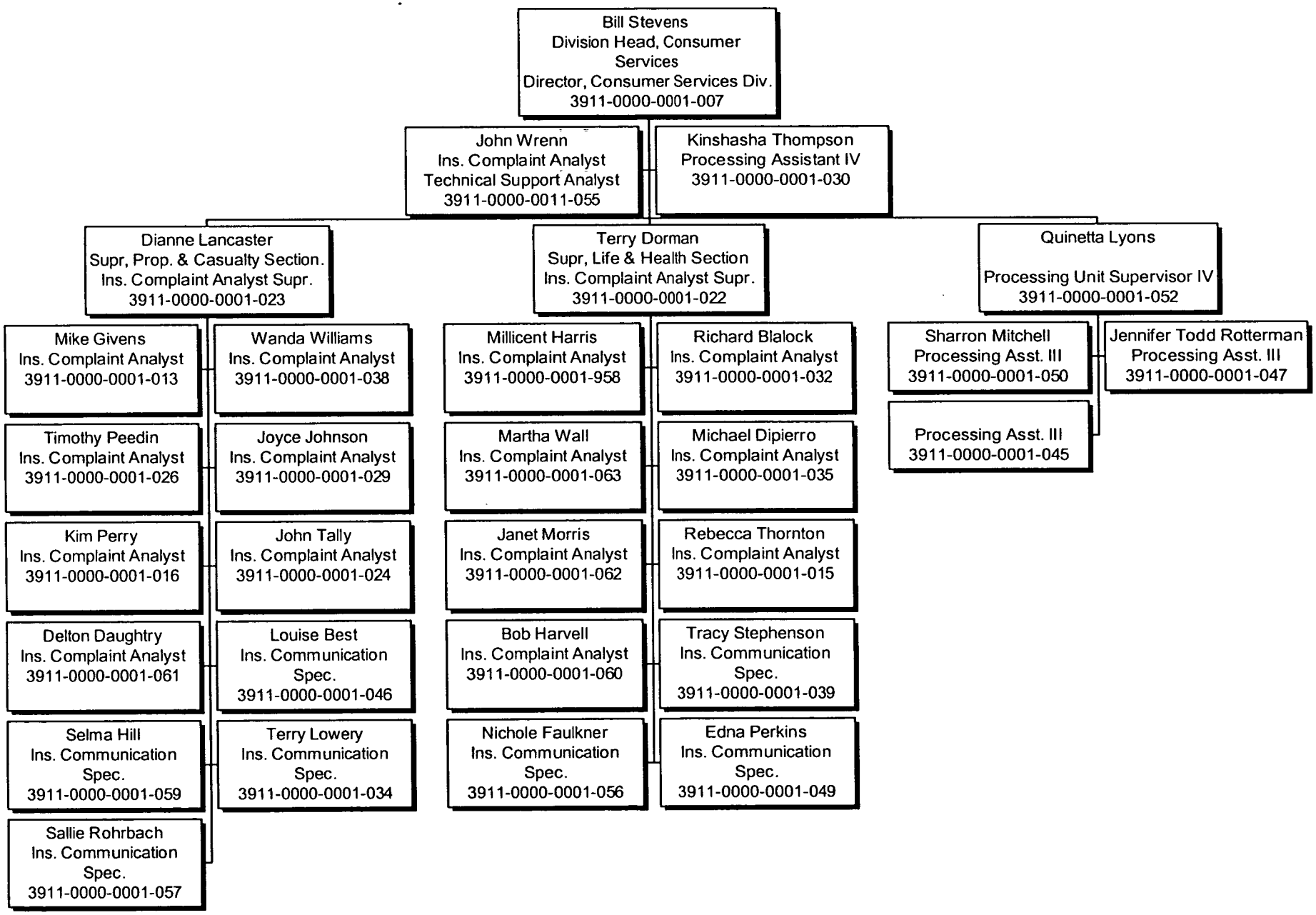
Agent Services Division



* These employees serve as staff to the Fire & Casualty Continuing Education Advisory Committee and the Life & Health Continuing Education Advisory Committee

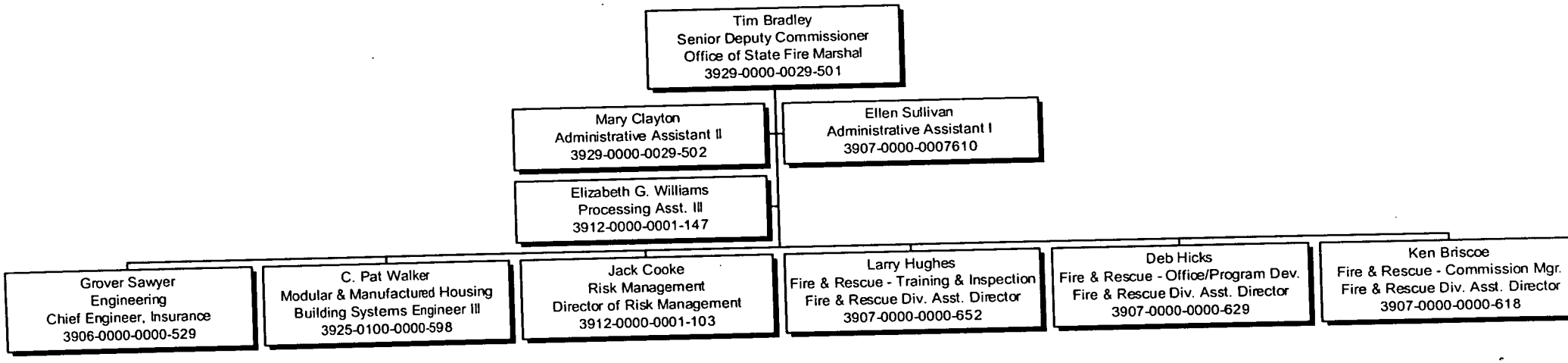
N. C. Department of Insurance

Consumer Services Division



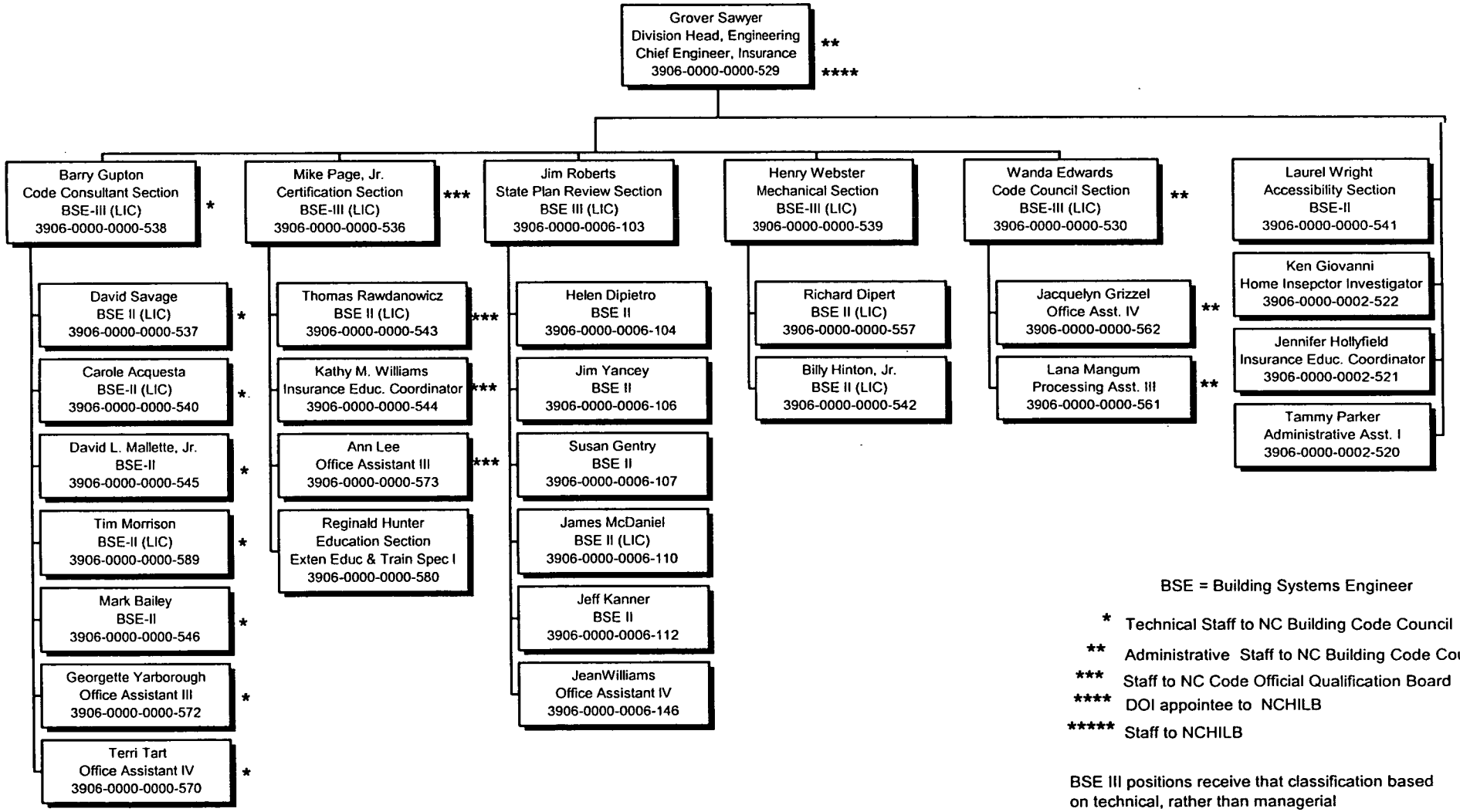
N. C. Department of Insurance

Office of State Fire Marshal



North Carolina Department of Insurance

Engineering Division



BSE = Building Systems Engineer

* Technical Staff to NC Building Code Council

** Administrative Staff to NC Building Code Council

*** Staff to NC Code Official Qualification Board

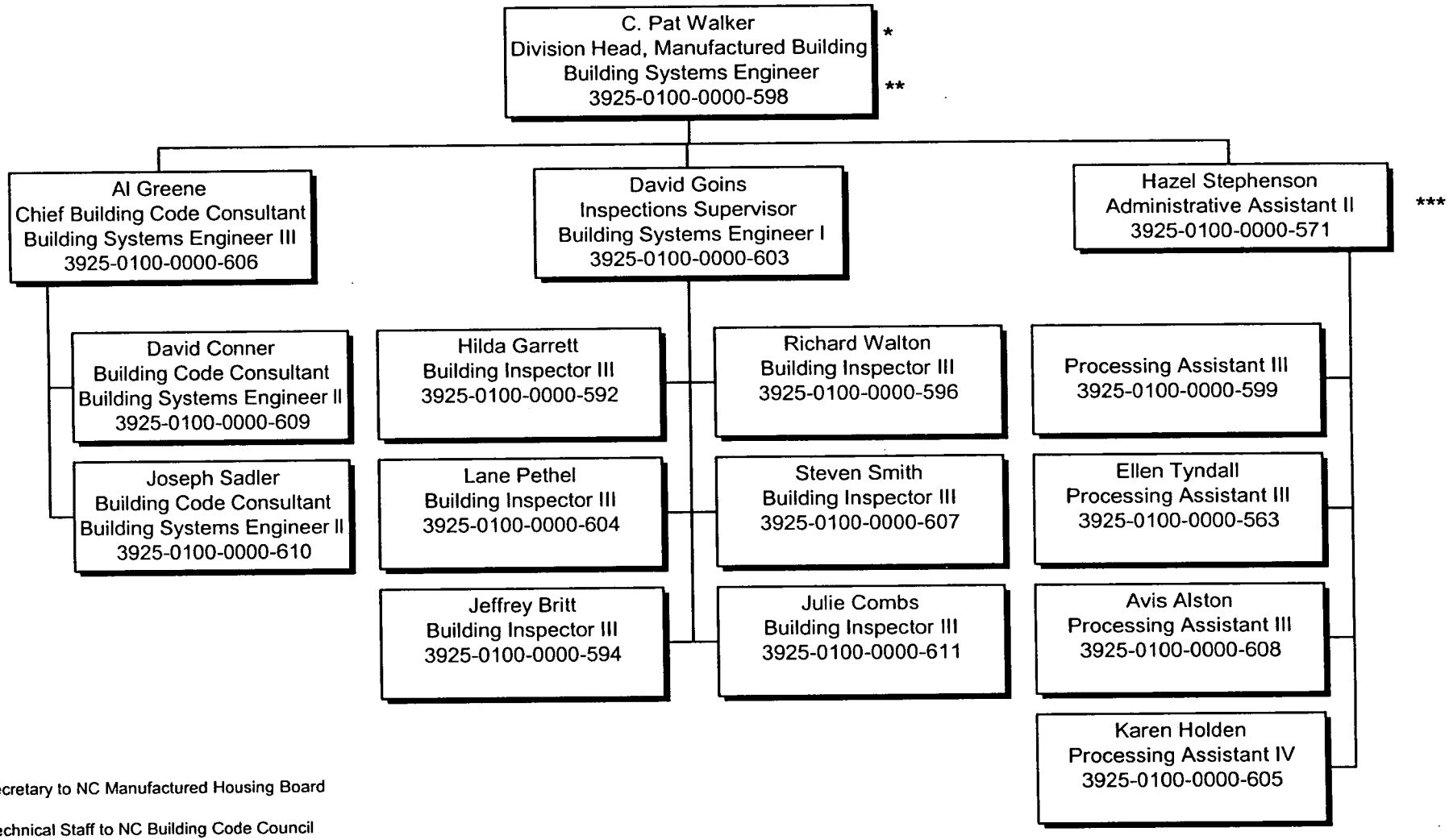
**** DOI appointee to NCHILB

***** Staff to NCHILB

BSE III positions receive that classification based on technical, rather than managerial responsibilities.

N. C. Department of Insurance

Manufactured Building Division



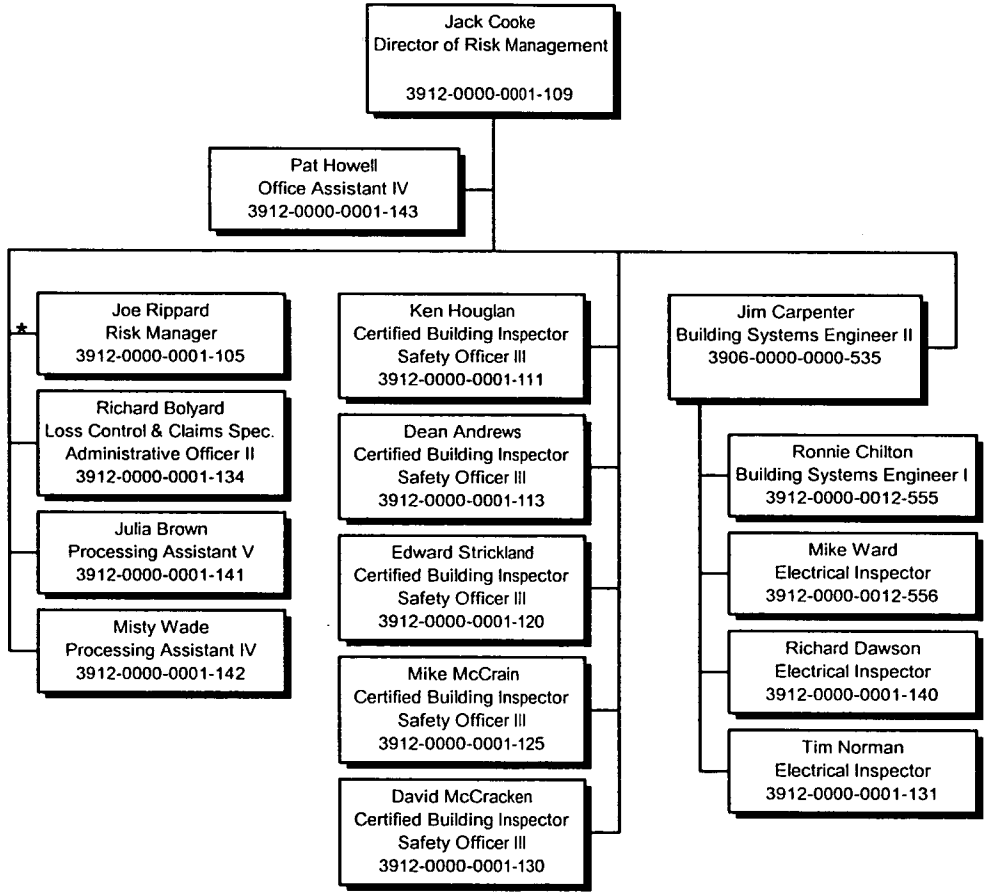
* Secretary to NC Manufactured Housing Board

** Technical Staff to NC Building Code Council

*** Staff to NC Manufactured Housing Board

North Carolina Department of Insurance

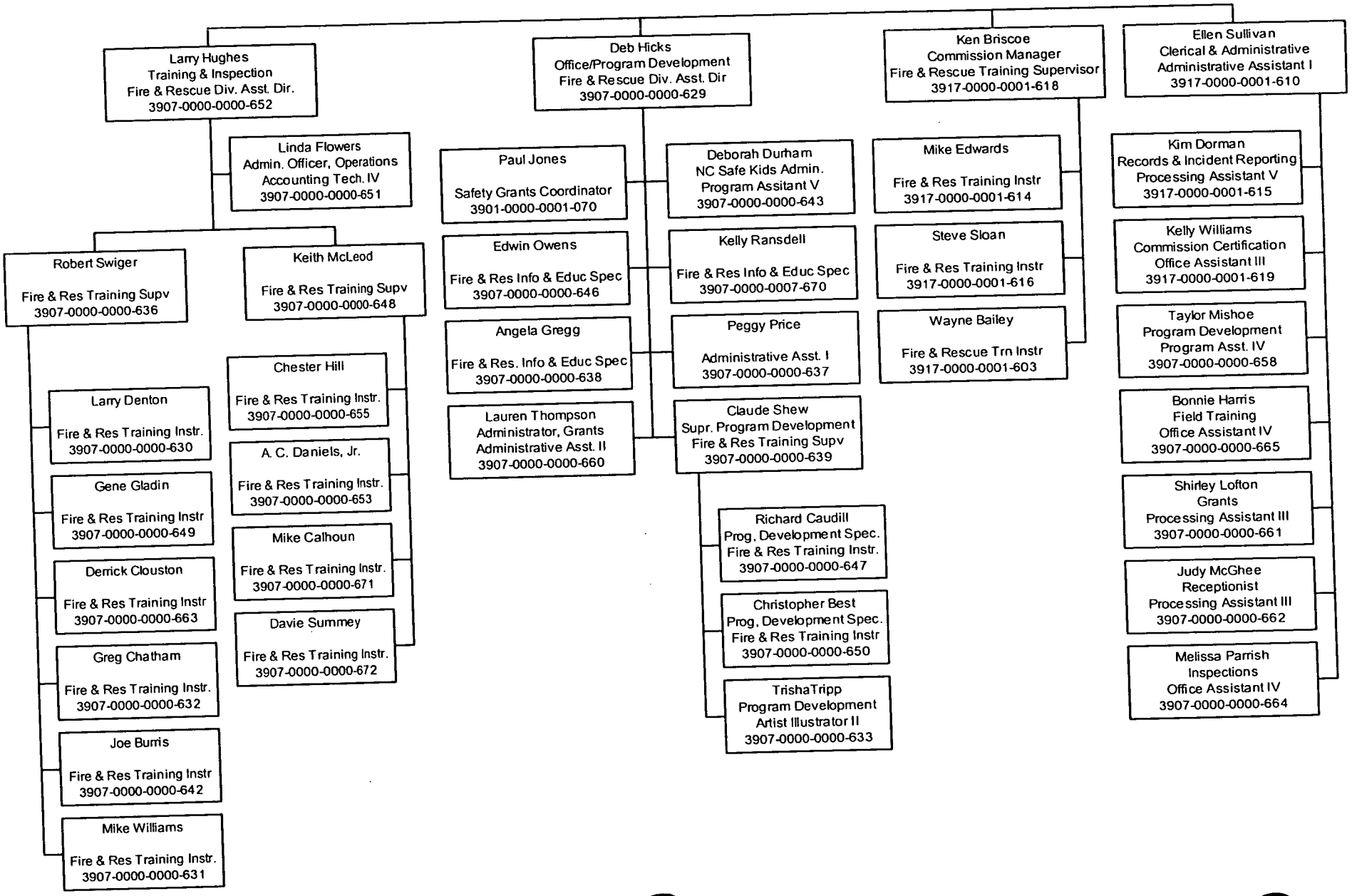
Risk Management Division



* These employees serve as staff to the Public Officers & Employees Liability Insurance Commission

NC DEPARTMENT OF INSURANCE

Fire & Rescue Division & Fire Commission



Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1100 Administration

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	2,851,716	2,906,920	2,906,920	2,906,920
Receipts Other than Ins.Reg. Fund	63,696	57,786	57,786	57,786
Appropriations Reimbursed by Ins.Reg.Fund	2,788,020	2,849,134	2,849,134	2,849,134

Position Counts
Summary by Purpose

3900
13900 Insurance - General Fund

DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements				
1100 Administration	35.42	35.42	35.42	35.42

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1200 Company Services Group

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	7,527,184	7,579,411	7,579,411	7,579,411
Receipts Other than Ins.Reg. Fund	50,441	162,516	162,516	162,516
Appropriations Reimbursed by Ins.Reg.Fund	7,476,743	7,416,895	7,416,895	7,416,895

Position Counts
Summary by Purpose

3900
13900 Insurance - General Fund

DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements				
1200 Company Services Group	89.92	92.82	92.82	92.82

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1300 Technical Services Group

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	6,025,631	5,944,736	5,944,736	5,944,736
Receipts Other than Ins.Reg. Fund	903,111	377,351	377,351	377,351
Appropriations Reimbursed by Ins.Reg.Fund	5,122,520	5,567,385	5,567,385	5,567,385

Position Counts
Summary by Purpose

3900
13900 Insurance - General Fund

DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements				
1300 Technical Services Group	89.85	89.45	89.45	89.45

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1400 Regulatory/Public Services

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	5,011,379	5,092,184	5,092,184	5,092,184
Receipts Other than Ins.Reg. Fund	1,205,311	1,214,360	1,214,360	1,214,360
Appropriations Reimbursed by Ins.Reg.Fund	3,806,068	3,877,824	3,877,824	3,877,824

Position Counts
Summary by Purpose

3900
13900 Insurance - General Fund

DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements				
1400 Public Service Group	80.5	80.50	80.50	80.50

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1500 Safety Services Group

P/PB FUND: 6920

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	8,128,581	6,666,707	6,666,707	6,666,707
Receipts Other than Ins.Reg. Fund	5,036,595	3,470,657	3,470,657	3,470,657
Appropriations Reimbursed by Ins.Reg.Fund	3,091,986	3,196,050	3,196,050	3,196,050

Position Counts
Summary by Purpose

3900
13900 Insurance - General Fund

DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements				
1500 Office of State Fire Marshal	98.71	84.49	84.49	84.49

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

3900
13900 Insurance - General Fund
1900 Reserves and Transfers to the Consumer Protection Fund

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Total Requirements	635,000	485,000	485,000	485,000
Receipts Other than Ins.Reg. Fund	0	0	0	0
Appropriations Reimbursed by Ins.Reg.Fund	635,000	485,000	485,000	485,000

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

Summary by Purpose

13900 Insurance - General Fund

	DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements					
1100	ADMINISTRATION	2,851,716	2,906,920	2,906,920	2,906,920
1200	COMPANY SERVICES GROUP	7,527,184	7,579,411	7,579,411	7,579,411
1300	TECHNICAL SERVICES GROUP	6,025,631	5,944,736	5,944,736	5,944,736
1400	REGULATORY/PUBLIC SERVICE	5,011,379	5,092,184	5,092,184	5,092,184
1500	SAFETY SERVICES GROUP	8,128,581	6,666,707	6,666,707	6,666,707
1900	RESERVES AND TRANSFERS	635,000	485,000	485,000	485,000
Total Requirements		30,179,491	28,674,958	28,674,958	28,674,958
Estimated Receipts					
1100	ADMINISTRATION	63,696	57,786	57,786	57,786
1200	COMPANY SERVICES GROUP	50,441	162,516	162,516	162,516
1300	TECHNICAL SERVICES GROUP	903,111	377,351	377,351	377,351
1400	REGULATORY/PUBLIC SERVICE	1,205,311	1,214,360	1,214,360	1,214,360
1500	SAFETY SERVICES GROUP	5,036,595	3,470,657	3,470,657	3,470,657
Receipts Other than Ins.Reg. Fund		7,259,154	5,282,670	5,282,670	5,282,670
Appropriations Reimbursed by Ins.Reg.Fund		22,920,337	23,392,288	23,392,288	23,392,288

Position Counts
Summary by Purpose

	DESCRIPTION (1)	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Requirements					
1100	ADMINISTRATION	35.42	35.42	35.42	35.42
1200	COMPANY SERVICES GROUP	89.92	92.82	92.82	92.82
1300	TECHNICAL SERVICES GROU	89.85	89.45	89.45	89.45
1400	REGULATORY/PUBLIC SERVI	80.5	80.50	80.50	80.50
1500	SAFETY SERVICES GROUP	98.71	84.49	84.49	84.49
Total Requirements		394.41	382.69	382.69	382.69

Department of Insurance
General Government Sub-Committee Presentation
April-01
Budget Review

Summary by Program Performance Budget (P/PB)

3900
13900 Insurance - General Fund

DESCRIPTION	1999-2000 ACTUAL (1)	2000-2001 AUTHORIZED (2)	2001-2002 TOTAL (3)	2002-2003 TOTAL (4)
Program Performance Budget Number,Title,Amount				
Requirements				
6840 Regulate Insurance	18,564,194	18,616,331	18,616,331	18,616,331
6920 Consumer Protection	8,128,581	6,666,707	6,666,707	6,666,707
6998 Economic Dev & Commerce	2,851,716	2,906,920	2,906,920	2,906,920
6999 Economic Dev & Commerce	635,000	485,000	485,000	485,000
Total Requirements	30,179,491	28,674,958	28,674,958	28,674,958
Estimated Receipts				
6840 Regulate Insurance	2,158,863	1,754,227	1,754,227	1,754,227
6920 Consumer Protection	5,036,595	3,470,657	3,470,657	3,470,657
6998 Economic Dev & Commerce	63,696	57,786	57,786	57,786
Receipts Other than Ins.Reg. Fund	7,259,154	5,282,670	5,282,670	5,282,670
Appropriations Reimbursed by Ins.Reg.Fund	22,920,337	23,392,288	23,392,288	23,392,288

NC Department of Insurance
General Government Sub-Committee Presentation
April 2001

Span of Control Data

Data Item	1995	1997	2001
Number of Employees (Total)	375	384	401
Number of Supervisors	74	66	78
Percentage of Supervisors to Total	20%	17%	18%
Average Span Agency Wide	5.1	5.8	5.5
Number of 1:1 Spans	3	0	0
Percentage of 1:1 Spans	4%	0%	0%
Number of 1:2 Spans	9	8	12
Percentage of 1:2 Spans	12%	12%	15%
Number of 1:3 Spans	17	7	11
Percentage of 1:3 Spans	23%	11%	14%
Total "Low" Spans	29	15	23
Percentage of "Low" Spans (to total no. supv)	39%	23%	29%
Number of Supervisory Levels	6	6	6
Average Supervisor Level	4.57	4.36	4.43

NC Department of Insurance
General Government Sub-Committee Presentation
April 2001

Vacancies

Position Number	Position Title	Date Vacated
3902-0000-0000-104	Insurance Regulatory Analyst III	6/4/99
3904-0000-0000-223	Insurance Regulatory Analyst I	1/1/99
3904-0000-0000-261	Processing Assistant IV	5/31/00
3905-0000-0005-341	Processing Assistant V	1/5/00
3906-0000-0000-534	Building Systems Engineer III	1/1/99
3922-0000-0004-073	Computer Training Specialist	9/1/99
3922-0000-0022-076	Applications Analyst Programmer I	7/1/00
3924-0000-0024-303	Insurance Company Examiner I	3/7/00
3924-0000-0024-304	Insurance Company Examiner II	2/1/99
3924-0000-0024-425	Insurance Company Examiner II	5/31/00
3924-0000-0024-467	Insurance Company Examiner I	1/1/99
3928-0100-0000-036	Insurance Regulatory Analyst I	12/1/99
3929-0000-0029-202	Administrative Secretary III	12/14/99

Department of Insurance
Maintenance Contracts (5324XX)
FY 2000-2001

13900 Insurance - General Fund (Insurance Regulatory Reimbursable)

Fund	RCC #	Division Name	Vendor	Maintenance		Amount
1100-Administration						
Account 532430 Maint Agree-Equipment	1111	Administration	Advance Business	WRO-Copier	$	386
			Ameritrend Corp	Brother 3650 Fax		198
			Hewlett Packard	HP-5 Printer		192
			Systel Business	F885 Fax		250
			Panasonic Doc Imaging	UF-885 Fax		350
			Systel Business	7742 Copier		1,035
	1112	Adm-Support	Alternative Mail	Mail Machine		536
			Ameritrend Corp	Brother 3550 Fax		198
			McRae Office Solution	Toshiba 5560 Copier		480
	1113	General Counsel	KM Data , Inc.	Okifax 5300		88
Total 1100-Administration					**$**	**3,713**
1200-Company Services Group						
Account 532430 Maint Agree-Equipment	1221	Financial Evaluation	Danka Office Imaging	Image-Copier	$	1,983
Account 532440 Maint Agree-DP Equipment	1222	Financial Examination	Rad Trust	Copier		600
	1224	Self-Insured Work Comp	Pomeroy Computer	Printer		763
Total 1200-Company Services Group					**$**	**3,346**
1300-Technical Services Group						
Account 532430 Maint Agree-Equipment	1332	Property & Casualty	Systel Business	Af 550 Copier	$	348
Account 532441 Maint Agree-Software	1332	Property & Casualty	Atlati, Inc.	Software		360
Account 532430 Maint Agree-Equipment	1333	Life & Health	Systel Business	Af 550 Copier		580

Department of Insurance
Maintenance Contracts (5324XX)
FY 2000-2001

13900 Insurance - General Fund (Insurance Regulatory Reimbursable)

Fund	RCC #	Division Name	Vendor	Maintenance		Amount
1300-Technical Services Group						
Account 532430 Maint Agree-Equipment	1334	Market Examinations	Danka Office Imaging	Kodak Copier		901
	1335	SHIIP-Seniors Health Info	Systel Business	AF 650 Copier		3,626
Total 1300-Technical Services Group					**$**	**5,815**
1400-Regulatory/Public Services Group						
Account 532430 Maint Agree-Equipment	1441	Consumer Services	Danka Office Imaging	Kodak Copier	$	3,123
			IBM	Software		245
			Sprint Carolina	CINPHONY II Software		2,057
Account 532441 Maint Agree-Software	1441	Consumer Services	Atlatl, Inc.	Software		360
Account 532430 Maint Agree-Equipment	1442	Agent Services	Danka Office Imaging	Kodak Copier		152
			IBM	Software		280
	1443	Investigations	Systel Business	7750 Copier		1,995
	1444	Special Services	Danka Office Imaging	Kodak Copier		1,140
			Systel Business	7750 Copier		665
Total 1400-Regulatory/Public Services Group					**$**	**10,017**

Department of Insurance
Maintenance Contracts (5324XX)
FY 2000-2001

13900 Insurance - General Fund (Insurance Regulatory Reimbursable)

Fund	RCC #	Division Name	Vendor	Maintenance	Amount
1500-Office Of The State Fire Marshal					
Account 532430 Maint Agree-Equipment	1552	Engineering	Danka Office Imaging	Image-Copier	$ 2,351
			Pitney Bowes, Inc.	Power Stacker	333
			Pitney Bowes, Inc.	Mail Scale	962
			Pitney Bowes, Inc.	Meter Machine	2,198
Account 532441 Maint Agree-Software	1554	Fire Commission	Logics	Fire Dept. Links	36,000
Account 532430 Maint Agree-Equipment	1556	Risk Management	Danka Office Imaging	Copier	2,659
			Pitney Bowes, Inc.	Mail Scale	161
			Pitney Bowes, Inc.	Meter Machine	366
			Jade Copier Service	4355 Copier	1,100
Total 1500-Office Of The State Fire Marshal					**$ 46,130**
Total Maintenance Contracts (5324XX)					**$ 69,021**

Department of Insurance
Zero Base Budgeting Expenditures
FY 1997 - to FY 2001
4. Travel and Other Employee Expenses (532711- 532732)

	Actual Expenditures				Authorized December	Requested	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY00-01	FY 01-02	FY 02-03
532711 TRANSP AIR - IN STATE							
1100 Administration	525	649	-	220	640	640	640
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	282	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	246	355	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US							
1100 Administration	2,029	6,969	4,794	4,582	9,093	9,093	9,093
1200 Company Services	33,435	47,298	29,679	19,450	40,756	40,756	40,756
1300 Technical Services	112,280	64,844	63,440	70,870	104,286	104,286	104,286
1400 Public Services	19,080	30,878	32,346	27,464	34,276	34,276	34,276
1500 Office of the State Fire Marshal	9,501	10,066	12,990	12,206	7,065	7,065	7,065
532713 TRANS AIR-OUT OF COUNTRY							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	1,331	-	-	-	-	-
532714 TRANSP-GRND - IN STATE							
1100 Administration	15,865	18,490	20,629	21,644	17,100	17,100	17,100
1200 Company Services	26,774	33,090	45,747	54,643	44,720	44,720	44,720
1300 Technical Services	38,406	46,387	55,492	52,735	52,528	52,528	52,528
1400 Public Services	118,681	146,064	147,229	151,042	138,308	138,308	138,308
1500 Office of the State Fire Marshal	206,884	258,947	294,440	319,216	223,662	223,662	223,662
532715 TRANS GRND-OUT STA,IN US							
1100 Administration	936	1,591	2,231	1,778	1,914	1,914	1,914
1200 Company Services	13,358	10,414	12,993	3,627	16,644	16,644	16,644
1300 Technical Services	30,765	17,954	21,670	25,923	38,337	38,337	38,337
1400 Public Services	2,228	3,871	4,517	4,216	4,150	4,150	4,150
1500 Office of the State Fire Marshal	5,768	4,150	3,387	3,494	3,419	3,419	3,419
532716 TRANS GRND-OUT OF COUNTRY							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	71	-	-	-	-	-
532721 LODGING - IN STATE							
1100 Administration	2,519	2,743	3,140	3,702	3,785	3,785	3,785
1200 Company Services	40,278	33,983	22,167	20,564	50,844	50,844	50,844
1300 Technical Services	34,307	38,450	45,547	29,851	33,343	33,343	33,343
1400 Public Services	26,941	30,092	34,213	34,391	29,557	29,557	29,557
1500 Office of the State Fire Marshal	70,480	70,529	87,971	85,693	87,747	87,747	87,747
532722 LODGING-OUT STATE, IN US							
1100 Administration	3,477	3,916	7,720	6,192	8,702	8,702	8,702
1200 Company Services	62,590	50,261	46,060	29,130	53,711	53,711	53,711
1300 Technical Services	56,532	39,854	49,141	80,038	97,358	97,358	97,358
1400 Public Services	14,737	14,137	18,128	16,431	16,810	16,810	16,810
1500 Office of the State Fire Marshal	16,853	19,119	16,604	20,543	25,476	25,476	25,476

Department of Insurance
Zero Base Budgeting Expenditures
FY 1997 - to FY 2001
4. Travel and Other Employee Expenses (532711- 532732)

	Actual Expenditures				Authorized December	Requested	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY00-01	FY 01-02	FY 02-03
532723 LODGING-OUT OF COUNTRY							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	1,107	-	-	-	-	-
532724 MEALS - IN STATE							
1100 Administration	1,734	1,762	1,649	1,276	2,124	2,124	2,124
1200 Company Services	21,207	18,568	11,690	9,611	28,263	28,263	28,263
1300 Technical Services	20,800	20,496	26,795	16,574	19,293	19,293	19,293
1400 Public Services	20,450	18,783	21,815	20,301	20,814	20,814	20,814
1500 Office of the State Fire Marshal	56,571	59,752	62,091	58,999	48,620	48,620	48,620
532725 MEALS-OUT OF STATE,IN US							
1100 Administration	585	1,004	1,448	1,060	1,370	1,370	1,370
1200 Company Services	20,576	14,198	12,412	6,091	18,697	18,697	18,697
1300 Technical Services	26,690	14,476	18,042	28,010	42,255	42,255	42,255
1400 Public Services	4,872	4,922	5,300	5,502	6,500	6,500	6,500
1500 Office of the State Fire Marshal	8,170	8,705	6,980	6,518	6,640	6,640	6,640
532726 MEALS-OUT OF COUNTRY							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	228	-	-	-	-	-
532727 MISC - IN STATE							
1100 Administration	50	27	74	71	138	138	138
1200 Company Services	94	193	440	140	1,414	1,414	1,414
1300 Technical Services	158	558	698	702	1,561	1,561	1,561
1400 Public Services	225	125	438	264	1,322	1,322	1,322
1500 Office of the State Fire Marshal	98	26	312	4,389	2,863	2,863	2,863
532728 MISC - OUT STATE, IN US							
1100 Administration	137	250	241	253	232	232	232
1200 Company Services	992	1,035	844	1	2,500	2,500	2,500
1300 Technical Services	1,626	1,282	1,146	1,682	4,363	4,363	4,363
1400 Public Services	189	179	258	460	1,544	1,544	1,544
1500 Office of the State Fire Marshal	27	24	62	353	505	505	505
532731 BD/NON-EMPLOYEE TRANSP							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	1,234	-	-	1,400	1,400	1,400
1300 Technical Services	438	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	17,072	14,403	14,388	14,337	21,365	21,365	21,365
532732 BD/NON-EMPLOYEE SUBSIS							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	766	-	-	-	-	-
1300 Technical Services	50	-	-	1,000	1,000	1,000	1,000
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	17,910	13,739	14,652	11,848	10,010	10,010	10,010
	1,186,478	1,204,345	1,284,050	1,289,087	**1,389,024**	**1,389,024**	**1,389,024**

Department of Insurance

Zero Base Budgeting Expenditures
Fy 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures				Authorized December	Requested	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534511 - Furniture							
1100 Administration	16,045	3,738	16,556	6,072	4,073	4,073	4,073
1200 Company Services	44,095	45,859	42,240	101,997	52,725	52,725	52,725
1300 Technical Services	37,121	29,841	23,650	45,336	4,634	4,634	4,634
1400 Public Services	26,262	5,704	46,808	38,249	11,909	11,909	11,909
1500 Office of the State Fire Marshal	7,391	9,025	14,188	5,981	10,418	10,418	10,418
534521- Office Equipment							
1100 Administration	4,735	7,494	7,975	-	480	480	480
1200 Company Services	30,064	29,222	16,571	10,950	25,844	25,844	25,844
1300 Technical Services	24,866	-	26,628	31,132	603	603	603
1400 Public Services	3,449	2,295	8,582	827	18,226	18,226	18,226
1500 Office of the State Fire Marshal	20,121	1,068	1,091	25,200	4,807	4,807	4,807
534522 - Computer							
1100 Administration	1,397	7,916	18,737	298	12,152	12,152	12,152
1200 Company Services	242,683	116,053	254,486	459,445	90,006	90,006	90,006
1300 Technical Services	20,234	58,029	385,260	59,179	43,379	43,379	43,379
1400 Public Services	14,253	44,036	28,970	82	4,936	4,936	4,936
1500 Office of the State Fire Marshal	55,854	107,728	91,257	40,035	35,838	35,838	35,838
534528 - Communications							
1100 Administration	2,652	1,350	3,022	684	-	-	-
1200 Company Services	435	2,721	13,637	15,197	3,250	3,250	3,250
1300 Technical Services	569	28,210	23,454	2,032	-	-	-
1400 Public Services	1,706	25,701	45,014	7,393	-	-	-
1500 Office of the State Fire Marshal	-	47,495	1,639	48,201	2,000	2,000	2,000

Department of Insurance

Zero Base Budgeting Expenditures
Fy 1996-97 to FY 2000-01

6. Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures				Authorized December	Requested	
	FY 96-97	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03
Division or Program							
534529 - Custody & Security							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	108	-	-	-	-	-
534539 - Other Equipment							
1100 Administration	-	-	1,213	136	11,346	11,346	11,346
1200 Company Services	-	-	-	23,690	-	-	-
1300 Technical Services	421	7,886	-	10,869	2,250	2,250	2,250
1400 Public Services	1,819	-	363	16,990	710	710	710
1500 Office of the State Fire Marshal	13,113	540	17,296	60,553	27,064	27,064	27,064
534539001 - Other Equipment Audio/Visual							
1100 Administration	-	-	-	120	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	5,825	5,380	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	5,818	-	8,316	-	-	-
534544 - Trailers							
1100 Administration	-	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	7,918	-	-	-
Department of Insurance	569,285	587,840	1,094,461	1,032,262	366,650	366,650	366,650

Department of Insurance
General Government Sub-Committee Presentation
April-01
Proposed Cuts to Governor's Continuation Budget
Cut in 13900 - General Fund - FY 2001-2003

Account	Description	Total 1200
532712	Trans-Air-Out State	6,100
532714	Trans-Grnd-In State	2,700
532715	Trans-Grnd-Out-State	5,700
532721	Lodging-In State	3,077
532722	Lodging-Out State	2,698
532724	Meals-In State	3,000
532725	Meals-Out State	50
532930	Registration Fees	6,675
Total		**30,000**

Comments: These cuts are from **Fund 1200 (Company Services)**, within the General Fund 13900. This Fund temporarily is supported by appropriations which are repaid by the Department of Insurance. The repayments are transferred quarterly from the Insurance Regulatory Fund. Accordingly, these cuts will not result in a net savings to the State's General Fund.

Department of Insurance
General Government Sub-Committee Presentation
April-01
Proposed Cuts to Governor's Continuation Budget
Cut in 13901 (GF-Direct Appropriations) -FY 2001-2003

Special Budget Cut in 13901- (GF- Direct Appropriations) FY 2001-2002 $3,000,000

Comments: This cut is from the Budget code 13901(General Fund- Direct Appropriations). Funds are appropriated in 13901for transfer to the Volunteer Safety Worker's Compensation Fund (63902). The General Fund Appropriations, Volunteer Contributions (Premiums) and interest, are being combined to build up the Fund balance in order to be self-sustaining. Cuts in Appropriations will extend the time that the Fund grows to a self-sustaining level.

Department of Insurance
General Government Sub-Committee Presentation
Optional Additional 1% & 2% Cut in 13900 - General Fund - FY 2001-2003

		Fund 1500	
Account	**Description**	1%	2%
532850	Printing - Code Books	233,000	466,000
434310	Sale of Publication	233,000	466,000

VISITOR REGISTRATION SHEET

General Govt. Sub committee — 4-12-2001
Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dana Fitzgerald	OSBPM
Ellen Hamrick	NC DOI
Jim Crooke	NC DOI
Tim Newman	NC DOI
Paula McElroy	NC DOI
Barbara Morales Barker	NC DOI
Carolyn Johnson	NCDOA
[illegible]	" "
Kathie Austin	OSBPM
Mandy Glass	DOA
Deschen Phipps	DOI
Kelli Riley	OSP
Beth Bingle	Alley Associates
Crissy Parker	Burke & Associates
Wilbur Ridout	DOR
Bubba Strunt	Parker Poe Adams & Bernstein

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

April 16, 2001
4:00 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Monday, April 16, 2001 at 4:00 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Barefoot, Lucas, Setzer, and Wilson. Three Senate members were present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the record.

Continuation Budget Review (continued) Department of Secretary of State (Attachment I)

Representative Jeffus recognized Mr. Rodney Maddox, Chief Deputy of Secretary of State.

Mr. Maddox summarized the several functions of the office that takes up five to six per cent of their staff. They deal with storage of information and records that are of contemporary use and do not need to go to Archives and History Division. These are records that people need to access on a regular basis.

Mr. Maddox continued that the other ninety-five percent of the people in the department are involved with the manifestation of the state's authority in the creation of wealth. The Secretary of State Department reaches out and is involved in helping people create wealth. The Department is divided into four divisions. The Corporation Division is responsible for the examination, custody, and maintenance of legal documents filed by corporations, limited liability companies, limited partnerships, and limited liability partnerships. The Securities Division exists to protect the investing public by regulating persons and firms doing business as stockbrokers and investment advisors. The Uniform Commercial Code Division serves as a vital source for "credit check" information used by banks and other lenders when a business or person of North Carolina wants to borrow money, for business or personal purchases. The Business License Information Office, which is a service provided to people seeking to go into business, to help them find their way through the beaureacy of permits and licenses. If they will share their business plan with them they will give them a road map that gets them through that process.

Mr. Maddox introduced Deputy Secretary for Administration, Mr. Michael Peeler and Budget Director, Ms. Ann Harris to speak to specific questions and items that the committee has requested.

Mr. Peeler began on pages 44-49 of Attachment I. He stated that each department has summarized the fiscal data for the continuation budget. Representative Jeffus called for questions. Mr. Peeler noted that the budget amounts are in keeping with the Governor's recommended budget.

Mr. Peeler continued that maintenance contracts are on pages 50-51 of Attachment I. The total of those contracts is $118,430.

Mr. Peeler advised that the next item in the package is a summary of the zero base budgeting expenditures on page 52 of Attachment I.

Representative Sherrill inquired about an item of Out of State Lodging of $12,600. He answered that the Security Division and UPC Division do most of their training at national conventions on regulations and administering security programs. Representative Sherrill asked that information on travel expense be forwarded to her for the past five years.

Mr. Peeler continued (see page 53, Attachment I, Span of Control) that they have made some progress over time in this area. The Agency Benchmark of 6.37 was set in 1995. The Secretary of State had 117 employees and 31 supervisors and the average span agencywide was 3.74. At this point, they are up to 196 employees and average span agencywide is 6.13, which is much closer to their benchmark.

Mr. Peeler stated that based on the governor's recommended budget for the next biennium, the Department of the Secretary of State is confronting a deficit of $384,000. There are some receipts that they don't see receiving because of the change in demand for some of their information. The requested one percent cut would cause a shortfall of $471,851. They would need to cut certain activities and operations out of their budget to accommodate this shortfall. Mr. Peeler requested the committee to consider an alternative for their department, and look at the business aspect of what they do, the services they provide, and the need for them to stay responsive and effective on how they deal with the many services they are delivering. They would like to increase some fees that they think would be appropriate for some relative minor adjustments at this point. They are described on page 43, Attachment I.

Representative Sherrill asked if the Secretary of State is allowed to make fee increases? Mr. Peeler stated that the fees are established by statute. She

asked if they had requested a bill and Mr. Peeler stated that they had not. Ms. Michel Nelson will check on the proper procedure to increase the fees without a bill.

Mr. Peeler continued that they review their fees regularly but think these fees should be increased because of the demand and consistency in other areas and other states.

Representative Sherrill asked to look at the material they have on these fees?

Senator Warren recommended that the Secretary of State come back with recommendation as to why they are lacking funds and how are they going to get the money and with comparisons of what other states are doing.

Secretary of State Elaine Marshall responded that the fee increase would go into the general fund.

Senator Warren wondered if the General Assembly did not agree with the fee increase, what area would be cut?

NOTE: 4:30 p.m., Representative Jeffus left to attend another committee meeting because she has a bill on their agenda. Representative Sherrill will chair for her.

Senator Harris stated that the franchise tax should be a mandatory fee. In dealing with other states, it is a mandatory fee.

Representative Sherrill asked a question regarding the Notary Public. Do most corporations pay this fee for their employees or do you have any way of knowing? Secretary Marshall responded that they do not have any way of knowing. They renew every five years.

Senator Harris stated that he thought there was a bill out there somewhere because he is hearing some discussion on the increase of fees from the Secretary of State's office. Representative Sherrill was of the opinion that there is a fee bill for DMV and some others. Secretary Marshall stated that there is a bill out there about the franchise fee tax for LLC. Senator Harris suggested Senate Bill 246 introduced by Senator Fletcher Hartsell might be used for the fee increase. Representative Sherrill stated that they would **flag** this item.

The meeting adjourned 4:40 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

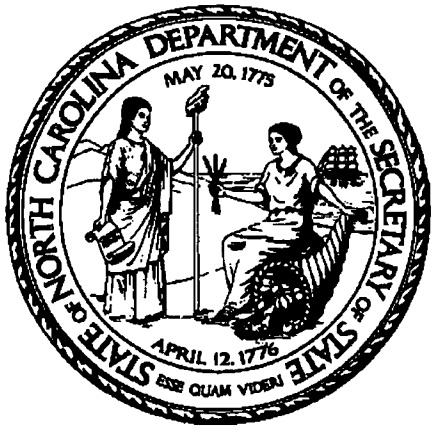
Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment I

Report to the General Government Subcommittee

April 16, 2001



Department of the Secretary of State

Elaine F. Marshall, Secretary

NC DEPARTMENT OF THE SECRETARY OF STATE

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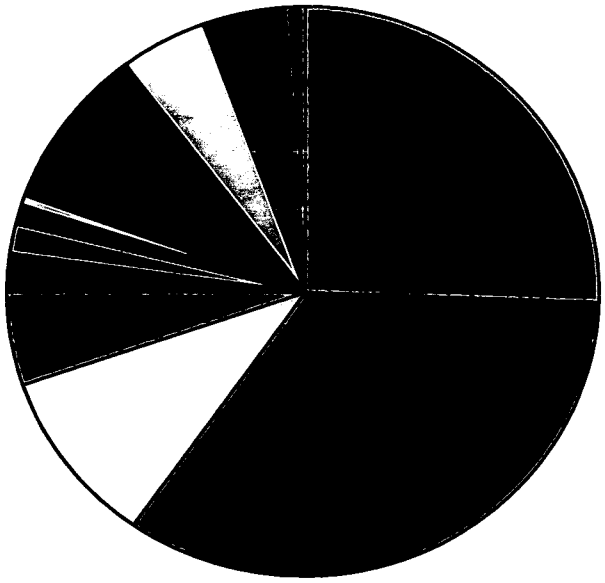


Distribution of NC Secretary of State Staff by Function

April 16, 2001

- Corporations
- Securities
- Charitable Solicitations
- Authentications
- Business License Information Office
- Publications
- Land Records
- UCC
- Information Technology
- Trademarks
- Lobbyist Registration
- Notary
- Administration

2

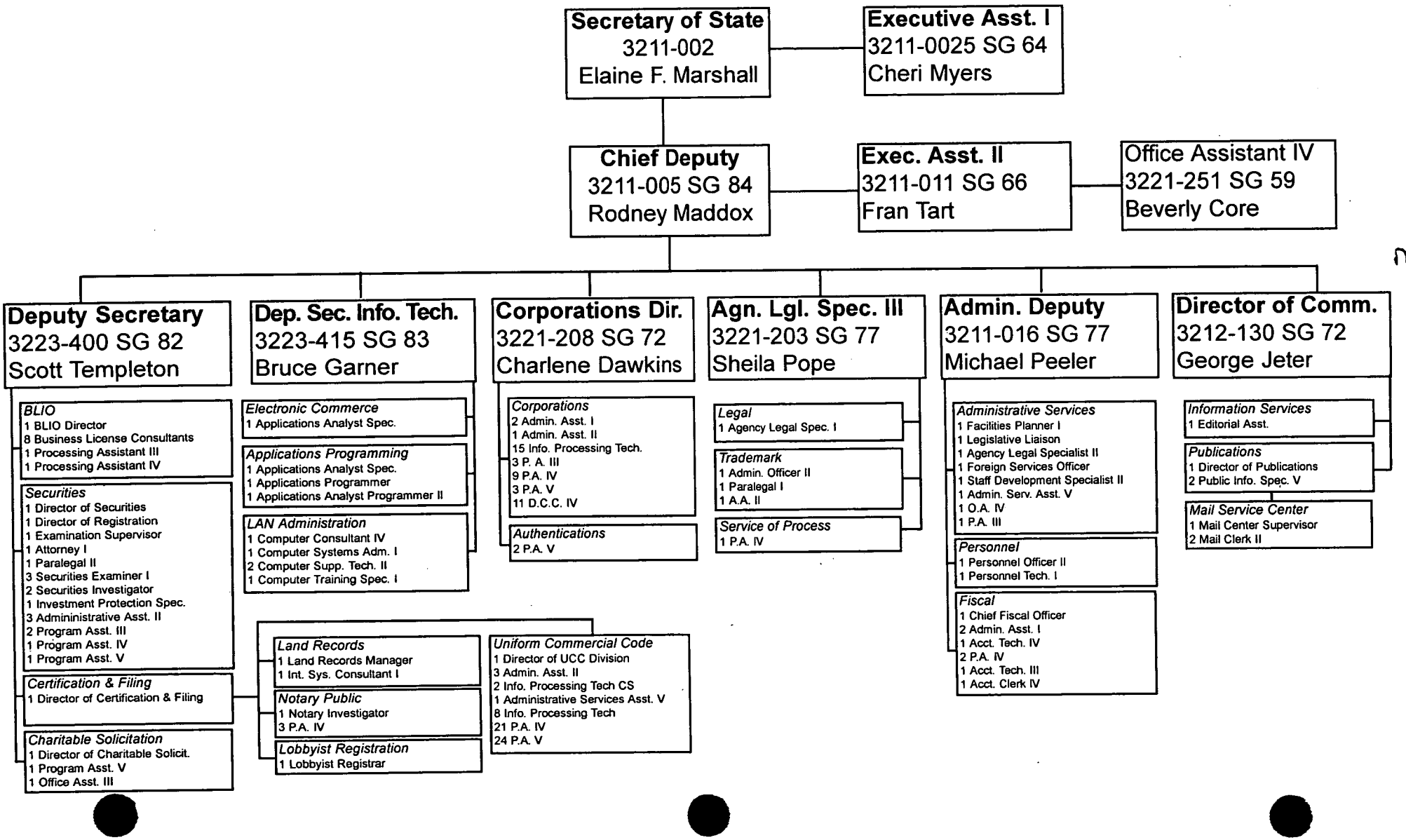
Changes made after Jan. 6, 2001 -- 18 positions added to UCC Division effective 4-1-01 per revised Article 9 legislation

Department of the Secretary of State Organizational Chart

Elaine F. Marshall, Secretary

Form PO-01

Produced by the Publications Division of the NC Department of the Secretary of State

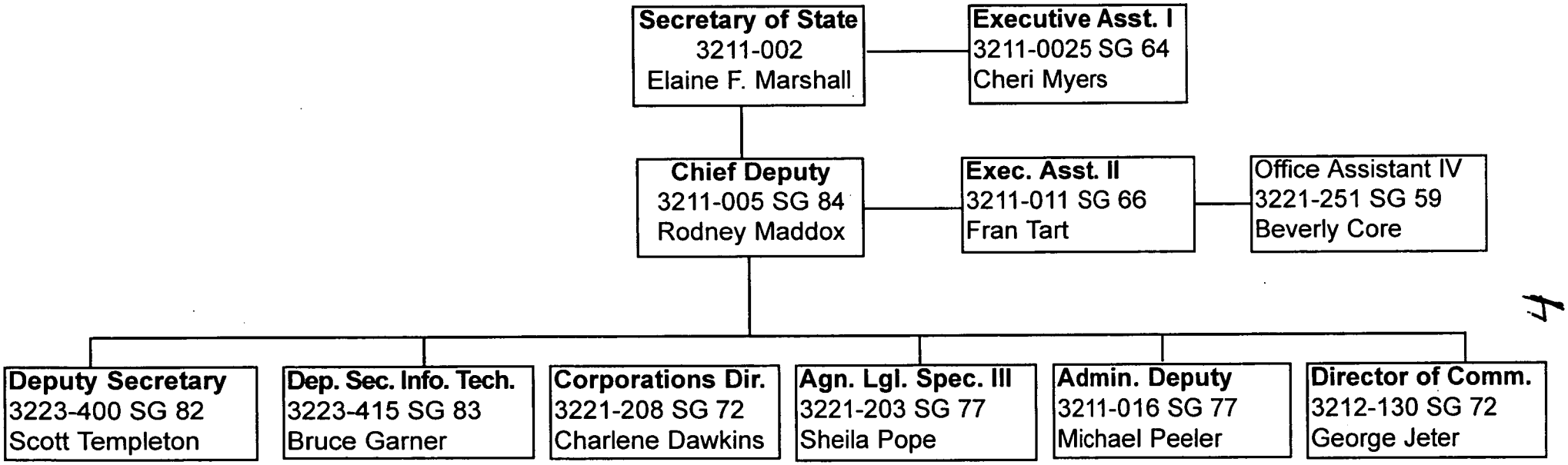


Form PO-01

Department of the Secretary of State
Organizational Chart

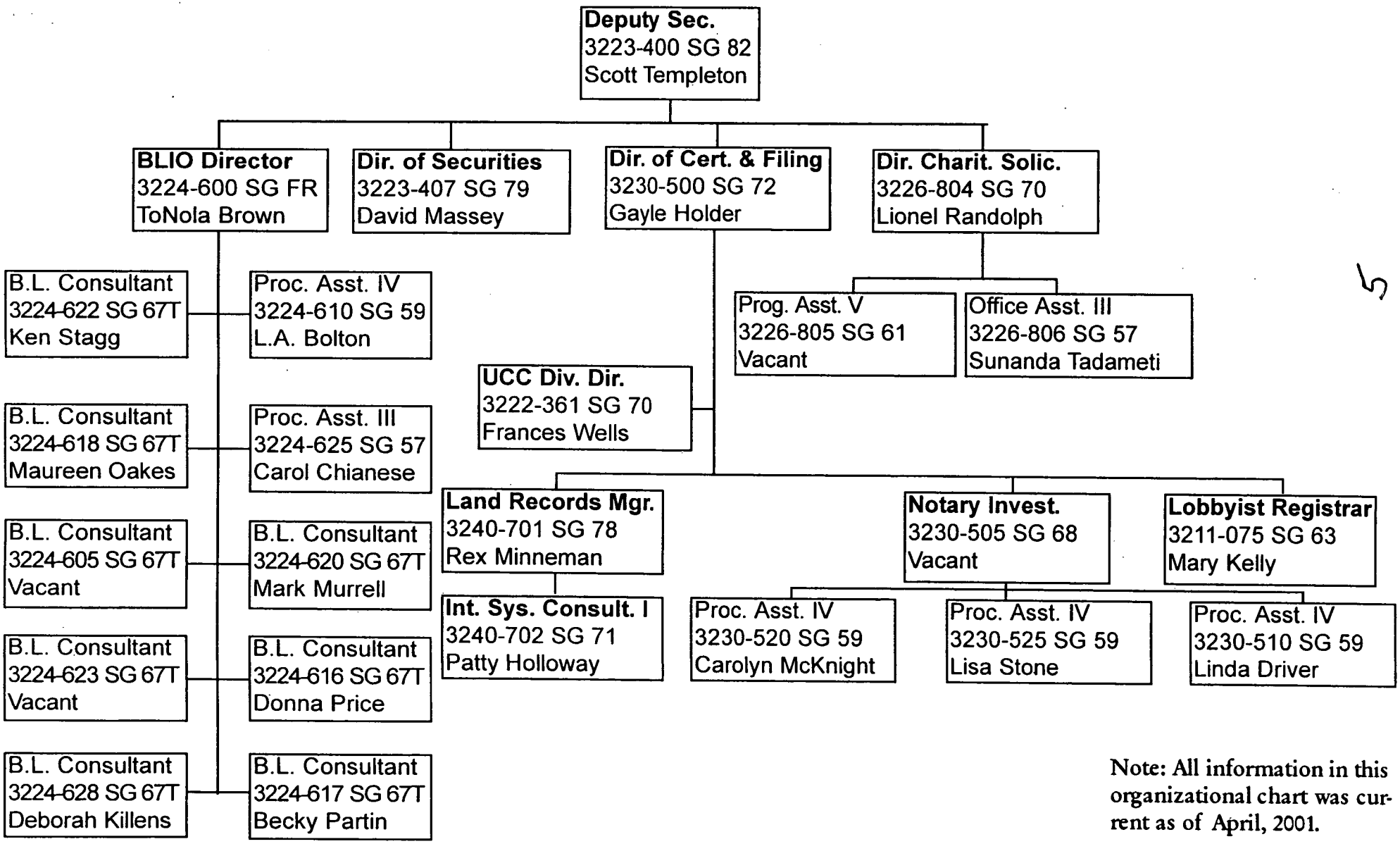
Produced by the Publications Division of the NC Department of the Secretary of State

Elaine F. Marshall, Secretary



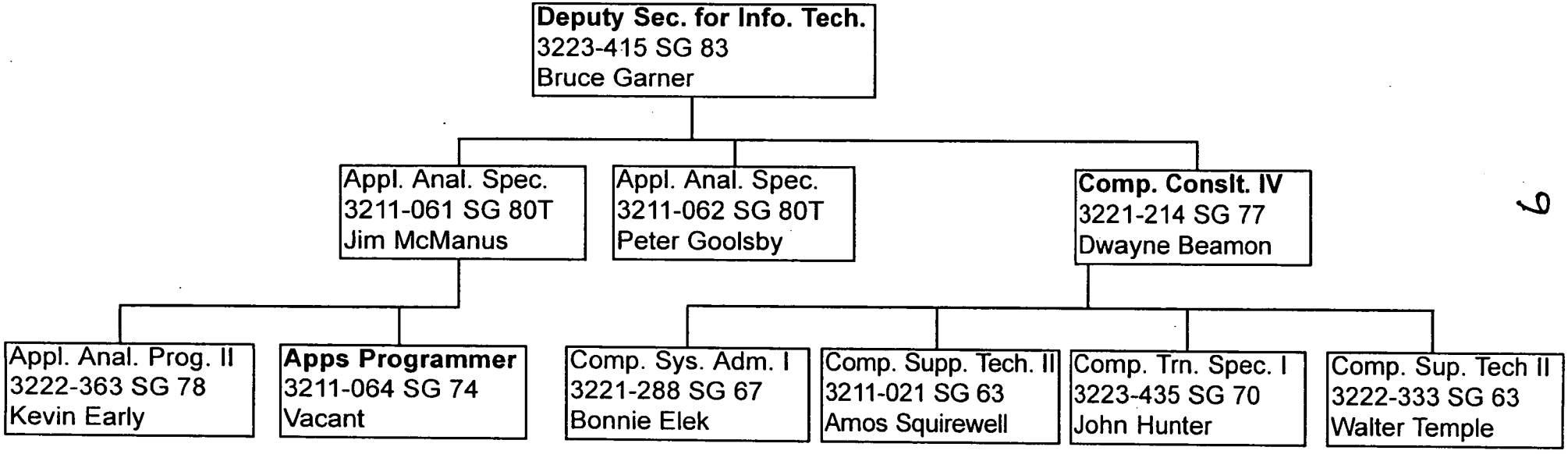
4

Registration Services Division



Note: All information in this organizational chart was current as of April, 2001.

Information Technology Division



Note: All information in this organizational chart was current as of April, 2001.

Corporations Division

Authentications Section

P.A. V
3211-013 SG 61
Bernice Pruitt

P.A. V
3211-022 SG 61
Shirley Dupree

Corporations Dir.
3221-208 SG 72
Charlene Dawkins

Asst. Dir-Doc. Examin.
3221-215 SG 65
Novella Shaw

- Info. Proc. Tech. Lead Worker, 3221-201 SG 63, Marie Mozingo
- Info. Proc. Tech., 3221-202 SG 63, M. Hicks-Hardy
- Info. Proc. Tech., 3221-278 SG 63, Debra Grayson
- Info. Proc. Tech., 3221-256 SG 63, Ruby Smith
- Info. Proc. Tech., 3221-270 SG 63, Gail Nordan
- Info. Proc. Tech., 3221-263 SG 63, Andrea Dixon
- Info. Proc. Tech., 3221-284 SG 63, Chuck Thompson
- Info. Proc. Tech., 3221-286 SG 63, Arlita Ruffin
- Info.Proc. Tech. Lead Worker, 3221-204 SG 63, Trudy Smith
- Info. Proc. Tech., 3221-281 SG 63, Gwen Robinson
- Info. Proc. Tech., 3221-255 SG 63, Amy McMillan
- Info. Proc. Tech., 3221-265 SG 63, Daniel Crabbe
- Info. Proc. Tech., 3221-235 SG 63, Paige Peden
- Info. Proc. Tech., 3221-287 SG 63, Patricia McNeill
- Info. Proc. Tech., 3221-283 SG 63, J. VanSchaick
- D.C.C. IV, 3221-267 SG 59, Carrieline Johnson

Asst. Dir.-Info. Srv.
3221-285 SG 63
Horace Farrar

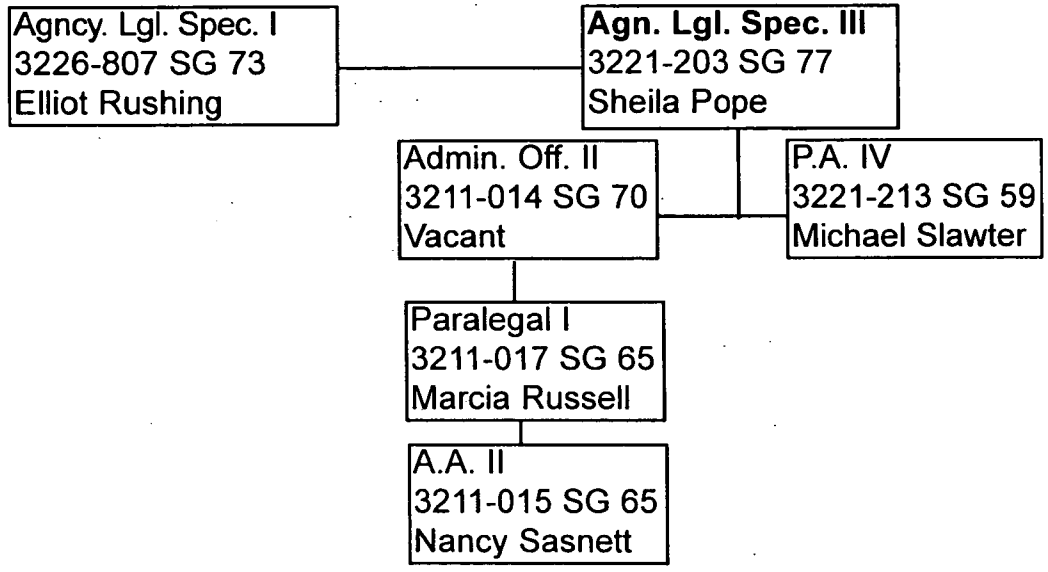
- Proc. Asst. IV, 3221-250 SG 59, Yvonne Calloway
- Proc. Asst. IV, 3221-260 SG 59, Eric Allen
- Proc. Asst. IV, 3221-262 SG 59, Hilda Altman
- Proc. Asst. IV, 3221-280 SG 59, Mary Dearin
- Proc. Asst. IV, 3221-225 SG 59, Zaigham Zain
- P.A. V, 3222-355 SG 61, Anita Ellen
- Proc. Asst. IV, 3221-231 SG 59, Wayne Brown
- Proc. Asst. IV, 3221-232 SG 59, Sarah Wiley
- Proc. Asst. IV, 3221-233 SG 59, Chris Johnson
- Proc. Asst. IV, 3221-234 SG 59, Diane Harris
- Proc. Asst. V, 3221-282 SG 61, Jeanette Walker
- P.A. V, 3222-322 SG 61, Pamela Matthews

Asst. Dir.-Ann. Rep.
3221-206 SG 63
Elree Smith

- D.C.C. IV, 3221-220 SG 59, Demetrice Hudson
- D.C.C. IV, 3221-252 SG 59, Vacant
- D.C.C. IV, 3221-258 SG 59, Vacant
- D.C.C. IV, 3221-268 SG 59, Catrena Hall
- D.C.C. IV, 3221-279 SG 59, L. Singleton
- D.C.C. IV, 3221-212 SG 59, Nancy Tilley
- D.C.C. IV, 3221-266 SG 59, Shirley Jiles
- D.C.C. IV, 3221-291 SG 59, Susan Rogers
- Proc. Asst. III, 3221-245 SG 57, Joyce Honeyblue
- D.C.C. IV, 3221-290 SG 59, Donna Baker
- Proc. Asst. III, 3221-207 SG 57, Eunice Thornton
- Proc. Asst. III, 3221-236 SG 57, Kay Evans
- D.C.C. IV, 3221-269 SG 59, Gwen Norman

Note: All information in this organizational chart was current as of April, 2001.

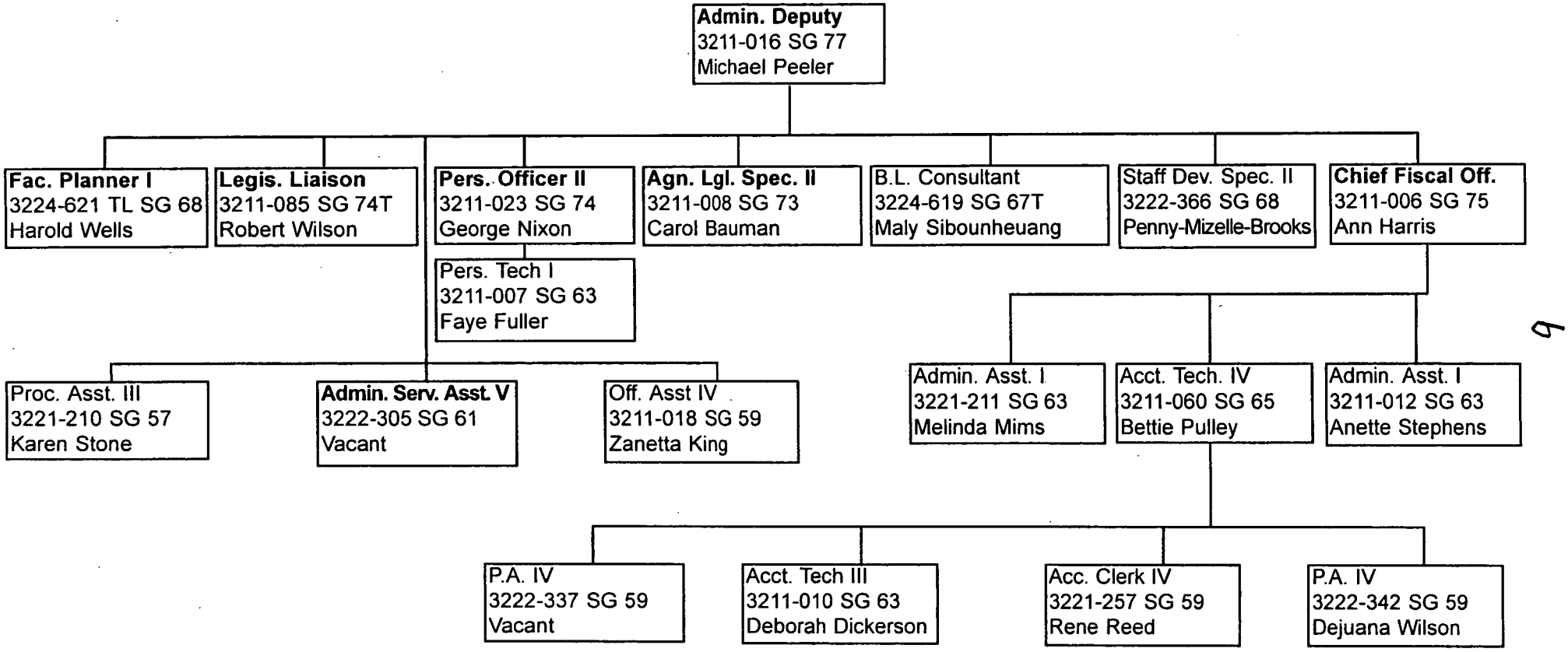
Agency Legal Specialist



Note: All information in this organizational chart was current as of April, 2001.

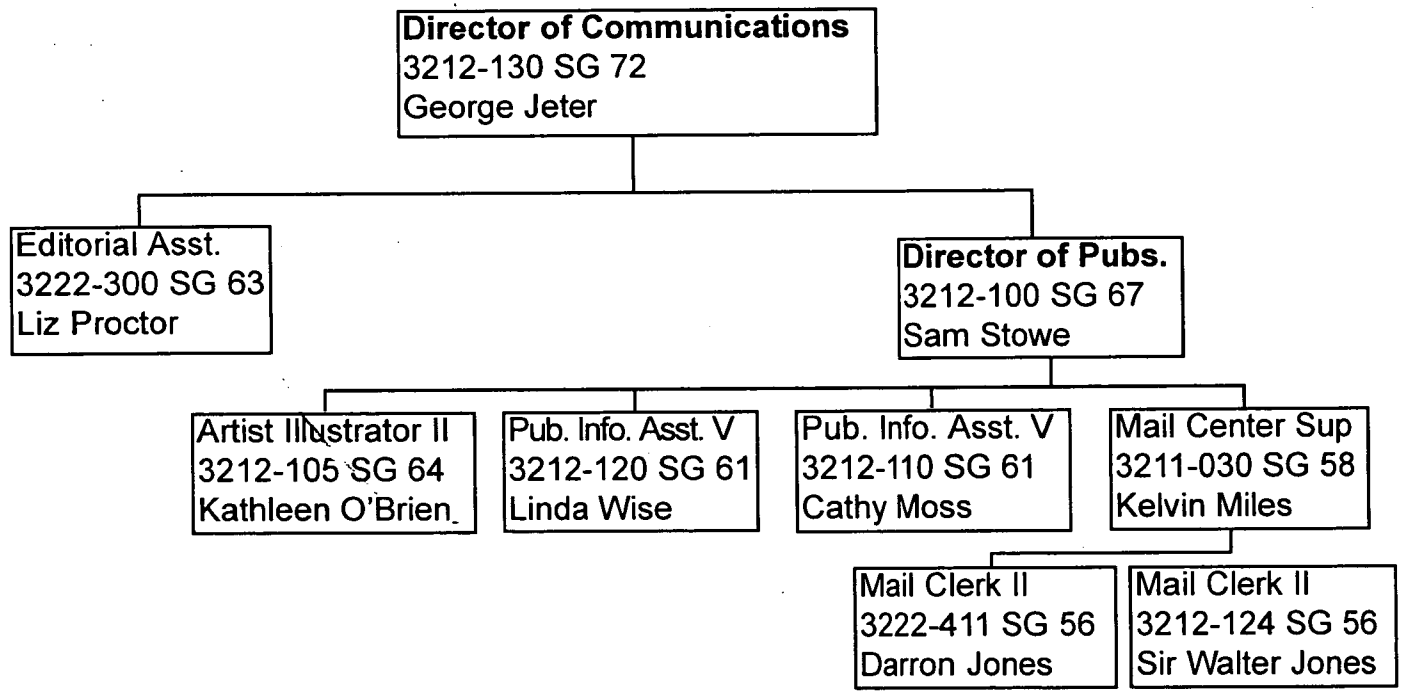
Administrative Services Division

Budget Division



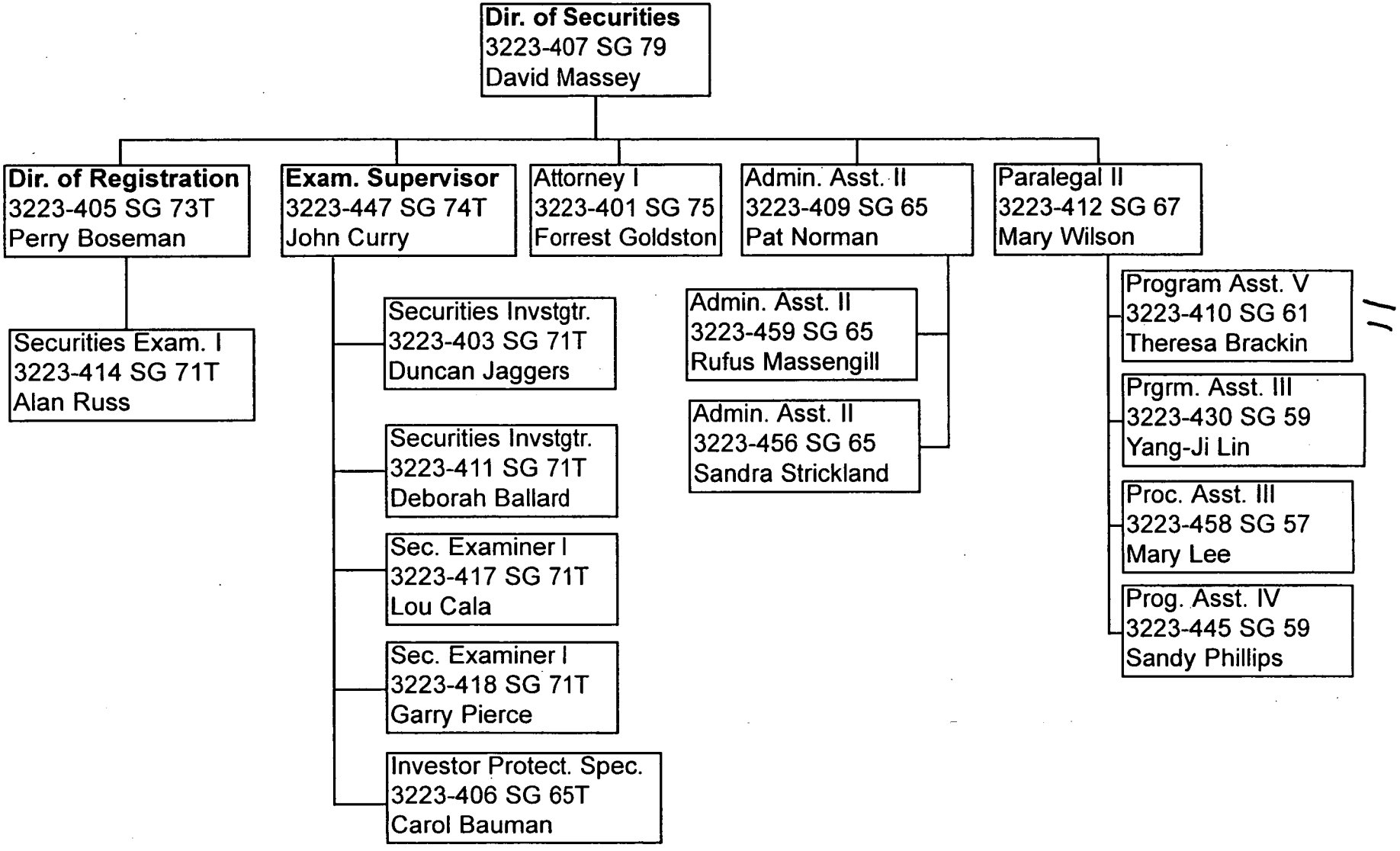
Note: All information in this organizational chart was current as of April, 2001.

Publications and Information Communication Division

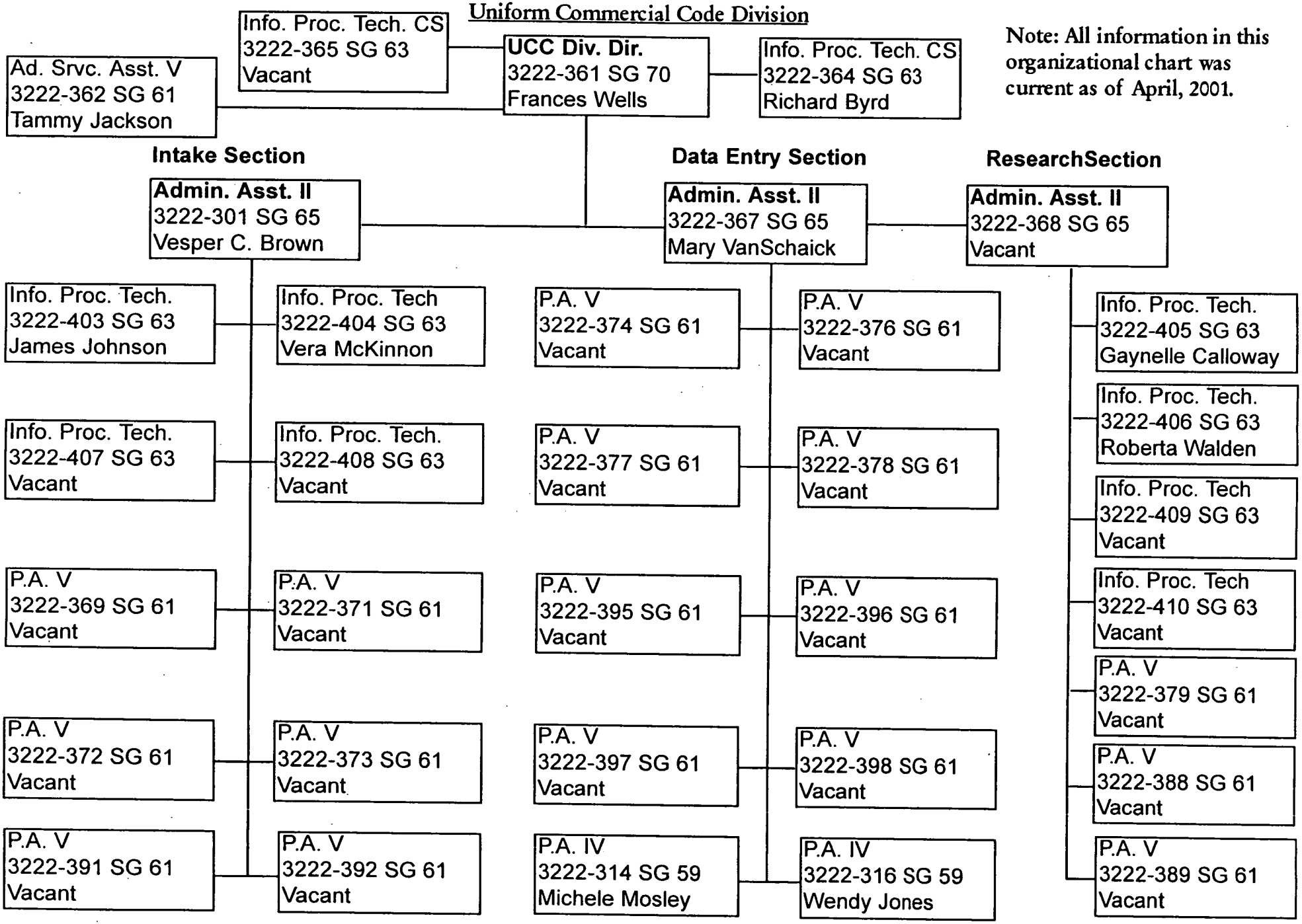


ID

Securities Division



Note: All information in this organizational chart was current as of April, 2001.


Uniform Commercial Code Division
Info. Proc. Tech. CS
3222-365 SG 63
Vacant
UCC Div. Dir.
3222-361 SG 70
Frances Wells
Info. Proc. Tech. CS
3222-364 SG 63
Richard Byrd
Ad. Srvc. Asst. V
3222-362 SG 61
Tammy Jackson
Note: All information in this organizational chart was current as of April, 2001.
Intake Section
Admin. Asst. II
3222-301 SG 65
Vesper C. Brown
Data Entry Section
Admin. Asst. II
3222-367 SG 65
Mary VanSchaick
ResearchSection
Admin. Asst. II
3222-368 SG 65
Vacant
Info. Proc. Tech.
3222-403 SG 63
James Johnson
Info. Proc. Tech
3222-404 SG 63
Vera McKinnon
P.A. V
3222-374 SG 61
Vacant
P.A. V
3222-376 SG 61
Vacant
Info. Proc. Tech.
3222-405 SG 63
Gaynelle Calloway
Info. Proc. Tech.
3222-407 SG 63
Vacant
Info. Proc. Tech.
3222-408 SG 63
Vacant
P.A. V
3222-377 SG 61
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P.A. V
3222-378 SG 61
Vacant
Info. Proc. Tech.
3222-406 SG 63
Roberta Walden
Info. Proc. Tech
3222-409 SG 63
Vacant
P.A. V
3222-369 SG 61
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P.A. V
3222-371 SG 61
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3222-395 SG 61
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P.A. V
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Info. Proc. Tech
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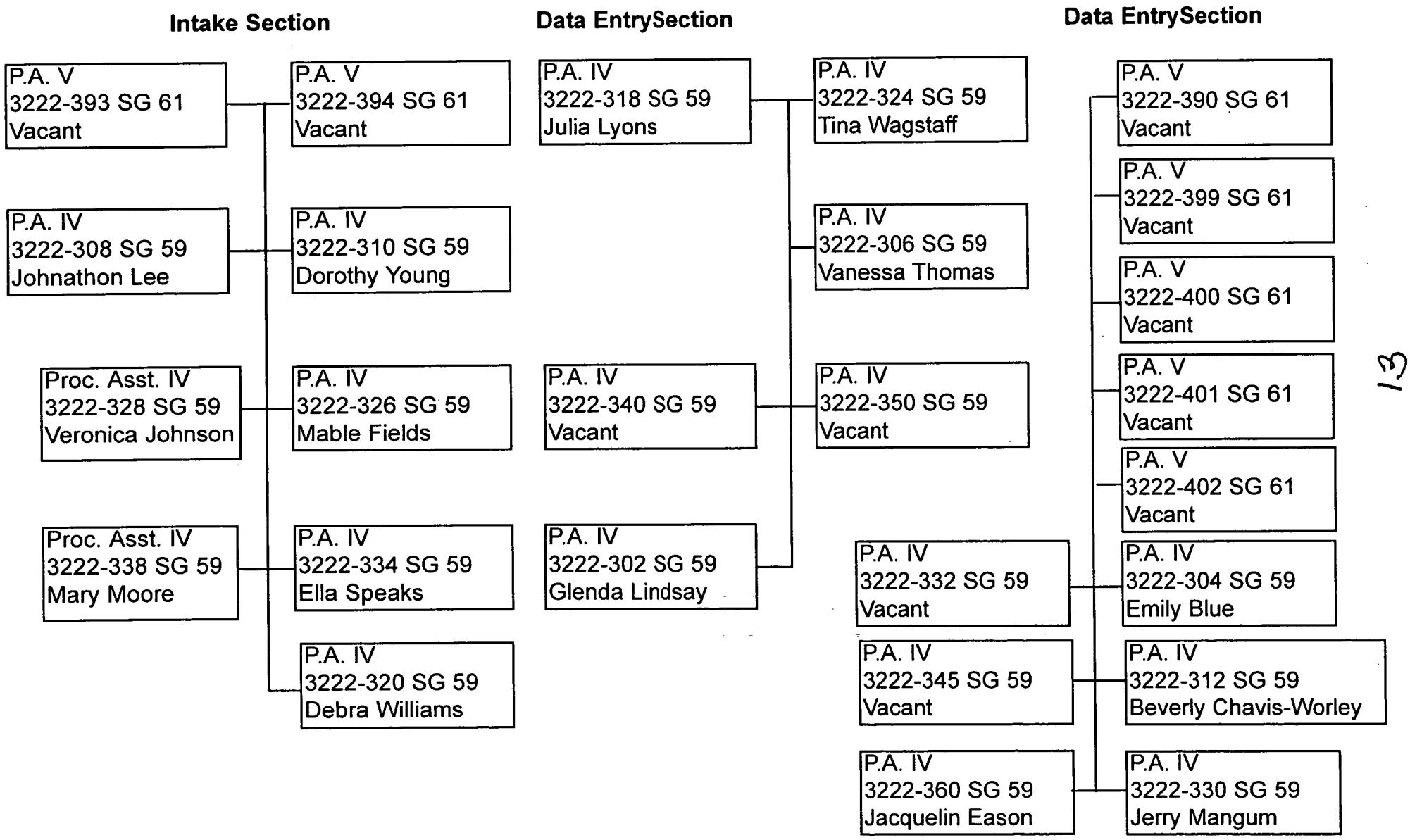
P.A. V
3222-391 SG 61
Vacant
P.A. V
3222-392 SG 61
Vacant
P.A. IV
3222-314 SG 59
Michele Mosley
P.A. IV
3222-316 SG 59
Wendy Jones
P.A. V
3222-388 SG 61
Vacant
P.A. V
3222-389 SG 61
Vacant

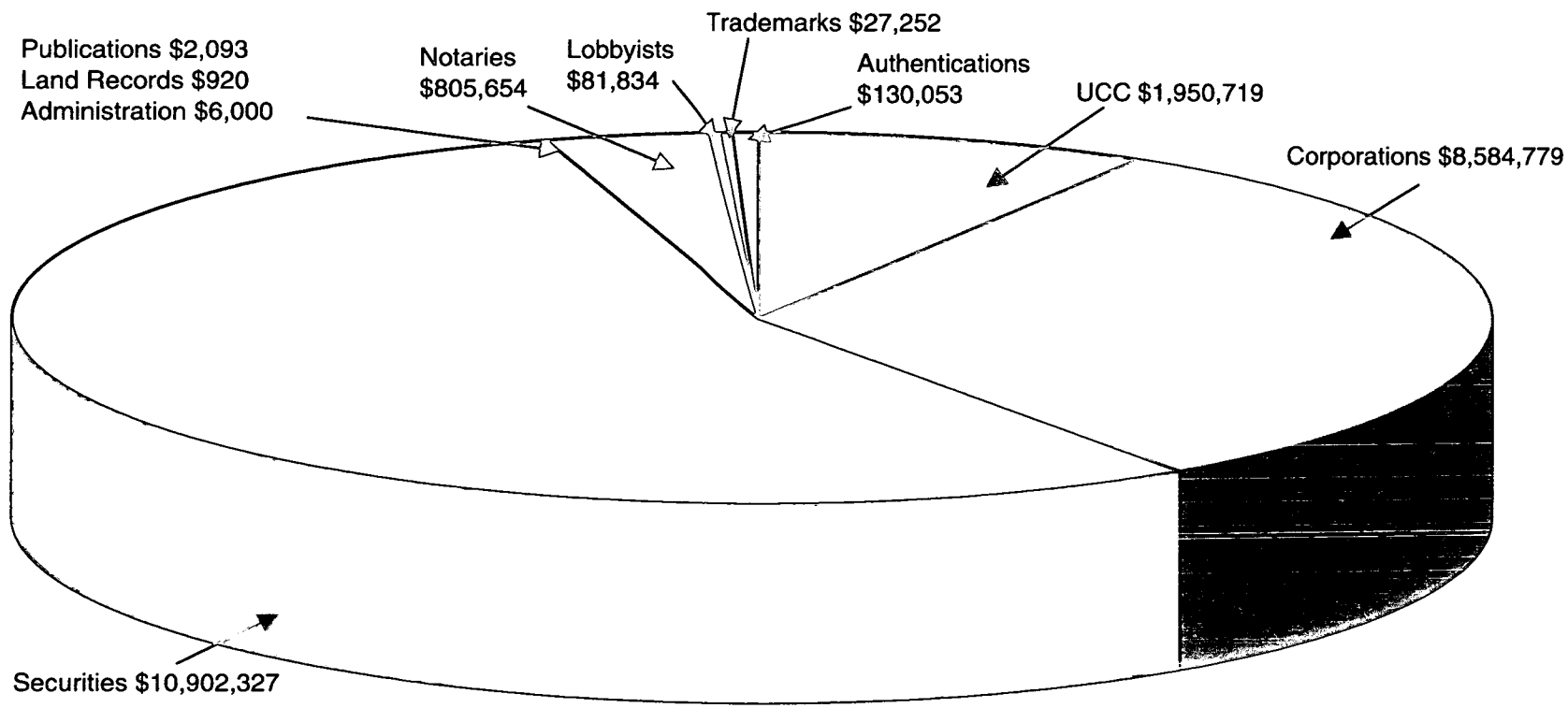
Uniform Commercial Code Division (continued)



Department of the Secretary of State

Total Revenue Generated - FY00-01To Date

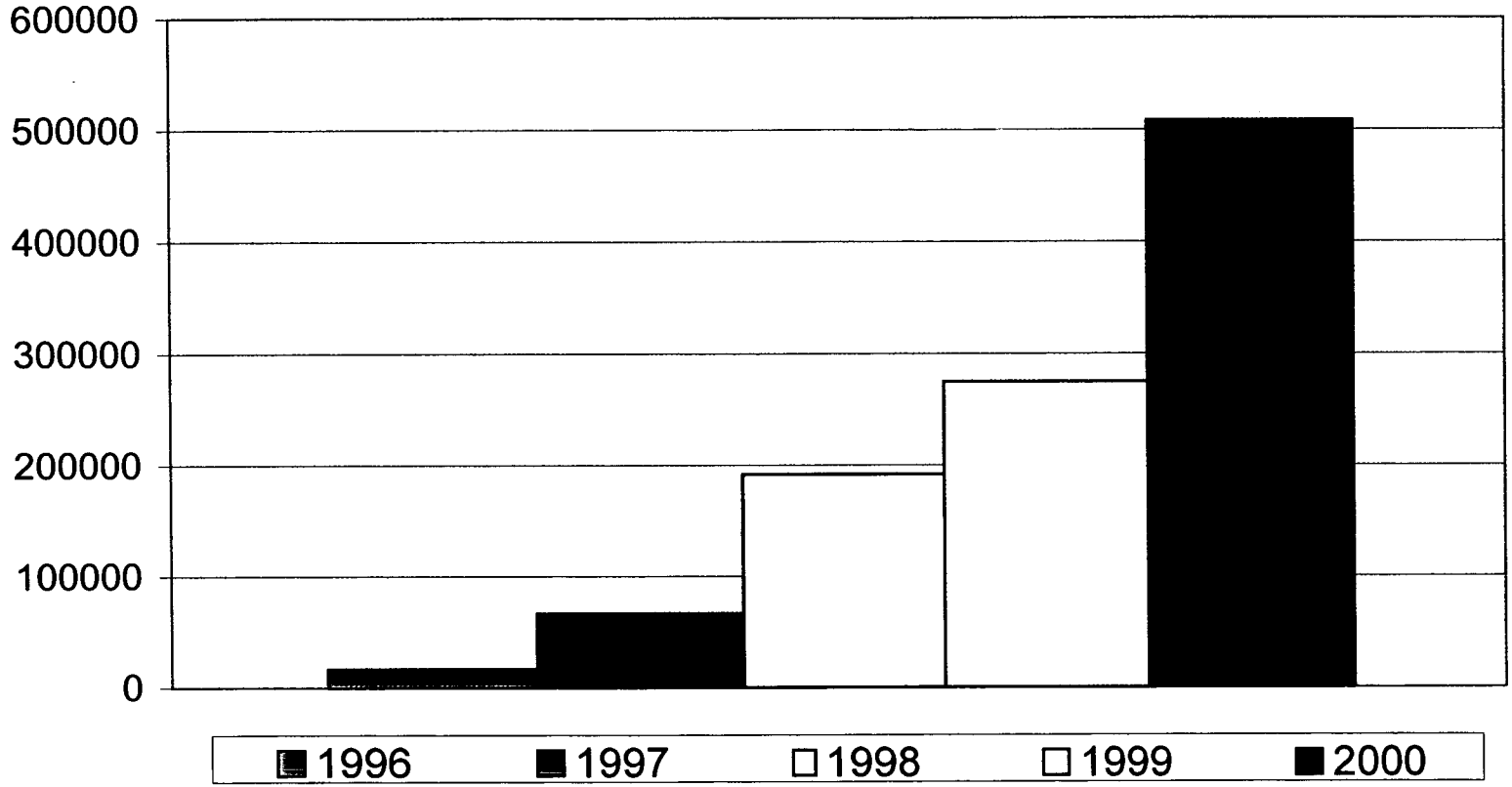
$22,491,631



☐ UCC Division ☐ Corporations ☐ Securities ☐ Notaries ☐ Publications
☐ Land Records ☐ Lobbyist ☐ Trademarks ☐ Authentications ☐ Administration

3/31/01

North Carolina Secretary of the State - Total Main Page Hits by Year



* This graph represents hits to the Homepage. It does not include or represent hits to each Division's home page.

N.C. Department of the Secretary of State
Information Technology Section

Prepared by Bruce Garner, Deputy Secretary for Information Technology

Functions of Information Technology Section

- **Provide In-house Information Technology Expertise**
  - Develop short-term goals, long-term goals & IT objectives
  - IT guidance, direction, consultation, procurement
  - Manage department's in-house IT efforts
  - Insure adherence to State's IT policies and standards
  - Provide information as required to IRM, IRMC, General Assembly
- **Applications Development and Support**
  - Develop, administer, and maintain in-house databases and image vault
  - Develop and maintain Web pages & forms download site
  - Develop and maintain In-house Web-enabled applications
  - Develop and maintain other In-house developed applications
  - Develop and maintain FTP site for external customers
  - Provide data analysis and special reports from databases
  - Work with ITS staff to resolve problems with ITS developed applications
- **Administer local area networks**
  - **Network switches and connectivity**
    - Installation & configuration of departmental network switches
    - Installation & configuration of departmental connectivity among buildings
    - Installation and configuration of internal firewalls
    - Review, monitor, & improve network security
    - Monitor internal network performance & fine tune as necessary
  - **Customer (Internal & External) Relations & Support**
    - Add/change/remove user access to/from system & network
    - Add/change/remove equipment configurations to/from system & network
    - Assign IT assets to users
    - Inventory & recover IT assets from employees after resignation
    - Maintain accurate inventory and location of IT assets
    - Train users to use software & services
    - Enforce Internal IT User Policies
    - Monitor internal Web activity
    - Provide User Help Desk support for internal & external customers
  - **In-house Servers, Printers, Scanners, and Desktop hardware**
    - Installation, moving, & configuration of all IT resources
    - Protection, daily backup, & recovery of data
    - Maintenance, troubleshooting, & repair of IT resources
  - **Purchased Software**
    - Installing new/upgraded off-the-shelf software
    - Maintain original installation disks (CD-ROMs) of purchased software in vault
    - Maintain accurate inventory of software licenses in vault

- **Electronic Commerce (E-Commerce) Act Administration**
  - Develop & maintain administrative rules to implement and manage the E-Commerce Act
  - Implement & manage Certification Authorities Licensing Program
  - Promote and support electronic commerce in NC state government
  - Develop Electronic Notary (E-Notary or Cyber-Notary) program
  - Provide participation & leadership with national e-commerce initiatives

Functions of IT Section by Staff Member

- **Deputy Secretary for Information Technology:** actively oversees information technology in the department. Manages the IT section, provides short-term and long-term IT directions and guidance to the department, represents, supports, advises the department on technical boards and committees, reviews and approves all technology purchases in the department to insure compliance with state standards and departmental directions in technology, and provides IT related information to IRM, IRMC, and General Assembly. (1 position)

- **Electronic Commerce Specialist:** when the Electronic Commerce Act was passed by the General Assembly in 1998, the department was designated as the agency to administer the Act. Manages the state's Certification Authority (CA) Licensing program, develops and updates administrative rules to administer the CA Licensing program, promotes electronic commerce in state government, serves as IT project manager for e-commerce initiatives in the department, and helps plan & initiate new e-commerce programs such as e-notary. (1 position)

- **Business Systems Analyst:** provides project management for computer projects and helps design and implement new in-house client/server applications. This position serves as the in-house business systems analyst and project manager for internal applications development projects, and the in-house systems integrator. This position assures in-house applications development conforms to state technical architecture and maintain accurate and adequate applications documentation. This person provides day-to-day supervision and work assignments for other applications development staff, develops data analysis applications & special reports from databases, assures IRMC certification for in-house developed applications, supervises IT contractors on a day-to-day basis. (1 position)

- **Applications Analyst/Programmer:** develops and supports new in-house client/server applications. This person develops prototypes for new computer applications and interprets system specifications and writes complex code to support the business rules for the applications. Develops reusable objects and components for applications programmer. This person maintains accurate and adequate program documentation. This person works with very little supervision & helps applications programmer troubleshoot applications program problems. (1 position)

- **Applications Programmer:** develops and supports new in-house client/server applications. Develops prototypes for new computer applications and interprets system specifications, uses objects and components developed by application analyst/programmer to develop new computer applications, and writes code to present screens & support the business rules for the applications. (1 position)

- **Local Area Network Administrator:** serves as senior LAN administrator, the network manager for the department, and departmental IT security administrator. This person installs, configures, monitors, and fine tunes network hardware, firewalls, and servers. The position serves as the day-to-day supervisor for the other LAN support and computer operations related positions and insures adherence to the state's network and security standards. This person provides day-to-day LAN and PC support for difficult problems. (1 position)

- **Computer Support Technicians:** serve as the imaging vault system administrator, computer operator, and departmental help desk person for the in-house employees. These positions provide maintenance and support for printers, copiers, scanners, video projectors, and fax machines at 3 different downtown locations. These positions help employees with PC hardware, desktop software, active computer virus protection, network, and imaging problems on a day-to-day basis. These positions serve as the backup person for the computer systems administrator. (2 positions)

- **Computer Systems Administrator:** handles mainframe security administration and day-to-day requests from the business customers for connectivity and information for all of the department's mainframe and client/server applications. This person administers customer contracts & access rights to our FTP site for subscribers. This person serves as the backup person for the computer support technician. This person serves as the help desk person for internal and external customers such as Dun & Bradstreet. This person handles customer requests for system connectivity, special reports, data distribution, and other information from our systems. (1 position)

- **Computing Consultant I:** serves as the internal computer training resource, internal Webmaster, & the assistant LAN administrator. This person maintains current and accurate backups for all in-house servers (databases & user files) at off-site and IT vault locations, teaches computer classes for groups of employees, provides backup LAN support for the LAN administrator, and helps employees with day-to-day LAN problems, e-mail problems, PC problems, and software problems. This person serves as the departmental E-mail & E-calendar administrator and develops, tests, and publishes our Web pages. This person installs and configures new hardware and software on desktops. (1 position)

Key Section Facts

- Developed first in-house client/server application in February 1999 in less than 4 weeks. It is real-time, Web-enabled.

- Migrated Corporations and Limited Partnerships systems from mainframe computer to in-house client/server to consolidate systems and address legislative changes enacted in 1999.

- Web page "hits" have increased from 60,000 in all of 1997 to over 200,000 per month in 2000.

- Corporations name search Web page is consistently in the state's top 5 most active Web pages. The activity doubled from January 1998 to December 1998. In February 1999, it received over 75,000 "hits".

- The UCC research Web page went into production in October 1998. It is experiencing over 23,000 "hits" each month.

- Official business forms and instructions to do business with the department can be downloaded from the Internet.

- Offer images of more than 1,000,000 official documents via our Web pages.

- Implemented pilot project to provide on-line document ordering & electronic delivery of certified documents for citizens & customers via Web.

- Implemented FTP site with restricted access for subscribers that replaced monthly shipping of magnetic computer media to external customers.

- Improved response time at the desktop from mainframe applications from 10-20 seconds per screen in 1997 to less than 2 seconds today.

- Maintain 200 active local area network connections and accounts (PCs, printers, servers), 150 PCs, 6 servers, 25 desktop scanners, 20 network switches, wireless LAN service, wireless connectivity between buildings, etc.

North Carolina Department of the Secretary of State
Corporations Division
Charlene P. Dawkins, Director

Division Functions

The Corporations Division is responsible for the examination, custody, and maintenance of the legal documents filed by more than 500,000 corporations, limited liability companies, limited partnerships, and limited liability partnerships. The duty of the Secretary of State is to ensure uniform compliance with the statutes governing the creation of these entities, record the information required to be kept as a public record, and provide that information to the public.

Division Structure

Director of Corporations

Administrative Services Assistant V
This assistant is shared between the Corporations Director and another division director within the agency. It is the responsibility of the assistant to aid the Corporations Director in the administrative management functions of the division.

Three Units:

1. **Document Examination Unit**
   This unit is responsible for examining all documents presented for filing to ensure compliance with North Carolina law.
   A. One Assistant Director
   B. Fifteen Document Examiners (Information Processing Technicians)
   C. One Data Control Clerk IV

2. **Information Specialists and Front Counter Staff**
   The Information Specialists respond to the thousands of telephone and email inquiries that come into the office daily. The Front Counter Staff responds to inquiries from walk-in customers.
   A. One Assistant Director
   B. Nine Telephone Agents (Processing Assistant IVs)
   C. Three Front Counter Staff (Processing Assistant Vs)

3. **Annual Reports, Order Processing, and File Room Staff**
   The Annual Reports Staff is responsible for examining, inputting, and scanning the hundreds of thousands of annual reports filed each year. The Order Processing Staff creates specific certifications of documents as

requested by the general public. The File Room Staff maintains all the paper documents of the more than 500,000 entities on record, creates the files, and performs the copy work for customer requests.

A. One Assistant Director
B. Eight Annual Reports Staff (Data Control Clerk IVs)
C. Two Order Processing Staff (Data Control Clerk IVs)
D. Three File Room Staff (Processing Assistant IIIs)

Total Appropriations for FY 00-01: $2,149,914

Corporations Division Key Facts

- For the first time in recent history, the Corporations Division was able to maintain a 3-day turnaround time for all documents filed in the month of December, a traditionally heavy filing month.

- We are currently maintaining a 1-2 day turnaround for the processing of documents.

- The Corporations Division now offers images of the documents filed on the web site with real time filing.

- The North Carolina Corporations Division is among the first states to offer images of documents online.

- There were a total of 2,486,448 hits to the Corporations Division web site from April 2000 to December 2000. This is an average of 276,272 hits each month.

- From April 2000 to February 2001, the Corporations Division received 412,351 hits to the corporate name search on the web site.

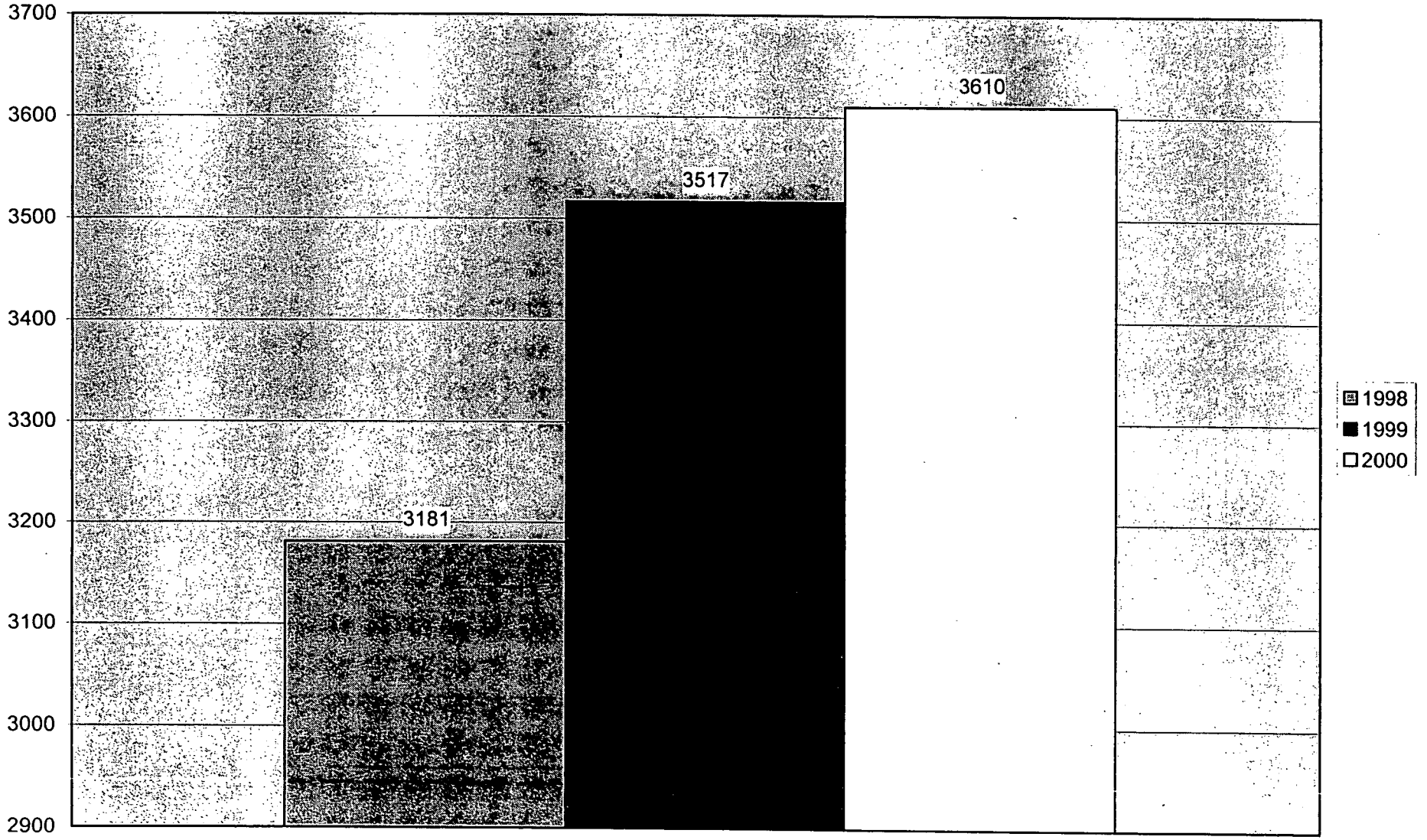
- An average of 448 new foreign businesses register to do business in North Carolina each month.

- From 1998 to 2000, the number of new nonprofits increased 13%.

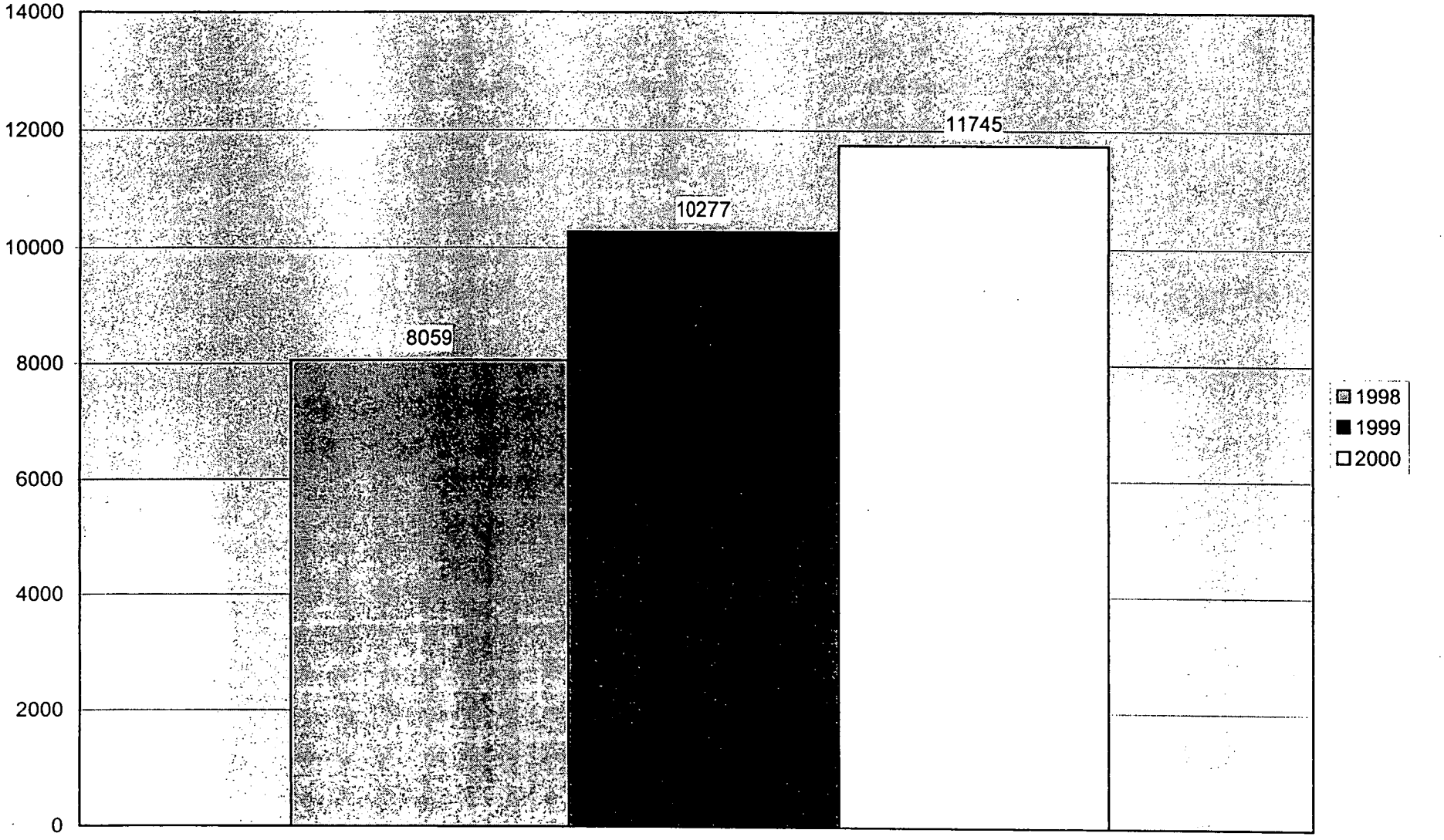
- Since 1998, the number of new limited liability companies has increased 45%.

- The number of mergers has increased 11% in the last two years.

Increase in New Nonprofit Corporations 98-00



Increase in New Limited Liability Companies 98-00



NORTH CAROLINA DEPARTMENT OF THE SECRETARY OF STATE
BUSINESS LICENSE INFORMATION OFFICE

What We Do

The Business License Information Office cuts the red tape for the smallest and largest prospective and existing business operators by providing the following services:

- a one-stop-shop for identifying and meeting business related licensing and permitting requirements in North Carolina
- a clearinghouse for business licensing and permitting information
- one-on-one referrals to state, local and federal agencies and occupational licensing boards
- how-to guides on starting a business in our state
- customized assistance in identifying private and public resource groups
- customized packages of many state, local and federal forms necessary for conducting business, and
- the State Directory of Business Licenses and Permits.

How Busy We Are

Publications: Every other year the division usually compiles, publishes and distributes over 2,000 copies of the State Directory of Business Licenses and Permits to the public schools, libraries, congressional, state legislative representatives and business resource partners in North Carolina. The usual publication cycle has been delayed this year in order to conserve the state's fiscal resources. The division annually publishes a how-to booklet and various quick reference guides for prospective business owners and business resource groups.
Consultations: From January 1, 2000 to December 31, 2000 the business license consultants have personally served over 18,421 business operators through one-on-one consultations and personalized information packets.
The Internet: The main Internet site for Business License Information received over 13,000 visits in January 2001, compared to just over 1,000 visits per month a year ago. The office strives to provide a single point of contact for all business information useful to prospective and existing small and large business operators in our state and all over the world.

How We Do It

The office has:

- Annual appropriations of $603,943 for FY 2000-01, and
- Thirteen budgeted positions, including a director, two support staff and ten business license consultant positions.

SECURITIES DIVISION
NORTH CAROLINA SECRETARY OF STATE

FUNCTIONS OF THE SECURITIES DIVISION

The North Carolina Securities Division exists to protect the investing public by regulating persons and firms doing business as stockbrokers and investment advisers.

This regulation includes the review and approval of applications for licenses from stockbrokers and investment advisers as well as analyses and clearance of securities offerings proposed to be sold in North Carolina.

The Division has an Enforcement Section that investigates allegations of securities fraud and which cooperates with local, state, and federal law enforcement agencies in preparing administrative enforcement actions and criminal prosecutions.

The Division also administers the Qualified Business Tax Credit Program, which offers tax credits to persons investing in certain types of businesses in North Carolina.

SECURITIES DIVISION'S STAFF

The Division currently has eighteen (18) full-time employees. They are:

1 Division Director
1 Stock Broker Firm/Salesman Examiner
2 Investment Advisor/Representative Examiners
2 Securities Examiners
1 Supervisor of Investigations
2 Securities Investigators
1 Enforcement Attorney
1 Investor Protection Specialist
2 Investment Adviser Auditors
1 Administrative Manager
4 Administrative Assistants

LEVELS OF ACTIVITY

During the last fiscal year, the Securities Division generated over $11 million in registration and filing fees. The following statistics quantify the performance of the Securities Division for the period stated:

I. ENFORCEMENT SECTION DATA

The Securities Division, Enforcement Section has experienced a dramatic increase in the number of complaints received and the number of cases opened in the past two years. During this same period of time, the Enforcement Section took on the added responsibility of performing compliance audits on all state registered investment advisers that have their principal offices in North Carolina, pursuant to the National Securities Markets Improvement Act of 1996.

Below is enforcement data for recent fiscal years.

Time Period	'97-'98	'98-'99	'99-'00	Last 8 months
Complaints/Inquiries to Enforcement Section	1,214	1,377	1,748	2,190
Number of Investigations Opened	57	51	140	66
Number of Criminal Actions Initiated	3	10	5	1
Administrative Orders Issued	3	10	38	11

During the current fiscal year the Enforcement Section staff consisted of the following personnel:

Two (2) Securities Investigators (One added 10 days ago)
One (1) Supervisor of Investigations
One (1) Complaint Intake Specialist
Two (2) Investment Adviser Auditors
One (1) Enforcement Attorney

EXAMPLES OF ENFORCEMENT CASES:

NINE-MONTH PROMISSORY NOTES: The Division has investigated numerous cases that involved the sale of unregistered securities, in the form of nine-month promissory notes. These notes were most often sold by insurance agents. To date, the Division has issued in excess of twenty Cease & Desist Orders against the companies issuing the notes, as well as the agents who sold the notes. It is estimated that NC residents have lost in excess of $10 million as a result of investments in these notes. The Division continues to be an active participant in a national task force of State and Federal agencies that is investigating this problem.

DELMAR STACEY PENN: Penn portrayed himself to members of his church and community as a successful securities dealer. However, he was not a licensed

stockbroker. Penn included scriptures and prayer instructions to investors to ensure a large return on investment. Over $1.5 million was raised from at least ninety-six (96) investors, the majority of whom are from Forsyth County. Penn lost in excess of $900,000.00 engaging in speculative options trading.

[Name Deleted] Case: Currently under investigation, this off-shore investment scam bilked over $6 million from more than 300 NC investors. This case has been under investigation for more than two years. The total number of victims exceeds 800 persons throughout the US and involves more than $18 million. This case is being worked jointly with the FBI and the US Attorney.

ETS PAYPHONES: This case involves the sale of unregistered securities in the form of an equipment lease-back program. The investor purchases a payphone and immediately leases it to another company. The leasing company guarantees to repurchase the payphone from the investor at the end of the lease period for the initial purchase price of the payphone. Investors paid $7,000.00 per payphone. According to records the Division uncovered, ETS sold in excess of $40 million worth of payphones to NC investors. The Division issued a Cease and Desist Order against ETS and its agents. Subsequently, ETS filed a bankruptcy petition. The matter is currently at the Office of Administrative Hearings.

II. LICENSING SECTION ACTIVITY

The Division issues occupational licenses to investment advisers, investment adviser representatives, securities dealers, and securities salesmen.

Applications for registration	**as of Jan 98**	**as of Jan 99**	**as of Jan 00**
Investment Adviser Firms	760	843	1,700
Investment Adviser Reps	7,770	8,340	13,458
Securities Dealers	1,821	1,899	2,191
Securities Salesmen	91,261	104,465	118,652

(*January dates were utilized as filter dates because all of the registrations shown above expire on December 31. Therefore, the Securities Division receives the bulk of these filings throughout the month of December each year.)

III. OFFERINGS OF SECURITIES REVIEWED (for period from 7/1/00--2/28/01)

The Division receives written notices of many types of securities offerings proposed to be offered and sold to the public in North Carolina. Some of these, the "registered offerings" and the "exempt offerings," are reviewed in detail by the Division's securities analysts prior to being approved for sale to the public. Other

offerings, the "covered securities" regulated primarily under federal law, such as mutual funds and Rule 506 private placements, generate "notice filings" and notice filing fees" that must be summarized and accounted for on the Division's records. The following numbers of filings were received during the 8-month period from 7-1-00 through 2-28-01.

A. REGISTERED SECURITIES OFFERINGS:

48 registrations by Coordination
2 registrations by Qualification

B. EXEMPT OFFERINGS FILINGS:

63 exemption filings for issuers relying on G.S. 78A-16(9) (Not for profit issuers)
10 exemption filings for issuers relying on G.S. 78A-17(9)(Limited offering of Direct Participation Program securities)
7 exemption filings for issuers relying on G.S. 78A-17(17)(Offerings exempt under Rule 505 of federal regulation D)

C. NOTICE FILINGS:

2,419 Investment Company notice filings
943 Rule 506/Regulation D notice filings

IV. QUALIFIED BUSINESS REGISTRATIONS

The Division is responsible for the examination and registration of "Qualified Businesses," which are usually small (under $5 million gross revenue) North Carolina businesses that meet statutory criteria for a special tax credit incentive available to their investors and based on the amount of capital placed by each qualifying investor. The following statistics reflect the number and type of participants in the Qualified Business program as of February 28, 2001.

Total Qualified Businesses currently registered or under review:	297
Breakdown of the total shown above:	
Qualified Business Ventures currently registered:	166
Qualified Grantee Businesses currently registered:	27
Total registered:	193
Applications for reinstatement of revoked registrations under review:	84
Applications for initial registration under review:	20

North Carolina Department of the Secretary of State
Certification & Filing Division
Notary Public Section

Notary Public Section Functions

The Notary Public Section commissions and regulates the almost 200,000 Notaries Public in North Carolina. The section evaluates and processes all notary public commission applications, maintains a database of commission information, coordinates and communicates daily with North Carolina's 100 Registers of Deeds offices (where commissions are sent before the applicant takes the oath of office), and responds to public inquiries. The section trains and certifies community college instructors to teach the statutorily required notary public education program. The section also investigates and acts upon alleged violations of the North Carolina Notary Public Act.

Notary Public Section Staff

The Notary Public Section is understaffed to adequately fulfill its statutory responsibilities, and additional staff continues to be sought. The Section budget funds the Certification & Filing Director (Administrative Officer III), three Processing Assistant IV positions, and a Notary Investigator position.

Notary Public Section Budget

2000-01 Appropriations: $216,633

Notary Public Section Key Facts

- In January 2000, North Carolina had approximately 160,000 commissioned notaries public. By February 16, 2001, that number had increased to 196,041 – an increase of approximately 36,000 notaries, or approximately 23%.
- In 1999-00 the Notary Public Section certified 97 persons as notary public education program instructors.
- In calendar year 2000, the Notary Public Section received 821 complaints alleging notary misconduct. 811 violations of the Notary Public Act were found, and disciplinary actions were taken ranging from requiring the notary correct the error, to suspending or revoking the notary's commission, to working with local law enforcement to bring criminal charges against the notary.
- In January-March 2001, the Notary Public Section has already received 502 complaints alleging notary misconduct. The Section has already issued 75 suspensions and 25 revocations in calendar 2001.
- The Notary Public Section routinely processes 1300-1500 transactions per week (initial and reappointment applications, amendments, oath returns, certificates, etc.)
- On average, the Section responds to approximately 300 telephone inquiries each day.

North Carolina Department of the Secretary of State
Land Records Management Program
Gayle P. Holder, Director

Division Functions

The Land Records Management Program is best defined as an advisory program, which encourages the modernization of land records systems at the county level. Some of the program's many functions include:

- Provide technical assistance to the counties
- Establish greater uniformity in local land record systems
  - Develops standards for indexing land records
  - Develops standards for uniform recording and indexing procedures for maps and condominiums
  - Develops standards for security and reproduction of land records
  - Develops mapping specifications
- Provides mapping and GIS (Geographic Information System) assistance
- Provides short-term consultant activities to registers of deeds and mapping offices
- Provides educational activities for registers of deeds and county mappers
- Conducts state property mappers' certification
- Receives/Records municipal annexation ordinances
- Receives/Records municipal charter amendments
- Receives/Records county boundary changes
- Represents department and county mapping agencies in mapping matters at state and federal level

Division Staff and Budget

- Currently the program staff consists of two positions: Land Record Manager, who works primarily with county mapping agencies, receives municipal annexation ordinances, maps and charter amendments.

- An Internal Systems Consultant works primarily with 100 county Registers of Deeds, consulting with them on document recording, internal procedures and training them on mandatory real property indexing standards.

- FY 2000-01 Appropriations: $136,749

Key Facts

- All 100 counties follow register of deeds indexing standards
- All 100 counties have current computerized indexes
- 70 counties have completed basic cadastral (property ownership) mapping
- 61 counties have cadastral data in digital form
- 35 counties have digital orthophotos (special aerial photographs)
- 57 counties have hardcopy orthophotos
- 66 counties have GIS (Geographic Information System)

Measures of Output

Description	July 99 – June 00
Requests for Technical Assistance/Response to Inquiries	1630
On-site Visits	30
Register of Deeds Workshops (and number trained)	13 (450)
Property Mappers Certified	150
Number of Counties Requesting Technical Assistance	60
Number of Municipal Annexation Ordinances/Charter Amendments Received/Recorded	1200
Property Mapper Training Sessions (and number trained)	2 (250)

North Carolina Department of the Secretary of State
Uniform Commercial Code Section
Frances Wells, Director

Section Functions

The Uniform Commercial Code ("UCC") Section serves as a vital source for "credit check" information used by banks and other lenders when a business or person in North Carolina wants to borrow money, for business or personal purchases. The UCC Section maintains hundreds of thousands of public filings regarding loans and federal tax liens, as part of a nationwide system of centralized filing of certain loan and tax lien information. Effective July 1, 2001, Revised Article 9 of the Uniform Commercial Code will centralize North Carolina's UCC filing system for the vast majority of such filings from currently 101 filing offices into one centralized office at the Department of the Secretary of State.

Section Staff, Budget, and Revenue

- The UCC staff is currently increasing from 29 to 70 budgeted employees, as result of the Revised Article 9 legislation in 2000, in order to provide adequate staffing to meet the increase in work volume resulting from centralization and related law changes.

- The additional 41 positions are being hired in phases, with various positions being authorized for addition in October 2000, January and April, 2001.

- UCC Section employees perform computer indexing and verification of transactions; certified debtor research involving computer-, microfilm-, and paper-based research; and respond to almost 20,000 other public inquiries we receive annually. Employees are cross-trained to perform all section functions.

- Budgeted appropriations for FY 2000-01 are $3,577,674.

UCC Workload

- A total of 132,580 UCC and federal tax lien filings were processed in calendar year 2000.

- The filing volume in the UCC Section is expected to increase from approximately 140,000 documents per year to approximately 320,000 filings per year with the implementation of the Revised Article 9 legislation.

North Carolina Department of the Secretary of State
Authentications Office
Charlene P. Dawkins, Director

Office Functions

The Authentications Office is responsible for signing and issuing certificates of authenticity for documents intended for use in foreign countries. The office authenticates a variety of documents from commercial organizations, private citizens, and governmental officials. Examples of such documents include: corporate bylaws, powers of attorney, academic transcripts, distributorship agreements, statements of marital status, employment certifications, real property deeds, assignments of interest, death certificates, patent applications, and adoption related papers. Depending upon the country of intended use for the document, the Authentication Office will issue either an Apostille or an Authentication.

Apostilles

An Apostille is a special kind of authentication. If the document is to be used in one of the signatory countries of the *Convention de La Haye 5 Octobre 1961*, it should be notarized, then certified by the Register of Deeds in the county in which the notary is commissioned. The final stage is presentment for authentication with an Apostille by the Secretary of State of North Carolina. The Apostille requires no authentication by the United States Department of State. It is ready to go directly to the country of intended use.

Authentications

Countries not party to the *Convention de La Haye 5 Octobre 1961* still require that documents be authenticated. Those countries require that the document have the Great Seal of the State. Documents so authenticated by the Department of the Secretary of State of North Carolina are then transmitted to the Authentication Service of the United States Department of State for further action. Then they may be utilized in the country of intended use.

The staff for this section includes two (2) Processing Assistant V positions.

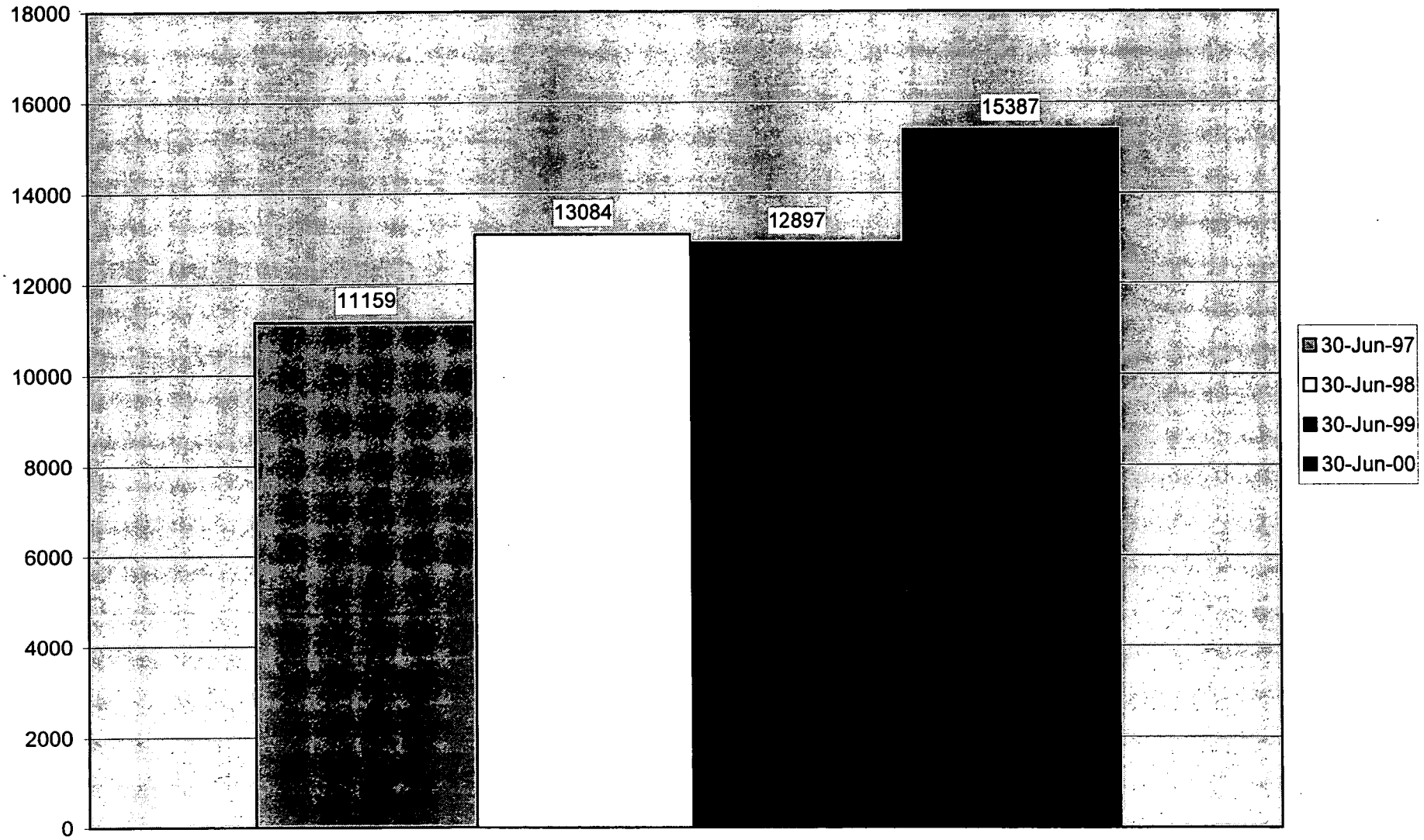
The budget is through the Administration Division.

Authentication Office Activity Report

	Fiscal Years Ending				
	30-Jun-97	30-Jun-98	30-Jun-99	30-Jun-00	Through 12-Feb-01
Authentications	2259	4407	3045	3928	3307
Apostilles	8900	8677	8768	9038	5497
Certificates of Authority	****	****	1084	2421	2008
Grand Totals	11159	13084	12897	15387	10812

**** - In mid-November 1998, the Authentications Office was assigned the responsibility for also issuing Certificates of Authority, which are based on the notary. These certificates are only utilized in countries that are not signatories of the *Convention de La Haye 5 Octobre 1961*.

Increase in Authentication Services 97-00



North Carolina Department of the Secretary of State
Solicitation Licensing Section

Section Functions

License and regulate charitable solicitation and professional fundraising

- Protects the public and charities from fraudulent and deceptive charitable solicitation
- Requires full disclosure by persons who solicit contributions from the public
- Requires full disclosures of the purposes for which the contributions are solicited and how the contributions are actually used
- The Section has files regarding over 2,000 charitable organizations and sponsors, and 400 professional fundraisers. All this is public information.

Section Staff and Budget

- Four full-time positions:
  Section Chief
  Administrative Assistant
  Secretary
  Attorney
- The Section is 100% fee supported with an approval budget of $226,953 for fiscal year 2000-01
- During fiscal year 1999-00, the Section generated $416,685 in receipts.

N.C. Secretary of State Trademark Section

Section Functions

- Processes initial applications and renewal applications for trademark and service mark registration each year, which includes a review of the application and supporting specimens
- Performs legal research to determine the registrability of mark applications and writes correspondence and briefs to support decisions made by the Section
- Generates and mails out Five-year Affidavits of Use and Ten-year Applications for Renewal (approximately a total of 100 each month)
- Reviews and processes Five-year Affidavits of Use
- Enters data into the trademark database
- Generates and mails Certificates of Registration and Renewal for marks that are actually registered
- Processes assignments of marks from the original owner to other parties and records registrants' name changes
- Investigates and assists in the criminal prosecution of individuals who manufacture or sell counterfeit goods
- Conducts training for the law enforcement community within North Carolina to bring about greater awareness of what counterfeit goods are, their impact on consumers and the economic market, and how to properly investigate counterfeit trademark cases
- Distributes handbook entitled How To Register a Trademark or Service Mark in North Carolina

Why These Functions Are Important

- Protects the consuming public, as well as the business community
  - For consumers, registration of trademarks and service marks helps to prevent the purchase and consumption of inferior and often dangerous goods
  - For businesses, registration prevents others from the unauthorized association with legitimate manufacturers and also prevents the marketing of inferior and often dangerous goods under a registered mark.
- Nationwide, it is estimated that $200 billion are lost annually as a result of the marketing of counterfeit goods. That figure is up from $60 billion in 1988. Goods that have been counterfeited include clothing, jewelry, clothing accessories, baby formula, shampoo, over-the-counter medications, sound and video recordings, etc..

Division Function By Staff

- Total number of positions is three (3). All positions are currently filled.
  - Trademark Supervisor (Paralegal I - SG 65) - Responsible for supervision of the Trademark Specialist. This employee plans, organizes, and evaluates the organization of the Trademark Section; is responsible for procuring technological updates to the trademarks database; and ensures that current, helpful information is maintained on the Trademarks Section webpage.

- Trademark Specialist (AA II - SG 65) - Responsible for examining trademark applications and other documents submitted for filing in the Secretary of State's Office.

- Trademark Investigator (Admin. Officer II - SG 70) - Responsible for the detection, investigation and punishment of fraudulent and non-fraudulent violations of the various acts administered by the Department of the Secretary of State, including the Trademark Registration Act, Lobbyist Registration Act, Athlete Agent Registration Act, etc.. This position is also responsible for conducting training for law enforcement officers statewide on the topic of counterfeit trademark enforcement.

Total Budget: Budget is through the Administration Division.

Key Trademark Section Facts

- A mark registration is effective for ten (10) years; however, mark owners must verify their continued use of the mark at the expiration of five (5) years from the original date of registration by filing an Affidavit of Use, which is reviewed and approved by the Trademark Section.

- The Trademark Section reviews an average of nearly 700 applications for trademark and service mark registration each year. Of those applications reviewed, the Trademark Section registers about 575 of the marks for which registration is sought. Additionally, the Trademark Section reviews about 200 additional 10-year applications for renewal each year.

- During the most recently completed fiscal year, FY 99-00, the Trademark Section reviewed 646 initial applications for registration and issued 608 new registrations based upon those applications. It also reviewed 283 applications for renewal and, of those, issued 241 renewal registrations.

- In response to customer requests, the Trademark Section distributes an average of 1026 copies of our manual, How to Register a Trademark or Service Mark in North Carolina, each year. During FY 99-00, the number of manuals distributed dipped below the average to 788. The reason for the decline is unclear at this point, but it may be attributable to business practice changes in the state.

- In FY 99-00, the first full year of operation for the enforcement arm of the Trademark Section, twenty-three people were arrested and prosecuted for violations of the counterfeit trademark provisions of Chapter 80 of the North Carolina General Statutes. Additionally, a significant number of counterfeit items were seized by the Trademark Investigator, having a total dollar value of $1,050,674. Along with the seizure of those counterfeit goods, the Trademark Investigator seized other personal property used in the manufacture and sale of counterfeit items, including 121 silk screens and 7 vehicles.

North Carolina Department of the Secretary of State
Lobbyist Registration Office
Gayle P. Holder, Director

Office Functions

The Lobbyist Registration Office regulates and maintains all filings for registered lobbyists in North Carolina. This office is also responsible for investigating allegations of misconduct by lobbyists and refers evidence of apparent violations to the Office of the Attorney General for enforcement proceedings.

Office Structure

Total number of positions: 1

Office Budget: The Lobbyist Registration Office budget is provided through the Administration Division.

Lobbyist Registration Office - Key Facts

- Lobbyists register for a two-year period. The registrations for the 1999-2000 biennium totaled 1217. There were 553 lobbyists registered and 675 principals. Lobbyists and principals are also required to file two expense reports per year. Currently, 762 registrations have been filed, consisting of 351 lobbyists and 401 principals.

- The Lobbyist Registration Office is required to compile and prepare the Lobbyist Directory every 20 days the legislature is in session. For 99-00, there were seven directories produced.

- The Lobbyist Registration Office experiences several peak periods during the year, which include when expense reports are due, when directories are produced, and when the legislative session begins and ends. During these peak periods, phone calls and visits to the office can reach 50-60 each day.

- Other duties of the Lobbyist Registration Office include:

    - Maintaining and filing the original House and Senate Journals;

    - Maintaining and certifying the original ratified bills and resolutions;

- Certifying all persons elected to office in North Carolina that are comprised of more than one county;
- Arranging the meeting of the Electoral College;
- Serve as the Chief Records Officer for the Department of the Secretary of State;
- Registration of Athlete Agents;
- Registration of Loan Brokers;
- Registration of Campgrounds and Campground Salespeople;
- Registration of Business Opportunities; and
- Registration of Telephonic Sellers.

N.C. Secretary of State
Publications Division

Division Functions

- Houses Public Information/Communications Office.
- Gathers data, writes, edits, publishes and distributes North Carolina State government's leading reference works:
  North Carolina Manual
  Directory of State and County Officials
  Directory of Boards and Commissions
  North Carolina Constitution

- Gathers data, writes, edits, publishes and distributes brochures concerning North Carolina facts, government, etc.
- Gathers data, writes, edits, publishes and distributes manuals and other reference materials to support the agency's other units and make transactions with them easier for agency customers.
- Maintains major State documents, including certified election results, boards and commissions notices, gubernatorial executive orders and international agreements between non-university system units of state government and other nations.
- Distributes House and Senate Journals.
- Maintains archive of House and Senate Journals dating back as far as 1824, as well as other historic documents – most importantly, the original handwritten version of the North Carolina Constitution of 1868 and the Book of Oaths of N.C. Council of State members dating back to the late 1880s.
- Certifies copies of various documents in its possession for customers.
- Acts as information resource for citizens who need specific information about an aspect of state government and have not been able to find it through other agencies.
- Maintains an extensive web site with North Carolina-related information for secondary school students and adults.
- Provides all department mailing functions and duties.
- Manages supply receiving and distribution and supply store room for entire agency.
- Operates a high-volume copy center for the entire agency.

Division Function by Staff

- *Director of Communications* – provides general oversight of division operations, manages all press and media contacts and relations, writes press releases and speeches. **1 position**
- *Director of Publications* – manages division operations and personnel, writes and edits publications. **1 position**
- *Communications Assistant* – supports Director of Communications functions, writes press releases, works with press and media contacts. **1 position**
- *Editorial Assistants* – gather data for publications, answer all public requests for information about state government, conduct outside bidding for agency publishing under supervision of Director of Publications, set and proof type, manage all major document files. **2 positions**
- *Graphic Artist* – designs publications, designs web site, maintains web pages. **1 position** (currently temporary position)
- *Mail Center Supervisor* – manages mail center, operates mail equipment, manages relations with USPS and private express mail companies, manages supply receiving and distribution

and supply room, manages copy center. **1 position** (position housed in Administration budget code)

- *Mail Clerks* – pick up and deliver mail, operate mail equipment, distribute supplies, operate copy center equipment, assist Mail Center Supervisor. **2 positions**

Total Positions: 9 **Total Budget:** $373,660

Publications Division Facts

- The Publications Division responded to 3,800 requests for information about state government in the 99-00 fiscal year. This is roughly a 19% increase over requests for information handled in the 98-99 fiscal year. Customers for this service include the general public, businesses, legislators, students and other state government agencies.

- The division's distribution of printed materials at the North Carolina State Fair rose 78% to 17,800 pieces in 00-01, up from 10,000 pieces in 99-00 and 5,000 in 98-99.

- The department's total book distribution was 19,000 in 00-01. Improved distribution of *The Directory of State and County Officials* to other state agencies and county governments has driven demand for the book higher. In past years, each edition usually had several hundred copies left over by the time the next edition arrived. Now, almost all copies are distributed within 4-6 weeks after they arrive from the publisher.

- Mail volume continues to increase in the mail center. Last year, the center handled roughly 580,000 pieces of mail. This year, the center will probably handle around 620,000 pieces – a 6.9% increase. At the same time, the mail center handles supply receiving and distribution for the entire department and is maintaining a supply room stocked with roughly 20,000 different items.

- The division established a copy center for the entire agency in 00-01. So far this fiscal year, the copy center has printed 361,000 individual copies for divisions throughout the agency.

- The division expanded its web site over the last year to provide a large amount of North Carolina-related material for secondary school students and adult visitors. Among this material were imaged samples of historic documents from the division's archives.

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$7,652,378	$8,179,585	$9,145,478	$9,145,478
RECEIPTS	$1,039,837	$384,577	$384,577	$384,577
APPROPRIATIONS	$6,612,541	$7,795,008	$8,760,901	$8,760,901
NUMBER OF POSITIONS	150.75	195.75	195.75	195.75

SUMMARY OF TRUST FUND (63200)

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$39,133	$0	$0	$0
RECEIPTS	$56,587	$0	$0	$0
ENDING CASH BALANCE	$305,979	$305,979	$305,979	$305,979
CHANGE IN CASH BALANCE	$17,454	$0	$0	$0
NUMBER OF POSITIONS	0	0	0	0

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF GENERAL ADMINISTRATION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$1,867,229	$1,600,490	$1,600,490	$1,600,490
RECEIPTS	$421,032*	$1,000	$1,000	$1,000
GENERAL FUND APPROPRIATIONS	$1,446,197	$1,599,490	$1,599,490	$1,599,490
NUMBER OF POSITIONS	25	25	25	25

*$419,269 of expenditures and receipts are carry forward amounts from the prior fiscal year which leaves the difference of $1,763 as receipts

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

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SUMMARY OF PUBLICATIONS DIVISION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$411,767	$352,981	$352,981	$352,981
RECEIPTS	$18,223	$21,700	$21,700	$21,700
GENERAL FUND APPROPRIATIONS	$393,544	$331,281	$331,281	$331,281
NUMBER OF POSITIONS	5	5	5	5

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF CORPORATIONS DIVISION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$2,000,506	$2,195,682	$2,195,682	$2,195,682
RECEIPTS	$37,441	$64,000	$64,000	$64,000
GENERAL FUND APPROPRIATION	$1,963,065	$2,131,682	$2,131,682	$2,131,682
NUMBER OF POSITIONS	46.75	50.75	50.75	50.75

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF UNIFORM COMMERCIAL CODE
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$855,326	$1,778,150	$2,744,043	$2,744,043
RECEIPTS	$71,840	$99,000	$99,000	$99,000
GENERAL FUND APPROPRIATION	$783,486	$1,679,150	$2,645,043	$2,645,043
NUMBER OF POSITIONS	29	70	70	70

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF BUSINESS LICENSE INFORMATION OFFICE
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$576,699	$598,454	$598,354	$598,354
RECEIPTS	$120	$100	$100	$100
GENERAL FUND APPROPRIATION	$576,579	$598,354	$598,354	$598,354
NUMBER OF POSITIONS	13	13	13	13

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF SECURITIES DIVISION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$1,027,116	$1,105,814	$1,105,814	$1,105,814
RECEIPTS	$6,748	$2,000	$2,000	$2,000
GENERAL FUND APPROPRIATION	$1,020,368	$1,103,814	$1,103,814	$1,103,814
NUMBER OF POSITIONS	21	21	21	21

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF NOTARY PUBLIC COMMISSION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$201,445	$214,688	$214,688	$214,688
RECEIPTS	$6,521	$0	$0	$0
GENERAL FUND APPROPRIATION	$194,924	$214,688	$214,688	$214,688
NUMBER OF POSITIONS	5	5	5	5

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF LAND RECORDS MANAGEMENT DIVISION
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$114,315	$136,549	$136,549	$136,549
RECEIPTS	$0	$0	$0	$0
GENERAL FUND APPROPRIATION	$114,315	$136,549	$136,549	$136,549
NUMBER OF POSITIONS	2	2	2	2

FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF CHARITABLE SOLICITATIONS
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$185,181	$196,777	$196,777	$196,777
RECEIPTS	$425,982	$196,777	$196,777	$196,777
GENERAL FUND APPROPRIATION	($240,801)	$0	$0	$0
NUMBER OF POSITIONS	4	4	4	4

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FISCAL DATA
DEPARTMENT OF THE SECRETARY OF STATE
CONTINUATION BUDGET

SUMMARY OF RESERVES
GENERAL FUND - 13200

DESCRIPTIONS	1999-00 ACTUAL	2000-01 AUTHORIZED	2001-02 RECOMMENDED	2002-03 RECOMMENDED
TOTAL REQUIREMENTS	$400,997	$0	$0	$0
RECEIPTS	$40,133	$0	$0	$0
GENERAL FUND APPROPRIATION	$360,864	$0	$0	$0
NUMBER OF POSITIONS	0	0	0	0

April-01

Secretary of State
Maintenance Contracts

Division/Description	Annual Amount	Vendor
Departmental - IBM Servers (7)	$9,632	IBM
Departmental - Dell Servers (6)	$6,375	Dell
Departmental - Licenses & Updates	11,593	Alphanumerics
Departmental - Laptops (13)	4,485	IBM
Departmental - Printer	1,130	IBM
Departmental - Scanners (3)	4,185	Fujitsu
Departmental - Networking Hardware	4,595	4 Front Systems
Lobbyist /Fax	294	Ameritrend
Authentications/Copier	192	Systel
Administration/Fax	294	Ameritrend
Administration/Document Center	1,560	Xerox
Administration/Desktop PCs (23)	3,105	Gateway
Administration/Desktop PC	190	Micron
Administration/Printers (20)	2,860	Pomeroy
Administration/Laptop	199	NEC
Budget/Copier	2,044	Systel
Publications/Desktop PCs (5)	675	Gateway
Publications/Printers (2)	190	Pomeroy
Publications/Document Center	1,620	Xerox
Publications/Mail Machine	1,750	Anza
Publications/Fax	175	K M Data
Corporations/Desktop PCs (51)	9690	Micron
Corporations/Printers (40)	12580	Pomeroy
Corporations/Copier	1,452	Danka
Corporations/Copier	3,075	Systel
Corporations/Fax (2)	472	Ameritrend
UCC/Laptops (5)	895	Toshiba
UCC/Desk Top PCs (29)	3,915	Gateway
UCC/Printers (14)	2,002	Pomeroy
UCC/Copiers (2)	3,470	Systel
UCC/Microfilm Camera	1,440	Cavins
UCC/Fax	190	Ameritrend
Securities/Desktop PCs (21)	2,835	Gateway
Securities/Laptops (2)	338	Dell
Securities/Printers (18)	2,574	Pomeroy
Securities/Copier	1,535	Danka
Securities/Copier	415	Commun. Equip.

Securities/Fax				175		K M Data		
Securities/Typewriter				70		Shaw Bus. Mche.		
Business License/Desktop PCs (13)				1,755		Gateway		
Business License/Printers (10)				1,430		Pomeroy		
Business License/Fax				294		Ameritrend		
Business License/Copier				1,522		Danka		
International Services/Copier				192		Systel		
Notary/Desktop PCs (5)				675		Gateway		
Notary/Printers (4)				572		Pomeroy		
Notary/Copier				3,075		Systel		
Land Records/Desktop PCs (2)				270		Gateway		
Land Records/Printers (2)				286		Pomeroy		
Land Records/Fax				190		Ameritrend		
Land Records/Copier				192		Systel		
Charitable Fund Raising/Desktop PCs (4)				540		Gateway		
Charitable Fund Raising/Printers (4)				572		Pomeroy		
Charitable Fund Raising/Fax				178		Ameritrend		
Charitable Fund Raising/Copier				2,421		Danka		
	Total			$118,430				

SECRETARY OF STATE

ZERO BASE BUDGETING EXPENDITURES

GOVERNOR'S RECOMMENDED BUDGET FY 2001-2002 & 2002-2003

	Administration	Publications	Corporations	Uniform Commercial Codes	Securities	Business License	Notary Public	Land Records	Charitable Fund Raising	
	1110	1120	1210	1220	1230	1240	1300	1400	1600	TOTAL
TRAVEL & OTHER EMPLOYEE EXPENSE										
532711 Air - In State	200	0	0	0	0	0	500	0	0	**700**
532712 Air Trans - Out of State	3500	0	700	4000	1000	200	0	0	0	**9400**
532714 Trans - Grnd - In - State	7550	500	2000	1300	5470	1400	500	3500	900	**23120**
532715 Trans Grnd - Out Sta, In US	1650	0	100	700	1000	0	0	500	0	**3950**
532718 Trans Oth - Out Sta, In US	0	0	0	0	0	100	0	0	0	**100**
532721 Lodging - In State	4900	700	200	1500	4904	500	300	1414	0	**14418**
532722 Lodging - Out of State	6500	0	1300	3500	500	300	0	500	0	**12600**
532724 Meals - In State	3200	500	500	1100	1000	300	100	1025	3000	**10725**
532725 Meals - Out of State, In US	3000	0	400	2100	3500	50	0	1000	0	**10050**
TOTAL	**30500**	**1700**	**5200**	**14200**	**17374**	**2850**	**1400**	**7939**	**3900**	**85063**
MISC CONTRACTUAL SERVICE										
532199 Mics Contractual Service	3159	0	2000	10000	1000	150	2000	0	0	**18309**
RENT/LEASE										
532512 Rent/Lease-Bldings/Office	300	300	300	225000	300	250	300	300	0	**227050**
532513 Rental of Real Property	200	0	0	0	0	0	0	0	0	**200**
532524 Rent/Lease-Gen Off Equip	200	0	0	30000	105	0	0	0	0	**30305**
532590 Rent/Lease Other Property	0	1000	0	0	200	0	0	0	0	**1200**
TOTAL	**700**	**1300**	**300**	**255000**	**605**	**250**	**300**	**300**	**0**	**258755**
CELLULAR PHONE SERVICE										
532814 Cellular Phone Service	1050	0	60	0	170	100	0	0	0	**1380**
FURNITURE/OFFICE EQUIPMENT/COMPUTERS/OTHER										
534511 Furn-Office	300	0	2000	0	1500	500	0	950	1070	**6320**
534521 Office Equipment	4000	700	7000	11040	200	300	150	0	1400	**24790**
534522 Equip-Computers	500	0	2000	0	0	0	0	0	0	**2500**
534539 Other Equipment	0	0	0	0	0	0	0	0	0	**0**
	4800	**700**	**11000**	**11040**	**1700**	**800**	**150**	**950**	**2470**	**33610**

Department of the Secretary of State, Span of Control

	Number of Employees	Number of Supervisors	Percentage of Supervisors to Total	Average Span Agency Wide	Agency Benchmark	Max No. Supervisor Levels
1995	117	31	26	3.74	6.37	6
Current	196	32	16.3	6.13	6.37	6

As of 4/16/01 one position vacant over 6 mos. 3230-0000-0000-505 in Notary Section

Secretary of State's Recommended Budget Changes

Based on the Governor's recommended budget for the next biennium (2001-03), the department can already be viewed as beginning with a $384,242 deficit, as explained below. This amount equates to a 4.4% reduction of the total budget ($8,760,901). The department has been asked to identify a 1% or 2% budget cut beyond the Governor's recommended budget. This additional cut (identified below) would further add to the budget shortfall for the Department of the Secretary of State. Senior management has carefully reviewed the department budget, and has determined that the department cannot sustain any additional cuts without reducing services and/or employees that would directly impact the ability to maintain the level of revenues currently being generated.

Details of the current deficit are as follows:

$162,100	Budgeted receipts in Corporations and UCC that will not be received from the sale of tapes due to lack of customer demand.
127,142	Difference in budgeted rent and actual lease amount for the new UCC facility.
95,000	Estimated cost to print the 2001-02 N. C. Manual.
$384,242	Current deficit

Regarding the additional requested cuts:

$ 87,609	Requested 1% cut. (A 2% cut in the overall budget would total $175,218.)
$ 471,851	Total Budget Shortfall

In light of the current deficit and the risk to service and revenue-generating capacity endangered by further cuts, the Department of the Secretary of State therefore recommends increasing fees in the following two areas. These small increases should generate an additional $700,000 - $900,000 in annual revenues:

1. Increase the fees for Certificates of Corporate Existence from the Corporations Division from $5.00 to $10.00. We currently generate approximately 20,000 such certificates per year; a $5 fee increase would thus result in an additional $100,000 annual revenue. A $5.00 increase would keep this fee in line with similar fees in surrounding states.

2. Increase the fee to obtain a Notary Public Commission from $30.00 to $50.00. There are approximately 30,000 - 40,000 commission applications annually. A $20 fee increase should thus generate increased annual revenue of $600,000 - $800,000. This fee increase would effectively cause a notary commission to cost $10 per year. Notaries may charge $3.00 per notarial act, so the proposed commission cost represents only 3 1/3 notarial acts per year.

The department recommends that if these fee proposals are adopted, the $384,242 deficit described above be reinstated into the departmental budget. This would still result in a net revenue increase to the General Fund of approximately $300,000 - $500,000.

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government Date: 4/16/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Greg Richardson	N.C. Commission of Indian Affairs, 1317 MSC, Rd.
Jean Cornwell	NC Council for Women - DOA
Robert Wilson	Sec of State
Scott Templeton	Sec State
Bruce Garner	Sec of State
George Jatel	NC Secretary of State
Rodney Maddox	Office of Security of State
Thomas Check	OSBPM

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 17, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday April 17, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, and Gene Wilson. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

Senator Ed Warren chaired the meeting. He introduced and welcomed the Pages. They are Heather Lambert from Representative J. Crawford's district and Ben Johnson from Senator Kinnaird's district.

Senator Warren introduced Joseph J. DeLuca with Rules Review Commission. Mr. DeLuca reviewed the handout. (attachment 1). The possible cuts are on page 5.

In answer to a question: Board Members receive the same compensation as other state boards and commissions when traveling.

In answer to a question: Generally there are only 12 meetings per year. The Rules Review Commission has budgeted for 13 meetings and hopeful will only have 12, the 13 meeting is for necessity only.

Out of state meetings are generally for National Secretaries of State/Administrative Codes and Registers. There is one conference a year about administrative rule making all over the country and they go to one conference a year. Generally 8 or 9 of the 10 commissioners attend the meeting.

The Rules Review Commission completed their review and the meeting moved on to the Office of Administrative Hearings.

Judge Julian Mann is the Director of the Office of Administrative Hearings. He opened by explaining that there are two functions that do not fall within the nomenclature of Administrative Hearings. They are publications (North Carolina Register and the North Carolina Administrative Code) and the Civil Rights Division is a fellow agency of the EEOC for claims of discrimination by state employees and state government that results in investigation.

Judge Mann reviewed the handout (attachment 2). He explained that a big part of the budget is the administrative travel that the judges have to do. He also said that they do not pay rent for the Lee house. He offered that cutting positions could net a 1% cut but that to offer a 2% cut would require the cutting of more positions. Judge Mann continued

by reviewing in detail the list of vacancies on page 24. In answer to a question, he explained that frequently the people who leave do so for higher pay than they can make with state employment. The salaries of positions are set by Statute.

Judge Mann reviewed the Span of Control on page 21. They are trying to combine two positions in order to reduce budget. The budget reduction will be brought back on April 18 at 8:30.

The committee was adjourned. The next General Government meeting is scheduled for 8:30 a.m. on April 18, 2001.

Respectfully submitted

Senator Ed Warren, Chair

Delores Ledford, Committee Clerk

Attachment # 1

NORTH CAROLINA
RULES REVIEW COMMISSION

KKC 1

NORTH CAROLINA RULES REVIEW COMMISSION

The N.C. Rules Review Commission's statutory duty is to review the rules (sometimes called administrative laws, administrative rules, or regulations) of most of the state agencies according to the standards set out in N.C.G.S. §150B-21.9. Those standards require that an agency act within the authority delegated to it by the General Assembly, that a rule be clear and unambiguous, and that a rule be reasonably necessary.

If the commission decides that a rule does not meet any of those standards, i.e., that the rule is not authorized, that it is not clear and unambiguous, or that it is not necessary, then it should object to the rule. The agency may then rewrite the rule to satisfy the commission's objection and have the rule approved.

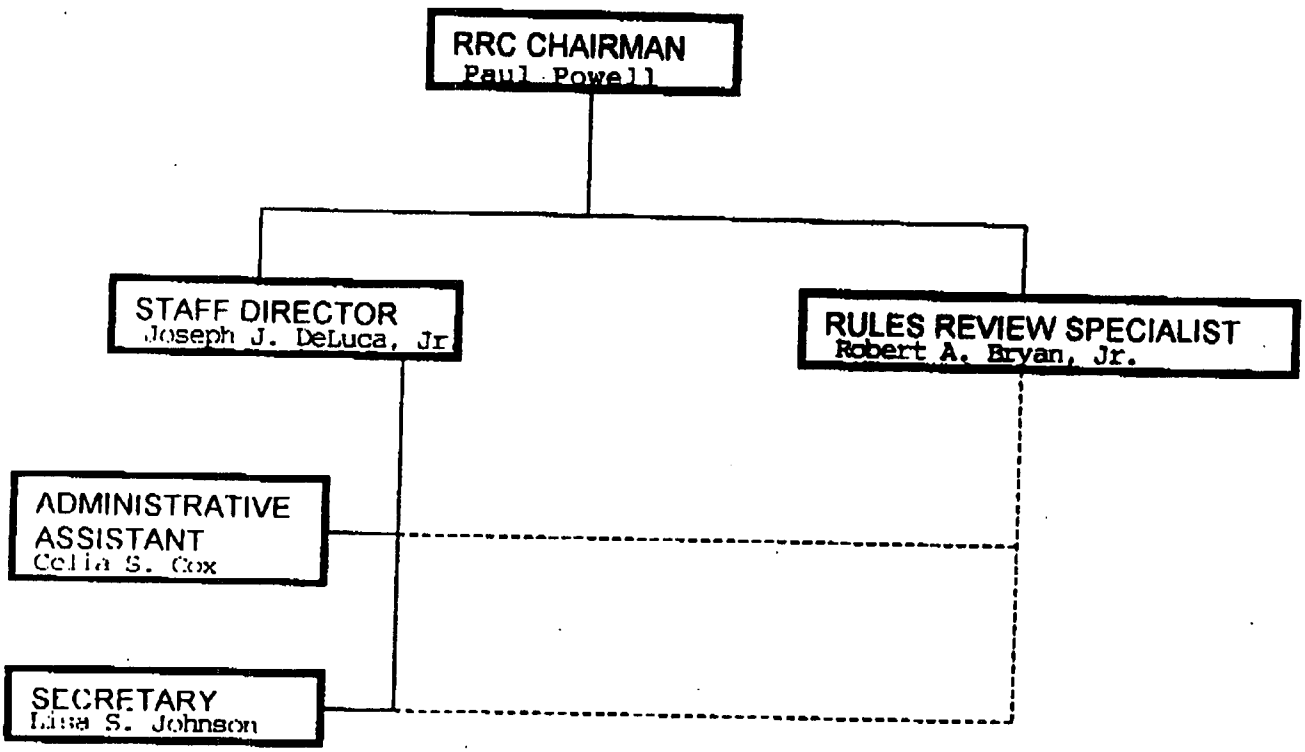
The commission also may review a rule to be certain that the agency followed the statutory rulemaking process. If the agency did not, then the commission may return the rule to the agency to correct the deficiency and proceed with its rulemaking.

The other main function of the agency, although not set out as a statutory mandate, is to act as a resource center, helper, and adviser to state agencies and private individuals on the process of enacting administrative rules. The staff attorneys spend much time "pre-reviewing" proposed agency rules to ensure a smoother rulemaking process and to ensure that the rules as enacted are within the above requirements. This function has grown more important and more time consuming since the 1995 legislative changes enlarged the Rules Review Commission's authority.

Another aspect of this resource function is to act as an educator to members of the legislature and the general public. In the past few years the two attorneys on the staff have been spending more time giving lectures and continuing education classes on the role of the RRC and administrative rules.

RRC 2

RULES REVIEW COMMISSION
ORGANIZATIONAL CHART



Authorization of Reported Organizational Information:
January 20, 1999

Wm Paul Powell

Paul Powell
N.C. Rules Review Commission Chairman

Please Note: This organizational chart has not changed since January 20, 1999.

RRC3

FISCAL DATA
RULES REVIEW COMMISSION
Continuation Budget

	1998-1999 Actual	1999-2000 Authorized	2001-2002 Recommended	2002-2003 Recommended
General Fund				
1100				
Total Requirements	260,062	378,932	329,085	329,085
Receipts	0	0	0	0
Appropriations	260,062	378,932	329,085	329,085

RRC 4

RULES REVIEW COMMISSION

CURRENT SPAN OF CONTROL

AVE SPAN	%SUPV/STAFF	TOTAL NON-SUPV	TOTAL SUPV	TOTAL POS	HIGHEST LEV#
4.00	25.00	3.00	1.00	4.00	1.00

MAINTENANCE CONTRACTS

Systel Buisness Equipment for $1155.00 on Panasonic Copier 11/11/00 - 11/11/01

Reduction of Budget as Recommended by Governor Easley RRC 5

Description	Account		1% red	Total	2% red	Total
SPA-Reg Salaries	531211	206171.00		206171.00		206171.00
EPA&SPA Longevity	531461	3311.00		3311.00		3311.00
Social Security contrib.	531511	16107.00		16107.00		16107.00
Reg Retirement contrib.	531521	16804.00		16804.00		16804.00
Med Ins. Contrib.	531561	9024.00		9024.00		9024.00
Board Member Compens.	531651	26000.00	-2000.00	24000.00	-2000.00	24000.00
Personal Services	**531XXX**	**277417.00**	**-2000.00**	275417.00	**-2000.00**	275417.00
Maint Agreement - Equip	532430	1050.00		1050.00		1050.00
Rent/Lease -Office Bldg	532512	15750.00		15750.00		15750.00
Rent/Lease -Office Equip	532524	500.00		500.00		500.00
Trans Air - Out State	532712	500.00		500.00		500.00
Trans Grnd - In State	532714	125.00		125.00		125.00
Trans Grnd Out State	532715	100.00		100.00		100.00
Lodging Out State	532722	1000.00		1000.00		1000.00
Meals In State	532724	50.00		50.00		50.00
Meals Out State	532725	220.00		220.00		220.00
Bd/Non-Employee Trans	532731	7000.00		7000.00	-730.00	6270.00
Bd/Non-Employee Subsis	532732	1635.00		1635.00		1635.00
Telephone	532811	2000.00		2000.00	-200.00	1800.00
Computer/Data Process	532821	1735.00		1735.00		1735.00
Postage, Freight & Deliv	532840	1200.00		1200.00	-450.00	750.00
Print, Bind, Duplicate	532850	1500.00	-500.00	1000.00	-500.00	1000.00
Registration Fees	532930	850.00		850.00	-300.00	550.00
Other Emp Educational Ex	532942	600.00		600.00		600.00
Purchased Services	**532XXX**	**35815.00**	**-500.00**	**35315.00**	**-2180.00**	**33635.00**
General Office Supplies	533110	2003.00		2003.00		2003.00
Data Processing Supplies	533120	500.00		500.00		500.00
	533XXX	**2503.00**	**0.00**	**2503.00**	**0.00**	**2503.00**
Supplies						
Furn-Office	534511	3000.00		3000.00	-1000.00	2000.00
Office Equipment	534521	1000.00		1000.00		1000.00
Equip-Computers	534522	3200.00	-200.00	3400.00	-700.00	2500.00
Library & Learning	534630	4000.00	-500.00	4500.00	-500.00	3500.00
Computer Software	534710	1000.00	-90.00	1090.00	-200.00	800.00
Property, Plant & Equipment	**534XXX**	**12200.00**	**-790.00**	**12990.00**	**-2400.00**	**9800.00**
Membership Dues & Subscr	535830	500.00		500.00		500.00
Other Admin Expense	535890	250.00		250.00		250.00
Other Expenses & Adjust	**535XXX**	**750.00**	**0.00**	**750.00**	**0.00**	**750.00**
Dependent Care	538010	400.00		400.00		400.00
Intragovernmental Trans	**538XXX**	**400.00**	**0.00**	**400.00**	**0.00**	**400.00**
		329085.00	**-3290.00**	**327375.00**	**-6580.00**	**322505.00**

NORTH CAROLINA
RULES REVIEW COMMISSION

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RRC 2

RULES REVIEW COMMISSION
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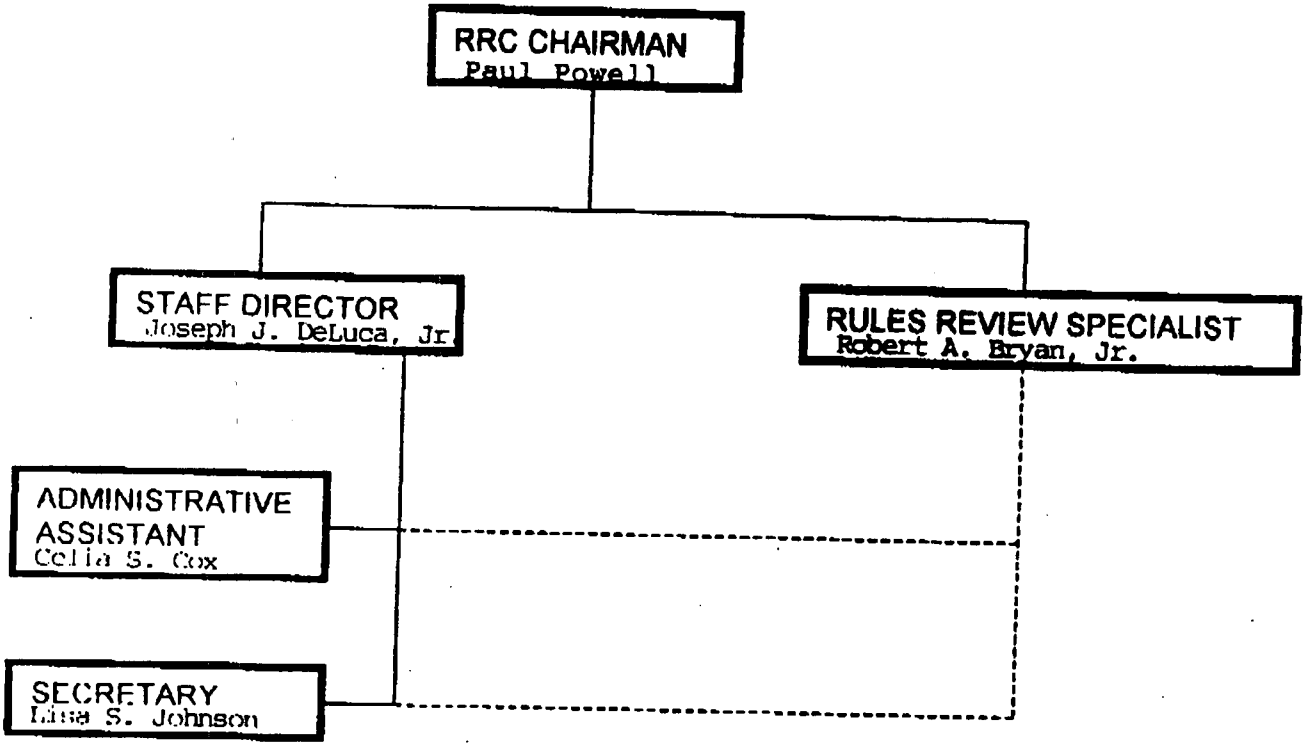

Authorization of Reported Organizational Information:
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Wm Paul Powell

Paul Powell
N.C. Rules Review Commission Chairman

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RRC3

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N. C. Office of Administrative Hearings
Overview of Operations

Presentation to

General Government Appropriations Subcommittee

April 2001

Attachment # 2

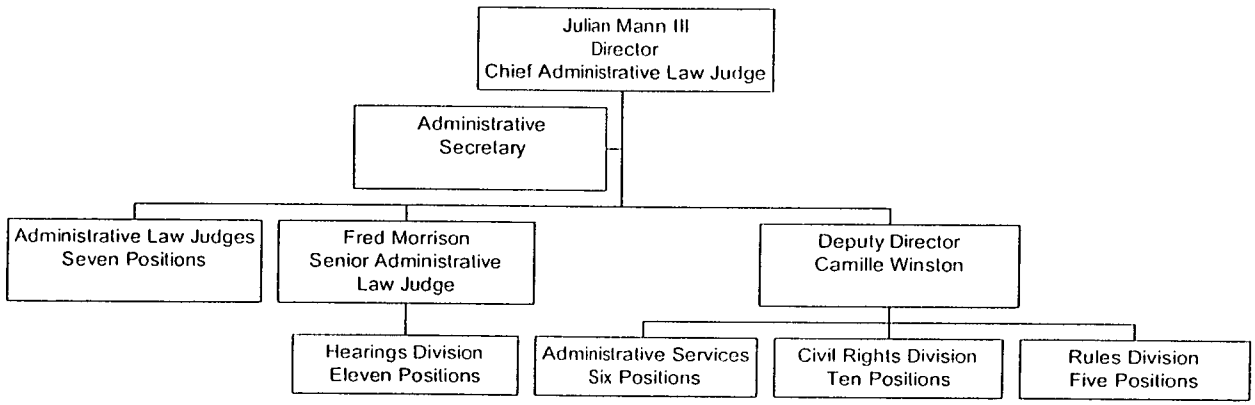
Office of Administrative Hearings
Mission Statement

To provide a forum for prompt and impartial resolution of disputes of administrative law involving state agencies, to investigate alleged acts of certain unlawful employment practices and to function as the state's codifier and publisher of all proposed and permanent administrative rules

Office of Administrative Hearings Goals

- *Increase fairness and protect due process rights in the application of administrative law in contested case hearings.*
- *Reduce the incidence of discrimination in employment practices.*
- *Increase citizen awareness of the existence and value of administrative rules.*

Office of Administrative Hearings Organization Chart



There has been no change in this organization chart since January 6, 2001

Office of Administrative Hearings
Budget Summary
1996-2001

	Requirements	***Receipts***	***Appropriations***	***FTE***
1996-97	*2,612,709*	*199,783*	*2,412,926*	*38*
1997-98	*2,462,972*	*151,771*	*2,311,201*	*41*
1998-99	*2,560,468*	*133,816*	*2,426,652*	*44*
1999-00	*2,792,875*	*138,169*	*2,654,706*	*45*
2000-01	*2,978,944**	*69,648**	*2,909,296**	*44*

**Budget*

Office of Administrative Hearings
Key Funding Issues

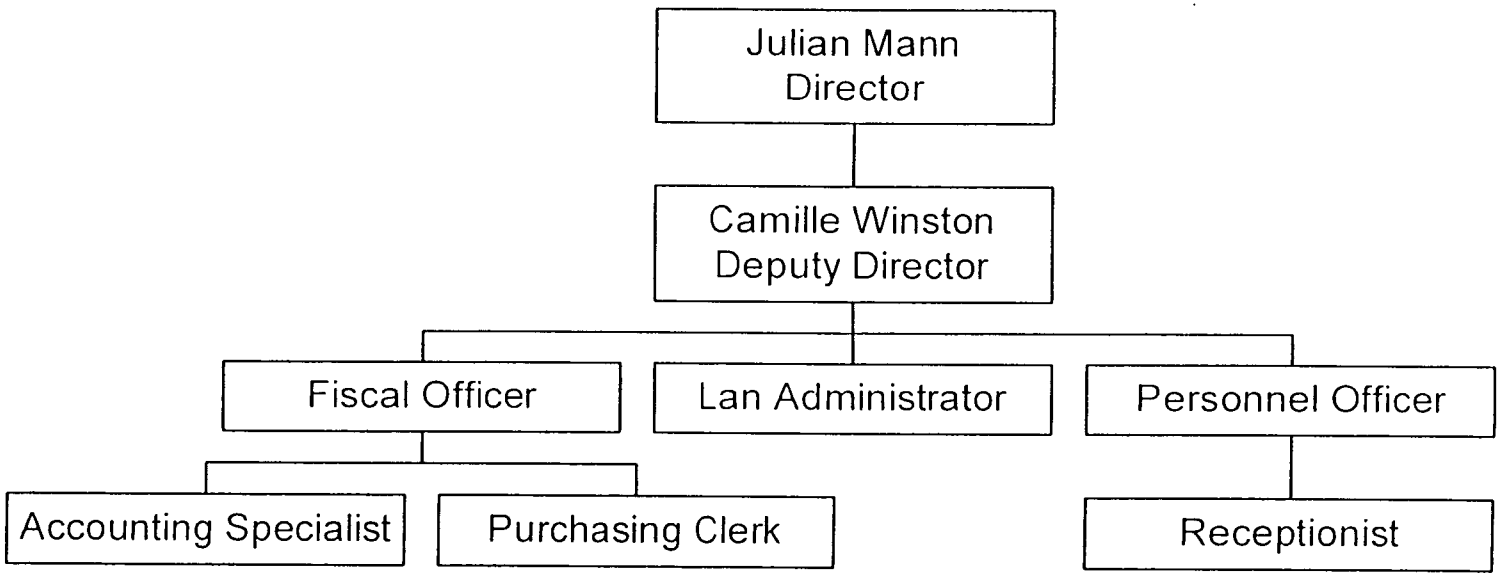
- Establish two positions that will address the Agency's critical needs in the areas of legal services and computer applications support and development.
- Funding to provide adequate work facilities for the Office of Administrative Hearings.
- Provide additional positions to allow OAH to adequately address the needs of the Civil Rights division.
- Funding to allow the Rules Division to develop the programs needed to provide Internet access to the NC Register and NC Administrative Code.
- Funding to allow the Hearings Division to complete the automated hearings program and to integrate electronic filing into the system.

Administrative Services Mission

- To provide administrative services support to the divisions of the Office of Administrative Hearings in the areas of:

  - Budget and Accounting
  - Personnel Services
  - Contract Administration
  - Communication Services
  - Local Area Network (LAN) Services
  - Facility and Equipment Services

Administrative Services Organization



There have been no change in this organization chart since January 6, 2001

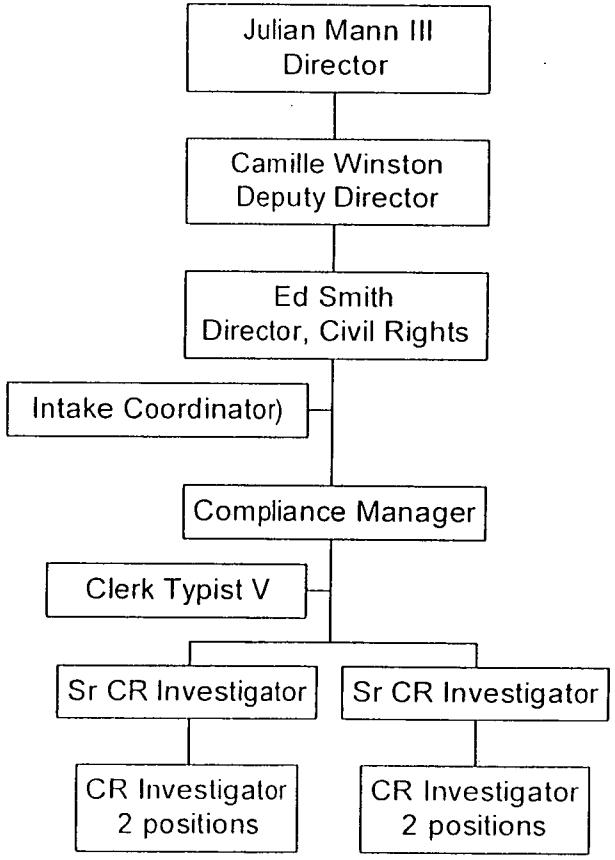
Administrative Services Issues

- OAH critically needs to establish two positions that will provide support to the entire Agency in the areas of legal services and computer applications support and development. The services of an Agency Legal Specialist are critically needed to provide counsel and interpretive advice. The Civil Rights division has the most critical need for this service as their work is based on legal requirements set out in federal and state statutes. Considering the often times conflicting and contradictory nature of these laws, it is necessary to have the services of in-house counsel in order that the Divisions' strategic goals are accomplished. Additionally, a computer applications support position is urgently needed to address the needs of the Agency in supporting current applications and in designing new applications that will enable OAH to operate more efficiently and meet current goals.
- OAH office facilities are inadequate for the effective and safe operation of the Agency. This causes problems in providing adequate support to all staff. A staff of only 44 employees is physically located in four different locations.

Civil Rights Division
Mission

- To serve as the State's 706 Deferral Agency for investigations of alleged discrimination by State employees on the basis of race, color, sex, religion, age, national origin or disability in employment.
- To investigate charges alleging retaliation for opposition to such discrimination brought by previous and current state employees or applicants for employment.
- To investigate charges alleging political discrimination brought by previous and current state employees or applicants for employment.

Civil Rights Division Organization

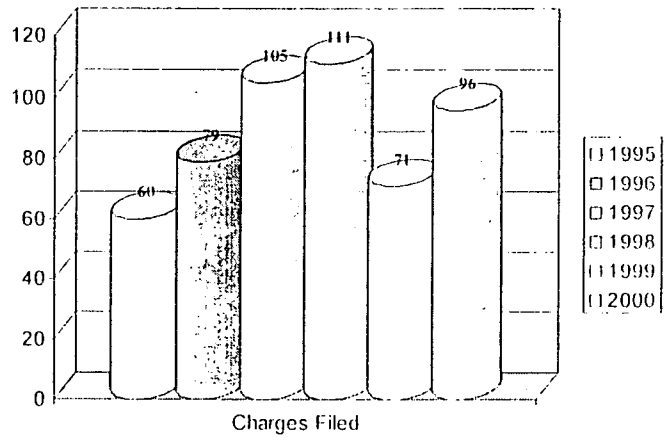


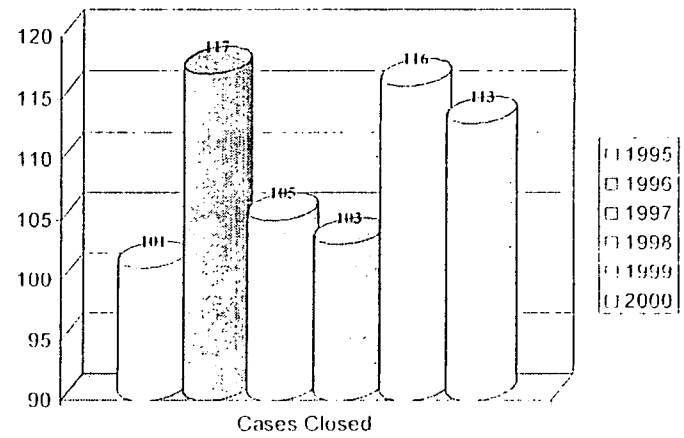
There have been no change in this organization chart since January 6, 2001

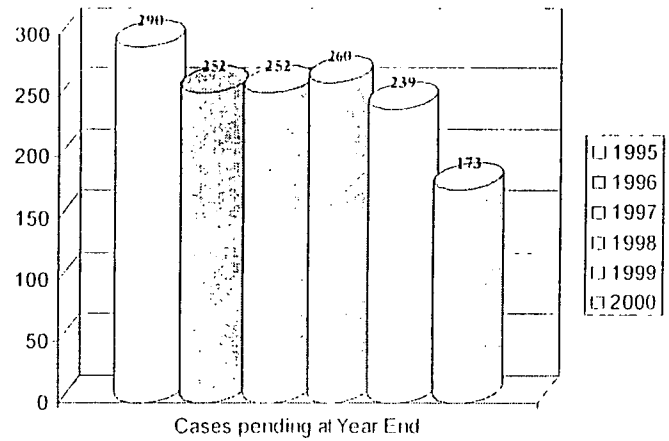
Civil Rights Issues

- The implementation of political discrimination cases has placed a burden on staff resources to resolve these cases within the statutorily mandated timeframe. Additionally, the investigation and resolution of EEOC cases has become more complex and time consuming due to legal requirements set out in federal and state statutes.
- Additional personnel resources are needed to adequately address the needs of the Civil Rights Division. Due to only marginal increases in staffing and additional responsibilities being assigned, it is becoming increasingly difficult to keep pace with acceptable case closure rates and carry out other oversight activities that have been assigned.

Civil Rights Division
Number of Investigations



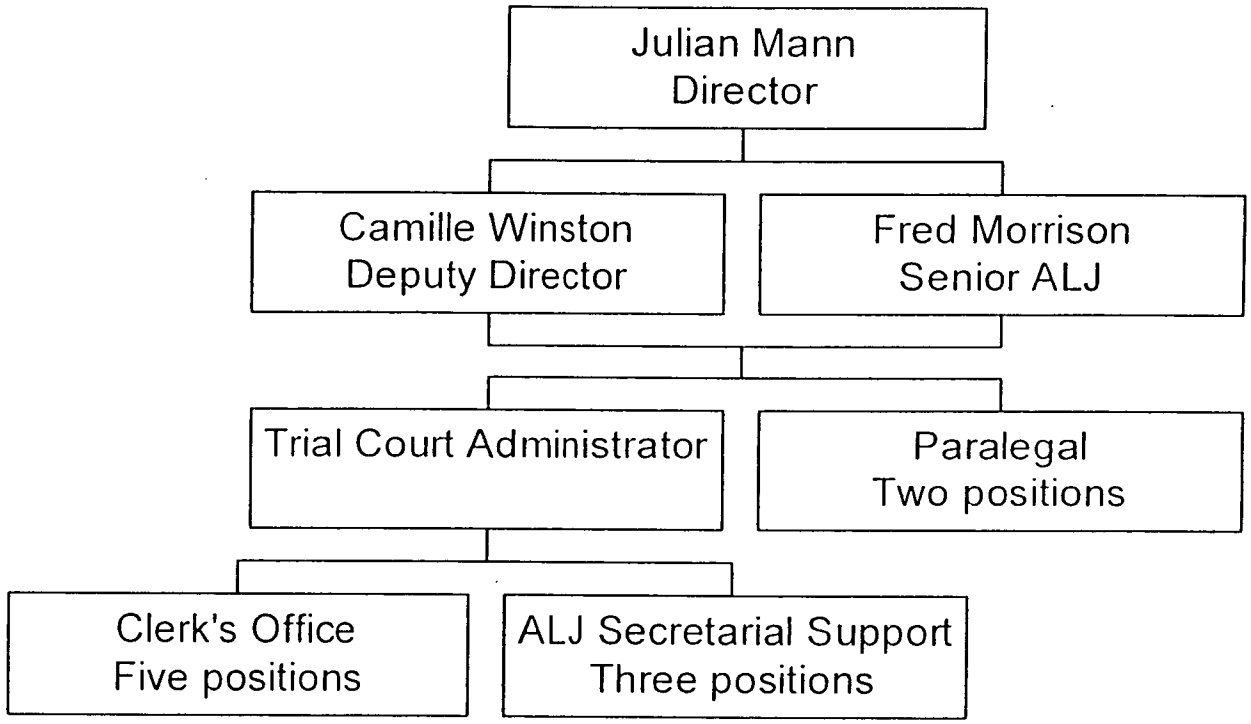




Hearings Division
Mission

- To receive and maintain all contested cases and petitions filed and to hear contested cases by persons aggrieved who file against state agencies and who believe they have been deprived of property; substantially prejudiced of rights; or required to pay a fine or civil penalty.

Hearings Division Organization

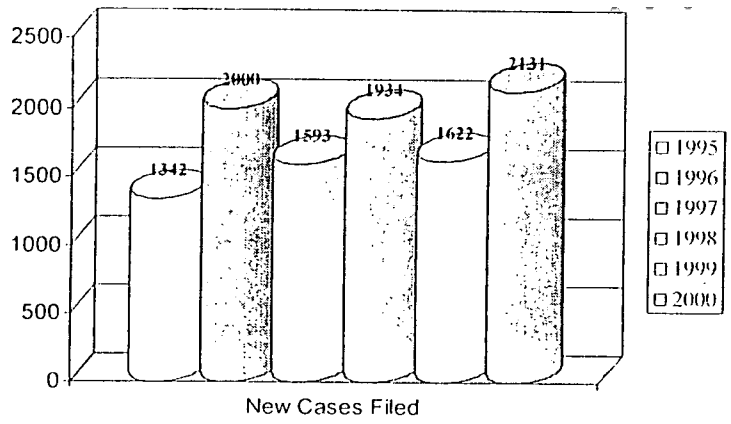


There have been no change in this organization chart since January 6, 2001

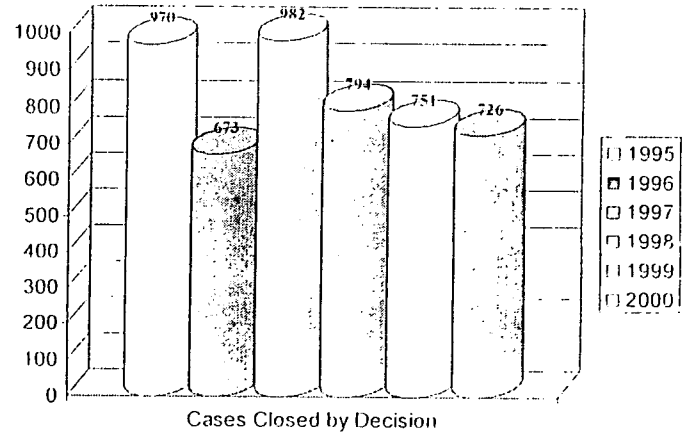
Hearings Division Issues

- Citizens' demand for government regulation (environment, day care, nursing homes, hog farms, etc.) adds extra burden on OAH to provide timely and competent hearings of contested cases.
- Growth in number and complexity of new cases increases the importance of a responsive OAH.
- Completion of our automated case tracking system will provide Hearings Division with improved efficiency and will provide OAH with on-line current case information and statistics. Additionally, OAH would like to expand this system to accommodate electronic filing of documents.

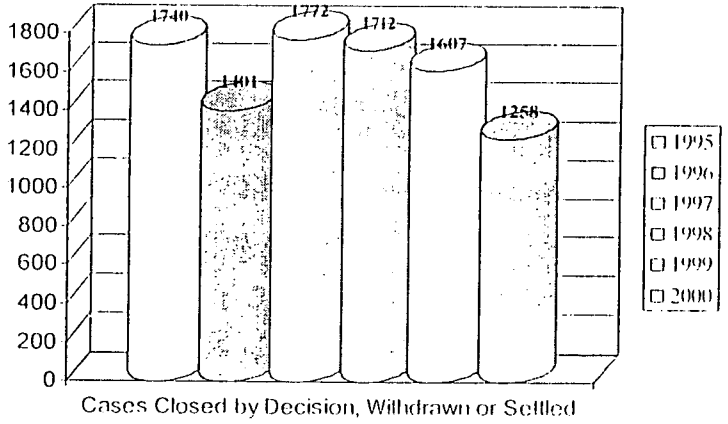
Hearings Division
Number of Cases



New Cases Filed



Cases Closed by Decision

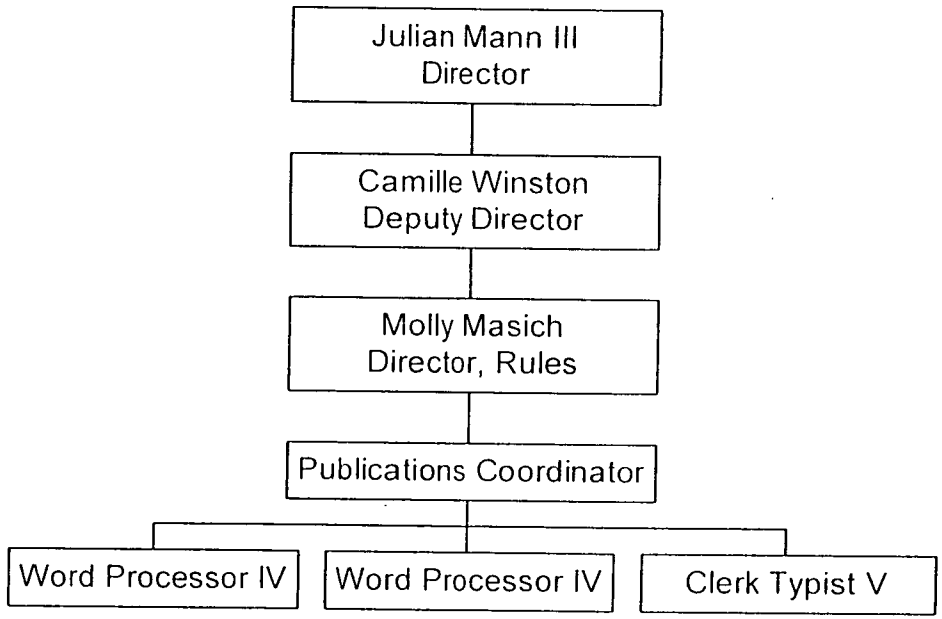


Cases Closed by Decision, Withdrawn or Settled

Rules Division
Mission

- To provide means for citizen and public input into the rule-making process through notice and public hearing.
- To assist state agencies in publishing proposed rules and rule-making hearings (as required by law) in the NC Register before adopting the rule.
- To publish and maintain the official codification of all of North Carolina's agency rules - NC Administrative Code.
- To review findings of need for temporary rules.
- This division serves a variety of users through these publications - the citizens of N.C., citizens and industries in other states, agencies of the State, the Rules Review Commission and the General Assembly .

Rules Division Organization

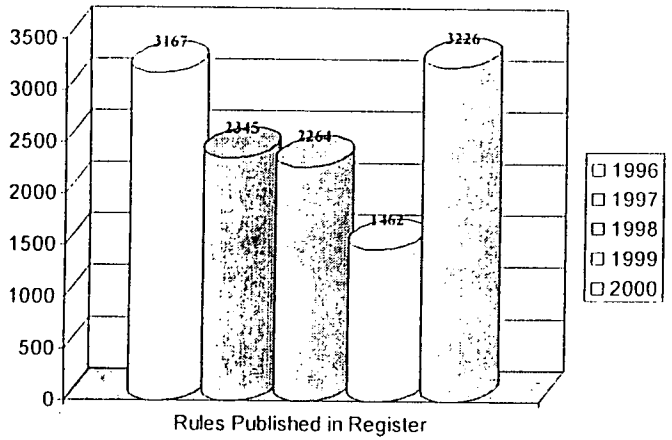


There have been no change in this organization chart since January 6, 2001

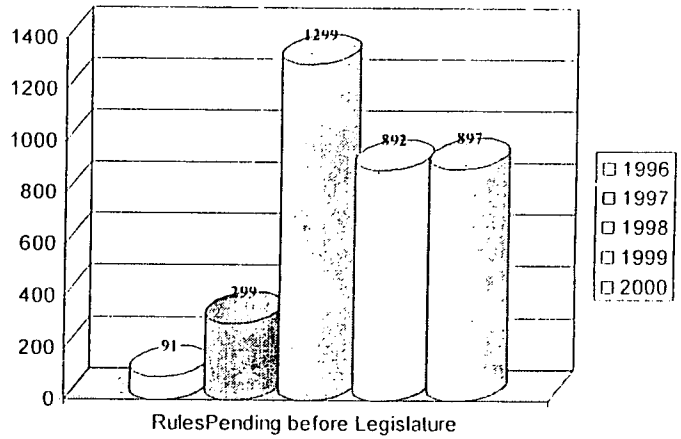
Rules Division
Issues

- The growing complexity of government operations results in more complex agency rules.
- The current mode of distribution (printed copies provided by subscription) allows limited public access to the NC Administrative Code and Register. Internet access would provide for more timely distribution of rules. This mode of publication would be more readily accessible to the users and would be provided free of charge. The information would be in a searchable form and would incorporate all actions by all bodies on proposed and permanent rules. The Agency proposes to incorporate a rule tracking system into the Internet application.

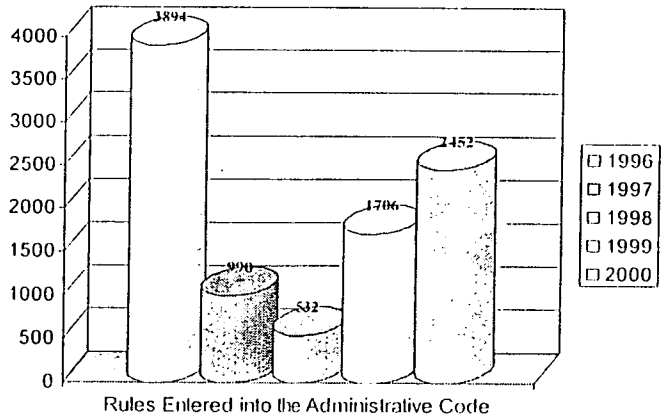
Rules Division
Volume of Rules Processed



Rules Published in Register



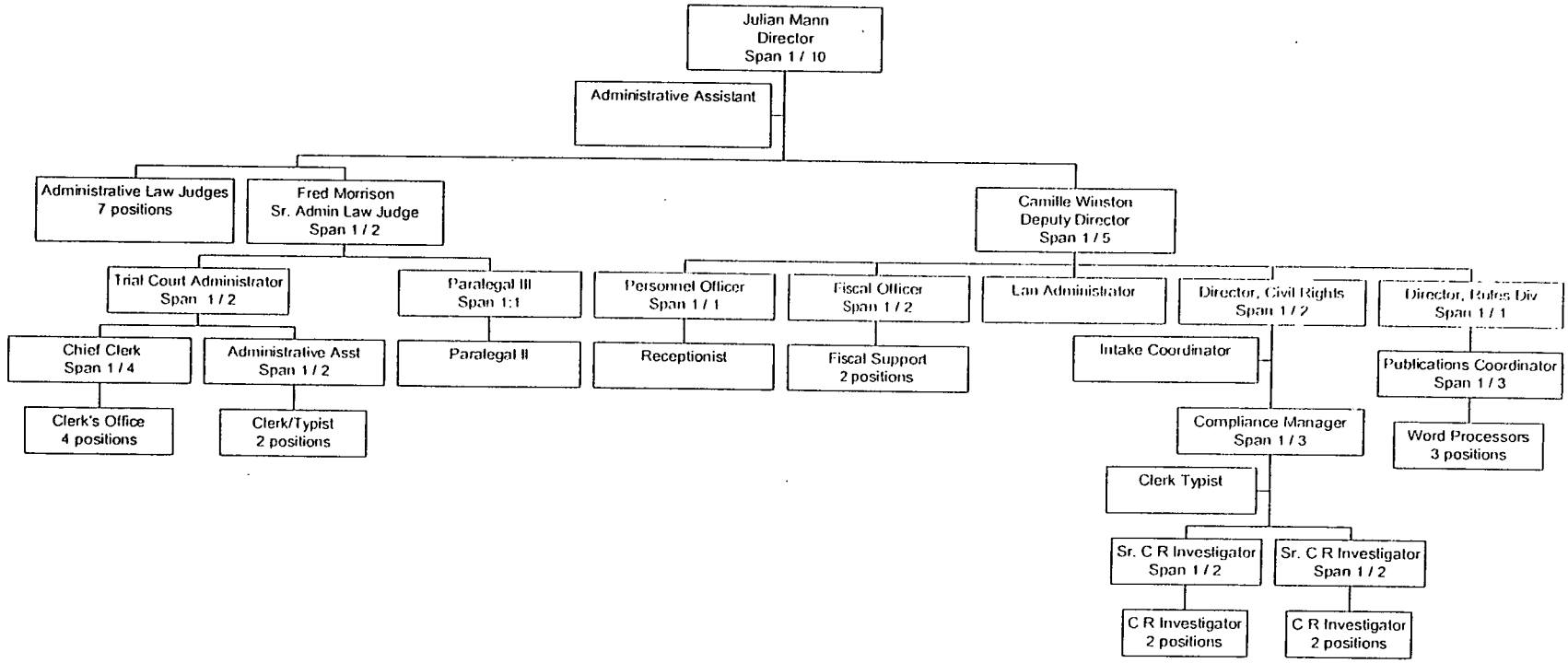
RulesPending before Legislature



Rules Entered into the Administrative Code

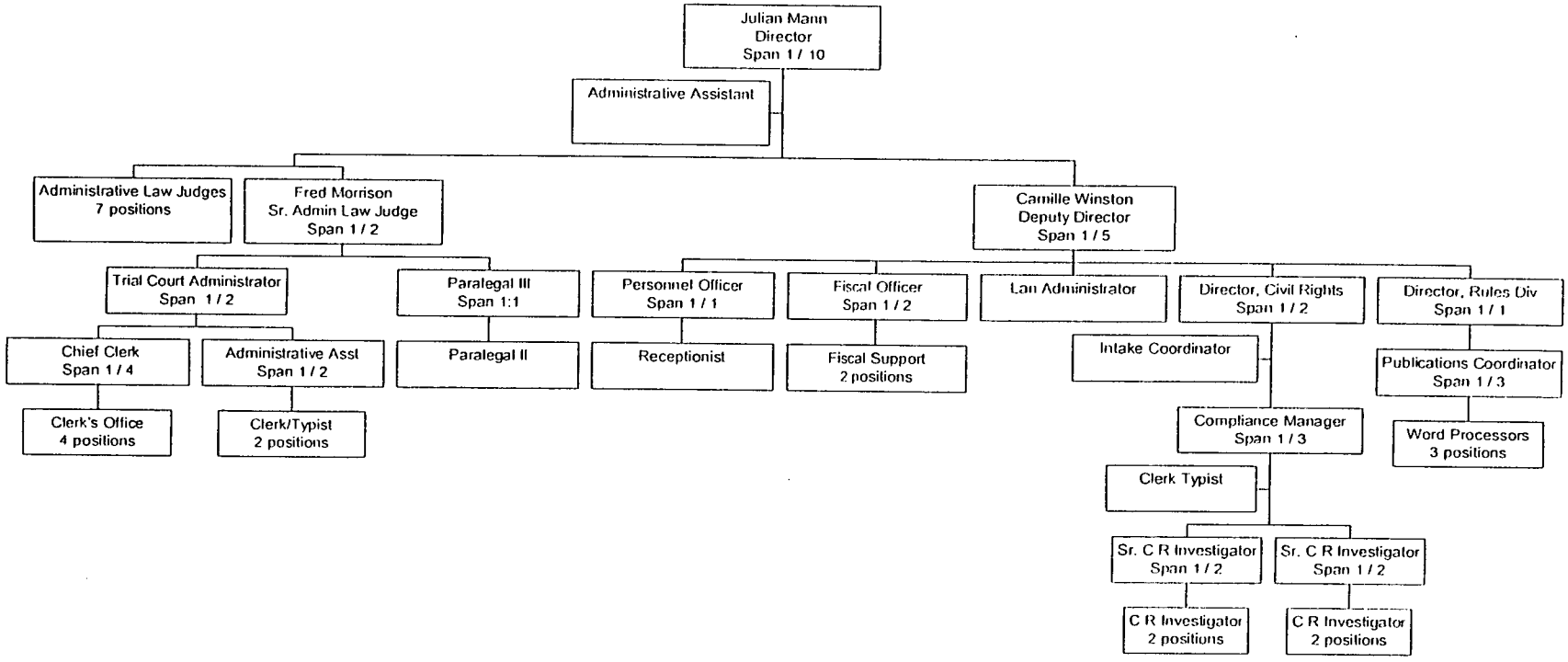
Note: A change was implemented in 1996-97 requiring published rules to be sent to Legislative Oversight Committee prior to entry into the Code.

OAH Organization Chart
Span of Control



Span of Control: X (supervisor) / X (number of employees directly supervised)

OAH Organization Chart
Span of Control



VENDOR	EQUIPMENT	AMOUNT
Danka	Konica Copier	1112.96
Danka	Konica Copier	1112.96
Danka	Konica Copier	1071.23
KMData	Fax	175.00
KMData	Fax	175.00
Pitney Bowes	Copier	1218.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	123.00
Simplex	Date Stamp	117.50
Simplex	Date Stamp	107.00
Lanier	Recorders	788.00
Lanier	Recorders/Transcribers	3083.20
Lanier	Recorders	716.28
Lanier	Recorders	1790.70
Lanier	Transcribers	125.96
TOTAL		12085.79

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government ~~Date 4/16/01~~ 4-17-01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Perry Newson	NC BOE
Julian Adams	Office of Admin Hearings
Connie Hamilton	OAH
Molly Masich	OAH
Lebid Cox	RRC
Robert Wilson	Sec. of State office
Rikki Stutt	Parker Poe Adams & Bernstein
Bobby Bryan	RRC
Thomas Clark	OSBPM
Byron Harris	OSBPM
Ed Smith	OAH, Civil Rights Division
Barb Cooke	Contemporary Art Museum
Martha Glenn	DOA
Deb Ross	ACLU

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, April 18, 2001

8:30 A.M.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, April 18, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot and Wilson. There were four Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Sherrill chaired the meeting. She called the meeting to order, welcomed those in attendance and introduced the pages.

Michele Nelson, Staff Counsel, explained the information on the sheet prepared by Tony Goldman, Director of Administration. This information was in answer to a question previously asked by Representative Sherrill about the unused member telephone and postage allowances remaining on December 31, 2000. The records indicated an unused balance per member of $1036.00. (Attachment I)

Representative Sherrill introduced Secretary of State, Elaine Marshall, who made opening remarks relative to the Department's fiscal year 2002 Budget Shortfall and Additional Requested Cuts. Mike Peeler of the Secretary of State's office explained the 1% and 2% cuts in the Department. (Attachment II)

Representative Sherrill asked what the positions were to be cut. Mr. Peeler replied that were in the Business License Section.

Senator Harris asked how do you plan to handle your current deficit. Secretary Marshall answered "We hope to get some help from the General assembly".

Senator Harris asked if it was truly a deficit or was there something you could do about it. Secretary Marshall said it was real.

Senator Harris asked if the Governor's budget included enough money for rent. Secretary Marshall said "no". She also added that the money for printing the North Carolina Manual was not in the Governor's budget. They are hoping the manual can be printed next year. Representative Barefoot said the North Carolina Manual had been printed for many years, even when we had other budget crisis. He said it was an excellent tool with information that you cannot obtain anywhere else. He said it would be a shame not to print this manual.

Representative Sherrill wanted to know what the total budget was for printing. And was there some things being printed which were not necessary. Staff will check into this and bring an answer back to the committee.

Representative Sherrill introduced Gwynn Swinson, Secretary of the Department of Administration who presented their mission to the committee. (Attachment III)

Representative Sherrill introduced Leila Tvedt, Executive Director of the Agency for Public Telecommunications, who explained the functions of this department.

Representative Sherrill asked if they had any federal grants. Ms. Tvedt answered that they had no federal grants at this time.

Rodney Helder, then explained the Division of Non-Public Education and Charles Smith, Assistant Secretary of Veterans Affairs, presented the functions of his department.

The Department of Administration will continue its presentation on Thursday morning, April 19, 2001 at 8:30 a.m.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

Michele Nelson (Fiscal Research) Attachment I

From: Tony Goldman (Administration, Director)
Sent: Thursday, April 05, 2001 9:39 AM
To: Michele Nelson (Fiscal Research)
Cc: Rep. Wilma Sherrill; George Hall (Legislative Services Officer); Wesley Taylor (Financial Services)
Subject: Member Telephone/Postage Allowance

Follow Up Flag: Follow up
Flag Status: Flagged

Rep. Sherrill asked about the unused member telephone and postage allowances remaining at 12/31/00. Our records indicate the following:

	Members Not Using Full Allowance	Remaining 12/31 Balance(End of Term)
Senate	41	$37,725
House	108	$116,647
Total	149	$154,372 (Avg unused Balance/member = $1,036)

All members, with the exception of the Speaker and the Pres. Pro Tem, receive an allowance. Any amount not used becomes part of the General Assembly reserve carry forward at fiscal year end.

Rep. Sherrill mentioned that computer access to the GA had reduced some of the need for members to be calling back to their office in Raleigh. Toll-free computer access costs for FY 99/00 was $77,220 or an average of $6,435 per month. This expense is not charged to member allowances, but unused allowance amounts can be used to off-set this expense.

If you have any questions about any of the information, give me a call.

Attachment II

Department of the Secretary of State
FY 2002 Budget Shortfall and Additional Requested Cuts

	$8,760,901	Secretary of State Budget Amount
1.85%	$162,100	Receipt Shortfall in UCC and Corporations
1.45%	$127,142	Shortfall in budgeted rent
1.08%	$95,000	Estimated cost to print the N. C. Manual
4.39%	$384,242	Current deficit
	$8,376,659	Available Budget

	$384,242	Current deficit
1.00%	$87,609	Additional Cuts requested
	$471,851	Total Budget Shortfall with additional 1% cut

	$384,242	Current deficit
2.00%	$175,218	Additional Cuts requested
	$559,460	Total Budget Shortfall with additional 2% cut

4/18/2001

Secretary of State

Recommended Budget $8,760,901

1% Cut = $87,609; 2% Cut = $175,218

DIVISION/ACCOUNT	1% AMOUNT	2% AMOUNT
Administration		
Travel	$ 12,200	$ 14,500
1110-532140 System Implementation	7,309	7,309
1110-532199 Misc. Contractual Serv.	3,159	3,159
1110-532942 Employee Educ. Exp.	500	500
1110-533120 Data Processing Supplies	300	300
1110-533130 Photographic Supplies	150	150
1110-534511 Office Furniture	300	300
Publications		
Travel	1,200	1,200
1120-531221 Time Limited Salaries	1,241	1,241
Corporations		
Travel	3,200	3,200
1210-531411 Overtime Pay	8,000	8,000
1210-532199 Misc. Contractual Serv.	2,000	2,000
1210-532430 Maintenance-Equipment		6,693
1210-532942 Employee Educ. Exp.	10,080	10,080
1210-533120 Data Processing Supplies	1,500	1,500
1210-534511 Office Furniture	2,000	2,000
1210-535890 Other Admin. Exp.	2,000	2,000
Universal Commercial Code		
Travel	11,200	11,200
1220-532199 Misc. Contractual Serv.	10,000	10,000
Securities		
Travel	1,270	7,300
1230-532942 Employee Educ. Exp.	1,200	1,200
1230-534511 Office Furniture	1,500	1,500
1230-535890 Other Admin Exp.	1,100	1,100
Business License Information		
Travel	2,300	2,300
1240-1211 Salaries-SPA		55,140
1240-1511 Social Security		4,218
1240-1521 Retirement		4,416
1240-1561 Medical Insurance		4,512
1240-532199 Misc. Contractual Serv.	150	150
1240-532814 Cellular Phone	100	100
1240-533120 Data Processing Supplies	100	100
1240-534511 Office Furniture	500	500
1240-535890 Other Admin. Exp.	100	100
Notary Public		
1300-532199 Misc. Contractual Serv.	2,000	2,000
Land Records		
Travel		4,300
1400-534511 Office Furniture	950	950
Total	$ 87,609	$ 175,218

Secretary of State
Travel & Other Employee Expense FY 1996-97

	Administration 1110	Publications 1120	Corporations 1210	Uniform Commercial Codes 1220	Securities 1230	Business License 1240	Notary Public 1300	Land Records 1400	Charitable Fund Raising 1600	TOTAL
TRAVEL & OTHER EMPLOYEE EXPENSE										
532711 Air - In State	0	0	0	0	0	0	0	0	0	**0**
532712 Air Trans - Out of State	661	0	0	0	980	0	0	0	0	**1641**
532714 Trans - Grnd - In - State	2263	598	786	501	6402	370	1591	2672	0	**15183**
532715 Trans Grnd - Out Sta, In US	409	0	0	0	70	0	0	500	0	**979**
532717 Trans Oth- In State	0	0	0	0	0	0	50	100		**150**
532718 Trans Oth - Out Sta, In US	20	0	0	0	0	0	0	0	0	**20**
532721 Lodging - In State	636	0	258	178	175	311	47	390	0	**1995**
532722 Lodging - Out of State	496	0	0	0	252	0	0	158	0	**906**
532724 Meals - In State	744	295	345	243	770	1155	694	1000	0	**5246**
532725 Meals - Out of State, In US	1174	0	20	0	0	0	0	44	0	**1238**
TOTAL	**6403**	**893**	**1409**	**922**	**8649**	**1836**	**2382**	**4864**	**0**	**27358**

Secretary of State
Travel and Other Employee Expense Fy 1997-98

TRAVEL & OTHER EMPLOYEE EXPENSE	Administration 1110	Publications 1120	Corporations 1210	Uniform Commercial Codes 1220	Securities 1230	Business License 1240	Notary Public 1300	Land Records 1400	Charitable Fund Raising 1600	TOTAL
532711 Air - In State	180	0	0	0	0	0	447	0	0	627
532712 Air Trans - Out of State	1991	0	667	0	0	178	0	0	0	2836
532714 Trans - Grnd - In - State	3625	87	2029	177	2435	2366	147	3077	0	13943
532715 Trans Grnd - Out Sta, In US	158	0	67	0	0	0	0	166	0	391
532717 Trans Oth- In State	12	0	0	0	0	0	0	0		12
532718 Trans Oth - Out Sta, In US	0	0	110	0	0	73	0	0	0	183
532721 Lodging - In State	1333	0	125	0	72	335	236	990	0	3091
532722 Lodging - Out of State	1473	0	1320	0	464	250	0	504	0	4011
532723 Lodging Out of Country	0	0	0	0	301	0	0	0		
532724 Meals - In State	433	39	168	39	77	426	39	404	0	1625
532725 Meals - Out of State, In US	796	0	94	0	0	12	0	90	0	992
TOTAL	10001	126	4580	216	3349	3640	869	5231	0	27711

Secretary of State
Travel and Other Employee Expense Fy 1998-99

	Administration 1110	Publications 1120	Corporations 1210	Uniform Commercial Codes 1220	Securities 1230	Business License 1240	Notary Public 1300	Land Records 1400	Charitable Fund Raising 1600	TOTAL
TRAVEL & OTHER EMPLOYEE EXPENSE										
532711 Air - In State	1042	0	0	0	0	0	0	0	0	**1042**
532712 Air Trans - Out of State	4298	0	0	0	0	145	0	823	0	**5266**
532714 Trans - Grnd - In - State	5014	327	725	570	4845	686	285	2737	167	**15356**
532715 Trans Grnd - Out Sta, In US	1198	0	0	0	388	59	0	15	0	**1660**
532717 Trans Oth- In State	0	0	0	0	0	0	0	0	0	**0**
532718 Trans Oth - Out Sta, In US	0	0	0	0	0	0	0	0	0	**0**
532721 Lodging - In State	900	655	0	299	199	298	0	1174	0	**3525**
532722 Lodging - Out of State	5663	0	0	0	1089	635	0	435	0	**7822**
532724 Meals - In State	158	14	0	28	130	28	0	354	0	**712**
532725 Meals - Out of State, In US	1070	0	0	0	62	104	0	196	0	**1432**
TOTAL	**19343**	**996**	**725**	**897**	**6713**	**1955**	**285**	**5734**	**167**	**36815**

Secretaty of State
Travel and Other Employee Expense Fy 1999-00

	Administration 1110	Publications 1120	Corporations 1210	Uniform Commercial Codes 1220	Securities 1230	Business License 1240	Notary Public 1300	Land Records 1400	Charitable Fund Raising 1600	TOTAL
TRAVEL & OTHER EMPLOYEE EXPENSE										
532711 Air - In State	0	0	0	0	0	0	0	0	0	0
532712 Air Trans - Out of State	2266	0	0	0	110	0	264	371	0	3011
532714 Trans - Grnd - In - State	8880	2003	395	642	5285	665	552	2470	0	20892
532715 Trans Grnd - Out Sta, In US	386	0	121	28	55	0	0	0	0	590
532717 Trans Oth- In State	0	0	0	0	0	0	0	0		0
532718 Trans Oth - Out Sta, In US	0	0	0	0	0	0	0	0	0	0
532721 Lodging - In State	1433	0	0	34	532	311	34	1067	0	3411
532722 Lodging - Out of State	3505	0	0	1094	581	0	0	204	0	5384
532724 Meals - In State	466	11	119	94	332	174	28	490	0	1714
532725 Meals - Out of State, In US	580	0	0	64	6	0	0	68	0	718
TOTAL	17516	2014	635	1956	6901	1150	878	4670	0	35720

Attachment III

DEPARTMENT OF ADMINISTRATION

JOINT APPROPRIATIONS

GENERAL GOVERNMENT SUBCOMMITTEE

APRIL 2001

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OFFICE OF THE SECRETARY

Gwynn T. Swinson
Secretary

Agency for Public Telecommunications

Fiscal Management

Human Resources Management

Non-Public Education

Public Information

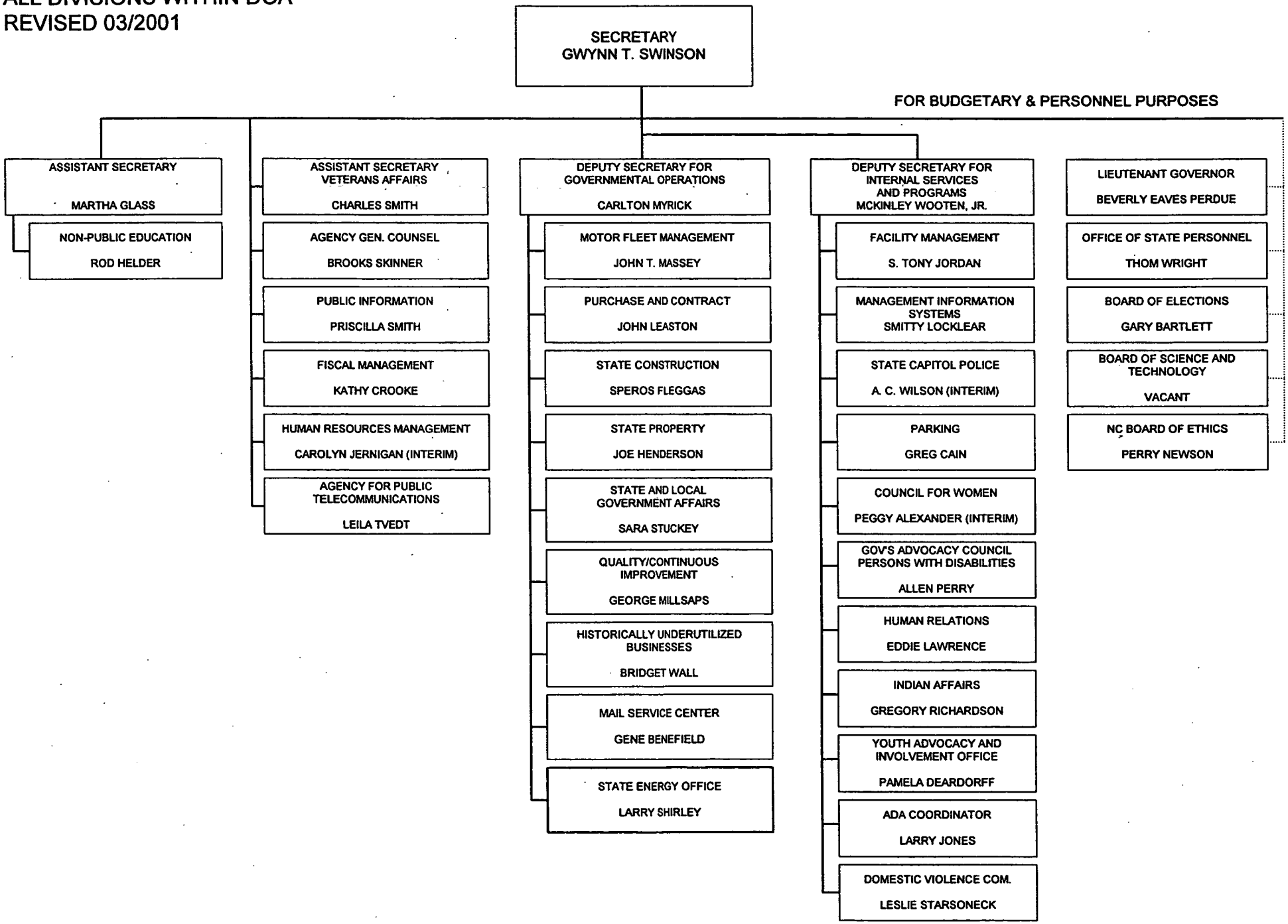
Veterans Affairs

Board of Ethics

Board of Science and Technology

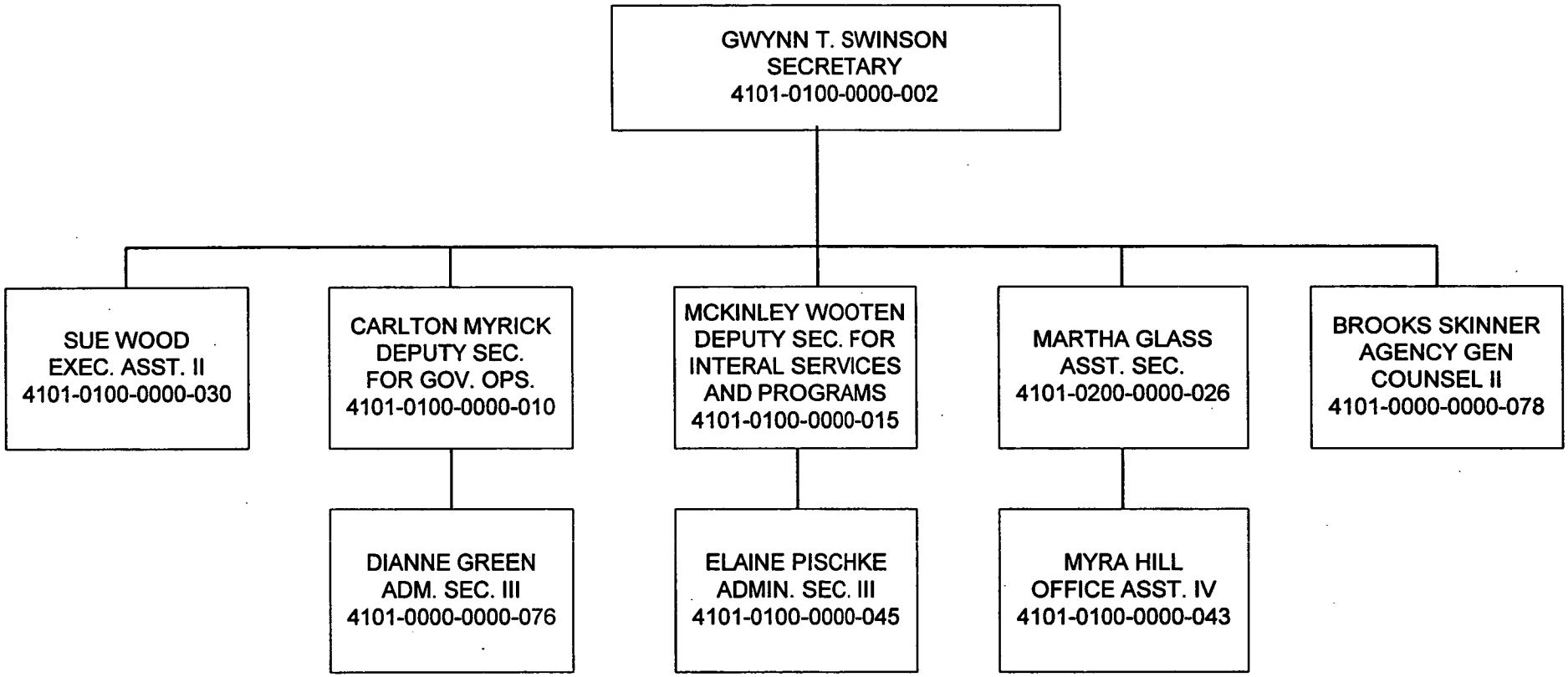
DEPARTMENT OF ADMINISTRATION
ALL DIVISIONS WITHIN DOA
REVISED 03/2001

DEPT. HEAD: GWYNN T. SWINSON



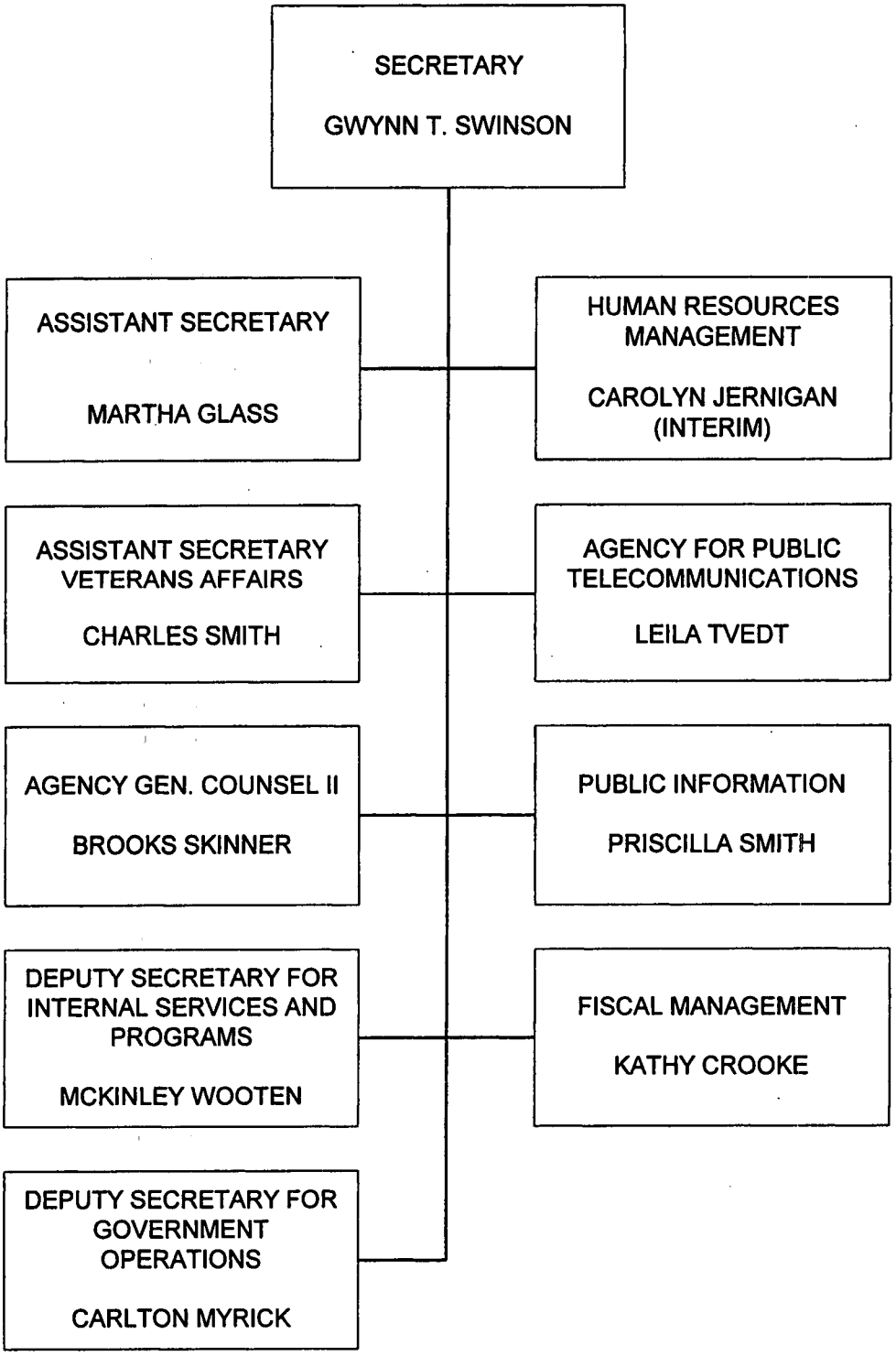
T. OF ADMINISTRATION
SECRETARY'S FULL STAFF
REVISED 03/2001

DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
REVISED 3/2001
DIRECT REPORTS

DEPT. HEAD: GWYNN T. SWINSON



AGENCY FOR PUBLIC TELECOMMUNICATIONS

Summary

The Agency for Public Telecommunications (APT) was founded in 1979 to provide telecommunications advice and production assistance to public agencies. APT's purpose is to increase public participation in government, to promote public access to government services, and to improve government efficiency through the best use of available telecommunications technologies. APT is supported by a combination of legislative appropriations and corporate, foundation, and federal grants, and by receipts for production services. An appointed Board of Telecommunications Commissioners, who meet quarterly, provides policy direction.

Accomplishments

APT offers a number of services to citizens and public agencies:

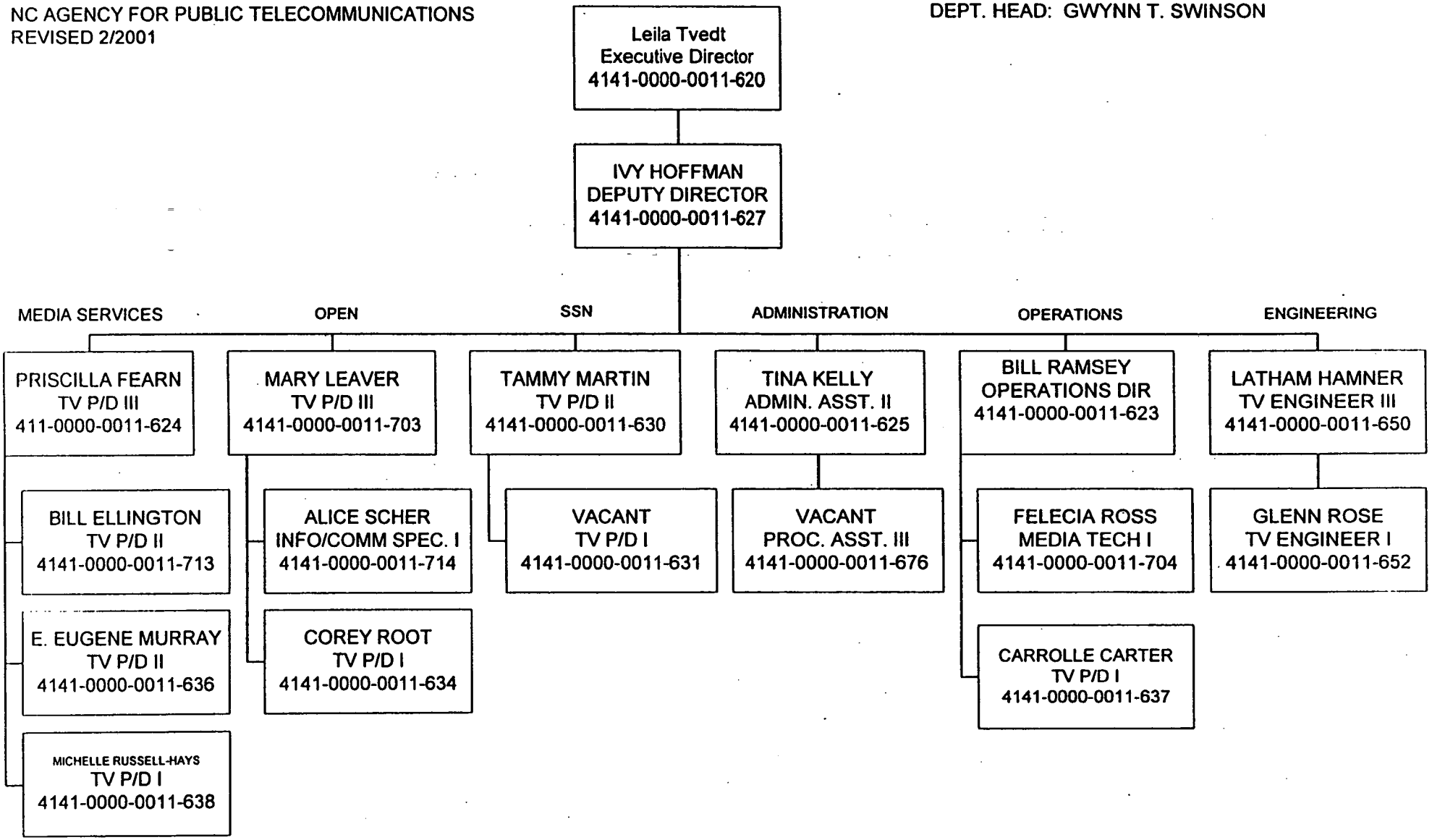
Live Programs: On its Open Public Events Network (OPEN), APT produces live, call-in programs on Tuesday and Thursday evenings. OPEN programs are distributed by satellite to cable systems which carry these prime-time programs as a public service to their subscribers and to homes equipped with satellite downlink receivers. Each program includes a discussion between viewers who call from their homes and public officials, policy makers and other panelists in our Raleigh studio who respond to viewers' questions and comments.

Media Services: In serving public agency clients, APT offers a full range of professional video production services ranging from conceptualization through project completion. Options include script writing, booking talent, studio and field shooting, post-production, and distribution of broadcast-quality audio and video according to the clients' needs and budgets. Our clients' productions have received numerous local and national awards for excellence.

Teleconferencing: Using KU-Band and leased C-Band, APT provides full-motion video teleconferencing to participants at community colleges, public schools and other locations across North Carolina and in other states. This one-way video, two-way audio service includes network development and studio production. Conferencing by phone and fiber optic cable is also available, depending on the client's deadlines and budget.

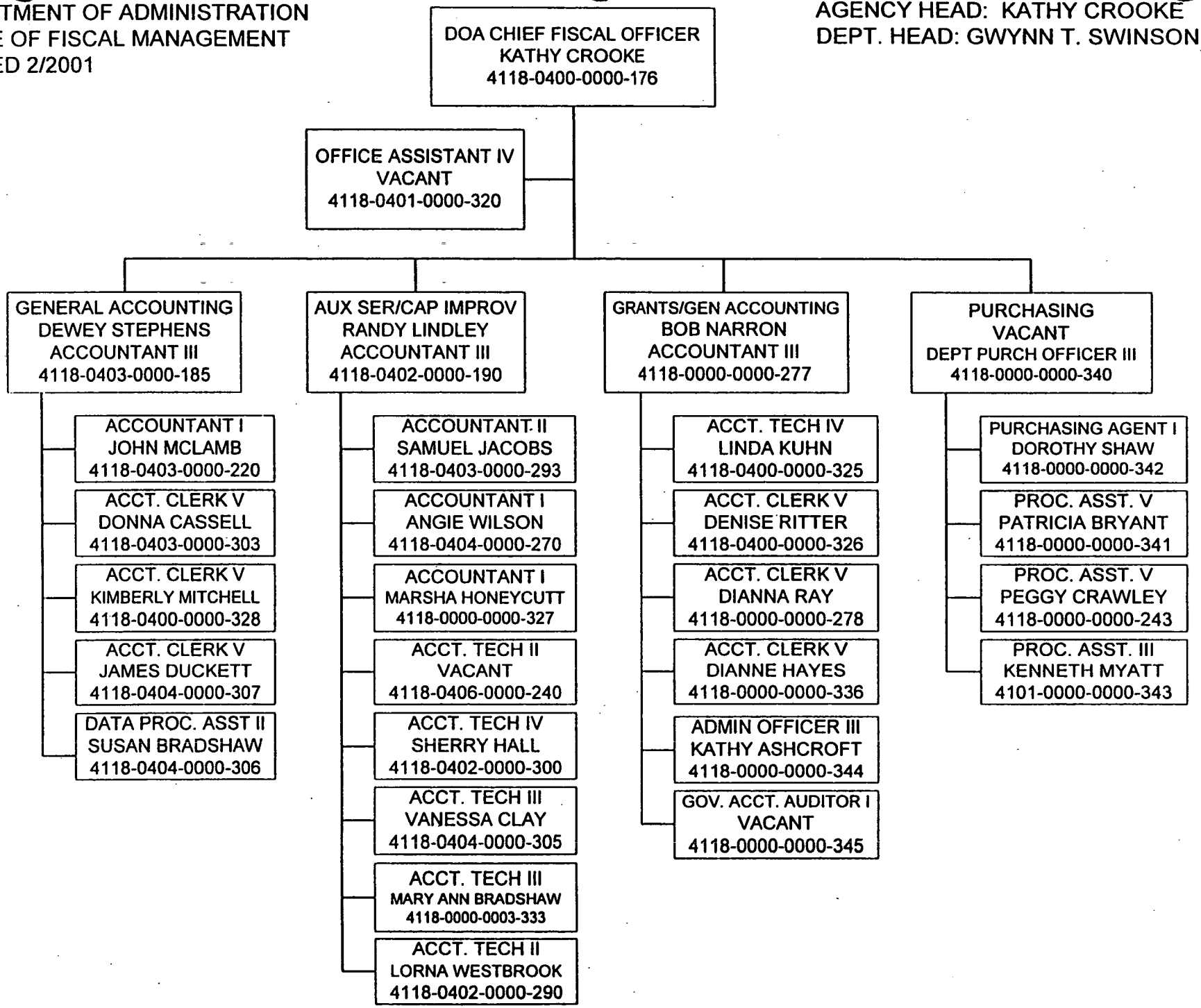
DEPARTMENT OF ADMINISTRATION
NC AGENCY FOR PUBLIC TELECOMMUNICATIONS
REVISED 2/2001

AGENCY HEAD: LEILA TVEDT
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
OFFICE OF FISCAL MANAGEMENT
REVISED 2/2001

AGENCY HEAD: KATHY CROOKE
DEPT. HEAD: GWYNN T. SWINSON



HUMAN RESOURCES MANAGEMENT

Summary

The Human Resources Management (HRM) Office provides a range of services for the Department of Administration. The HRM services encompass all major areas of personnel administration in accordance with the requirements of the State Personnel Act. The HRM Office is responsible for employee recruitment and selection, position management, salary administration, training and development, employee and management relations, EEO/affirmative action, safety and health, and health benefits administration. This Office also administers on a statewide basis the State Employees Incentive Bonus Program.

Accomplishments

State Employees Incentive Bonus Program (SEIBP)

The State Employees Incentive Bonus program is designed to provide a mechanism to recognize and reward the cost-saving and revenue-increasing initiatives and innovations of State employees. Since 1999, $398,000 in awards have been made to employees for state savings exceeding $2,000,000. A number of employees suggested quality improvements and were awarded certificates from the Governor with up to 3 days of leave with pay.

An accessible, user friendly and efficient SEIBP web site has been developed. Employees can access this web site to become better informed about SEIBP, to download a suggestion form, and to catch the latest money-saving idea winners.

A video entitled "Win Big with the State Employee Incentive Bonus Program" highlighted the winners of the 1999 awards. This video was mailed to all department coordinators, describes the program, encourages participation and is used by coordinators to educate employees.

A panel was aired on OpenNet to educate employees and citizens of the State regarding SEIBP and the employee management partnership which is providing state taxpayers value through increased savings.

Work/Family Life Program

To assist DOA employees with balancing work and family life, a Work Life program was developed in 1999. This program is designed to improve employee awareness of existing supportive benefits and policies and to offer support and resources regarding complex work life issues. A Work Life Resource Center is available for DOA employees and is located in the Human Resources Management Office. Lunchtime seminars have also been scheduled to provide support and information to employees faced with the demands and responsibilities of balancing their work and personal lives.

Safety and Health

The Department of Administration has offered Health and Wellness Fairs for several years. Employees from five departments have participated in the fair. The 2000 Health and Wellness Fair had 39 vendors to including audiologists, chiropractors, massage therapists, insurance companies (health, life, disability, and dental), financial institutions, and the American Red Cross.

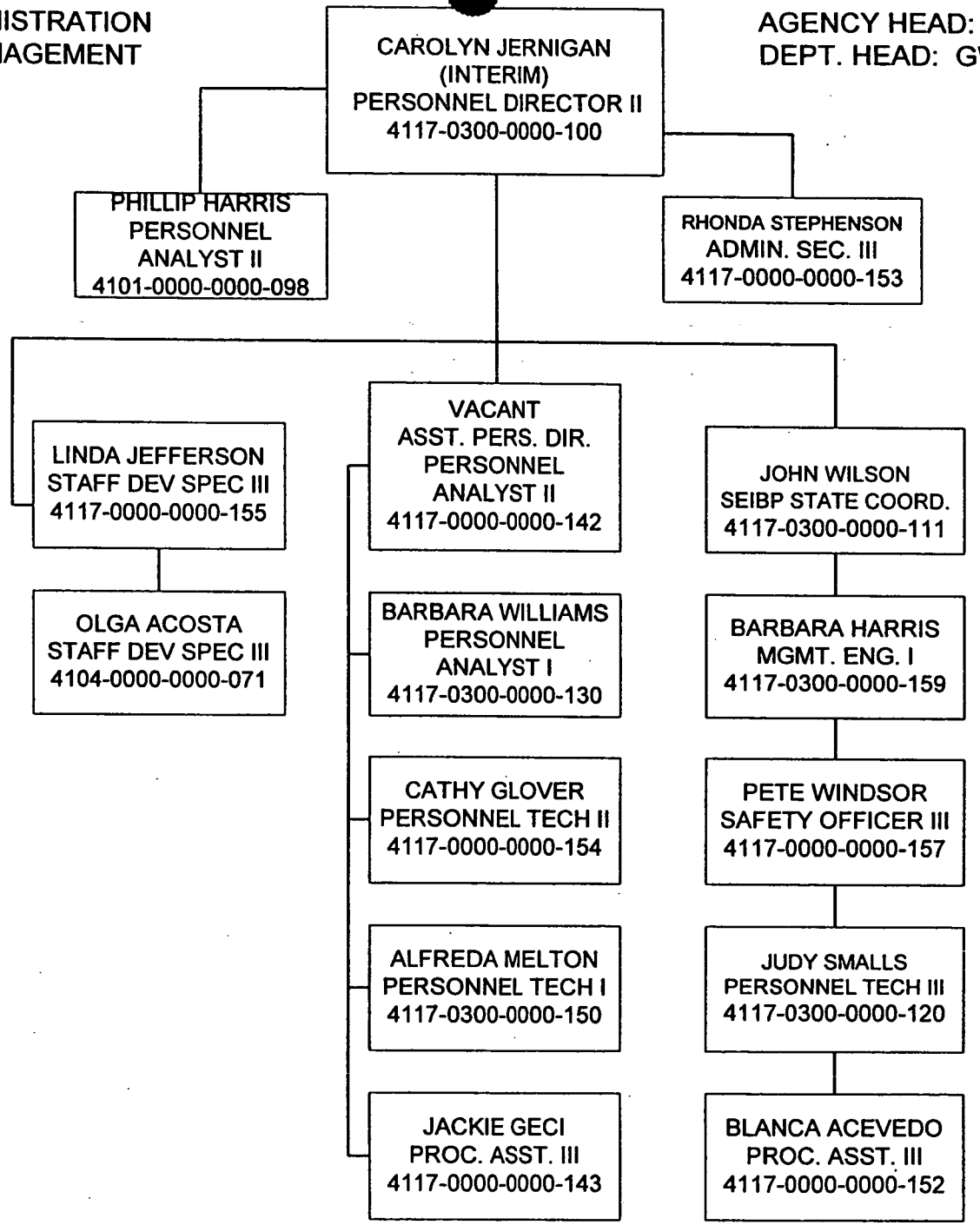
For four consecutive years, the Department has received Certificates of Safety Achievement in recognition of outstanding accident prevention efforts. These initiatives have resulted in a substantial reduction of accidents and the promotion of safety working conditions from the NC Department of Labor.

Equal Employment Opportunity

Speakers have presented workshops and lunchtime presentations on topics such as Managing Diversity and Cross-Cultural Relations. To recognize the increase in the Spanish population in the workforce, the department began offering Spanish classes in 1999.

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCE MANAGEMENT
REVISED 2/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DIVISION OF NON-PUBLIC EDUCATION

Summary

The NC Division of Non-Public Education (DNPE) was originally established in 1961 as a regulatory agency within the NC Department of Public Instruction. In 1979, the NC General Assembly enacted legislation requiring the Governor to designate a "duly authorized representative of the State of North Carolina" to receive notices of intent to operate and also to terminate a private elementary/secondary school in North Carolina and to inspect certain records of those schools. Governor James B. Hunt Jr. subsequently assigned this responsibility to the Director of DNPE. DNPE operated as a monitoring agency under the direct jurisdiction of the Office of the Governor from October 1979 until July 1, 1998 when it was transferred to the Department of Administration.

DNPE is the only legislatively authorized state government agency which provides oversight to private elementary/secondary schools in this state. It derives its authority from G.S. 115C - 553, 561 and 563(b) of Article 39, Chapter 115C of the NC General Statutes. Article 39 sets forth a list of requirements to be met by such schools. DNPE has the legal responsibility to verify that all private elementary/secondary schools (both conventional and home) are meeting those requirements by periodically inspecting certain school records.

DNPE maintains limited current statistical data on each private elementary/secondary school including the school's name, address, telephone number, chief administrator and type of school. Information relating to the range of grades or ages taught and the number of students enrolled are also maintained. Conventional school information is published each September as the *NC Directory of Non-Public Schools*. Home school data is released each September. The DNPE web site posts this information annually.

During FY 99-00, there were 644 conventional and 16,623 home schools registered with the division and being monitored for legal compliance. Two staff members traveled a total of 16,430 miles and spent 37 overnights in inspecting the records of 335 conventional schools. Due to inadequate funding and staffing, no home school visits were conducted. However, 4,303 home schools voluntarily participated in the Home School Inspection By Mail Program -- whereby home school administrators mail to DNPE at the end of the school year a photocopy (keeping originals) of student attendance and nationally standardized achievement test results. The division staff handled an average of at least 2,991 incoming business telephone calls and at least 1,330 pieces of incoming business mail per month.

DNPE administers the non-public school student driving eligibility certificate program. It also serves as the State's government liaison office to the private elementary/secondary school community and the general public.

Accomplishments

Monitored 17,267 non-public schools for compliance to state laws governing them

Registered 6,262 new home schools

Registered 49 new conventional non-public schools

Mailed 13,211 student driving eligibility certificates to non-public schools requesting them

In response to requests, distributed at least 14,737 non-public school information packets to people considering starting a home or conventional non-public school

Conducted on site record inspection visits to 335 conventional non-public schools

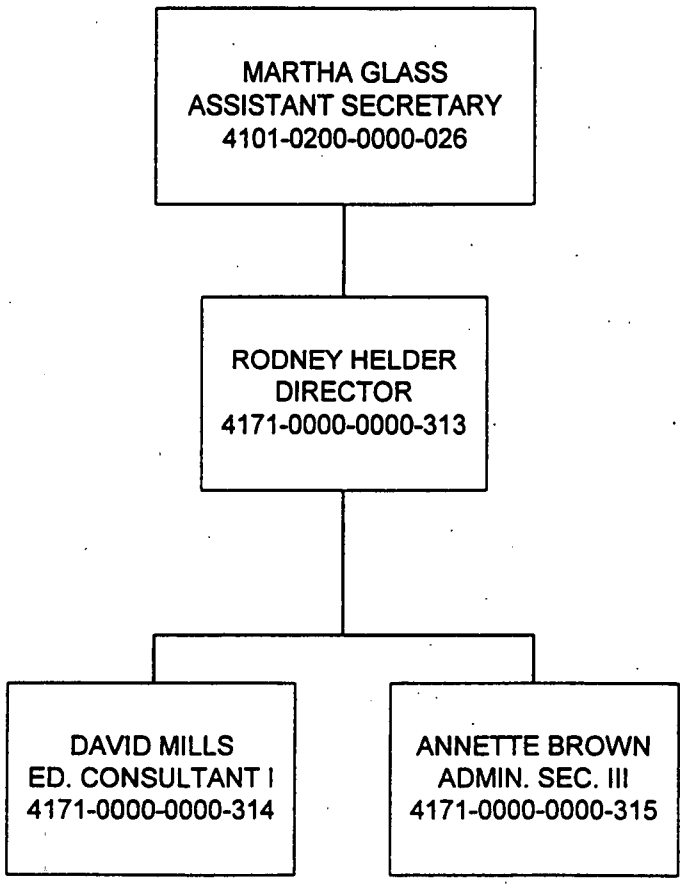
Reviewed student attendance and nationally standardized test result records for 4,303 home schools through the Inspection By Mail Program

Focused our efforts on making the agency more efficient, cost effective and customer friendly

Greatly expanded and re-designed the division's web site -- much more information now available

DEPARTMENT OF ADMINISTRATION
NON-PUBLIC EDUCATION
REVISED 02/2001

AGENCY HEAD: RODNEY HELDER
DEPT. HEAD: GWYNN T. SWINSON



PUBLIC INFORMATION OFFICE

Summary

The Public Information Office (PIO) assisted the Department with a variety of communications efforts between 1999 through February 2001. They include the writing, formatting, editing and distribution of 164 press releases, more than 20 reports, 61 newsletters, and more than 200 brochures, flyers and other printed material. The office researched and wrote numerous speeches for the Secretary and assisted with 31 gubernatorial proclamations. The PIO also assisted with press events and responded to numerous media inquiries. In addition, the Office makes daily updates to the Department's Web site and coordinates all departmental submissions to the state's Web site, North Carolina @ Your Service. The PIO also compiled the state government telephone listings for the Raleigh BellSouth Telephone directory and prepared and distributed a listing of frequently called numbers in state government for telephone directories statewide.

Accomplishments

Some of the events that were promoted and/or received media coverage include the following:

Distinguished Women's Banquet
Women's History Month
State Veterans Nursing Home
Veterans Cemeteries
Indian Unity Conference
Youth Legislative Assembly
Contracts for Historically Underutilized Businesses that Surpassed Goals
GACPD Open Meetings
Sustainability Initiatives
Vendor Link/Interactive Purchasing System
Domestic Violence Commission
Women's Health Manual
Connections Leadership Conference for Young Women
Occaneechis Denied Recognition
State Surplus Items Available
Employee Incentive Bonus Program
State Government Computer Access for the Persons with Disabilities
Home Schooling
Women in the Military
Martin Luther King Mini-Grants
Youth Mini-Grants
Veterans Scholarships
Bluebird House Project Using Surplus Shipping Pallets
Surplus Floyd Trailers for Bid
Fair Housing Month
Sexual Assault Awareness Month
Take Our Daughters to Work Day

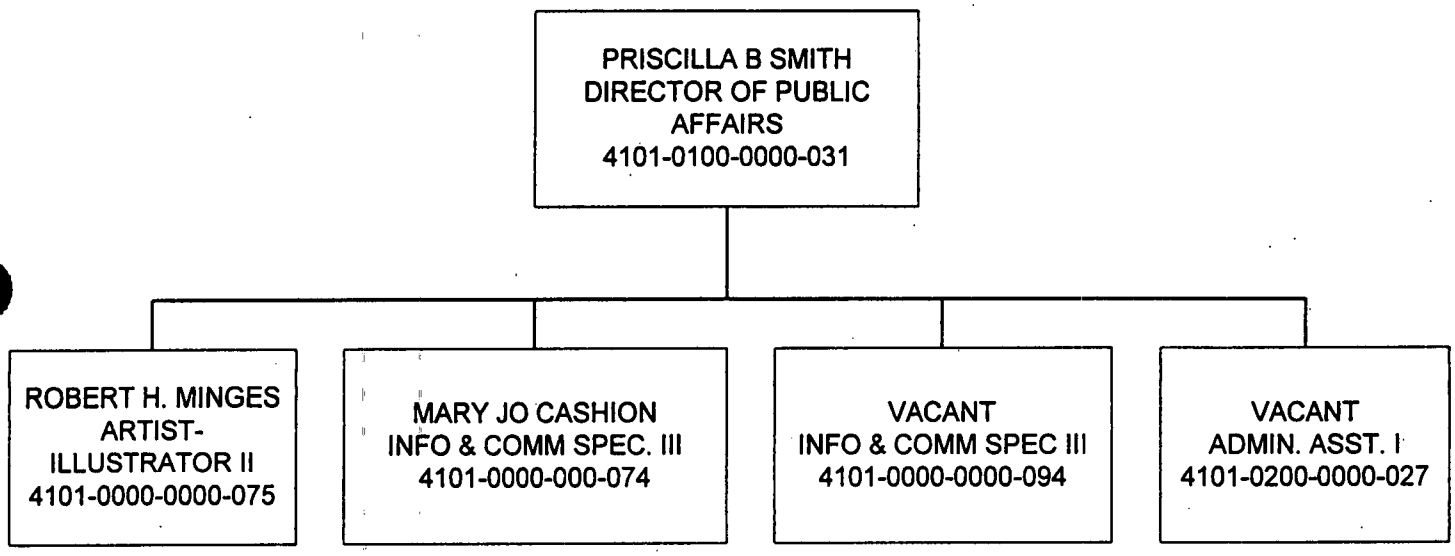
Rebuilt Cars Program Expands
Alternative Fuel Vehicles
Indian Youth Unity Conference
State Government Internships
Martin Luther King Bell Ringing
U.S. Open Pinehurst Signs for Bid
Status of Women in N.C.

The PIO also published several major departmental documents:

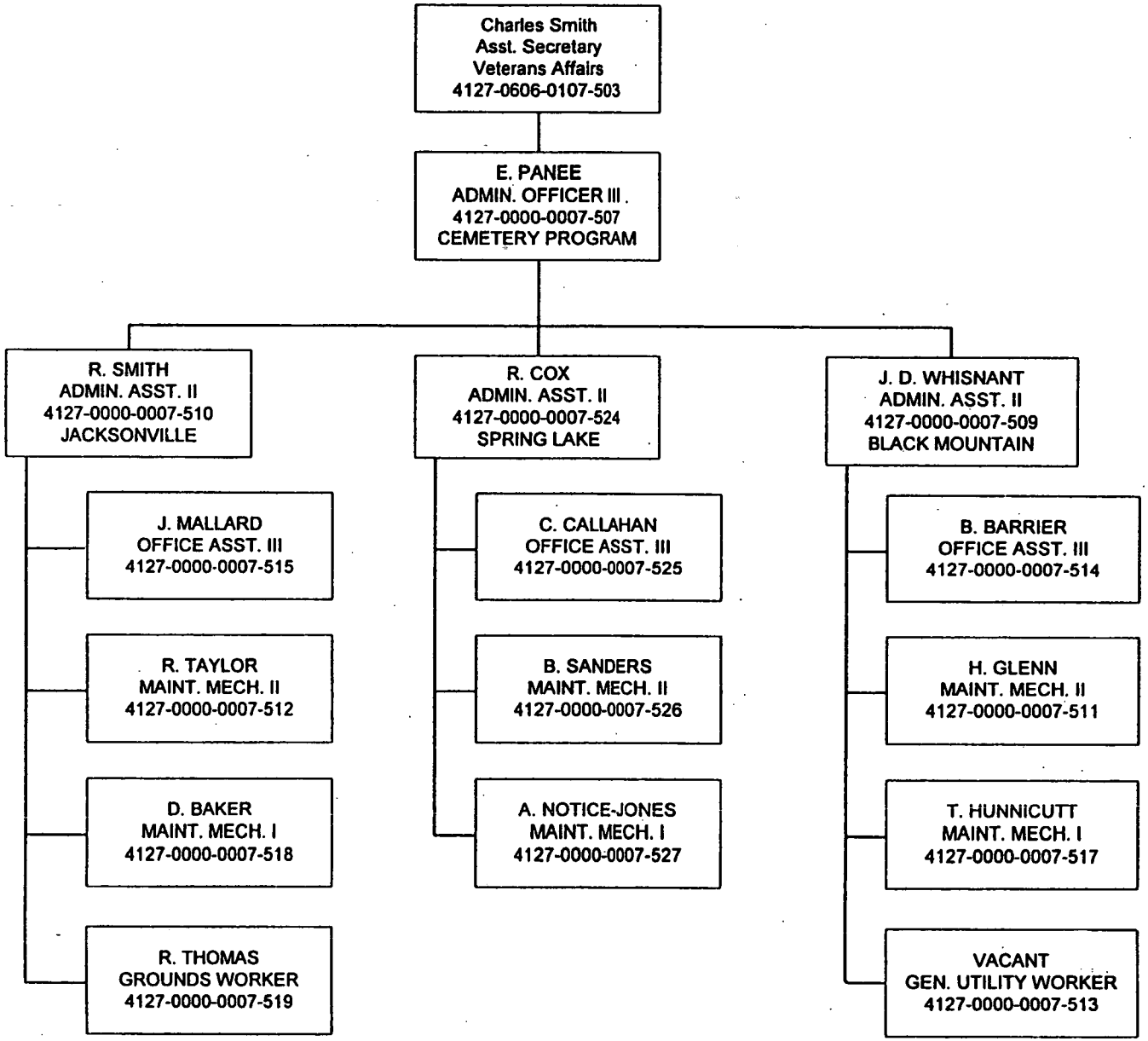
Environmental Sustainability Report
DOA Record 1997-2000 Review of Accomplishments
N.C. Department of Administration Report of Improvements: 1999-2000

DEPARTMENT OF ADMINISTRATION
PUBLIC INFORMATION OFFICE
REVISED 02/2001

AGENCY HEAD: PRISCILLA SMITH
DEPT. HEAD: GWYNN T. SWINSON



AGENCY HEAD: CHARLES SMITH
DEPT. HEAD: GWYNETT T. SWINSON



VETERANS AFFAIRS

Summary

The Division of Veterans Affairs provides services to veterans, their dependents and survivors. The district and county veterans service offices received 461,997 requests for assistance in 1999 and 594,631 in 2000 from veterans, their dependents and survivors which resulted in new awards to clients in the amount of $3,684,600 in 1999 and $2,512,000 in 2000 from the US Department of Veterans Affairs. The federal government also paid $66.6 million and $71.2 million for 1999 and 2000 respectively in direct monthly payments to North Carolina's eligible beneficiaries. The new awards will improve the standard of living for the clients of the North Carolina offices.

Accomplishments

State Veterans Nursing Home Program

Construction on North Carolina's first State Veterans Nursing Home in Fayetteville was completed in 1999. The home, adjacent to the VA Medical Center, opened March 8, 1999. The 150-bed facility has served 277 veterans with health care needs in skilled and intermediate nursing care.

The home currently has 147 residents (85 private pay patients, 49 medicaid patients and 13 medicare patients). Since the first patient was admitted, we have received $2,733,140.49 in per diem payments from the US Department of Veterans Affairs.

The Division employs a contract firm to operate the facility, using only receipts to provide the long-term health care for our veterans. The State Veterans Nursing Home saves North Carolina approximately $500,000 in the state and local portion of medicaid expenditures each year.

The NC General Assembly appropriated $1 million for the establishment of a second State Veterans Nursing Home in Salisbury. An application was made to the US Department of Veterans Affairs for federal matching funds of $2.1 million, and the proposal has been approved. Construction plans are complete and the final approval will be received in the very near future. We plan to begin operations in Salisbury in March 2002 of that 100-bed facility.

State Cemeteries Program

Three state veterans cemeteries located in Black Mountain, Jacksonville and Spring Lake provide interments for veterans and eligible dependents. The three cemeteries provided 563 burials in 1999 and 604 burials in 2000.

State Scholarships for Children of North Carolina War Veterans

The North Carolina Veterans Affairs Commission awarded 334 scholarships in 1999 and 297 in 2000 to children of deceased and disabled war veterans.

North Carolina Board of Ethics

Number of Board Members: Seven appointed by the Governor

Purpose: The Board's overall mission is to protect the public interest and maintain the public trust by helping covered "Public Officials" avoid conflicts of interest and appearances of conflict of interest as they perform their public duties. Covered "Public Officials" include gubernatorial and legislative appointees to non-advisory boards and commissions within the Executive Branch of State Government, and exempt from the State Personnel Act employees in the Executive Branch including university officers as designated by the Board of Governors. The Board pursues it goals primarily through education, evaluation of statements of economic interest, advisory opinions, and complaint investigations.

Structure: The Board is supported by a staff of three: (1) an Executive Director, (2) an Administrative Officer, and (3) a Research Assistant.

Budget: Beginning July 1, 2000, the Board had a budget of $225,750 with which to oversee and assist approximately 250 boards and commissions and 2000 actual or prospective appointees and employees.

Report on Activities for 2000:

The Board had two meetings in 2000.

The Board investigated and resolved five formal complaints.

The Board issued 9 advisory opinions.[1]

The Board's Executive Director made ethics education and awareness presentations to 54 entities reaching over 2000 individuals.

Board staff handled numerous telephone inquiries concerning the Order and Statement of Economic Interest filing requirements and general conflict of interest/appearance of conflict issues.

The Board published four newsletters that were mailed to public officials subject to the Order, staff directors for boards subject to the Order, and other interested persons.

Board staff evaluated and made available for public inspection approximately 2,513 supplemental statements of economic interest and 275 new statements of economic interest. Our findings for the new statements of economic interest were as follows:

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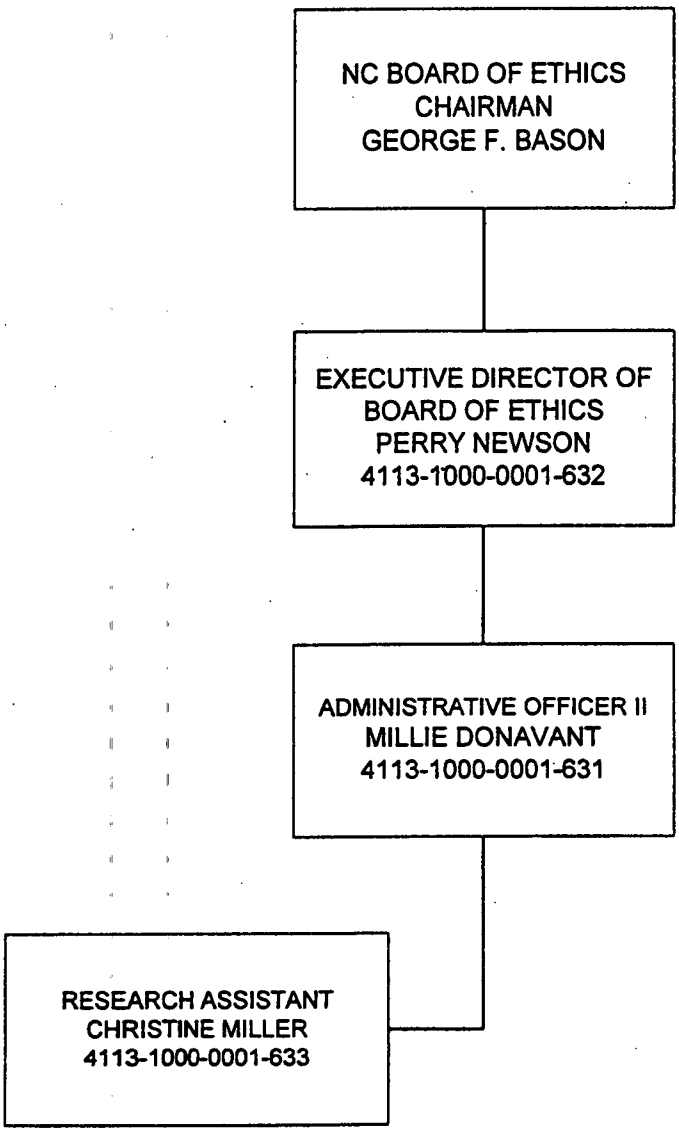
[1] Complaints and advisory opinions are initiated by third parties and thus their numbers are outside the Board's control.

No actual, potential, or appearance of conflict of interest	152
Potential for conflict of interest	122
Actual conflict of interest	0
Appearance of conflict of interest	1
Total New Statements Evaluated	275
Total Supplemental and New Statements of Economic Interest	**1,788**

DEPARTMENT OF ADMINISTRATION
BOARD OF ETHICS
REVISED 2/2001

AGENCY HEAD: PERRY NEWSON
DEPT. HEAD: GWYNN T. SWINSON



North Carolina Board of Science and Technology

Summary

Under North Carolina General Statute, the Board has the following duties:

To identify, and to support and foster the identification of important research needs of both public and private agencies, institutions, and organizations in North Carolina;

To make recommendations concerning policies, procedures, organizational structures, and financial requirements that will promote effective use of scientific and technological resources in fulfilling the research needs identified;

To allocate funds available to the Board to support research projects, to purchase research equipment and supplies, to construct or modify research facilities, to employ consultants, and for other purposes necessary or appropriate in discharging the duties of the Board.

Accomplishments

Vision 2030

The Vision 2030 Project is a "real-options'" planning effort undertaken to strengthen the competitiveness of North Carolina's workforce and industry by taking advantage of science and technology-driven economic development opportunities in the areas of information technology, bioscience/biotechnology, and new materials sciences. The House and Senate Information Technology Committees joined the Board in sponsoring the Vision 2030 Project, as did the North Carolina Department of Commerce's Regional Economic Development Partnerships. Bench-marking reports, policy recommendations, and draft legislation were developed along with recommendations that would assure the potential for North Carolina to remain competitive in science and technology-based economic development. Legislative and budget recommendations will be considered by the Committees on Technology in the Senate and the House in the 2001 session.

Intellectual Property and Knowledge Management

The Board has been very involved with the National Task Force for Knowledge Management and Intellectual Property. This task force has been working with universities, industry and government to develop policies necessary to make the U.S. a leader in turning knowledge to net-worth. Projects include benchmarking corporate practices, surveying systems and tools used in KM and IP, and efforts to consider the establishment of a Knowledge Management Center of Excellence in North Carolina.

Universal Service--Presentations, Public Hearings, and Workshops on the Benefits of the Federal Telecommunications Act of 1996

The Board organized public hearings and interactive video presentations around the State regarding changes to the Universal Service Policy affected by the Telecom Act of 1996. It has played a leadership role in publicizing the E-rate and assisting in E-rate applications leading to more than $85 million for NC schools and public libraries over three years. The Board also has worked to publicize the federal Lifeline and LinkUp programs.

International Partnerships and Collaborations

The Board sponsors international collaborations in the fields of information technology, education, global spatial data information systems, digital communities, aquatic science, and innovation systems. The Board's efforts have led also to the development of a virtual university project between UNC Wilmington and the Japanese prefectures of Mie and Iwate. The North Carolina Israel Partnership (NCIP) has won several awards for its new model for state-based international relations effort

Additional projects include the participation with the BiNational Science Foundation in joint research projects between North Carolina and Israeli researchers, work with Germany and the Center for Geographical Analysis; and a new biotechnology and geospatial agreement between North Carolina and the state of NordRhine-Westphalia in Germany.

North Carolina Information Highway

The Board has played a major role in support of broadband infrastructure deployment to all areas of North Carolina. This project, called the North Carolina Information Highway (NCIH), has evolved into the backbone for the transport of data, video, and voice that emanates from the state network to schools, colleges, hospitals law enforcement, etc.

Connect NC

Connect NC was an educational campaign that enabled North Carolina public and private sector leaders in the 29 western counties to understand more about the issues of telecommunications, and connectivity and its importance to our economic competitiveness as a state. The Board made a recommendation to the NC Utilities Commission that it consider development of a Universal Service Fund.

North Carolina Global Partnership and Governor's Global Forum

In an effort to connect our citizens more closely to people and organizations around the world, the first Governor's Global Forum, was held in May, 1996. After the first Forum, the Board worked with international organizations in North Carolina to create the NC Global Partnership. The Partnership has grown to include 90 member organizations and the fifth Governor's Global Forum was held in October, 2000. During the Forum, members voted to seek 501(c)(3) status and this effort is underway at the UNC-Greensboro Bryan School of Business.

The Aquatic Science and Biotechnology Consortium -- Commercial Development of Fresh Water Aquaculture of Atlantic Flounder

The Board, NC Sea Grant, UNC CH Program in Molecular Biology & Biotechnology, the NC Department of Agriculture and Consumer Services, NCSU College of Agriculture and Life Sciences, and the National Oceanic and Atmospheric Administration's Coastal Services Center convened a series of workshops on flounder aquaculture and stock enhancement in North Carolina. A number of policy recommendations are currently being considered. The Board of Science and Technology recommended that UNC-Wilmington take over the effort to create a sustainable coastal initiative.

At the Crossroads: North Carolina's Place in the 21st Century Knowledge Economy -- Research and Development Spending and Investment in North Carolina

A joint study conducted by the Board with the NC Alliance for Competitive Technologies (now Center for Entrepreneurship and Technology) to assess the impact of research and development spending and investment in North Carolina.

Virtual Collaboratories

The Board has led nationally in the effort to establish collaboratories (centers without walls) by teaming up with the National Research Council (NRC), the White House Office of Science and Technology Policy, and the Office of the Undersecretary of Commerce for Technology. The Board co-hosted an interactive forum on bioscience collaboratories with the NRC leading to the publication of *Improving Research Capabilities in Chemical and Biomedical Sciences.*

Global Spatial Data Infrastructure Initiative (GSDI)

The Board of Science and Technology has been instrumental in the development and support of the World Steering Committee effort to create a Global Spatial Data Infrastructure Initiative. More than 40 countries have now signed on and a technical handbook on GSDI standards has been developed. Initiatives include tracking environmental sustainability, emergency management, and large-scale planning.

Grassroots Science Program for Water Quality Testing

The Board sponsored an innovative project through Grassroots Science, a non-profit affiliate of North Carolina's science museums, to engage fifth-grade students, through their science classes in water quality testing all over the State. The Board has also been successful in advocating additional funds for science museums in North Carolina.

Challenger Learning Center Project

The Board is working collaboratively with the Challenger Center for Space Science Education and the Centennial Campus of NCSU to create, on the Centennial Campus, an educational facility called the Challenger Learning Center.

NC Space Grant Consortium

The Board supports the effort of the NC Space Grant Consortium to promote and develop aeronautics and space-related science, engineering, and technology programs by forming partnerships with all levels of educational institutions, industries, and governments.

Great Web Search 2

In collaboration with *Teacher Connect*, funds from the Board have been used to expand the Teacher Connect web site to include more math and science links, particularly at high school levels.

Keep North Carolina Clean and Beautiful (KNCCB) Incentive Grants

KNCCB Incentive Grants provide teachers with resources to create excitement about science and the environment. These grants enhance and support ABC initiatives to stimulate student performance across disciplines and skill areas. Promoting these grants has been a joint effort between the Board and the NC Science Museums Collaborative.

Educational Technology Policy Survey of the Fifty States

The Board created this as a resource for North Carolina's government official and legislators to assess the current status of educational technology policy throughout the nation.

Chief Information Officers of the United States and Its Territories

The Board has compiled a listing of CIO's in the United States and U.S territories for three years to assist decision leaders in North Carolina in their investigative processes of defining the digital government issues for North Carolina.

NC ECONet

The Board has supported a program directed by the State Climatologist to create a consolidated weather and climate information network in North Carolina called the *North Carolina Environment and Climate Observations Network.*

Electronic Governance

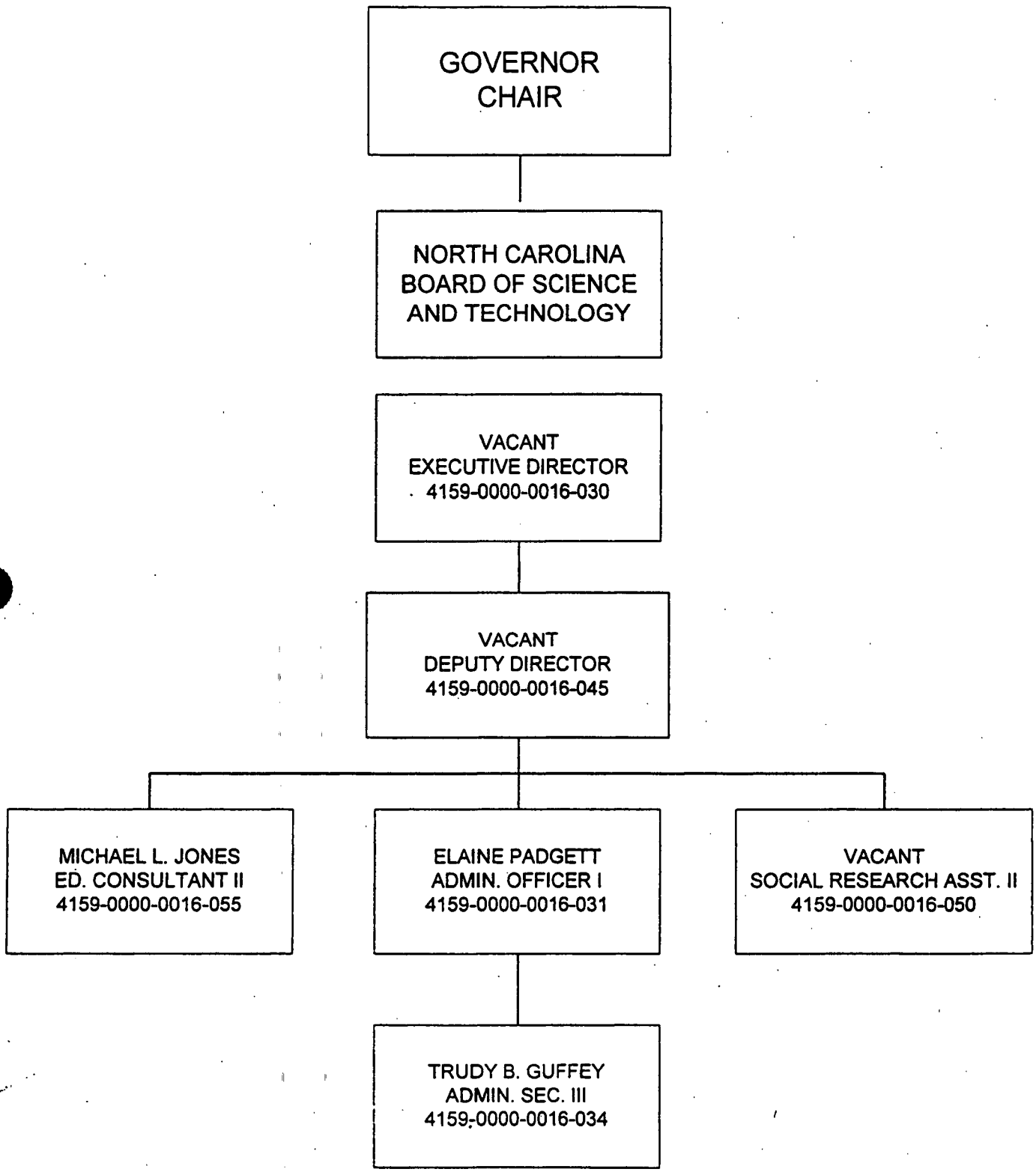
The Board represents North Carolina on the Electronic Governance Project. The Alliance for Converging Technologies, now known as Digital4Sight, has been the focal point of this activity. North Carolina participated with Germany, Switzerland, Canada, England, and Singapore on this project.

National Commission for Technology and Adult Learning

This project sponsored by the National Governor's Association and the American Society for Training and Development will complete its work in April 2001. The commission is reviewing activities in the e-learning environment and will make recommendations to national policy makers.

DEPARTMENT OF ADMINISTRATION
NC BOARD OF SCIENCE AND TECHNOLOGY
REVISED 02/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS

C. Carlton Myrick

Office for Historically Underutilized Businesses

Mail Service Center

Motor Fleet Management

Purchase and Contract

Quality Coordinator

State-Local Relations

State Construction Office

State Energy Office

State Property Office

OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

Summary

The Office for Historically Underutilized Businesses (HUB) advocates and promotes the use of minority, women and disabled business enterprises in the state's procurement and contracting process. By an Executive Order signed by Governor James Hunt on April 20, 1999, the HUB Office was relocated from the Division of Purchase and Contract to the Secretary of Administration's Office to increase the visibility and awareness of the HUB Program. Executive Order 150 created a new position, Assistant to the Secretary for HUB Outreach, which was filled in May 1999. The Executive Order also established a HUB Advisory Council whose members are appointed by the Governor. This 26 member Council consists of state chief purchasing agents, HUB vendors and representatives from the HUB community and private and non-profit business sectors. Statewide entities that are to provide HUB reports to the state's HUB Office on its expenditures with historically underutilized businesses were also identified in the Executive Order. Namely, these entities are state agencies, community colleges, public school systems and state universities.

The HUB goals were previously established at 4% by Executive Order 77 under Governor Jim Martin's administration (1984-1992). However, with the signing of the Executive Order 150, Governor Hunt increased the HUB goals from 4% to 8% for FY 1999-2000 and to 10% for FY 2000-2001. During the first year the new HUB goals became effective, the State of North Carolina exceeded the 8% HUB goal for FY99-00 with 8.87% HUB participation. That represents over $384 million dollars that state agencies, community colleges, public schools and state universities spent with minority, women and disabled businesses during FY99-00. During the 1st and 2nd quarters of FY00-01, 9.5% or approximately $236 million dollars has been spent with historically underutilized businesses.

Accomplishments

During the first year (July 1999-June 2000) the new HUB goals became effective, the state exceeded the 8% HUB goal with 8.87% HUB participation. That represents over $384 million dollars that was spent with minority, women and disabled business firms during FY99-00.

For FY00-01, from July 2000 through December 2000, the 1st and 2nd Quarter HUB Reports indicate that 9.5 % or approximately $236 million dollars has been spent with historically underutilized businesses. The state reporting entities are well underway to achieving the 10% HUB that became effective July 1, 2000.

In August 1999, the HUB Office developed and implemented a more comprehensive reporting system. This system included a new computer program, which was developed by in-house staff, to compile and generate the report data for over 225 state reporting entities. The Quarterly HUB Reports include individual reports on Cabinet Department Agencies, Council of State Agencies, Support Agencies, Community Colleges, Public Schools, State Universities and State Construction. The HUB Office prepares the reports for the Governor's Office and provides copies to the Cabinet Secretaries and HUB Advisory Council. With the increase use and

availability of technology, head officials of department agencies, community colleges, universities and public schools can be notified when each Quarterly HUB Report is posted to the HUB Office's web site. This will allow head officials to be informed and aware of their respective organization's historically underutilized business participation. The HUB Office provides training to purchasers on preparing and compiling the HUB reports.

The HUB Office utilizes the Internet to promote the HUB Program via its web page, which was set-up in September 1999. HUB vendors gain easier access to purchasing and contracting opportunities through the Division of Purchase & Contract's VENDOR LINK system. VENDOR LINK is an electronic vendor registration and notification system. HUB Certification is also initiated through this system. Currently, over 1400 vendors are currently certified as HUB vendors in the Vendor Link database.

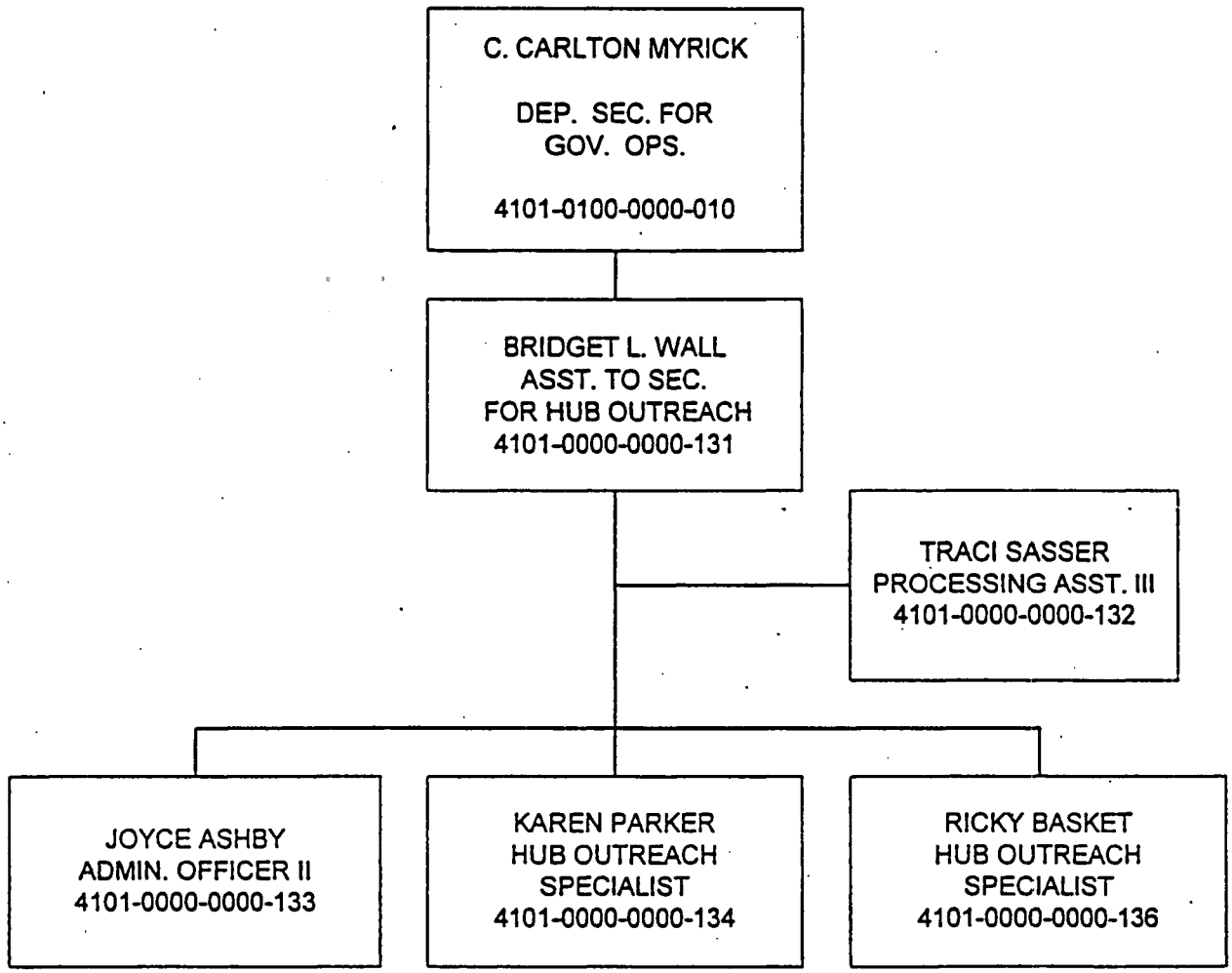
From February 2000 through June 2000, the HUB Office conducted a series of ten (10) HUB Regional Training Conferences across the state to improve outreach efforts and provide training on ways to improve HUB participation in public contracting for universities, community colleges, agencies and public school systems. These HUB outreach efforts resulted in excellent participation with over 665 purchasers, HUB vendors and program participants attending the statewide HUB Regional Training Conferences. The state saved monies by utilizing state-owned facilities, when available, and partnering with universities and agencies to conduct the HUB Regional Training Conferences.

In December 2000, the Office for Historically Underutilized Businesses was featured on *Inside NC*, a cable television program operated by the NC Agency for Public Television. The live call-in segment highlighted the HUB Office and opportunities for Historically Underutilized Businesses with the State of North Carolina. Panel participants included Bridget Wall, HUB Director; Carlton Myrick, Deputy Secretary; Andrea Harris, HUB Advisory Co-chair & President of NC Institute for Minority Economic Development and Charles Wilson, President of Intellus (HUB vendor). Several live call-in calls were received as well as subsequent follow-up calls to the HUB Office in which callers indicated the program was very informative and provided insight needed for state contracting.

From March 1999 through January 2001, the HUB Office participated in over 117 conferences, workshops, seminars, trade-shows and/or presentations promoting the HUB Program & Executive Order 150. During this time, the HUB Office has an opportunity to address new audiences and organizations to promote the HUB Program. Some of these organizations include the North Carolina Bar Association, Commission on Indian Affairs, NC Indian Unity Conference, Hispanic Chamber of Commerce, North Carolina Public School Purchasers, University Capital Project Coordinators, NC Community College Adult Education Association, NC Association of Rehabilitative Facilities, State of North Carolina Construction Conferences, and the NC Association of Real Estate Brokers to name a few. The HUB Office has also conducted numerous training and outreach workshops for various state agencies such as the Departments of Correction, Health & Human Services and individual community colleges, public schools and state universities.

DEPARTMENT OF ADMINISTRATION
HISTORICALLY UNDERUTILIZED BUSINESSES
SECRETARY'S OFFICE
REVISED 02/2001

AGENCY HEAD: BRIDGET L. WALL
DEPT. HEAD: GWYNN T. SWINSON



MAIL SERVICE CENTER

Summary

The Governor made the decision in October 1997 that cost savings could be realized by consolidating the various mailrooms in state government into one centralized operation, the Mail Service Center (MSC). As a result of the consolidation, 26 out of 39 state agency mailrooms were closed, and 35 of the 69 positions in those mailrooms were transferred to the MSC. Most of the employees not transferred remained in their respective agencies in other positions.

Savings were also realized in the number of postage meters being used, a reduction from 50 to 12. This decrease has resulted in savings of $30,000 annually in lease and maintenance costs. Also, a cost avoidance of $49,000 was established when the MSC began processing mail by automatic, not mechanical, postage meters.

A unique zip code established by the US Postal Service for MSC clients has further centralized mail service for state government and will remain permanent even in the event of a change in the agency's location. A well-designed Web site has established a successful communications link for MSC clients. This includes general information about the service and a list of the MSC addresses.

Accomplishments

Renovations for New Facility

In January 1999 renovation was started on a 28,000-sq. ft. section of the textbook warehouse at 3905 Reedy Creek Road to house the centralized facility. The State Courier Service was combined into this operation and became the Mail Service Center (MSC) Division. Renovations were completed in April 1999.

Postage Metering Machines

The postage metering machines mentioned above, as well as the employees, are utilized a full eight hours per day compared to a maximum of three hours a day before consolidation. The JetStar sorter, a high speed mail sorter, which has a specification rate of 36,000 pieces per hour, was being used by a single agency sorting approximately 30,000 pieces of mail per day. The Mail Service Center now utilizes this machine to sort an average of 1,500,000 pieces of mail monthly. The functions of this sorter is to sort properly addressed outgoing and incoming mail which saves man-hours and creates less manual sorting. The sorter is used to produce a $0.073 per piece savings on all outbound USPS mail when properly addressed.

Daily Processing

Daily, MSC processes and delivers three types of mail - USPS, interoffice mail within Wake County and courier mail daily between Raleigh and over 4,000 agencies in all counties. Drivers

log over 140,000 miles monthly making mail deliveries. MSC reevaluated its fleet of vehicles and downsized five vehicles, realizing a cost saving of approximately $26,000 per year.

Currently most to the Governor's cabinet and one Council of State agency have taken advantage of the savings that can be realized through MSC.

In the first year of operation, July 1999 – June 2000, MSC processed and delivered over 27,000,000 pieces of mail. During the six-month period of July 2000 – December 2000 MSC has processed and delivered 16,000,000 pieces of mail. It is projected that by June 2001 MSC will have increased the processing and deliver by 20% over last year.

Savings

After the first year MSC has saved the taxpayers over $1 million, primarily through reduction in manpower. In addition, the State Courier Service of MSC continues to save taxpayers approximately $1.5 million annually by delivering mail to over 4,000 different addresses on 17 routes throughout all counties in North Carolina.

MOTOR FLEET MANAGEMENT

Summary

The Motor Fleet Management Division was created by the legislature in January 1982 as the central fleet agency for all of state government. The purpose of Motor Fleet Management is to serve North Carolina state employees by acquiring, maintaining, storing, repairing, replacing and supplying passenger vehicular transportation needed in the performance of official duties, in the most efficient and cost effective way. All state agencies, including universities -- except for the State Bureau of Investigation and the State Highway Patrol -- are required to utilize Motor Fleet Management for their passenger vehicle transportation needs.

As of June 30, 2000, Motor Fleet Management had 8,209 active vehicles in its fleet, an increase of 251 vehicles over the previous year. Over the past ten years, Motor Fleet Management has had an average vehicle increase of 310 units a year. Projecting at 310 vehicles per year, by the June 2001 there will be 8,519 active vehicles in the state fleet.

Motor Fleet Management charges agencies for the use of vehicles on a per mile basis. The largest group of vehicles (compact, sedan, four cylinders) are charged out at a 23 cents per mile rate. Mileage rates range as high as 38 cents per mile for a four-wheel drive Suburban. All rates include gas, oil, tires, repairs and insurance. Motor Fleet Management rates are very low when compared to the per mile driving costs, based on a composite national average of three domestically built cars: a subcompact, a mid-size and a full-size, issued by the American Automobile Association in for model year 2000 vehicles. According to the American Automobile Association, "motorists now spend an average of 61.7 cents per mile in vehicle related costs" (gasoline, oil maintenance, depreciation and insurance). When compared with Motor Fleet Management's average rate of 31.7 cents per mile for compact, mid-size and full-size vehicles, the Motor Fleet Management is providing passenger vehicles at approximately 49 per cent of the national average cost.

Accomplishments

Automobile Rebuild Program

Sixty 1993 to 1996 Chevrolet Caprices were rebuilt in a pilot project. The average cost of rebuilding each initial vehicle was $12,845. The rebuild is comprehensive and includes new engine, transmission, brakes, suspension, new seats, carpets, dash pads and other items. New vehicles (Ford Crown Victoria) would have cost $1,245,540 ($20,909 ea. for 60 vehicles). Savings of $474,860 in new vehicle purchase costs were realized.

Asheville Chevrolet is now under contract to rebuild vehicles. To date, 410 vehicles have been rebuilt by Asheville Chevrolet. For the first 410 vehicles rebuilt on the contract, the average cost of rebuilding has been $10,535. Under this contract, the average purchase cost savings per vehicle has been $10,374. The savings from not having to purchase new vehicles has been $4,319,350. The total cost saved by not having to purchase new vehicles has been $4,794,210 for the 470 rebuilt vehicles.

Alternative Fuel Vehicles

Motor Fleet Management (MFM) has 914 flexible-fuel vehicles that are capable of running on gasoline or E-85 (Ethanol at 85%) fuel. Additionally, we have another 15 vehicles that operate on other alternative fuels such as electricity, propane, or compressed natural gas (CNG). The 230 standard fleet sedans (Ford Taurus), located at the motor pool facilities on Peace Street, are E-85 flex-fueled vehicles. In addition, 8 mini-vans are E-85 mini-vans. There are also electric, propane and CNG vehicles available. MFM has ethanol dispensing facilities at the motor pool and uses E-85 fuel in motor pool vehicles. The Department of Transportation also has an ethanol fueling site on Beryl Road near the State Fairgrounds. To remind drivers to use E-85 fuel, MFM provides green electronic fueling keys for the E-85 powered vehicles instead of the more usual black keys. The current price for E-85 is $1.28 per gallon and gasoline is $0.96 per gallon.

For the 2000 vehicle model year, MFM purchased 130 Ford Explorers that were designated as low- emission vehicles. MFM has ordered an additional 230 2001 Ford Taurus sedans that are flex-fuel E-85 vehicles.

CNG, Electric, Propane, E-85 (Ethanol) Fueling Sites

The motor pool on Peace Street will soon have all the major alternative fuels available with plans underway to install a CNG fueling site in addition to propane, electric, E-85, and gasoline currently available. Electric power supply lines and gas lines are being installed, with the installed underground piping. Concrete pads have been put in place for the gas containers and the compressor. The Motor Fleet Management facility at 1915 Blue Ridge Road has E-85 and gasoline available.

Hybrid Vehicles

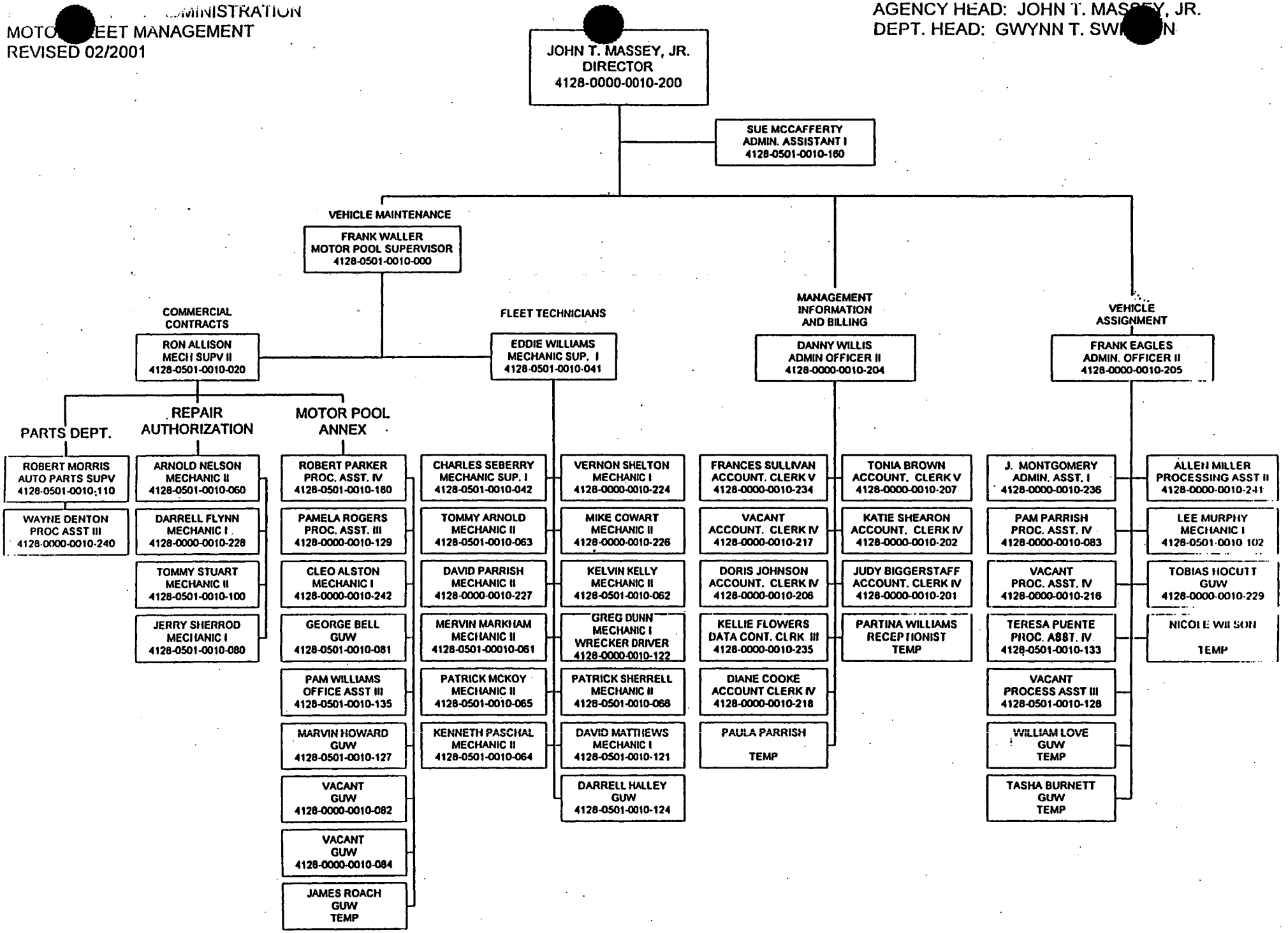
MFM has two Toyota and five Honda hybrid vehicles to dispatch from the motor pool, and one Honda Insight which is permanently assigned. The Toyota hybrid gasoline engine/electric motor vehicles are capable of achieving 52 mpg in the city and 45 mpg on the highway. The Honda hybrid gasoline engine/electric motor vehicles are capable of achieving 61 mpg in the city and 70 mpg on the highway

"Right Size" Vehicles

Motor Fleet Management has identified 256 permanently assigned vehicles that are being replaced by buying smaller cars. Whenever there is a possibility, the division replaces full-size cars with mid-size cars, full-size vans with mini-vans, and full-size, 4-wheel drives with

compact, 4-wheel drives. Savings of $650,332 will be realized in decreased purchase costs and $102,768 will be saved in lifetime fuel costs.

AGENCY HEAD: JOHN T. MASSEY, JR.
DEPT. HEAD: GWYNN T. SWINSON



DIVISION OF PURCHASE AND CONTRACT

Summary

The Division of Purchase and Contract (P&C) serves as the central purchasing authority for state government and certain other entities. Contracts are established for the purchase, lease, lease-purchase of the goods and services required by all state agencies, institutions, universities, community colleges, and city and county boards of education amounting to approximately $4.07 billion annually (7/1/2000). In addition, the Federal Surplus Property and State Surplus Property agencies manage the placement and disposition of surplus properties.

The primary mission of the agency is to provide effective and efficient acquisition and disposal services for the State of North Carolina. This mission equates to savings to taxpayers and good customer service relationships. Long-term strategies include improved accessibility to purchasing and materials management information, improved accountability, reduced costs, reduced processing time and enabling of employees. Short-term strategies include improved communications and increased use of technology to perform work.

Accomplishments

Hurricane Floyd Involvement

September 1999 and into 2000 – Provided dedicated purchasing support during the emergency created by Hurricane Floyd through critical purchases and contracts especially for securing mobile homes, travel trailers, equipment and supplies.

Year 2000 Project (Y2K)

Successfully led Supplier Chain Management through the Y2K project. At the Information Management Resource Commission (IRMC) meeting on February 1, 2000, Percy Richardson accepted a Resolution of Appreciation Certificate on behalf of the Division's outstanding contributions.

Vendor Link NC

Implemented Vendor Link NC on April 30, 1999. This web-based system works in conjunction with our Statewide Interactive Purchasing System (IPS). In twenty months, 15,000 vendors have registered and are receiving the benefits of this technology which includes on-line vendor registration, automatic e-mail notification of bidding opportunities, sophisticated search capabilities for location of vendors in many ways including small and HUB vendors for Agency quotes. Agencies can use the IPS Vendor Link NC system for electronically advertising their requirements for goods and services within their delegation.

Recycling and Sustainability

The Department of Administration expanded its efforts of promoting the purchase and use of reusable, refillable, repairable, more durable, and less toxic supplies and products to meet the State's 40 percent waste reduction goal by the year 2001.

Ninety-six (96) contracts were awarded that support environmental purchasing. These have included used equipment, packaging materials that contain post consumer recycled content, carpet, background on companies efforts to help protect the environment and others.

Laser printers with duplex capabilities were purchased, reinforcing the use of two-sided copying for items that are needed in hard copy. Reduced copies by 35%, or 11,000 sheets of paper.

The use of a web-based vendor registry and notification system allowed the elimination of a seven-page hard copy application form, registered 15,000 vendors and sent electronically over 1,000,000 messages to vendors.

Reusable items processed at State Surplus Property included plastic drums, oil and antifreeze, pallets and computer equipment. The computer recycling program at State Surplus refurbishes surplus computers for reuse by schools in North Carolina. Computers not refurbished are broken down into components that can be recycled.

P&C eliminated faxing and mailing fuel prices on a weekly basis to agencies and vendors.
The Carolina Recycling Association presented the Division a "Buy Recycled" award in 1999 for Excellence in Waste Reduction and Recycling.

P&C established a "new" Term Contracts team on April 1, 2000. The team was charged with researching agency needs, analyzing benefits and return on investment, and implementing appropriate new statewide term contracts. Five new contracts were established.

One purchasing position was redirected to a Staff Development & Training Specialist to lead our Statewide Training effort for public purchasing certification and enhancement of purchasing skills.

Computer recycling expanded in July 2000 to include a program at Harnett Correctional Facility where inmates receive hands-on job skills training in computer refurbishment.

A drug seizure program was transferred from the Dept. of Revenue to the State Surplus Property program to allow for a more centralized and consistent approach to auctioning surplus goods seized in drug raids and forfeited to the state.

The "Blue Bird Project" was successfully implemented in the summer of 2000 to build blue bird nesting boxes, involving 5th grade students in education, and providing focus to sustainability efforts in North Carolina.

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 2/2001
1PC

AGENCY HEAD: J. ARTHUR LEASTON
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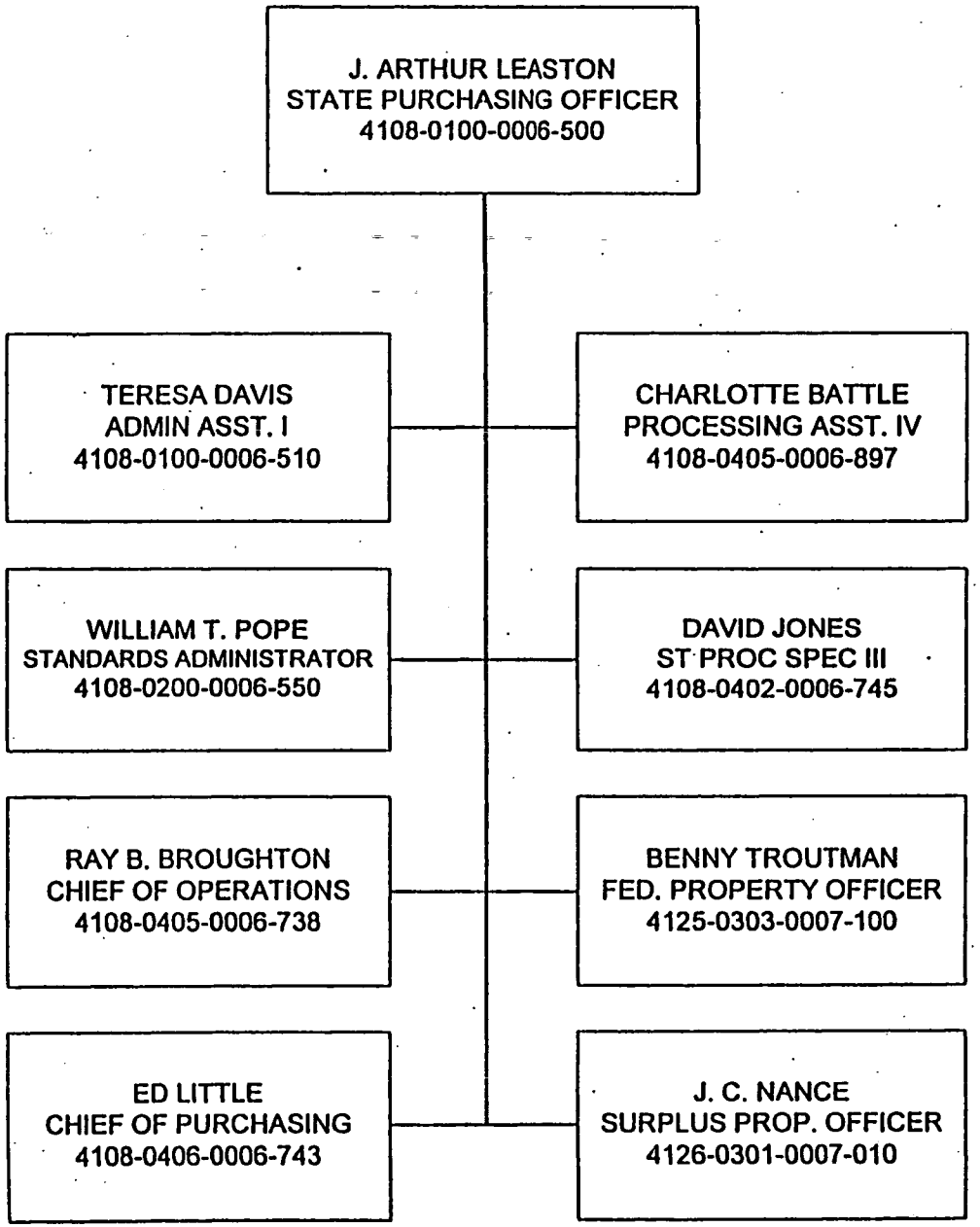

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
FEDERAL SURPLUS PROPERTY
REVISED 02/2001
FSP

AGENCY HEAD: J. ARTHUR LEASTON
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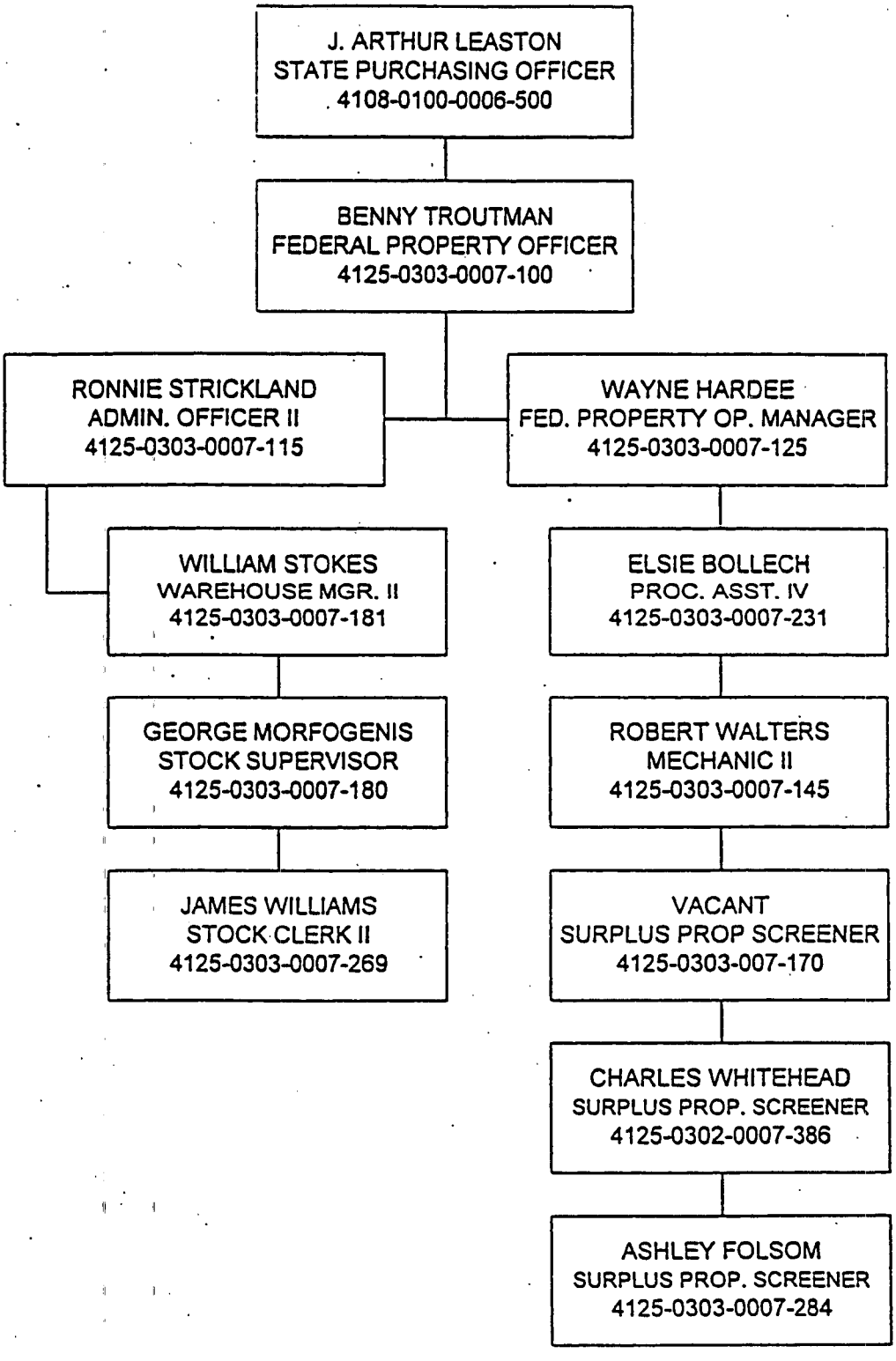

DEPARTMENT OF ADMINISTRATION
PURCHASE AND CONTRACT DIVISION
STATE SURPLUS
REVISED 02/2001

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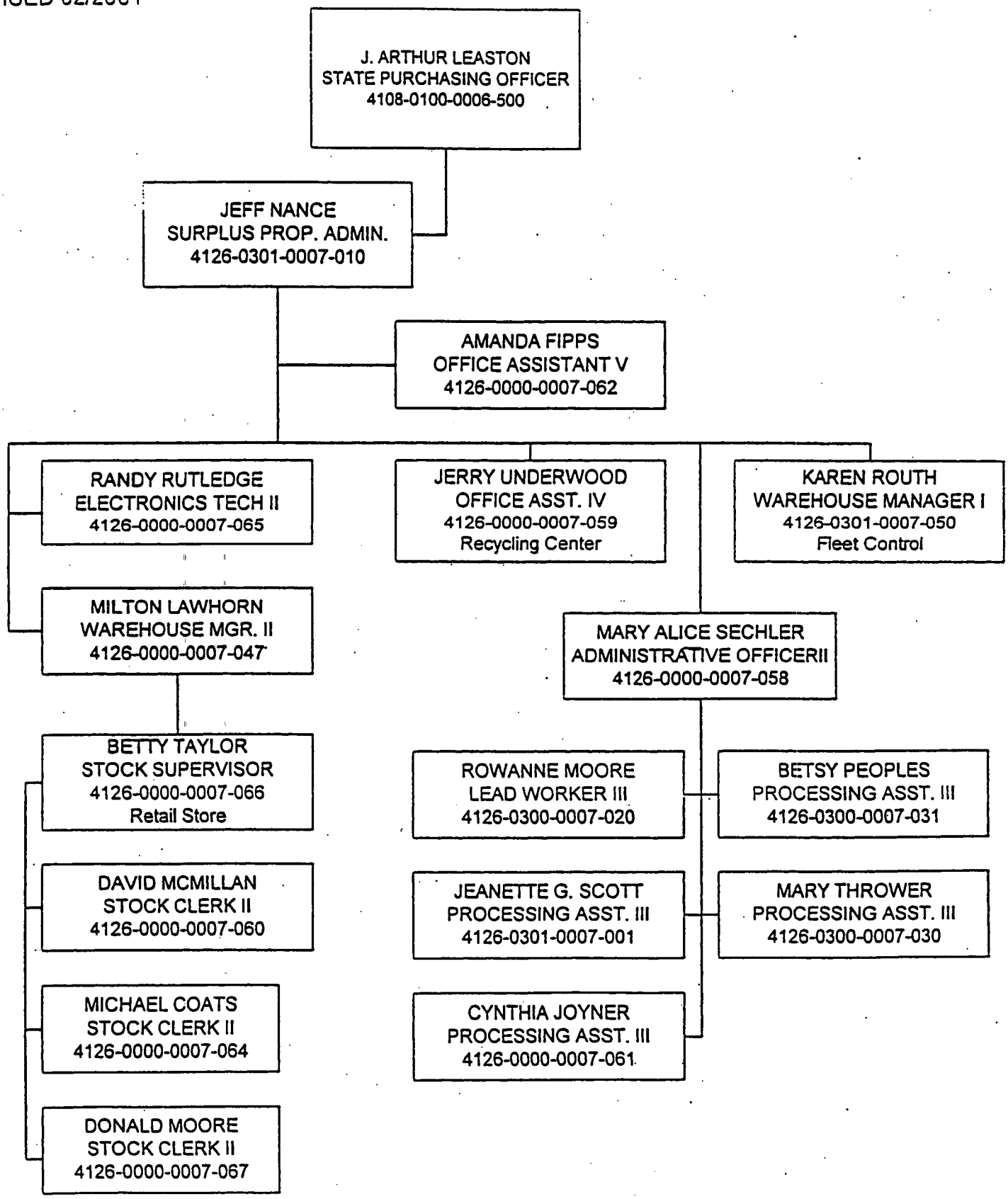

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
OPERATIONS
REVISED 02/2001
3PC

AGENCY HEAD: J. ARTHUR LEASTON
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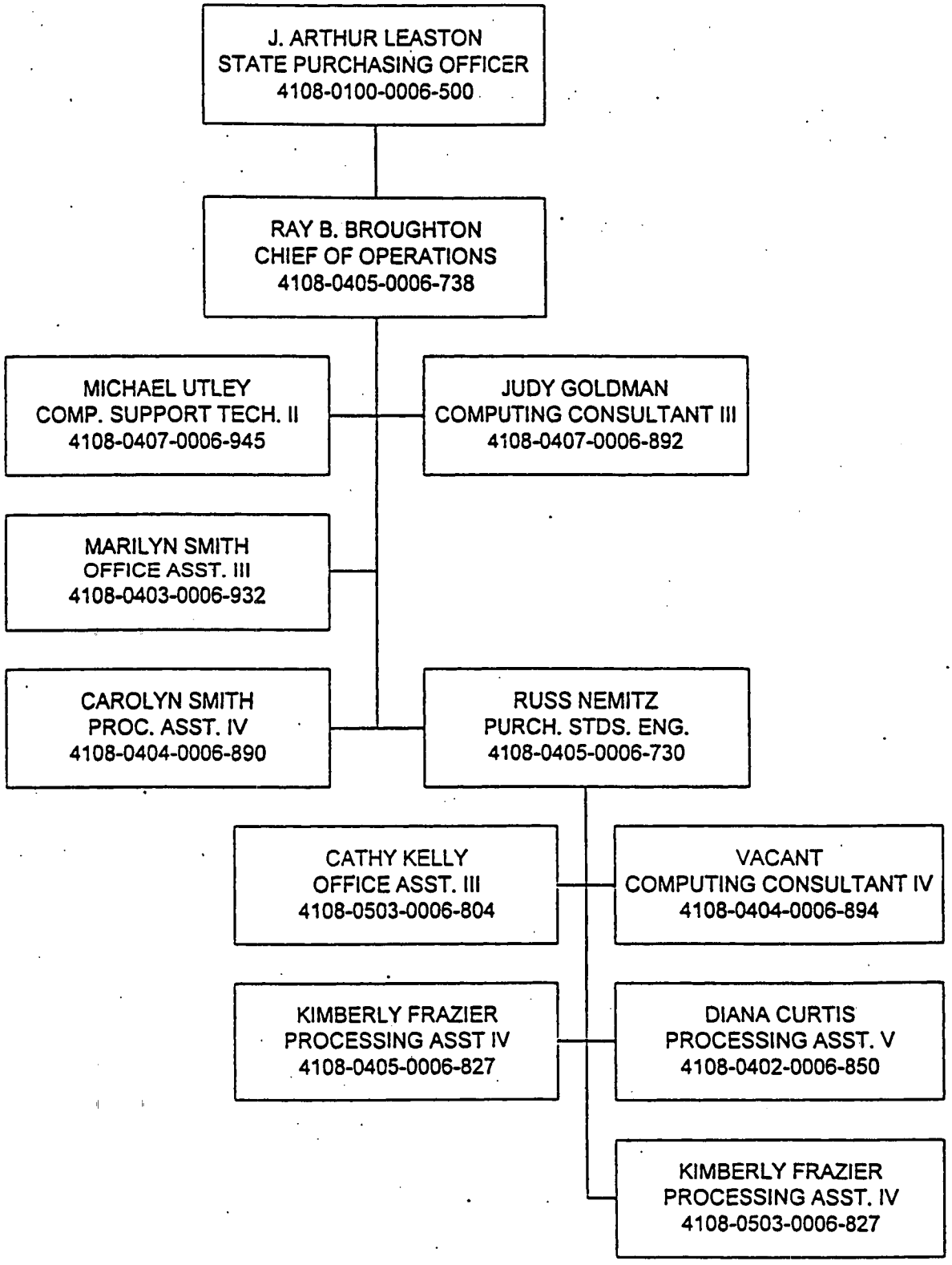

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 02/2001
2PC

AGENCY HEAD: J. ARTHUR LEASTON
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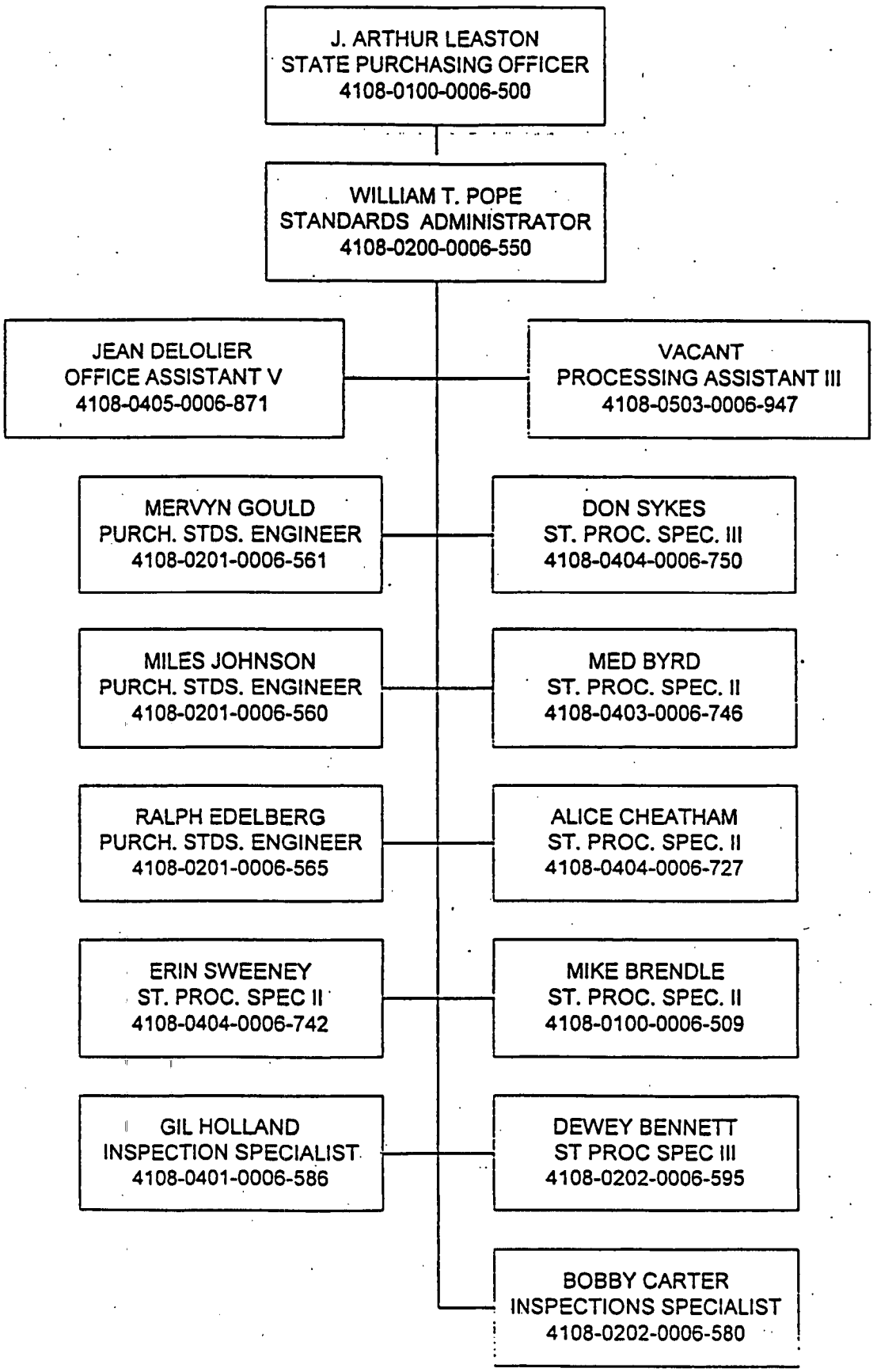

QUALITY COORDINATOR

Summary

The Quality Coordinator is charged with providing technical assistance to leadership in leading, directing, and developing Continuous Improvement in the Department of Administration. Continuous Improvement is a structured effort designed to re-focus the Department's commitment to provide outstanding service to its customers through continually improving the way business is conducted. Under the Secretary's leadership, the Department is raising awareness of "customer service" throughout its ranks.

Accomplishments

Administered the second Workplace Assessment Survey and used the results for improvements within the divisions.

Developed a three hour Continuous Improvement Awareness Training class, provided 30 training sessions, and video taped presentation resulting in all DOA employees receiving the awareness training.

Developed a four-hour Strategic Continuous Improvement Planning Training class and provided the training to all division directors.

Trained 15 division directors to be team facilitators.

Compiled all improvements within the department in a Report of Improvements that was published in 1999 and 2000. This publication was shared with all divisions for benchmarking purposes.

Expanded the Quality Leadership Team from 10 to 13 thus including more senior leadership and division directors on the team.

Started shifting from a departmental emphasis on implementation to a division emphasis thus increasing the end user impact of the effort.

Increased the linkage between the Continuous Improvement and State Employee Incentive Bonus Program.

STATE-LOCAL RELATIONS

Summary

The State-Local Relations Section works with local governments, regional and multi-state organizations, the public, as well as state and federal agencies, in a variety of areas involving intergovernmental cooperation. The section manages the Appalachian Regional Commission (ARC) grant program, coordinates interagency project reviews required by the North Carolina and National Environmental Policy Acts, assists the Governor and his staff in issues involving local governments, and operates a project notification, review, and comment system to provide state and local agencies and the public with information about projects supported with public funds. Environmental and project notification processes are coordinated through this unit's Intergovernmental Review clearinghouse.

Accomplishments

Secured 50 Appalachian Regional Commission grants for North Carolina's ARC counties, directly benefiting 25 of the 29 eligible counties. Total ARC investment of funds was $8.3 million. The ARC dollars were part of projects that invested $26.8 million in the region and leveraged an additional $26 million from private sources. As a result of the ARC projects, the region will gain 866 new jobs and retain 3,445. Other benefits include 1800 at risk children received fluoride tooth varnishing applications; 450 residences were surveyed for straight piping/failing septic systems and 275 remedial systems were designed and permitted; model information technology training programs were established at a high school and at a community college; laptop computers were acquired for the lowest performing elementary schools in a Tier 1 county; a downtown revitalization revolving loan fund was established; and pilot projects to implement recommendations of the Rural Prosperity Task Force were initiated in broadband access, sustainable community development, and developmental venture capital.

Coordinated review of 659 notices by state and local entities of their intention to apply for federal grants and loans. The documents supported requests in excess of $1 billion. To enhance the functioning of this review system authorized by federal executive order, staff converted the State Clearinghouse form (CH-1, the intake document for notices of intent to apply for federal funding) to a digital document and began disseminating the form electronically.

Coordinated the review by state and local entities of 739 environmental documents prepared in compliance with state and national environmental policy acts. Information about the documents is contained in *The North Carolina Environmental Bulletin* which now is posted on the DOA web site so a broader audience can access the information and the information available is up to date.

Developed a standard format for state environmental assessments/findings of no significant impact (EA/FONSI) and posted the guidelines for the assessments on the department's web site.

Worked with other state agencies to facilitate environmental reviews for water and sewer bond funds, flood relief projects, and significant economic development projects (such as Nucor).

Developed special rules for handling environmental reviews during emergencies (including natural disasters).

Established DOA employee recognition awards for environmental sustainability.

Conducted a process to change a multi-county planning district boundary (only the second time in 30 years the boundaries have changed).

Aided in the development of the Emergency Congressional Appropriation Package for Floyd Recovery.

DEPARTMENT OF ADMINISTRATION
STATE & LOCAL GOVERNMENT AFFAIRS
REVISED 02/2001

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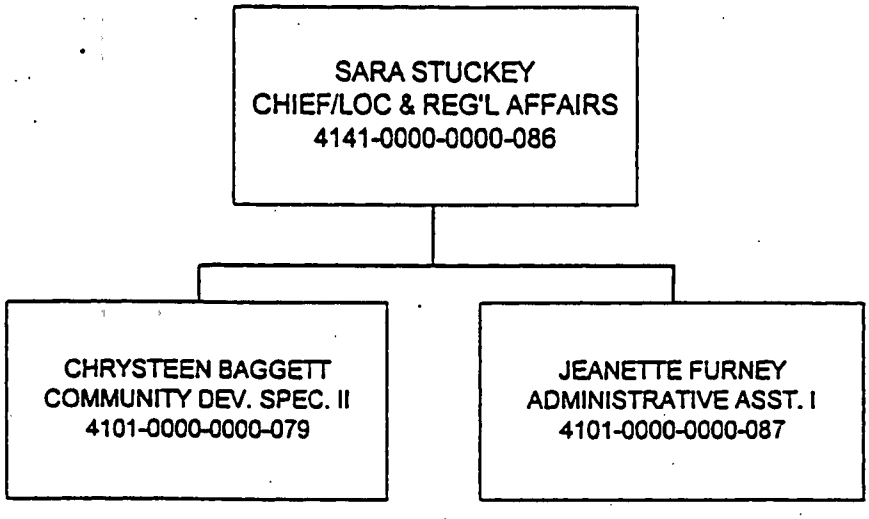

STATE CONSTRUCTION OFFICE

Summary

The responsibilities of the State Construction Office can be summarized by the overall coordination and management for implementation of the state's capital improvement program. Under the historical formation of the office, two primary statutes G.S. 143-31.1, the Executive Budget Act, and G.S. 143-341, the Department of Administration Act, serve as the basis to define the duties and the responsibilities of the office. Under the Executive Budget Act, the Governor is required to have performed a study and review of plans and specifications to determine whether buildings, repairs, alterations, additions or improvements to physical properties for which appropriations of state funds are made have been designed for the specific purposes for which such appropriations are made; and that such projects have been designed giving proper consideration to economy in first cost, in maintenance cost, in materials and type of construction; and that architectural features are selected which give proper consideration to economy in design.

The authority for design review and overall management responsibility is further defined under the Department of Administration Act. In addition to having the responsibility of examining and approving all plans and specifications, the State Construction Office assists all agencies in the preparation of requests for appropriations for the construction or renovation of all state buildings, and must issue a certification that the project is sufficiently defined in overall scope, building program, site development, detailed design, construction and equipment budgets and comprehensive project scheduling so as to reasonably ensure that it may be completed with the amount of funds requested. Further, the State Construction Office supervises the letting of all contracts for the design, construction or renovation of all state buildings and supervises and inspects all work done and materials used in the construction or renovation of all state buildings. No such work may be accepted by the state or by any state agency until it has been approved by the department. N.C.G.S. § 143-341(3)(d). In addition, the Facility Condition Assessment Program (FCAP) is administered by the State Construction Office. This program is responsible for identifying deficiencies in all state facilities over 3000 gross square feet.

A capital facilities project usually starts with the identification of a need by a state agency or institution. The concept of the need is further defined by the agency through a study of the program requirements that establishes a general scope of work, the size of the facility, nature of the improvements, infrastructure requirements (parking, water, sewer, steam, utilities, etc), any special requirements and schedule. The agency or institution submits this information and budget estimate to the State Construction Office for review and certification. Chapter 45 of the 1998 Session Laws requires the Department of Administration to certify the feasibility of state construction projects and makes that certification a prerequisite to funding by the General Assembly.

After the General Assembly appropriates or authorizes funding, by law the agency or institution has sixty days to select a design firm to provide design services for the project. Designers are selected in accordance with qualifications-based procedures adopted by the State Building Commission that requires advertisement and screening before three firms are submitted to the

Commission for a final decision. The State Construction Office serves as staff to the State Building Commission. For University system projects, the selection of design firms is by the Boards of Trustees. A fixed fee, lump sum design agreement for execution by the agency or institution is negotiated by the State Construction Office for the design and general supervision of the construction work.

For most projects, the design progresses through three phases of development -schematic design, design development, and construction documents. Each phase of design is reviewed and the design does not proceed into the next phase until appropriate approvals have been obtained for previously submitted work. There are some 40 possible state reviews, permits and approvals that may be required on a project and the review process may involve up to 17 different state agencies. Of course, most projects do not require nearly that number of review agency approvals. To many outside of the construction industry, this may seem like a cumbersome and overextended process to get a project from design to active construction. However, each review requirement is based on legislative authority granted to the individual review agencies involved and are complementary to each other. Agency reviews are often very specific following statutory responsibility and occur concurrently so as not to delay the progress of the project.

The State Construction Office is the only agency that conducts a broad-based comprehensive review of the entire project to ensure value for the public funds committed for the project and enhance the success of the project through compliance with statutory requirements. The office deals with contractual issues such as budget, design and construction contracts, statutory and procedural issues for public work and the sufficiency of bid and contract documents. The State Construction Office essentially serves as a clearinghouse for review comments generated by other agencies and checks to see that comments and concerns are resolved prior to approval for receipt of bids. As of December 2000, the State Construction Office currently oversees on a statewide basis a total of 1030 projects in various stages of design or construction valued at approximately $2.1 billion dollars.

Accomplishments

Summary of Y2K Efforts

Beginning in the fall of 1998, and continuing into the year 2000, the State Construction Office (SCO) was instrumental in a program to ensure that the State's many building systems in its facilities in all State agencies and institutions were year 2000 compliant. This program, known as the Year 2000 Facilities Readiness Program, was coordinated through the Department of Commerce and its Year 2000 Statewide Project Office. It involved a multi-step process performed by staff from each agency and institution, beginning with an inventory of all critical building systems throughout all State-owned buildings. This inventory was originally proposed to be performed by the staff of an outside consultant at a cost of approximately $1.5 million, but that proposal was rejected by the SCO. It was instead performed by State forces within each agency and institution at a cost of only $50,000, in which a separate consultant was authorized to manage the State's inventory and assessment efforts, and to determine the compliance status of all critical building systems.

The SCO assumed the role of contacting and informing the management and physical plant directors of each agency and institution of the compliance status of their critical building systems. It was then the responsibility of each agency and institution to ensure that each of their non-compliant systems was either upgraded or replaced in order to be compliant, or that the system controls could be manually overridden. By the end of 1999, all critical systems were ensured to be compliant, and there were no reports of malfunctions or problems following the date change into the year 2000.

Temporary Housing Assistance in Eastern N.C. Due to Flooding from Hurricane Floyd

Since September 22, 1999 several State Construction Office employees have worked many long hours assisting FEMA and the Division of Emergency Management with planning and administering contracts for the design, construction, and site monitoring of eleven temporary housing sites in four Eastern NC counties. This effort has involved attending numerous meetings, contacting designers, contractors, and inspectors, making site visits, administering contracts, and approving invoices. Through early February of 2001, three of the eleven sites have been vacated. Contracts for those three sites are being developed for restoration to their original condition. To date, the State Construction Office has administered invoices totaling nearly $11.8 million for the design, construction, inspection and restoration of all temporary housing sites.

Sir Walter Raleigh Awards Community Appearance

The Department of Administration received two awards from the City of Raleigh Appearance Commission for projects under the supervision of the State Construction Office. The awards were for outstanding contribution toward enhancing the beauty of the City of Raleigh. The Museum of Natural Sciences received the award under the Institutional category and the Heck-Andrews House Renovation received an award under the Historic Preservation category.

In making the award to the Museum of Natural Sciences, the awards jury commented, "This wonderfully exciting facility could have been just another state building downtown, but instead it contributes both a creative and dignified presence to Jones Street." Regarding the Heck-Andrews House, the jury stated, "Bravo! Thanks to an exquisite restoration, this grand structure can now reclaim its place as one of the city's most eye-catching buildings. The dedication to quality renovation work shows throughout."

Special Fund for Energy Conservation Projects

A special appropriation of $1 million was made available in the year 2000 to the State Energy Office for funding a sampling of energy conservation projects within State-owned facilities. In order to determine which projects should be selected for this fund, the State Construction Office, in cooperation with the State Energy Office, contacted the Capital Project Coordinators and Facility Managers within state agencies and institutions to ask for a list of prioritized projects recommended as resulting in the greatest benefit through energy savings, if chosen for this program. Upon receiving that information, combined with a database of previously identified energy projects from the State Construction Office FCAP Section, a final list of seven projects was identified and approved for participation in this fund. These projects, which are located on four university campuses and three state agency sites, involve lighting retrofits, HVAC system upgrades, and chilled water system improvements. Upon completion, each of these projects is estimated to result in immediate cost-savings in operation costs, which also will result in a relatively short payback period. The State Construction Office will be reviewing the design, and monitoring the construction until those projects are complete.

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
REVISED 2/2001

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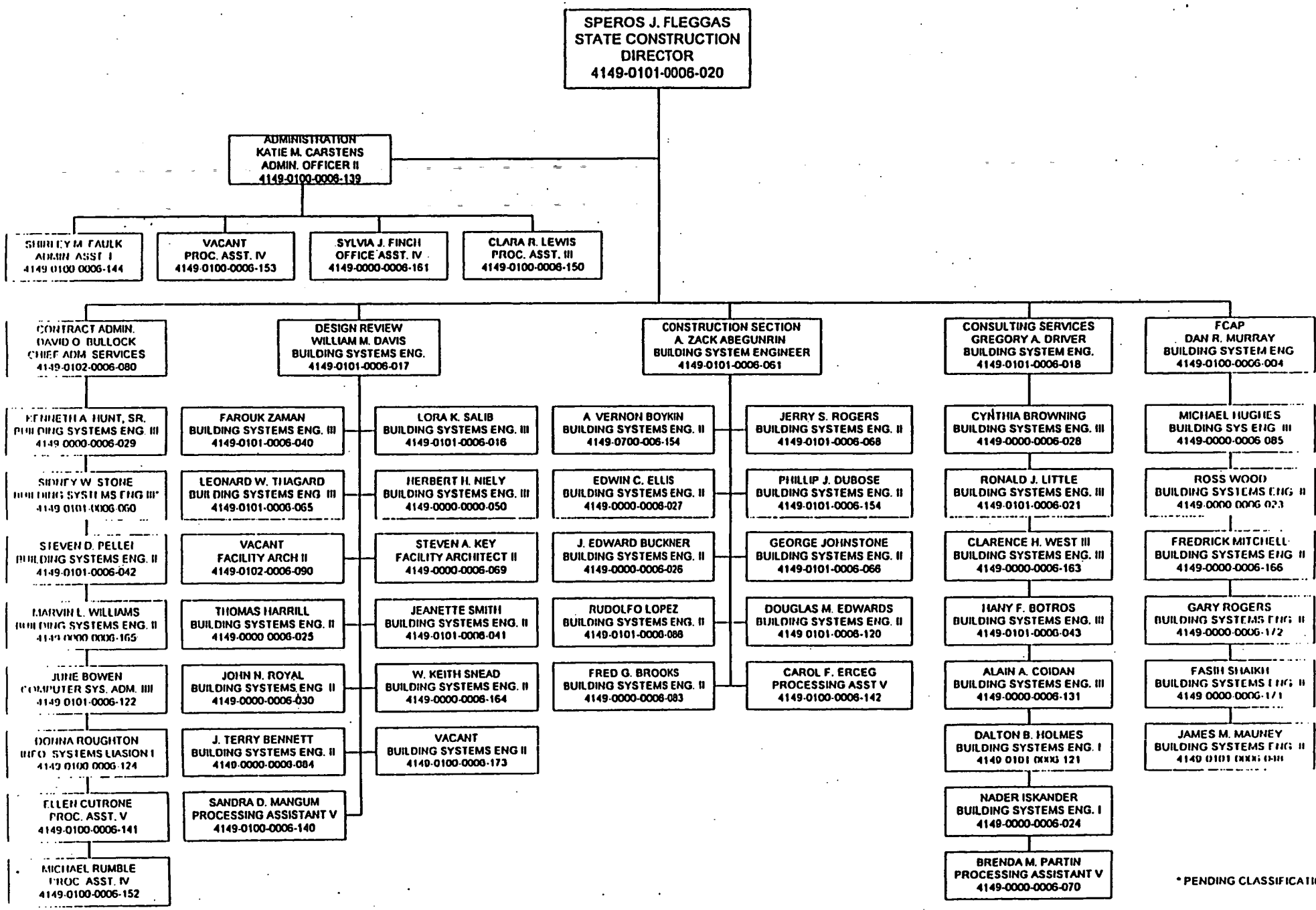


STATE ENERGY OFFICE

Summary

The North Carolina Energy Division was created in 1973 under the Department of Military and Veteran Affairs to handle emergency energy issues, including oversight of the allocations of petroleum that occurred during the Arab Oil Embargo. Thereafter, the agency was transferred to the Department of Commerce where it operated until September 30, 2000. As a result of legislative action during the 2000 session of the General Assembly, the Energy Division was transferred to the Department of Administration on October 1, 2000. At this time, it was renamed as the State Energy Office (SEO). In addition to this transfer, the low-income weatherization programs were also moved to the Department of Health and Human Services.

The State Energy Office is primarily funded using Petroleum Violation Escrow funds that arose out of a series of federal court settlements involving petroleum companies in the 1970's and 1980's. The funds are returned to consumers and other affected groups by dividing them among the states for distribution through energy efficiency and renewable energy programs. The U.S. Department of Energy provides additional funding. Currently, no state-appropriated funds are provided to the State Energy Office.

The mission of the State Energy Office centers on three key elements:

Coordinating the state's response to energy-related emergencies (e.g. the energy aspects of floods, hurricanes, supply shortages and other disasters)

Working to make all aspects of North Carolina as energy efficient as possible to bolster the state's economy, protect its environment and lower energy costs; and

Developing the state's indigenous renewable resources---solar, wind, biomass and water----to create jobs and develop the state's economy, sustain its environment, and protect citizens from the impacts of supply disruptions and escalating energy prices.

To accomplish its work, the SEO uses both its internal resources and external contractors, such as the state's public universities and many nonprofit organizations, to provide energy-related services for industry, transportation, agriculture, utilities, local and state government agencies, schools and general consumers. These services include a wide variety of training programs, energy surveys and audits, demonstration projects, research and development support for technologies nearing commercialization, public awareness efforts, and loans for energy efficiency measures in business and industry.

Since joining the Department of Administration in October 2000, some of the recent activities and accomplishments of the State Energy Office include the following items:

Administrative

NC Energy Policy Council (EPC): The EPC is charged with overseeing the state's energy policies and providing recommendations for policy changes to the Governor and General Assembly. The EPC is composed of representatives from the General Assembly appointed by the Speaker of the House and Senate President Pro Tem, as well as cabinet Secretaries and Gubernatorial appointments for specific slots (e.g. alternative energy, industrial, environmental, etc.). The 18-member body has recently been reorganized and is expected to take on a much greater role in developing a comprehensive energy policy for the state.

DOE Grant Award: The Department of Energy awarded the SEO a new umbrella grant through June 30, 2005, under which most of its programs are undertaken and its administrative costs covered.

Selected Programs

Energy Management Diploma Series: State employees were provided with the opportunity to earn an energy management diploma by attending 14 days of intensive training provided by the SEO and NC State University's Office of Continuing and Professional Education.

Clean Cities: In November 2000, the Triangle region received notification that it had officially received designation as a member of the Clean Cities program. This important designation will be recognized in a special ceremony on March 19, 2001 in Raleigh. A direct benefit will be the expansion that numerous avenues for the funding of alternative fueled vehicles, fueling stations and related infrastructure in the Triangle region.

NC Solar Center: Operated by the College of Engineering at NC State University, the NC Solar Center has become one of the premier solar energy institutes in the nation, providing a multitude of training, information, demonstration and research programs centered around solar technologies. The Center has placed great emphasis in 2000 on support and expansion of the Million Solar Roofs Initiative, a major national effort to install one million solar systems on rooftops by 2010. Active programs are underway in Guilford, Watauga, Durham and Orange Counties with further expansion slated for 2001.

Center for Energy Research and Technology (CERT): Operated by NC A&T State University, CERT has a Manufactured Housing Initiative that resulted in the construction of two manufactured homes on campus, one being super energy efficient and the other of traditional design, that will be compared, tested and evaluated during the coming year. A special ceremony and ribbon cutting ceremony was held and attended by Secretary Dorsett and Deputy Secretary Myrick.

Swine and Poultry Waste: The SEO is funding multiple efforts to better develop methods to use swine and poultry waste as an energy source while reducing the environmental impacts of this waste. Included among these are the gasification and burning of turkey litter, the production of ethanol from swine waste, and the production of methane from animal waste for use in making electricity or providing heat for agricultural facilities.

Emergency Preparedness: The SEO has begun to revamp its emergency procedures for responding to energy crises and natural disasters, beginning with development of a new energy emergency plan for the State of North Carolina. Most of the existing plans are outdated and recent disasters, high energy prices and tight supplies have highlighted the need for new procedures to be put in place.

Energy Codes: The SEO and US Department of Energy have been working diligently to provide training to local building inspectors and utility officials on the latest energy code elements that have been upgraded and updated. Final discretion on interpretation and enforcement rests with local officials. Therefore, their knowledge and comfort with administering these new energy code provisions is critical to their use and acceptance in the field.

Hurricane Floyd Recovery Effort: As part of the Hurricane Floyd recovery effort, the SEO coordinated the construction of a model energy home in Kinston to demonstrate the energy efficiency and resulting cost savings that can accrue from "building back better." Workshops for contractors, community organizations, housing organizations and industry have been held throughout the eastern region, highlighting the demonstration home in Kinston. Three developments currently are planned to be energy efficient and borrow many of the practices demonstrated in the Kinston home. Partners in this effort include: Advanced Energy Corporation, NC Division of Emergency Management, NC Solar Center, Eastern NC Sustainable Development Center, and the City of Kinston.

Business Energy Improvement Program: The SEO is currently revamping its low-interest loan program for commercial and industrial firms. Recommendations will be presented to the General Assembly in the spring of 2001 that are expected to make the loan fund more attractive to customers and available to an expanded number of organizations, such as schools and local governments.

National Energy Education Development Program (NEED): The NEED program provides K-12 energy education in a number of participating public school systems around the state. Excellent teacher training and high levels of student participation are hallmarks of the program. Programs in Currituck and Wake Counties, as well as the statewide program, have won national honors.

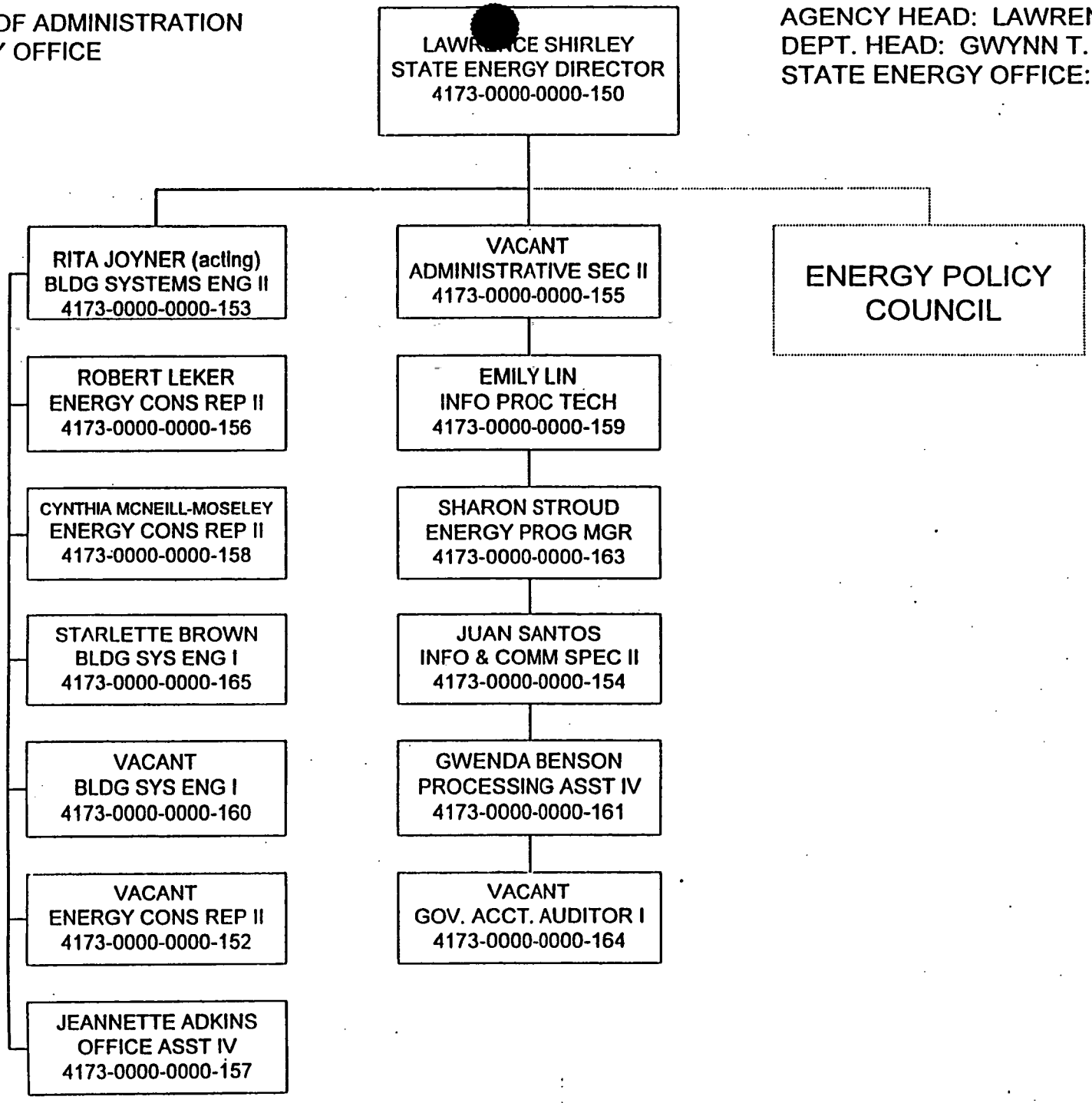
Alternative Fuels: The SEO is active in several projects designed to advance the use of alternative fuels and alternative-fueled vehicles in NC. In addition to funding and strongly supporting the Clean Cities programs in the Triangle and Metrolina regions, the SEO serves as the coordinator of the State of North Carolina's AFV roundtable of agencies engaged in AFV activities (NCDOT, Motor Fleet, DENR, etc.). In this role, it also gathers data on the purchase of AFVs in NC for submission to the federal government as part of the state's responsibility under the National Energy Policy Act of 1992. In the summer or fall of 2001, the SEO has been asked by the US Department of Energy to hold a state ethanol conference to advance knowledge and use of that fuel. The SEO also sponsors the Electric Vehicle Challenge, a statewide program that works with public high schools to develop electric vehicle training and promotion programs.

Energy Management Program and Related Industrial Services: The SEO is the principal sponsor of one of the nation's most comprehensive training and technical assistance programs for industrial energy efficiency. Operated through the Industrial Extension Service at NC State University, the Energy Management Program has recently expanded to include commercial, local government and hospital facilities. Plant and facility surveys are conducted for nominal fees, and training programs are provided for plant and facility personnel.

Landfill Gas: Many of the landfills in local areas are flaring off and wasting the methane contained in those landfills that could otherwise be converted to useful renewable energy. The SEO is sponsoring the capture of methane gas from abandoned landfills in Yancey/Mitchell and Avery Counties, where the methane is used to heat food-producing greenhouses operated by Mayland Community College and utilized by local area high schools for training programs. The program appears to be highly replicable in other areas of the state. Methane gas from landfills has clearly become a valuable renewable energy resource that can be tapped for heat and electricity uses at very reasonable costs.

D[redacted]RTMENT OF ADMINISTRATION
STATE ENERGY OFFICE
2/2001

AGENCY HEAD: LAWRENC[redacted]HIRLEY
DEPT. HEAD: GWYNN T. SW[redacted]NSON
STATE ENERGY OFFICE:



STATE PROPERTY OFFICE

Summary

The State Property Office is the administering agency in state government for the acquisition and disposition of all state land or any interest therein in deed, lease, easement or allocation. It is responsible for administering the allocation and reallocation of land, buildings or space in buildings by and between agencies, institutions or departments of the state. It is responsible for maintaining a complete and accurate inventory of state lands and buildings. The Office is also responsible for the management of the state's submerged lands.

Accomplishments

Property Acquisitions (March 1, 1999- February 7, 2001)

Acquisition by Deed 176 total transactions

50,038 acres
$62,362,354 total acquisition cost
Includes 85 transactions for conservation purposes totaling 58,063 acres.

Acquisition by Easement 40 transactions
3,714 acres
$407,240 total acquisition cost
Includes 22 conservation easement transactions totaling 3,327 acres.

Other (acquisition by license, allocation, etc). 37 transactions
6,681 acres

Acquisition by Lease 30 transactions – land
18,125.85 acres
$269,424 rent

89 transactions – buildings
325,449 sq. ft.
$1,123,869 rent

495 transactions – office/warehouse space
1,602,290 sq. ft.
$16,723,543 annual rent

Technology Improvements

Transitioned from complex UNIX workstations to personal computers to improve staff efficiency and reduce hardware costs. (1999)

Implemented a project tracking system that enables staff to easily input/update project records due to automatic data integration. The system also allows for quick retrieval of information by management and staff and assists with monitoring and managing the project load. (2000)

Developed feature in website that allows client agencies to update the facilities inventory and produce reports. (1999)

Interfaced facilities inventory database with DOI to provide electronic updating and improve accuracy of inventory. (2000)

Developed an AutoCAD repository for floor plans of buildings maintained by DOA that is accessible by State Construction and Facility Management. (2000)

Delegation of Authority to Handle Certain Property Transactions

Delegated authority to DENR to enter into conservation easement agreements for the Conservation Reserve Enhancement Program (CREP) and the Confined Animal Operations Program (CAOP) within certain guidelines. This streamlines the acquisition process for the thousands of easements anticipated under these programs. (2000)

Collaboration with Non-Profit Organizations

Held round table discussions with land trust organizations and historic/preservation groups on ways to promote their involvement in State land acquisition projects. (1999-2000)

Developed procedures for state land acquisitions to be negotiated by non-profits. These procedures provide guidance and insure compliance with applicable statutes and policies. (2000)

Efficiency Improvements/Sustainability Initiatives

Added Lease Advertisements and Specifications to the website. Forms and documents needed to submit a proposal to lease have been added to the website and can be downloaded. (2000)

Added language to the lease specifications which encourages proposers to submit proposals for lease space having energy, conservation efficient and "green building" components, to provide recyclable bins, and to establish a temperature range in office space of 68 – 78 degrees. (1999-2000)

Developed an informational brochure about the office functions for distribution, upon request, to the general public and other government entities. (2000)

Converted to a high-density file system to accommodate more files in the same amount of space and for better organization and preservation of files. (2000)

Created four (4) time-limited real property agent positions funded by specific

acquisition programs to address the increased volume of transactions in those programs (Wildlife Resources Commission, State Parks and Wetlands Restoration Program). (1999-2000)

Initiated changes in legislation to (a) increase advertisement benchmark for advertising for lease proposal; (b) clarify when property can be transferred to non-profit organizations at less than fair market value; and (c) allow an exemption to advertising leases requiring unique locations. Bill chaptered under G.S.146. (1999)

Hub Outreach/Activity

Developed a database of HUB vendors available for property appraisals, surveys and environmental assessments. (2000)

Revised the Request for Lease Proposal form to explain the HUB program classifications and to encourage HUB's to respond to the proposal requests. (2000)

Participated in the HUB Advisory Council and the Accountability Sub-Committee. Both groups are charged with the responsibility of increasing and tracking HUB participation in the state's procurement process. (1999-2000)

Hurricane Relief Effort

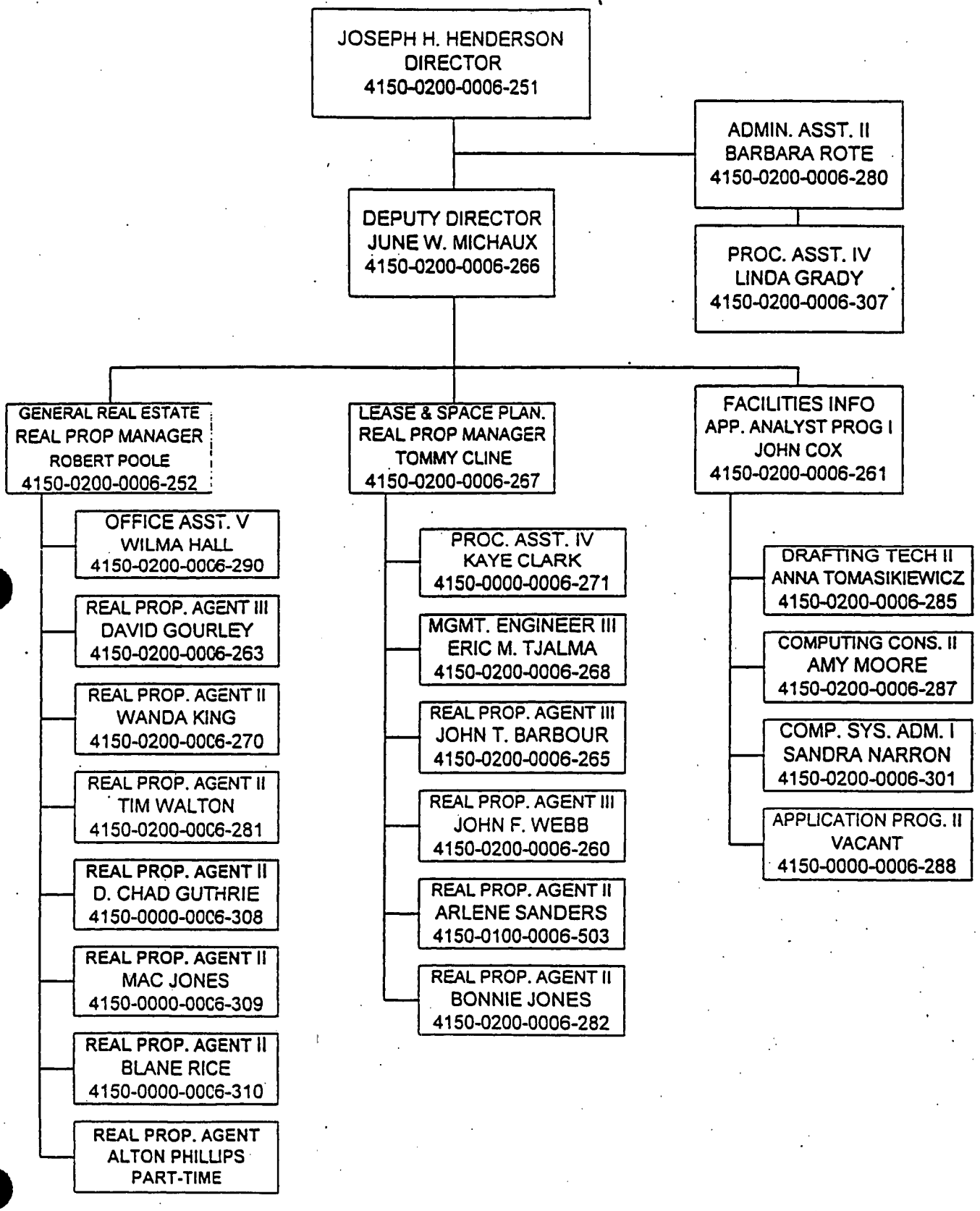
Located and leased sites for temporary housing for the victims of Hurricane Floyd and leased offices for the Disaster Recovery Centers (where victims apply for FEMA assistance). (1999-2000)

Policy Issues

In conjunction with the State Construction Office and the Office of State Budget and Management, developed a Cost- Benefit Analysis model for comparing the cost of constructing new state-owned facilities versus leasing space. (2000)

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
REVISED 2/2001

AGENCY HEAD: JOSEPH HENDERSON
DEPT. HEAD: GWYNN T. SWINSON



DEPUTY SECRETARY FOR INTERNAL SERVICES AND PROGRAMS

McKinley Wooten

Facility Management

Management Information Systems

State Capitol Police

State Parking Office

Office of the Americans with Disabilities Act

Commission of Indian Affairs

Council for Women

Domestic Violence Commission

Governor's Advocacy Council for Persons with Disabilities

Human Relations Commission

Youth Advocacy and Involvement Office

FACILITY MANAGEMENT DIVISION

Summary

Facility Management Division (FMD) provides maintenance and repair services to the state government complex and other facilities in outlying areas, such as the Highway Patrol and SBI complexes on Garner Road and the Museum of Art complex on Blue Ridge Road. Also, FMD maintains the James K. Polk Building in Charlotte and provides support to the three aquariums on the coast. Services include minor new construction, renovation, carpentry, painting, housekeeping, steam plant operation, HVAC, electrical, plumbing, welding, elevator maintenance, lock shop operation, fire and pest services. Maintenance to the Capitol complex parking facilities, which includes snow and ice removal in the winter, is included in the function of FMD.

Accomplishments

FMD is continuing its preventative maintenance program that has been in place since July 1, 1996. This program involves the maintenance and repair of 146 buildings and over 1950 pieces of equipment. Over the last five years there have been fewer breakdowns of equipment resulting in significant savings. In the Program Statistics report to State Budget, maintenance costs have been reduced as follows:

1996-97 . 41 cents per square foot
1997-98 . 35 cents per square foot
1998-99 . 30 cents per square foot
1999-00 . 40 cents per square foot
(cost increase attributed to replacing two chillers)
2000-01 . 25 cents per square foot (projection of cost this fiscal year)

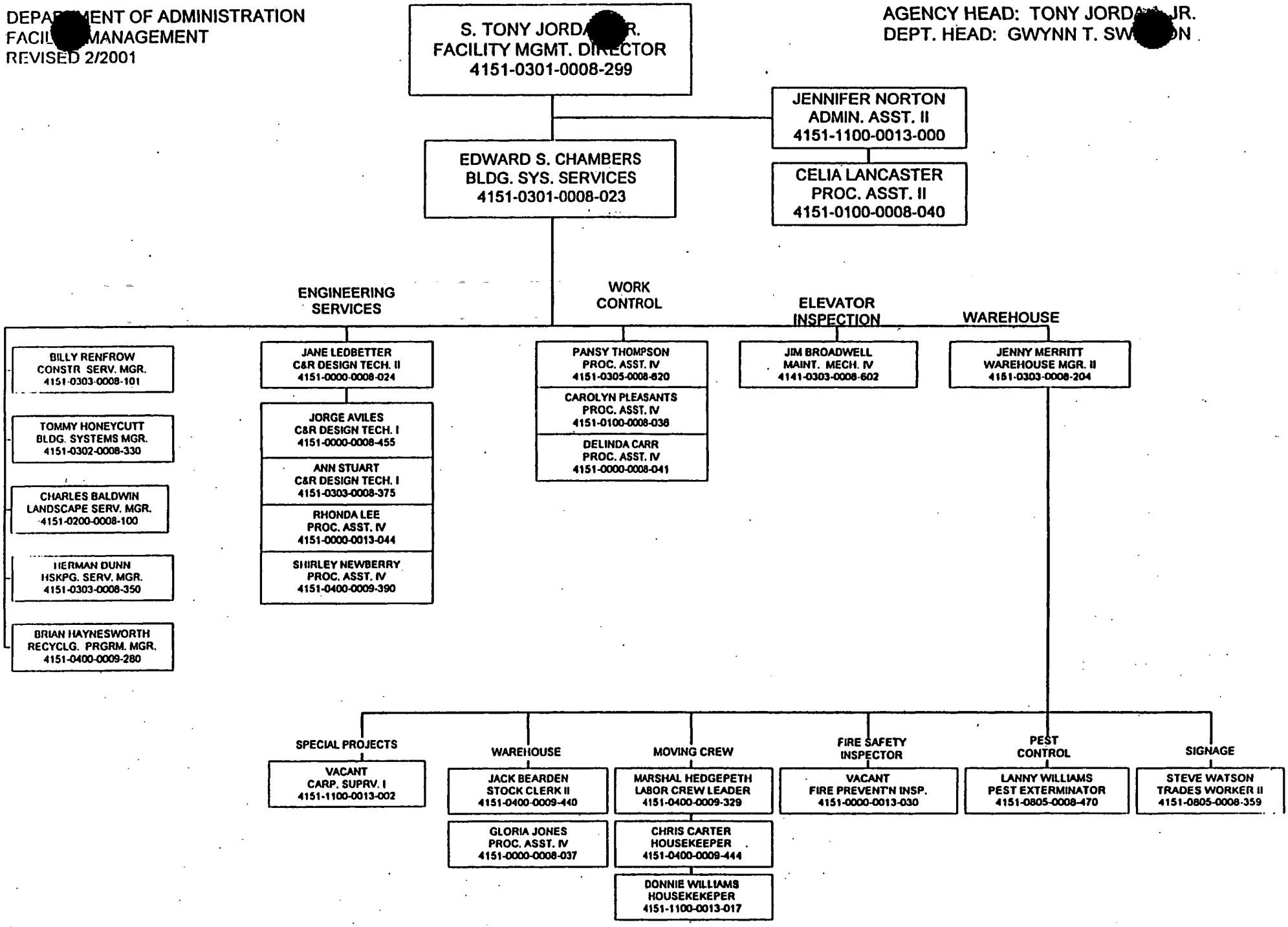
Energy costs have been reduced as follows:

1996-97 1.55 cents per square foot
1997-98 1.68 cents per square foot
1998-99 1.53 cents per square foot
1999-00 1.41 cents per square foot
2000-01 1.39 cents per square foot
(projection of cost this fiscal year)

Energy costs can be further reduced through the reduction of lighting costs in buildings in the state government complex as well as through the installation of more energy efficient equipment.

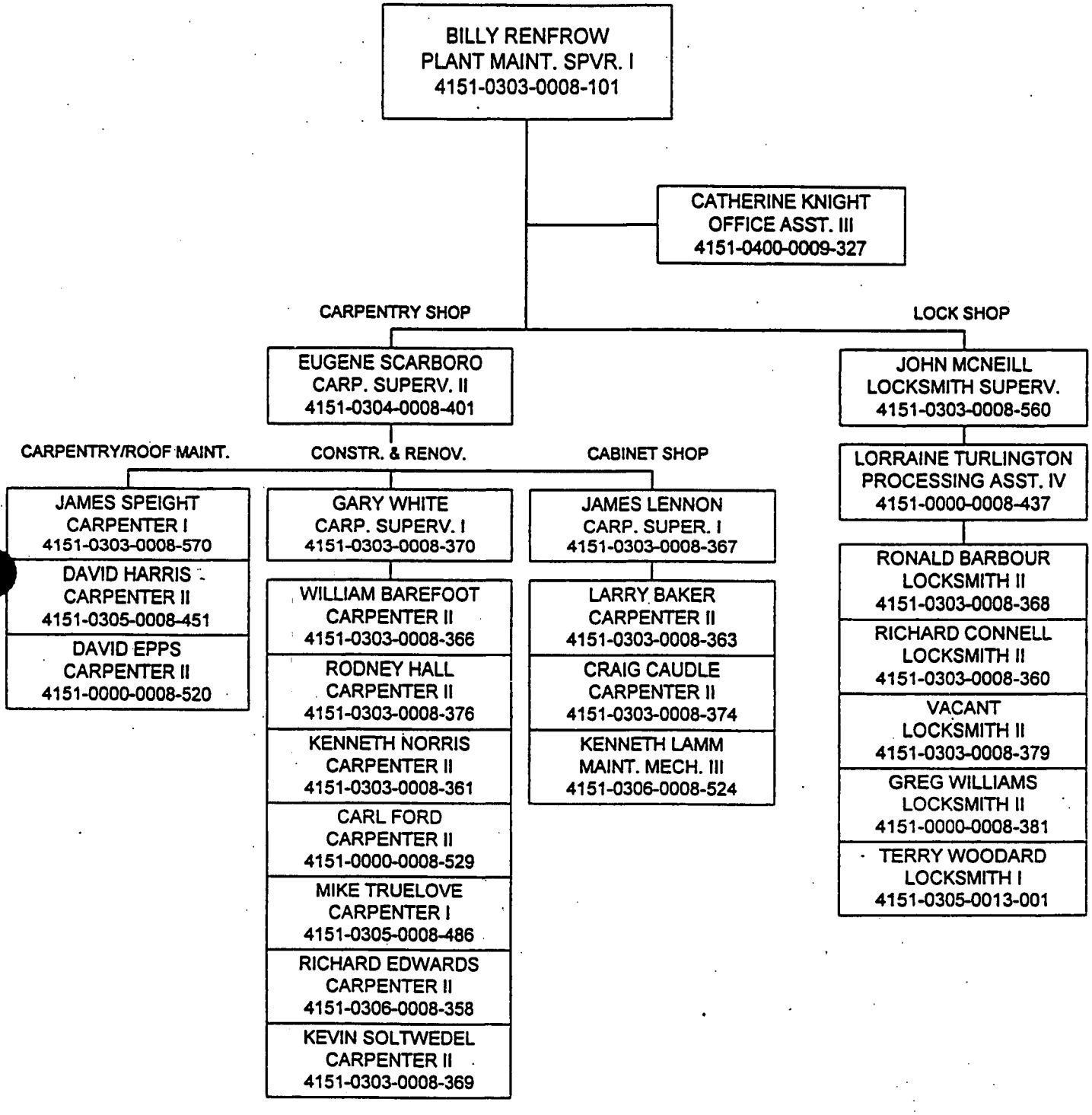
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



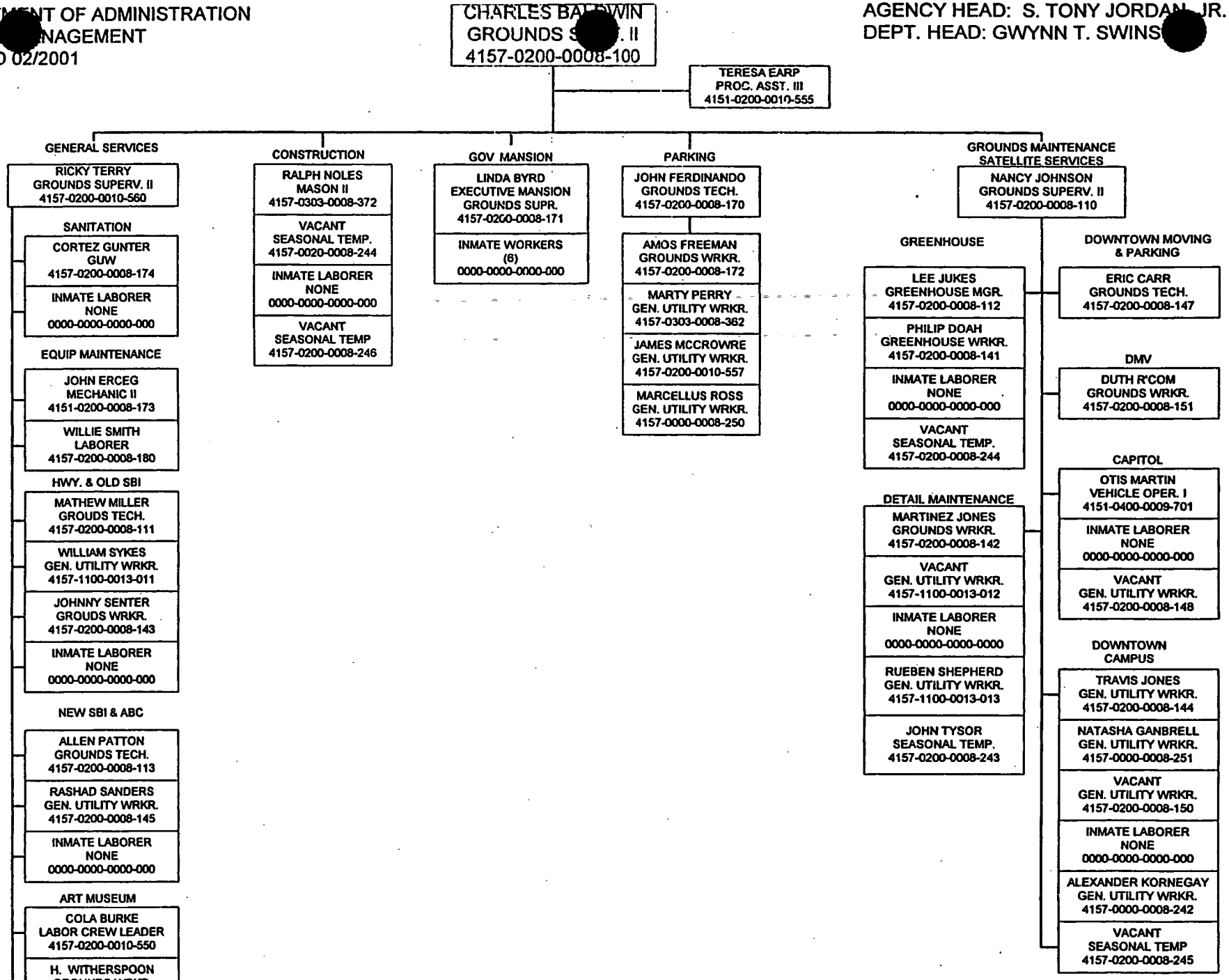
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 02/2001

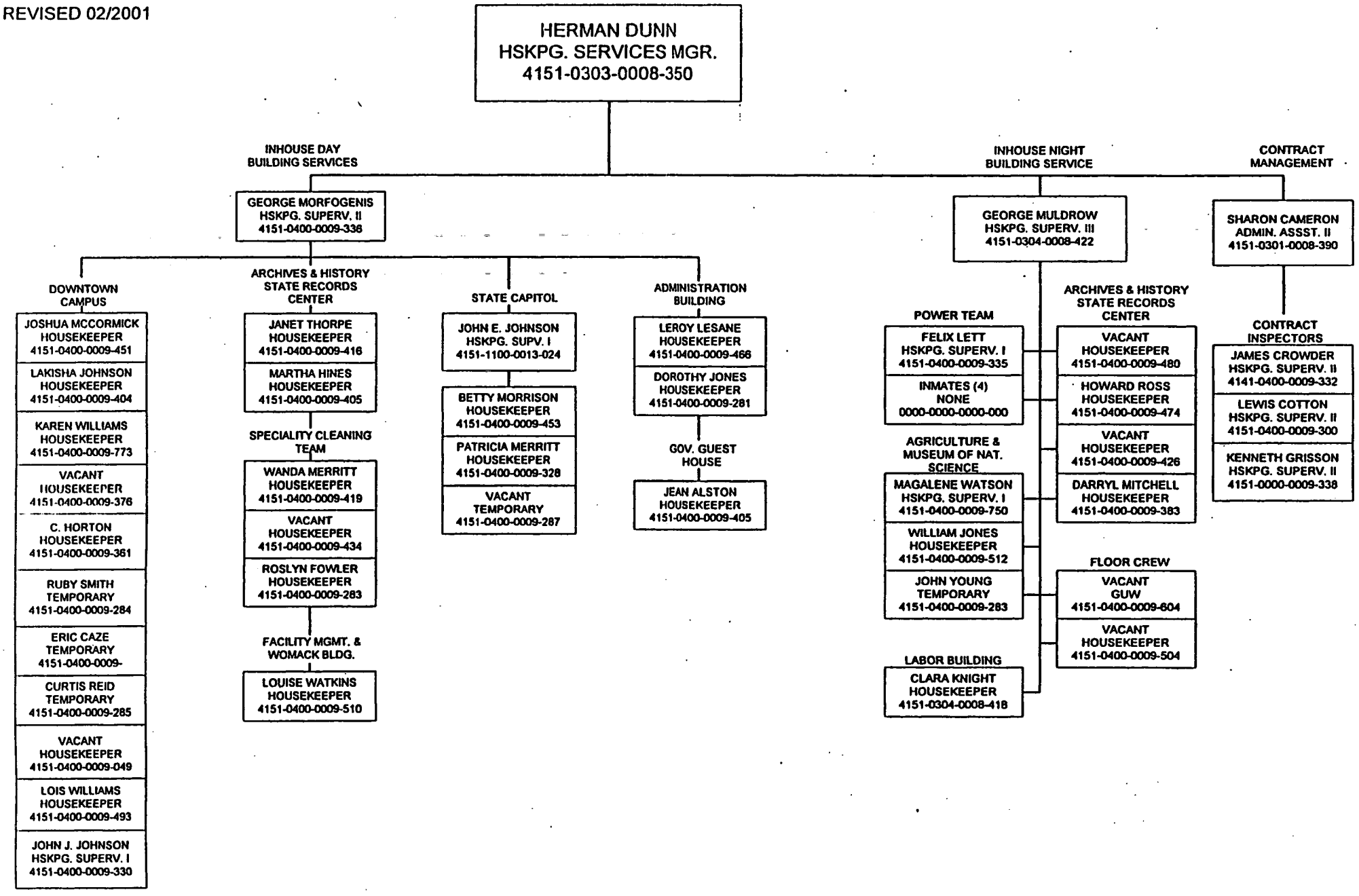
AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON

BUILDING SERVICES



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MANAGEMENT INFORMATION SYSTEMS

Summary

The primary purpose of the Management Information Systems (MIS) Division is to support the 24 agencies within the Department of Administration in the use of mainframe and microcomputer applications, Local Area Networks (LAN) and microcomputers. MIS is responsible for devising creative solutions for the department's computing needs, developing or acquiring solutions, and implementing those solutions. Those solutions include the development and programming of client/server, PC and LAN based application when appropriate. MIS is responsible for training assessment, answering questions, trouble shooting, evaluating and recommending new/upgraded computer hardware and software. MIS is also charged with installing new/upgraded hardware and software, modifying current computer configurations to meet customer needs and coordinating the deployment of new technologies.

Accomplishments

Token Ring to Ethernet Conversion

Management Information Systems converted the Administration building from token ring to switched Ethernet in the spring of 1998. DOA has experienced multiple problems with our token ring local area network (LAN) within the Administration building for multiple years. As more computer devices were added to the network, technical problems increased and reliability decreased. The LAN was one large segment that was over its rated capacity. There was a need to break the LAN into smaller segments to eliminate most of the local network traffic from other floors. MIS also completed a similar conversion for Facility Management, Council for Women, and State Surplus, agencies outside the Administration Building.

Year 2000 Projects

Management Information Systems has corrected several DOA LAN-based accounts receivable systems and inventory tracking systems that were not year 2000 compliant. MIS has also implemented an asset management system from the ITS Year 2000 committee and is in the process of upgrading the system to provide better reporting and management of DOA IT assets.

Interactive Purchasing System

MIS has re-designed the functionality of the Interactive Purchasing System (IPS) for Purchasing and Contracts. MIS Staff has completed the application development of the new design with assistance from contract staff. This new system allows agencies to electronically track the status of bids with more detail information. Vendor registration (Vendor Link) is also a part of the re-design allowing the IPS system to automatically notify qualified vendors via e-mail when new bids are electronically posted. Vendors may then choose to download the bid document from the IPS Web server, print the bid, fill it out and mail it back to Purchasing and Contracts. This eliminates mass paper mailings to vendors that may not be interested in bidding. IPS and

Vendor Link may interface with a new e-procurement system being planned for the State by ITS, the Office of the State Controller and Purchase and Contract.

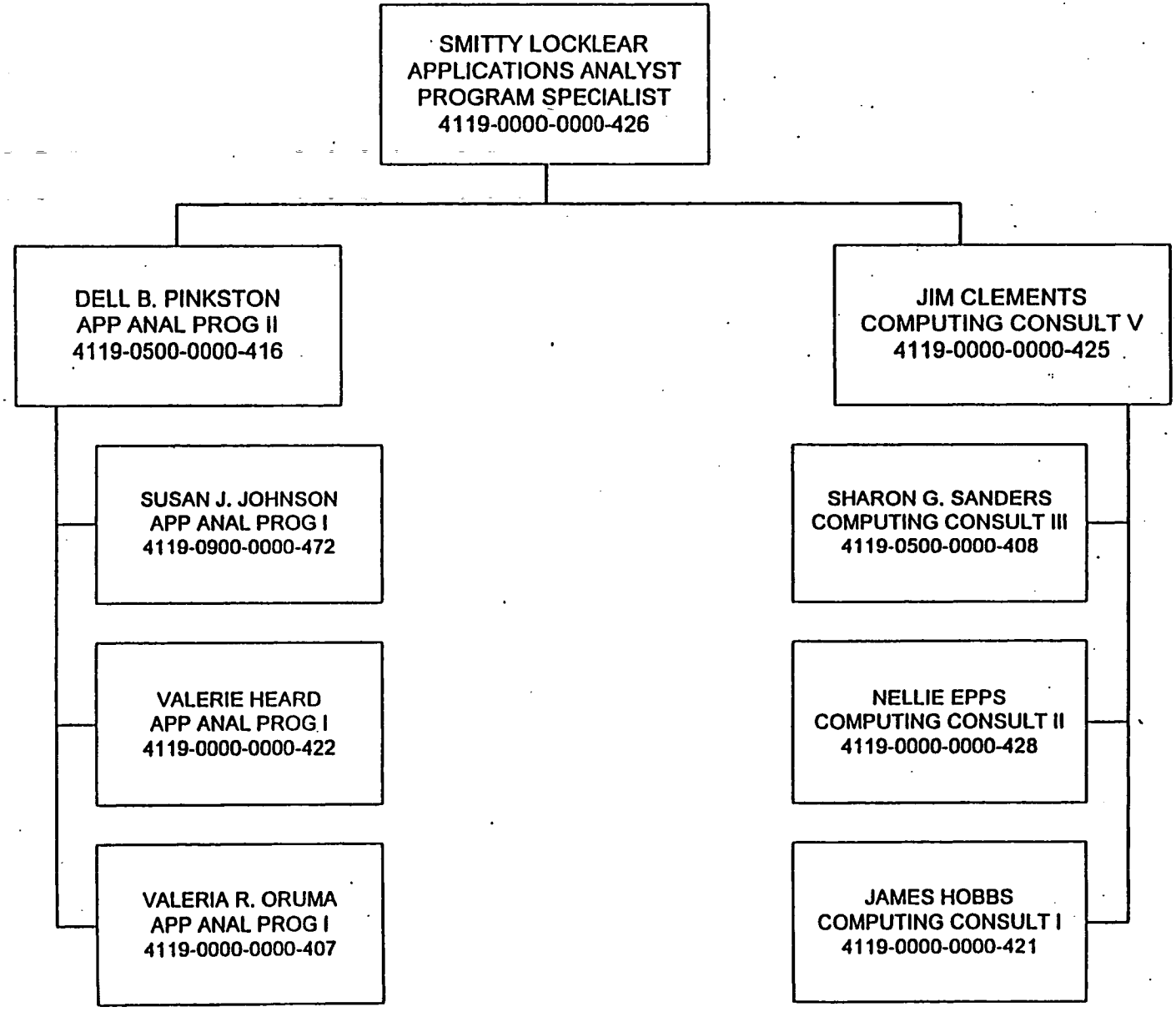
State Surplus Bids

MIS has added additional functionality to the State Surplus System that automatically updates its web page with surplus information for public bids. The public can access items for bidding by downloading the system-generated PDF document, printing it out, and mailing it back to State Surplus. After bid openings, the bids are then tabulated and displayed on the Web site for the public viewing.

MIS is in the process of re-designing and developing a replacement for the existing dBase IV system at State Surplus with new web-based technology. The new system will streamline business processes, reduce time to bid, provide additional functionality, allow for growth, and save paper and postal costs. This new system may interface with an e-Auction system in the future.

DEPARTMENT OF ADMINISTRATION
MANAGEMENT INFORMATION SYSTEMS
REVISED 02/2001

AGENCY HEAD: SMITTY LOCKLEAR
DEPT. HEAD: GWYNN T. SWINSON



STATE CAPITOL POLICE

Summary

The State Capitol Police Division (SCP), a law enforcement agency with police powers throughout Raleigh and state property in Wake County, provides security and property protection for state government facilities in Raleigh and other areas of Wake County. The division protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assists visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarm systems statewide.

Accomplishments

Safety Assistance

SCP places an emphasis on assisting persons and motorists with armed special details. It investigates suspected unauthorized entries and suspicious persons throughout the state government complex and outlying facilities. Since July 1999, 20,101 calls have been received and addressed by SCP. The division monitors fire, burglar and mechanical alarms for government facilities throughout the state at no charge. Today, there are over 500 alarm accounts being monitored by State Capitol Police.

New Facility

In January 2000, SCP moved to a new facility at 417 N. Salisbury Street. This move has allowed the expansion of operations and provides a secure area for the Communications Center. Also, this new facility has increased visibility to customers and has had a positive effect on the morale among SCP employees, resulting in higher productivity.

New Safety Programs

Certified child car seat inspectors are now available to state employees through State Capitol Police. Officers can advise the employee if a car seat is secured properly and if it is in the safest place in a vehicle. State employees are encouraged to call SCP for an inspection. Also, officers are now certified through the Automated External Defibrillator (AED) Program, with the goal that all state buildings will have AEDs in case of emergencies involving heart attacks.

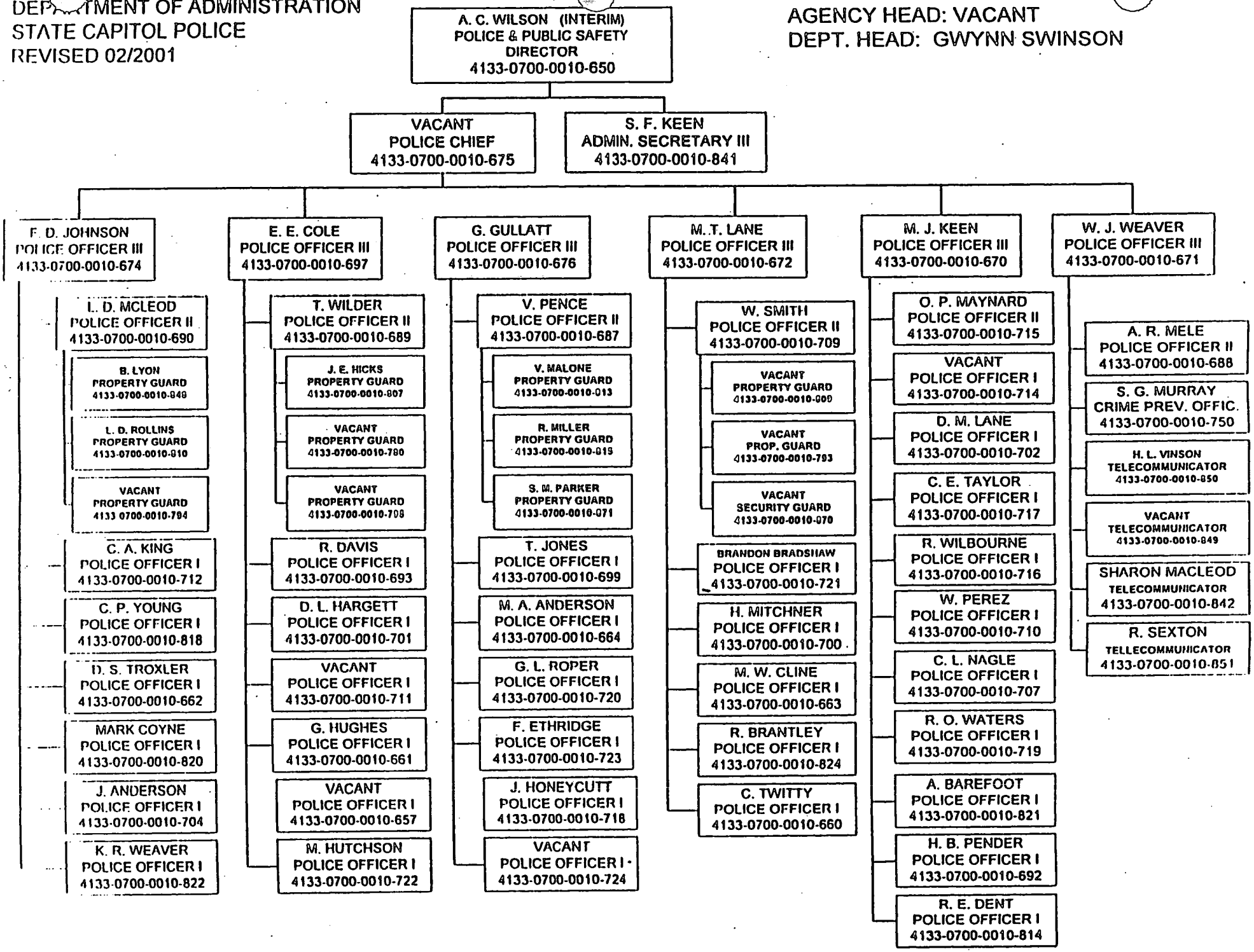
Electric Truck

In December 2000, SCP acquired an electric Chevy S-0 pickup truck. A grant from Carolina Power and Light Company funded State Capitol Police's electric vehicle charging station that is also available for use by other state-owned vehicles. The new truck is an official police vehicle easily recognizable with the State Capitol Police decal as well as the N.C. Project Green's "environmental sustainability" logo. The truck is used on the night shift by an officer who monitors state offices several miles from the downtown state government complex. When the

shift is over, the truck is returned to headquarters where it is recharged and is available for regular patrol or other duties during the day. The procurement of this vehicle is not only cost effective but also environmentally sound.

DEPARTMENT OF ADMINISTRATION
STATE CAPITOL POLICE
REVISED 02/2001

AGENCY HEAD: VACANT
DEPT. HEAD: GWYNN SWINSON



STATE PARKING SYSTEMS

Summary

In March 1999 the State Parking Systems was created to establish a professional office to standardize, administer and improve parking operations and facilities. All Parking System revenues are generated through assessment of user fees in the visitor lots and the leasing of all remaining spaces.

The Division is responsible for directing and administrating the state governmental parking system (8200 spaces) and coordinating the state employees transportation and commuting programs in the downtown state government complex. The division is active in researching and planning for expansion and/or modifications to operating systems; developing and implementing improvements to processes; and developing, establishing and administering policies and procedures, fees assessment, collections and facility maintenance and enhancement. State Parking Systems manages three pay lot facilities located within the state complex.

Accomplishments

Accessible Parking

The division addressed, clarified and/or resolved handicap accessibility parking issues within the complex. The accessibility issues involved employees being assigned into spaces with signage designating public availability and employees not being given accessibility as required by the ADA. Excess accessible spaces that were unusable by visitors were converted to employee spaces, and other inconsistencies in designation signage were corrected. Additional public accessible handicapped parking spaces were provided at locations where a need was assessed.

Visitor Parking Facilities

The division eliminated the practice of allowing state employees housed outside of the complex to park free in visitor lots; developed a process for following up on vehicles parking in the lot and leaving after operational hours without rendering payment; developed a program to allow state-sponsored groups to park at a 50% discount rate; instituted a system for identifying Natural Science Museum volunteers who are provided free parking by the Administrative Code; and addressed operational security issues in operations as noted in a study performed by State Capitol Police.

Alternative Transportation Subsidy Programs

The division centralized the Capital Area Transit pass program fee collection and distribution processes into its operation; worked with Triangle Transit Authority (TTA) officials to refine paper process for TTA participation; and linked TTA officials with parking coordinators to assist them in conducting a survey of downtown commuters' transportation habits. This information will be utilized to develop effective alternative transportation options.

Computerized Parking Database System

The division completed on site inventory of the parking lots, verifying field reality to the parking system database and corrected discrepancies; restored integrity to financial database records through reentering and correcting payroll error data and reconciling individual account receivables; standardized invoice and payment for spaces allocated; and leased to outside groups such as UNC-TV, UNC General Administration and other media.

Sign Study

The office completed a study of parking-related signage within the complex through use of an outside consulting company with intent to replace all existing signs to improve aesthetics and the ability of visitors to navigate the state complex.

Space Management

The office identified spaces not leased for a period of two months or more and reallocated to agencies with waitlists, unless space was tied to a managerial level position or higher and documented in writing.

Facility Maintenance/Enhancement

The office developed and financed construction of a loading/unloading zone for the new Archaeology operations site; resurfaced ten parking lots; restriped and/or renumbered seven lots; completed phase I of bus parking lot expansion; began integrating parking lot designations to simplify and reduce the number of separate designations; reconfigured parking next to State Capitol Police to allow for installation of electrical vehicle charging stations; assessed and graded condition of all surface lots developing a priority plan for paving and painting; strategically mounted space locator signs within all parking decks.

Collaboration

Provided participation on Downtown Raleigh Alliance visitors' team, a forum to discuss ongoing visitors' issues in downtown Raleigh; joined the Carolina Parking Association and attended two conferences/vendor shows; and instituted regular meetings with departmental parking coordinators providing a forum for ongoing dialogue and problem resolution. With coordinators' input, a comprehensive parking system procedures manual was developed and distributed.

Strategic Planning

The office developed mission and vision statements, identified broad divisional goals and developed a long-term strategic plan for improving parking policies and operations, using an integrated team approach to managing day-to-day affairs of the Division.

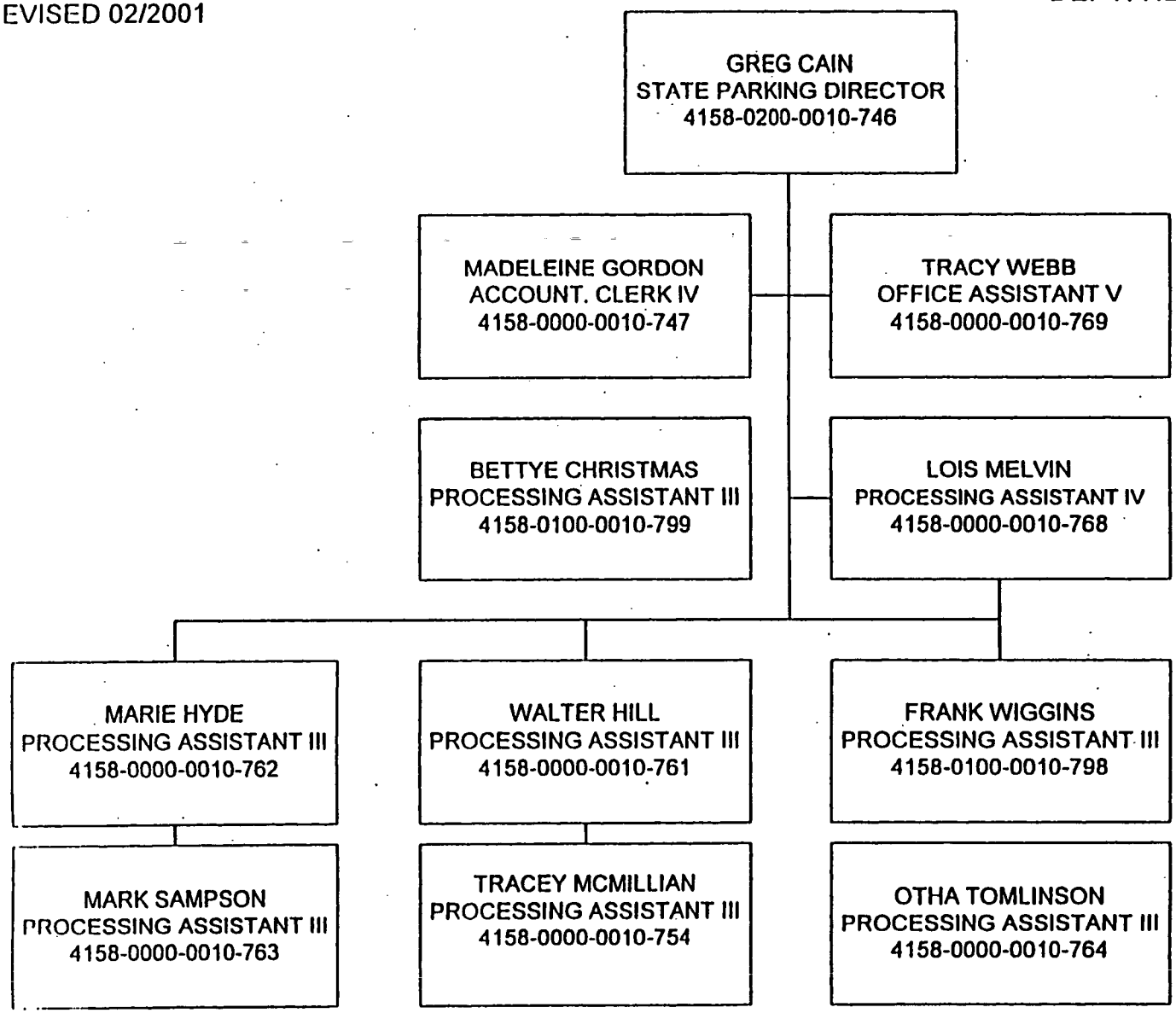
Safety

The division addressed a variety of safety issues in parking facilities including adding outdoor carpet at all elevator access areas in two decks due to slippery tiled surfaces installed during original construction.

DEPARTMENT OF ADMINISTRATION
PARKING
REVISED 02/2001

STATE PARKING SERVICES

AGENCY HEAD: GREG CAIN
DEPT. HEAD: GWYNN T. SWINSON



NC OFFICE ON THE AMERICANS WITH DISABILITIES ACT

Summary

From January 1999 to November 2000, the NC Office on the ADA (ADA) responded to almost 1100 requests for information, referrals and/ or technical assistance and distributed over 700 pieces of literature in response to compliance issues. The office also served as a resource for federal, state, county and local government entities. The office provided technical assistance and consultation to the public university system, the Governor's Conference on Race Initiatives, the community college system, private colleges, businesses and local advocacy and special interest groups.

Accomplishments

ADA Training Sessions

The office obtained continued funding in September 1999 from the Southeastern Disability and Technical Assistance Center to expand outreach opportunities and to provide training on the ADA and related compliance issues. This grant allowed the office to increase training activities from 17 such activities in 1998 to over 50 between July 1999 and October 2000.

The training workshops were presented to more than 1000 participants including those in historically economically disadvantaged and isolated rural counties with large minority populations (the so called "double minorities" who are both disabled and members of a racial minority). Additional funding is anticipated for 2001-2002.

The list of entities to whom training was provided includes the following: the Raleigh Arts Council, NC Division of Vocational Rehabilitation, NCSU Department of Recreation, Human Relations offices in Wilson and Fayetteville, NC Assistive Technology Expo, NC Department of Public Instruction, the NC Association of Educators, NC Association of Museum Curators, NC Indian Unity Conference, Social Security offices, State Conference on Aging, and Mental Health Centers and consumers from a number of counties.

ADA Ninth and Tenth Anniversary Celebrations

The ADA Office promoted and assisted in 17 observances in 1999 and 20 ceremonies and observances across the state in 2000. The office distributed materials, gave interviews, presented speeches and provided publicity and assistance to the promoters of the National Torch Run in observance of the tenth anniversary of the ADA in July 2000.

Conferences

The ADA Office obtained funding, coordinated and staffed three very successful conferences (November 1999, May 2000 and October 2000) that brought together state and local officials, advocacy groups and consumers for compliance updates on the ADA. Interactive workshop topics included Emergency Preparedness, Electronic Access, Special Education Issues and

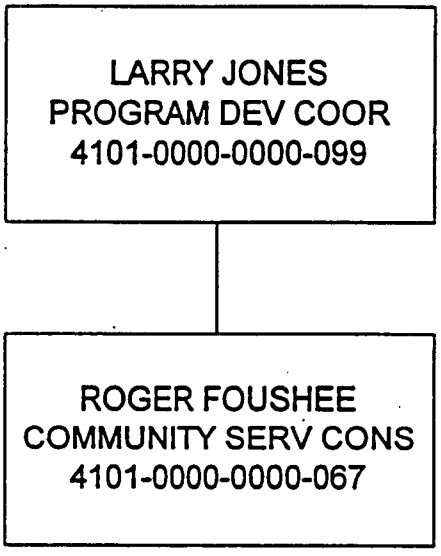
current ADA Litigation issues. The attendance at the conferences rose from approximately 40 in 1998 to almost 170 in 2000, and the organizers were able to present the three conferences at no expense to the Department of Administration.

ADA Compliance

The ADA resumed compliance in September 2000 with Executive Order 15 that required an annual report to the Governor and a quarterly report to the Legislature on state agency efforts to accomplish or assure compliance with transition plan. The document has been completed and submitted for review.

DEPARTMENT OF ADMINISTRATION
AMERICANS WITH DISABILITIES ACT OFFICE (ADA)
SECRETARY'S OFFICE
REVISED 2/2001

AGENCY HEAD: LARRY JONES
DEPT. HEAD: GWYNN T. SWINSON



NORTH CAROLINA COMMISSION OF INDIAN AFFAIRS

Summary

The mission of the North Carolina Commission of Indian Affairs (CIA) is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life. The Commission's goals for American Indians in North Carolina are as follows: to increase and maximize educational opportunities; to increase the economic self-sufficiency and maximize Indian economic development initiatives; to achieve parity in employment; to improve health status; to increase public awareness of American Indians; to provide for state and/or federal recognition of North Carolina Indian tribes; to promote recognition of and the right of Indians to pursue cultural and religious traditions considered by them to be sacred and meaningful; and to promote public understanding and appreciation of American Indian culture.

Accomplishments

Z. Smith Reynolds Grant

The commission received a $30,000 grant from the Z. Smith Reynolds Foundation to develop capacity building of the commission membership, commission staff, and community Indian leaders for the N. C. Commission of Indian Affairs. The purpose of this project is to implement a strategic plan for the Year 2000. The plan requires the commission to establish a partnership with key non-Indian stakeholders in Indian communities, to bring additional resources and expertise to the commission in attempt to serve the future needs of North Carolina's American Indian communities.

American Indian License Plate

The legislature authorized the first American Indian Insignia license plate in 1999. In addition to generating new revenue, the plates bring a new sense of pride and recognition to American Indian citizens of North Carolina.

Culturally Responsive Care Initiative – American Indian Perspective on Key Issues

The Commission received $75,000 from the Division of Social Services (DSS) to implement a culturally responsive care initiative created and established by the Department of Health and Human Services. The Commission, in conjunction with Triangle Native American Society, was responsible for conducting a needs assessment of the American Indian communities statewide. The outcome of this initiative has been the production of a document which provides an overview and initial assessment of needs, accessibility and utilization of services, lack of accurate data, and identification of problems around public policies and practices that omit the state's American Indian community.

Legislation Requiring Consideration of Indian Child Welfare Act for American Indian Children

The Adoption and Safe Families Act was amended by the legislature requiring DSS to consider the Indian Child Welfare Act when placing Indian children into foster care or adoptive services.

NC Health Choice for Families

The Commission was instrumental in partnering with N. C. Health Choice for children in securing approximately $120,000 in outreach funds to encourage enrollment in the program by American Indian tribes and organizations.

Rural Development Initiative -- $1,000,000 in Funds

The Commission worked in partnership with the US Department of Agriculture and its Rural Development Program to develop a special set aside Home Loan Program for American Indian citizens in North Carolina. As a result of this effort, the Rural Development Program has set aside $1 million dollars in home loan funds for American Indian families living in rural North Carolina.

Strategic Plan

The Commission adopted a Strategic Plan. Priorities set forth include economic development, Indian education, Indian health and the establishment of an American Indian Scholarship Foundation.

Diabetes Project

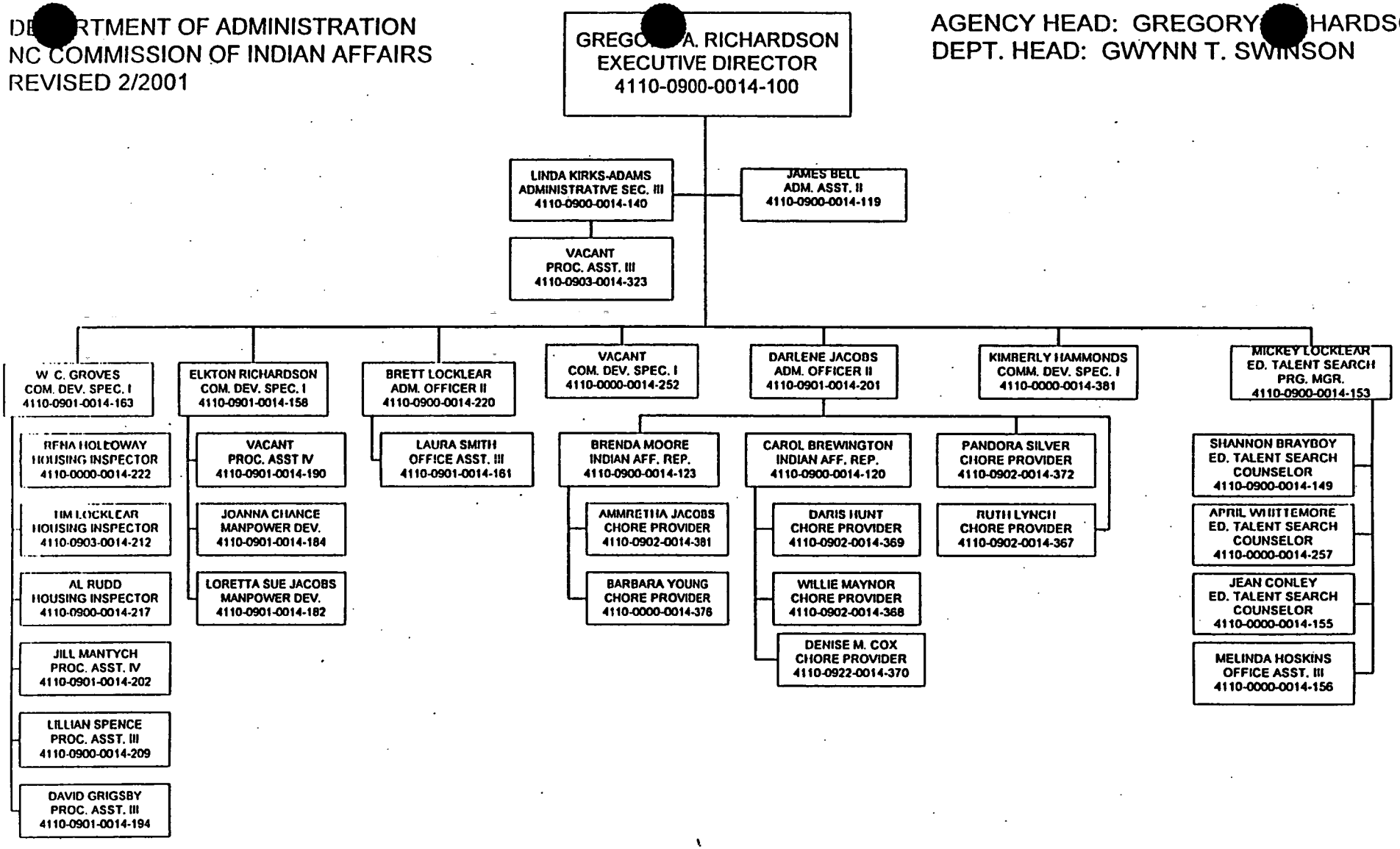
The Commission received a contract in the amount of $20,000 from the Center for Disease Control for this Program. The project will fund diabetes screening efforts in Indian communities.

Indian Education Forum

The Commission staff participated in the National Indian Education Association's Regional Indian Education forum in cooperation with the US Department of Education to comply with President Clinton's Executive Order regarding Indian Education. The forum was held in Raleigh and was attended by about 40 representatives of tribes, Indian organizations and others associated with Indian Education. The NIEA will issue a final report that will include a summary of recommendations from the other Regional Forums held in the United States. The Forum held in North Carolina was the last of the regional forums to be held.

DEPARTMENT OF ADMINISTRATION
NC COMMISSION OF INDIAN AFFAIRS
REVISED 2/2001

AGENCY HEAD: GREGORY A. RICHARDSON
DEPT. HEAD: GWYNN T. SWINSON



COUNCIL FOR WOMEN

Summary

The North Carolina Council for Women (CFW) is the only state agency that advocates exclusively on behalf of women. Its mission is to advise the governor, the North Carolina Legislature and the principal state departments on the special needs of women in North Carolina. CFW annually awards over $6,000,000 in grants to displaced homemaker programs, domestic violence and sexual assault agencies and rape prevention education programs.

Accomplishments

Displaced Homemakers

In July 2000, the thirtieth displaced homemaker program began, and the programs now serve over 30,000 men and women.

Domestic Violence

In 1999 and 2000, the General Assembly appropriated $1,000,000 in non-recurring funds for assisting domestic violence programs. These funds enabled the CFW (which administers state funds for these programs) to increase the amount of grants to each of 77 local programs and fund 16 additional counties with small grants to provide victim assistance.

Rape Prevention Education/Sexual Assault Programs

Since 1999, the council has been very active in establishing sexual assault protocols on college campuses and providing community rape prevention education. Currently 64 local sexual assault programs receive an annual grant ($14,000 for 2000-2001) to be used only for prevention and education in their areas of service.

Conference

The conference entitled "N.C. Women Coming Together for a Brighter Future" sponsored by the CFW was held in April 1999 with over 300 participants. The conference focused on women in business, councils and commissions, displaced homemakers, domestic violence, sexual assault and women's health issues.

Other Activities

The council has three annual activities that promote good will among the citizens of North Carolina and are primarily funded through corporate donations.

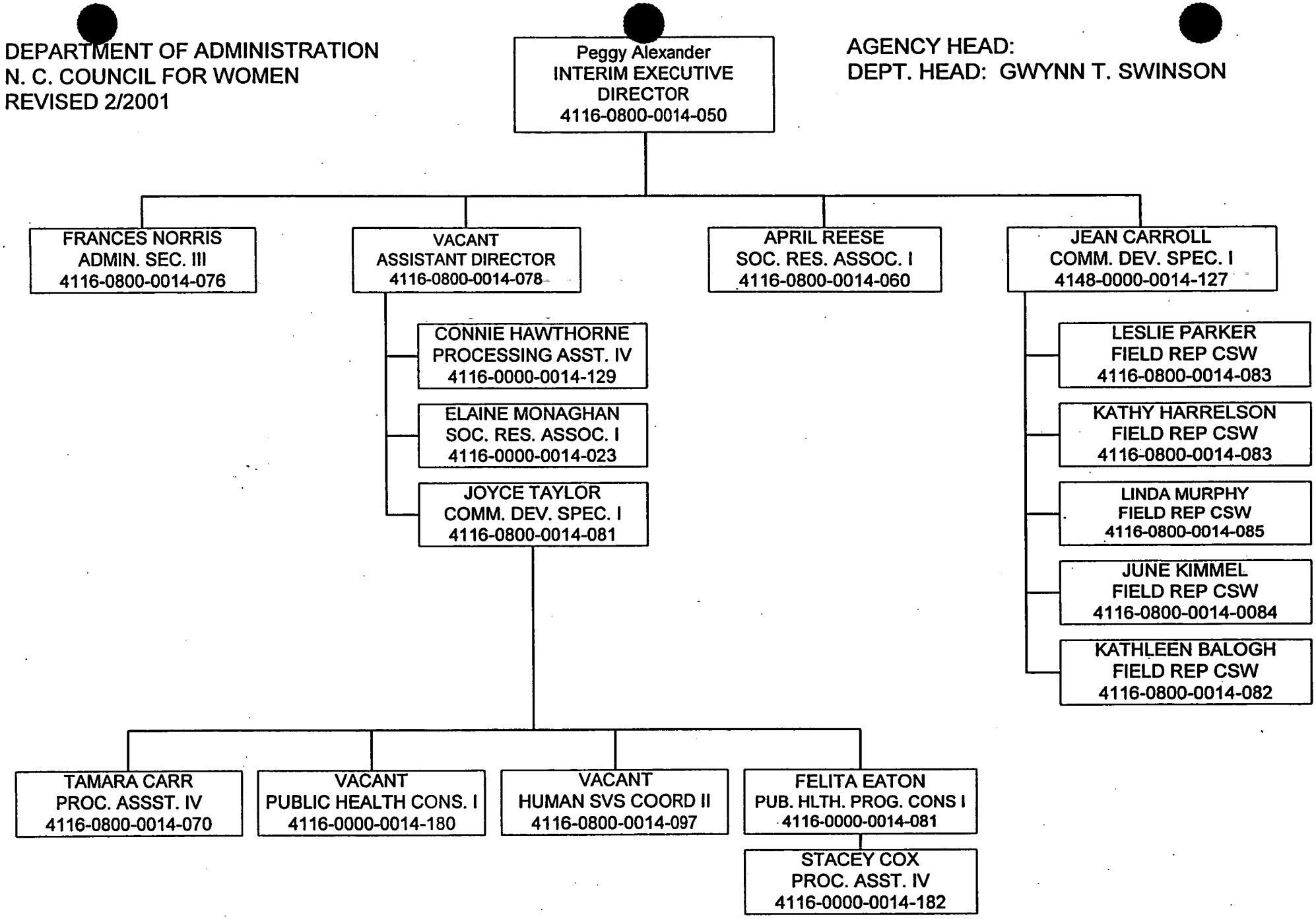
The Distinguished Women of North Carolina Awards banquet is held in March to coincide with National Women's History Month.

Leadership CONNECTIONS provides teenage girls from disadvantaged backgrounds mentoring assistance and an annual retreat on a college campus.

Luncheons entitled "Salutes to Women in the Military" honor women currently serving in the military and female veterans.

DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
REVISED 2/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DOMESTIC VIOLENCE COMMISSION

Summary

The Domestic Violence Commission is an outgrowth of a temporary Task Force convened by Governor Hunt in October 1998. The Commission was created by Executive Order #145 in February of 1999 and placed into the Department of Administration. In July of 1999, the General Assembly made the Commission permanent and granted it an appropriation. The Commission is comprised of 39 members and is staffed by an Executive Director and Administrative Secretary. In addition, the Commission has a federal grant to support the costs of a Training Director.

Policy Initiatives

Proposed statutory changes to clarify Full Faith and Credit provisions under the federal Violence Against Women Act (legislation passed).

Proposed DOA be given temporary rule-making authority governing the operation of abuser treatment programs, and, expand applicability of these rules to referrals from District as well as Criminal Courts (legislation passed).

In collaboration with the Office of State Personnel, focused on improving the state's response to workplace violence by redrafting current personnel policy (adopted 8/17/00); developed a 2-hour training module for supervisors on recognizing and responding to workplace violence, including domestic violence; and sponsored a statewide conference for state human resource professionals.

Proposed making a number of changes to criminal and civil statutes, including making violation of an out-of-state protective order a crime; adding domestic violence crimes to crimes for which warrantless arrest is allowable. Current proposals include two additional changes to enhance victim safety.

Proposed changes to Domestic Violence Protective Form, via the Administrative Office of the Courts, to increase victim safety.

Currently encouraging the adoption of written pro arrest policies for domestic violence by all law enforcement agencies in the state by working closely with law enforcement leadership, drafting models and providing training.

Currently encouraging private industry to adopt policies on domestic violence in the workplace to protect victims and hold perpetrators accountable by drafting materials and working with leadership.

Currently assessing adequacy and accessibility of services to victims across the state. Have recommended changes to data collection efforts that identify prevalence and establish a baseline to measure the success of our efforts to prevent domestic violence.

Currently drafting "best practices" for abuser treatment programs in the state.

Coordinating research conducted by the Governor's Crime Commission to provide information regarding court outcomes related to custody decisions made in the course of protective order hearings.

Currently collaborating with the Department of Public Instruction to develop school policies that address dating violence and sexual assault between students. Proposed the addition of a domestic violence specialist to the Safe Schools Committee.

Convening leaders to discuss the establishment of domestic violence fatality review teams, and to identify elements of an effective North Carolina-based model.

Training Initiatives

Redrafted training curriculum for School Resource Officers to include a chapter on dating violence and sexual assault. Currently assisting the Justice Academy in delivering that training.

Co-sponsored regional training for journalists on covering domestic violence and sexual assault.

Consulting with Division of Social Services on a variety of issues including training for CPS workers and Work First workers, and Child Support Enforcement on domestic violence.

Currently designing a statewide public awareness campaign.

Currently identifying training needs for a variety of professional areas, including the legal system, health care professionals, children's services, and others.

Currently consulting with the Division of Community Corrections to improve probation officer's knowledge of domestic violence and intervention programs for probationers, and develop ways to enhance the safety of victimized partners of probationers.

Will provide (3) 1-day training sessions to domestic violence service providers on the implementation of welfare reform in North Carolina as it relates to victims of domestic violence and the role of Departments of Social Services.

Services

Conducted needs assessment in 25 counties. As a result, expanded services so that 99 out of 100 counties provide direct services to victims.

Propose funding for domestic violence service providers (ongoing legislative agenda item).

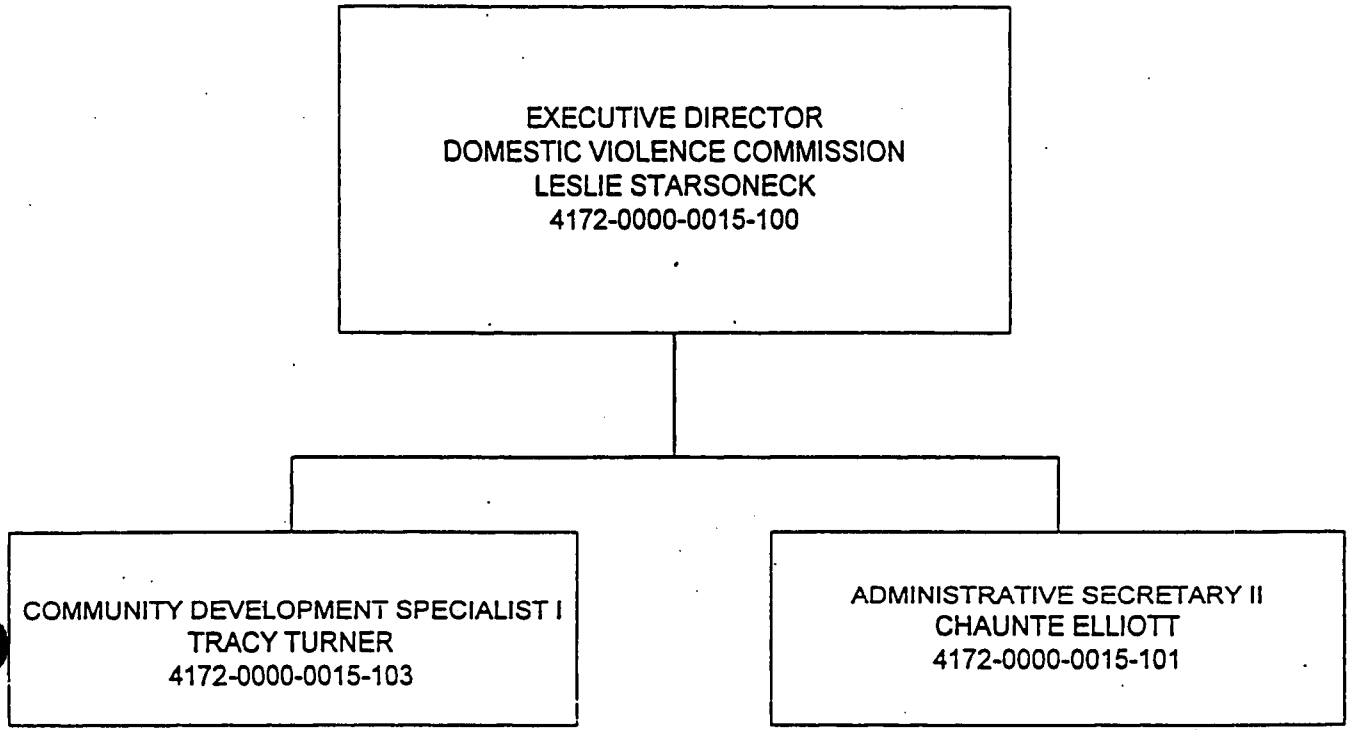
Recommended earmarking of TANF dollars for services to domestic violence victims who are WorkFirst clients to address their ability to become self-sufficient.

Have conducted 3 statewide surveys to determine gaps in services to victims.

Currently collaborating with the DHHS section on substance abuse services on the service needs of substance-abusing victims of domestic violence as well as professional training needs of both communities.

DEPARTMENT OF ADMINISTRATION
DOMESTIC VIOLENCE COMMISSION
REVISED 02/2001

AGENCY HEAD: LESLIE STARSONECK
DEPT. HEAD: GWYNN T. SWINSON



GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Summary

The Governor's Advocacy Council for Persons with Disabilities (GACPD) is the state's Protection and Advocacy agency (P&A). It is a disability civil rights protection agency committed to serving North Carolina's citizens with disabilities and is part of a nationwide system of such agencies. It is guided by a Board of 21 volunteers appointed by the Governor, President Pro Tem of the Senate and the Speaker of the House of Representatives. GACPD is responsible for providing a statewide advocacy program in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, the Protection and Advocacy for Individuals with Mental Illness Act and the Protection and Advocacy for Individual Rights Act and is independent of any agency which provides services to individuals with disabilities. In accordance with those Acts, GACPD investigates complaints of discrimination and rights violations made by or on behalf of North Carolina citizens with disabilities; and has the authority and pursues legal, administrative, and other appropriate remedies to ensure the protection of the rights of persons with disabilities with particular attention to members of underserved, ethnic and racial minority groups. Further, GACPD reviews and recommends changes in all laws, rules, regulations, programs and policies of the state or any agency or subdivision which impacts the lives of citizens with disabilities.

GACPD is guided by a federally mandated three-year priority plan, which is reviewed each year. Key projects include enforcing the rights of persons with disabilities to live in an integrated community setting of their choice with appropriate supports and services; protecting birth through grade 12 students with disabilities from disability related exclusion from a free appropriate public education in the least restrictive environment; enforcing the rights of individuals to live in a safe environment, free from abuse/neglect/exploitation/death in public and private community settings; advocating for the rights of persons with disabilities in accessing electronic and information technology; and, protecting the rights of individuals with disabilities whose needs do not fall within the scope of the other four priorities with emphasis on accessibility and employment.

Accomplishments

Enforcement of right to receive services and supports which are free from abuse and neglect, and which provides access to due process, informed consent, confidentiality and privacy in 24 hour facilities

Investigated 475 cases of abuse and 193 cases of neglect in 24-hour residential facilities including state facilities with significant results of change in areas of substantiation.

Investigated the death of 71 individuals in 24-hour private and public facilities with significant results of change in areas of substantiation of abuse or neglect. In one of the deaths, a GACPD advocate appeared in an interview with Ed Bradley in April 1999 on the nationally televised program, *60 Minutes II.*

Investigated additional 153 cases of alleged client rights violations and initiated change in substantiated areas.

Investigated the death of a nine-year-old at Grandfather Academy in Avery County. After the investigation, provided training to staff on client rights and how to set up a client rights committee, working closely with the Division of Social Services and the Division of Facility Services. Grandfather Academy was granted a provisional license contingent upon the home not reinstating use of the "basket " hold as a physical restraint technique.

Led effort in the passage of HB1520 that provides containment of the responsible use of patient restraints and emphatically devises a system of patient death reporting. GACPD has access to receiving notification of all deaths reported in state facilities.

Elimination of disability-based discrimination in education, transportation and employment

Represented 434 clients in education cases to ensure that North Carolina's children with disabilities receive a free appropriate education in the least restrictive environment.

Provided assistance to 117 persons with disabilities in employment cases in negotiating and mediating with employers, referring to appropriate state and federal agencies and empowering the individual with foundations of law and rights protections to act.

In April 1999, the final group of curb cuts promised by DOT in a 1997 agreement was completed. Through GACPD's efforts, 2,016 curb cuts were completed for the benefit of the citizens of North Carolina and installation became automatic in all future DOT paving contracts.

GACPD has worked with municipal transit authorities regarding the revision of policies to ensure that people with disabilities have access to the fixed route and paratransit services, including the provision of printed information in alternate formats upon request and web page access.

Enforcement of the rights of people with disabilities to choose where they live, work and recreate

Provided training to 1,917 persons with disabilities, family members and service providers on the rights of persons with disabilities including the Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act and particularly Section 504.

Mailed and otherwise distributed 144,250 brochures on rights of persons with disabilities and on the Governor's Advocacy Council for Persons with Disabilities. These posters and brochures were mailed to 1,658 adult care homes and 2,000 specialized foster care homes (supervised living facilities and therapeutic homes) throughout the State. Agency posters and brochures were also mailed to all 100 county health departments and all 440 public libraries throughout the state. In addition, literature and posters were sent to all 40 area mental health centers. The agency brochures were available in alternate formats and in Spanish. The agency posters were also available in Spanish. A method for contracting with a person fluent in Spanish was established to respond to inquiries.

Established an agency-staffed team dedicated to the implementation of rights established by the US Supreme Court case of *Olmstead et.al. v. L.C. and E.W.*, a case brought under the community integration standards of Title II of the Americans with Disabilities Act. The team has and continues to organize grassroots individuals and organizations for pro-active involvement in the establishment and monitoring of the State's compliance plan. It also is involved in the identification of and assistance to institutionalized persons as well as persons at risk of institutionalization who have the right to community services.

GACPD has taken the lead in electronic access for the state of North Carolina, playing a major role in bringing to the attention of state government the lack of and need for accessibility to technology for persons with disabilities. Following a presentation by GACPD in June 1999 before the state Information Resource Management Commission (IRMC), then Lt. Gov. Dennis Wicker appointed a task force. The task force, which included industry representatives, advocates for the disabled and state officials, developed standards for computers used both by state employees and the public to make sure the disabled can carry out their jobs or have access to government information. GACPD has requested introduction of legislation during the 2001-02 session in accordance with recommendations of the task force.

Wrote and actively pursued statutory changes to NCGS168-A, "Handicapped Persons Protection Act" – now "Persons with Disabilities Protection Act." It increases the statute of limitations on filing complaints of discrimination from 180 days to 2 years; adds "working" as example of major life activities; and replaces the term "handicapped" with "person(s) with a disability". GACPD has received a request from another state for a copy of this state legislation to be used as a guide when crafting rights protection legislation.

Actively pursued the passage of Health Care Personnel Registry legislation, which passed in October 1998 and May 1999. The registry is a listing of all hands-on health care workers in 24-hour facilities in the state who have had allegation of abuse, neglect or exploitation substantiated against them. This information is available to prospective employers through a 24-hour toll-free hotline. Changes advocated by GACPD strengthened the statute and will better protect the rights of clients in North Carolina. This legislation has also been requested by another state for assistance for writing legislation.

Provision of accurate and consistent intake, information and referral services and outreach services

Consolidated and centralized all intake, information and referral services. Toll free numbers are provided so any client or potential client can call and receive prompt and consistent service.

Provided information and referral services and technical assistance to 10,812 callers.

Conducted seven regional forums during this two-year period in Washington, Franklin, Lumberton, Reidsville, Manteo, Boone and Rockingham. Four of the public forums were held in small towns in isolated rural areas, one with a majority of Native American and African-American residents and two others with a high African-American population. The forums enabled the office to reach consumers who might not otherwise have contact.

HUMAN RELATIONS COMMISSION

Summary

The purpose of the North Carolina Human Relations Commission is to advocate, enforce, and promote equality of opportunity in the areas of housing, fair employment practices, public accommodations, education, justice and governmental services for all people in North Carolina. The division serves as a focal point for developing, maintaining and improving human relations by fostering communication and encouraging the establishment of local human relations councils. The division also provides crisis intervention in potentially disruptive situations and promotes the right of every person in the state to live and work in peace and to be free of violence and intimidation.

Accomplishments

Fair Housing Law Enforcement

The North Carolina Human Relations Commission is charged with the administration and enforcement of the fair housing law, including the investigation, mediation, and litigation of fair housing cases and the provision of fair housing education and training for the state. Since March 1999, the Commission received approximately 766 housing inquiries. One hundred fifty-nine cases alleging housing discrimination were dual-filed with the US Department of Housing and Urban Development, and the Commission closed 122 cases. The Commission also successfully conciliated four cases in which a reasonable grounds determination had been made following investigation, enabling these to be settled. Currently, the Commission has 14 cases in litigation and approximately 38 under investigation.

Fair Housing Outreach

In an effort to increase the attention to the program of fair housing, the Commission conducted approximately 43 outreach seminars and upon requests distributed approximately 7,159 pieces of fair housing literature in English and Spanish. The Commission, in an outreach effort, maintained a web page making available the State Fair Housing Act in English and Spanish and allowing access to the complaint forms for use by the public. The Commission has also printed for distribution the State Fair Housing Act booklets, brochures, and posters in English and Spanish.

Police-Community Relations

The Commission has trained 1077 law enforcement officers in 56 training sessions since March 1999. The purpose of this training is to improve law enforcement officers' community relation skills and help them sharpen their skills needed in interacting with the public. With this training, these officers also learn to develop an appreciation for the cultural diversity of the residents of their communities.

Cultural Diversity Training

Since March 1999, the Commission has conducted 16 diversity training sessions with 307 participants. The objectives for these sessions are to increase multicultural/ethnic understanding and appreciation, reduce prejudice and stereotyping, discuss cause/effect-stimulus/response, and address problem-solving techniques.

Crisis Response Teams

The Commission received a grant of $40,0000 from the Z. Smith Reynolds Foundation to develop crisis response teams throughout the state. The purpose of these teams will be to involve themselves in community situations that have the potential for civil disorder in order for the trained team members to quickly respond to crisis in their communities and work together across county lines. These team members will also be able to serve as mediators and help to normalize events as needed. To date, 104 people have participated in the initial three training sessions.

Hate Violence Reporting/Investigation

The Human Relations Commission established and trained 40 Hate Violence Information Network affiliates across North Carolina. These affiliates signed a memorandum of understanding stating that they would contact the Commission when a "hate incident" occurs in their community. One hundred-nine hate/violence incidents were reported and investigated since March 1999. "Hate incidents" refer to crimes, harassment or intimidation committed out of hatred of the victim because of his or her race, religion, ethnic or cultural background, etc.

Local Human Relations Commissions

The Human Relations Commission seeks to help establish and/or revitalize local human relations councils/commissions within every county. The goal for local human relations councils/commissions is to resolve community problems at the local level. Since March 1999, the Commission has helped to establish six new local commissions. The Commission has also developed orientation training sessions for new commissions and provides continuous assistance, advice and training to all local commissions.

Employment/Public Accommodations

Since March 1999, the Human Relations Commission has answered approximately 1521 telephone and written inquiries concerning employment and public accommodations concerns. When the Commission does not provide directs assistance, referrals are made to other agencies.

Martin Luther King, Jr. Commission

The purpose of the Martin Luther King, Jr. Commission is to provide assistance and advice to local governments and private organizations across the state with respect to the observance of the Martin Luther King holiday and year-round activities regarding the philosophy of Dr. King. The

Commission promotes an awareness and appreciation for the life and work of Martin Luther King, Jr. and awards mini-grants to organizations that promote the philosophies of Dr. King.

Annual Bell Ringing Ceremony

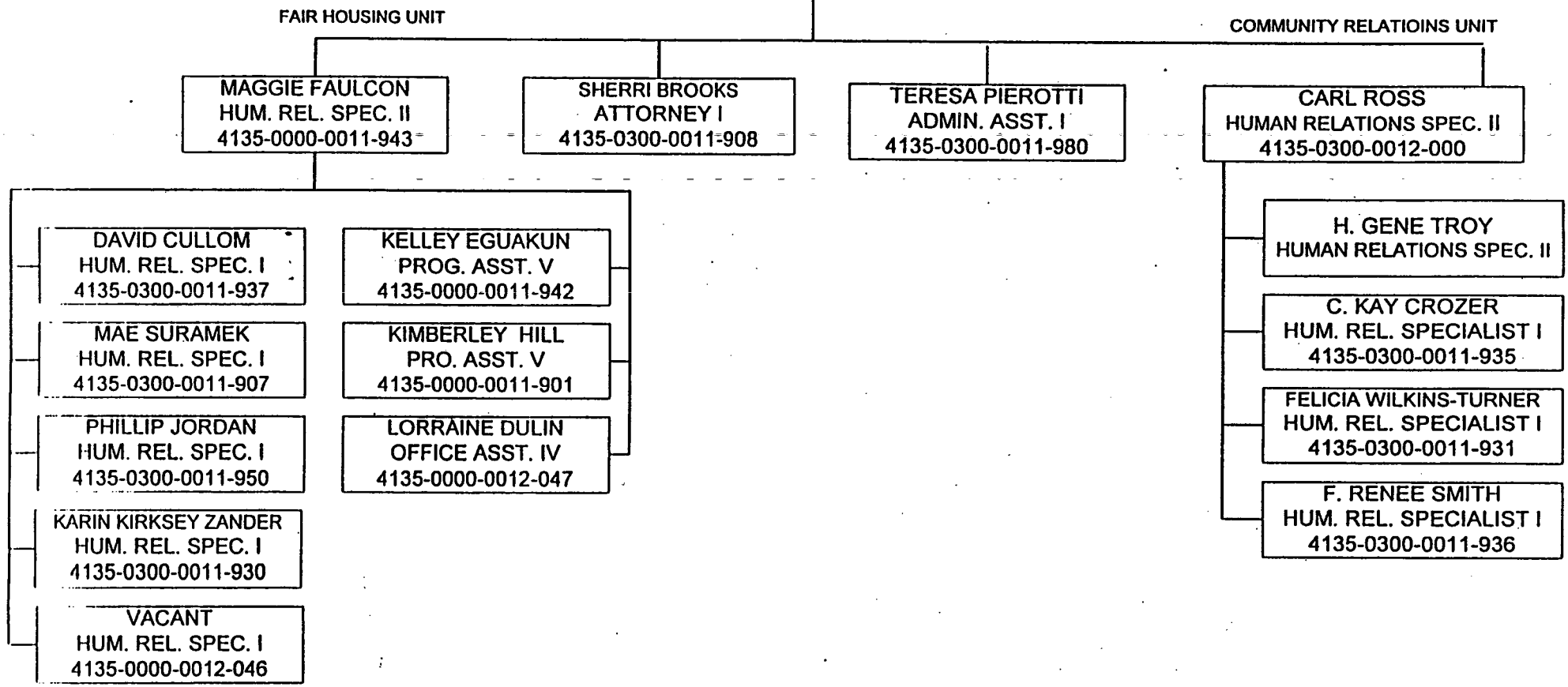
Each year on the official Martin Luther King, Jr. holiday, the Commission sponsors a Bell Ringing Ceremony at the Bicentennial Plaza. Several hundred people observe the ceremony and public officials participate in the program each year.

Martin Luther King Mini-Grants

In December 1999, the Martin Luther King, Jr. Commission awarded $46,050 in mini-grants to 29 non-profit organizations. In December 2000, the Commission awarded $46,050 in mini-grants to 26 non-profit organizations. These mini-grant proposals are geared to organizing, promoting and implementing programs that reflect the philosophy of Dr. King throughout the year.

DEPARTMENT OF ADMINISTRATION
HUMAN RELATIONS COMMISSION
REVISED 02/2001

AGENCY HEAD: EDDIE W. LAWRENCE
DEPT. HEAD: GWYNN T. SWINSON



YOUTH ADVOCACY AND INVOLVEMENT OFFICE

Summary

The Youth Advocacy and Involvement Office (YAIO), under the leadership of four advisory councils and in cooperation with public and private agencies, serves as an advocate for the 2 million people in the state under the age of 18. YAIO seeks to enhance the quality of lives of children and youth through individual and class advocacy intervention and by offering opportunities for leadership development and experiential education.

The advocacy staff handled 196 new cases (and referred 78 additional ones) involving 64 counties and 13 states in the last year and one half. Staff has been involved in working on and researching issues such as infant protection, home schooling, child drownings, foster care and emancipation. A funding resource library/database for youth programs and services has been developed to offer assistance to both public and private agencies and individuals seeking resources to operate their programs.

Accomplishments

Youth Survey and Summit

Last year the office received a grant from Z. Smith Reynolds Foundation and the Civic Education Consortium to examine the impact of the hurricanes on students in the eastern part of the state. Over 12,000 surveys were sent to middle and high school students in the 25 counties most impacted. The results of the surveys were used to develop a videoconference, which was held with students and elected officials in Columbus, Duplin, Edgecombe, and Pitt Counties. A final report entitled "Youth Survey and Summit on Hurricane Disaster Relief and Recovery" was published and presented to local officials, legislators, and emergency management personnel outlining recommendations from the students.

Students Against Destructive Decisions

Students Against Destructive Decisions (SADD) supports chapters in over 300 middle and high schools in the state. Recent accomplishments include securing underage alcohol prevention grants to offset the cost of participation in both the 1999 and 2000 SADD conferences. Student participation increased in the conferences from 240 to 371 attendees during the last year. College-to-high school and high school-to-middle school mentoring projects are currently being promoted.

Youth Legislative Assembly

The 30TH session of the Youth Legislative Assembly (YLA) convened in March 2000 with approximately 225 youth legislators from across the state. The weekend mock assembly, patterned after the NC General Assembly, debated numerous issues, including mandating school uniform policies in all North Carolina public schools and limiting the number of days the NC General Assembly is in session.

Mini-Grant Program for Youth Organizations

The Mini-Grant Program received a record number of grant applications this past year. Fifty-five youth organizations sought funds to conduct youth inspired and driven projects in local communities around the state. An average of $450 was awarded to each of twenty-five projects to help support programs such as after school youth tutorials and drug prevention workshops.

State Youth Council

The State Youth Council (SYC) of North Carolina, whose intent it is to promote youth involvement in community affairs, conducted quarterly conferences throughout the state in the recent program year. Local youth councils, which comprise SYC, reviewed grant applications, conducted and planned major community projects and served as an advisory group to State Superintendent Mike Ward.

Publications

Thanks to a grant from the Governor's Crime Commission, 20,000 copies of two publications, *Youth Rights and Responsibilities* and *You and the Juvenile Justice System* were updated and printed. They are being distributed to schools, training schools, court counselors and teen courts across the state. With additional grant monies, these publications will be printed in Spanish this year. An office newsletter and SADD newsletter are also published periodically.

AmeriCorps Serving North Carolina Youth

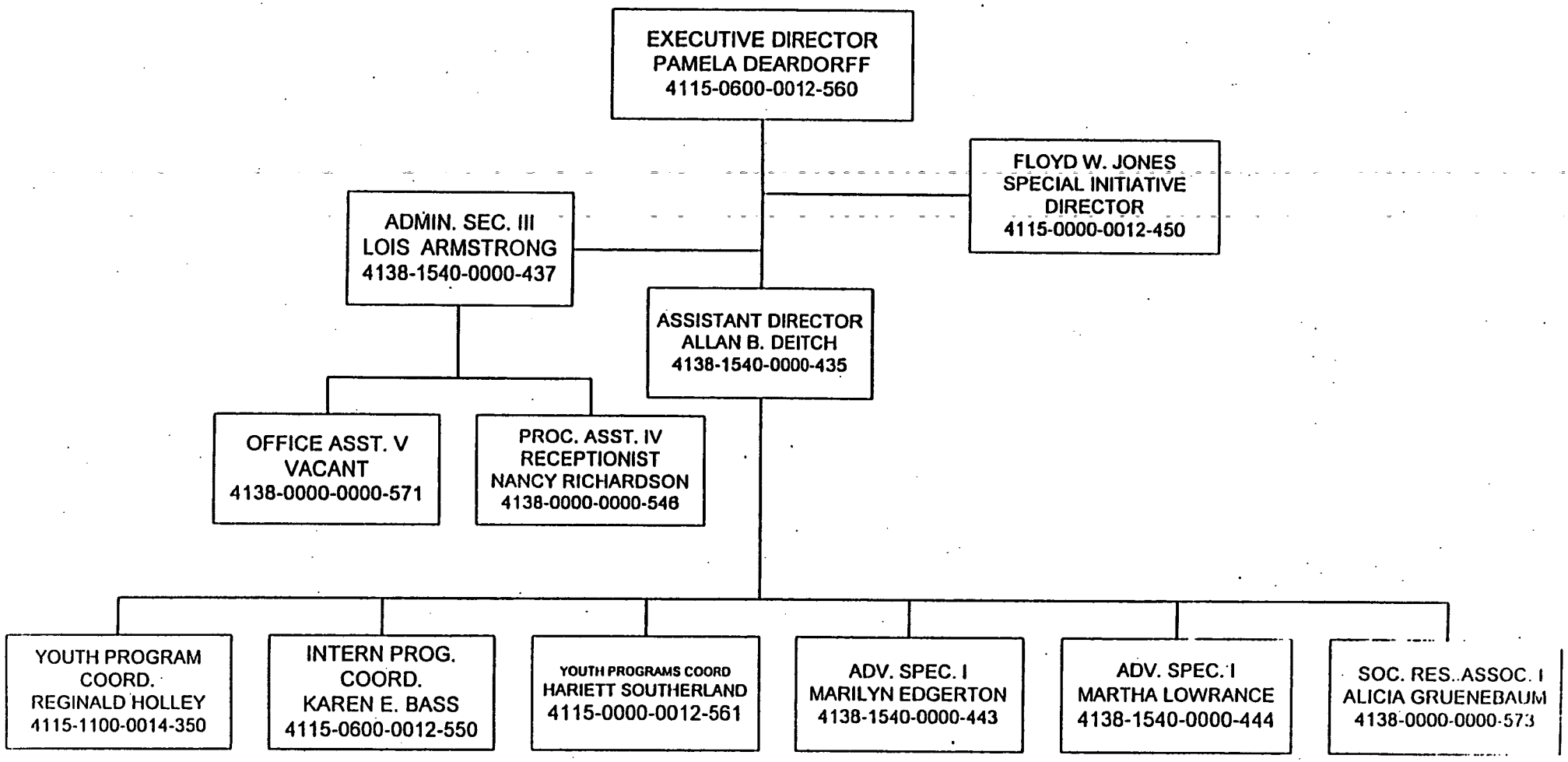
Effective November 2000, the AmeriCorps Serving North Carolina Youth project was transferred from the Governor's Office to YAIO. This project is designed to strengthen the partnerships between schools, volunteer centers, and other community youth-serving agencies to ensure that all children that need a mentor or tutor gets one. AmeriCorps members are serving in 12 NC counties and have recruited, trained, and matched more than 400 volunteer mentors with at-risk youth.

State Government Internship Program

YAIO administers the State Government Internship Program for college students. Summer interns work 40-hour weeks for 10 weeks and are paid $6.75/hour. Since March 1999, 196 interns have been placed in state government jobs across the state.

DEPARTMENT OF ADMINISTRATION
YOUTH ADVOCACY & INVOLVEMENT OFFICE
REVISED 02/2001

AGENCY HEAD: PAMELA DEARDORFF
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-2002 FISCAL YEAR 2001-02 Recommended	Recommended Reduction	Recommendec Expansion	2001-02 Recommended Revised	2002-2003 FISCAL YEAR 2002-03 Recommended	Recommended Reduction	Recommendec Expansion	2002-03 Recommended Revised
otal Requirements	$ 129,777,613	$ 143,897,143	$ 143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034	$143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034
otal Estimated Receipts	70,995,743	90,875,799	90,875,799			90,875,799	90,875,799			90,875,799
eginning Cash Balance	9,988,789	6,150,623	5,925,836			5,925,836	5,925,836			5,925,836
nding Cash Balance	6,150,623	5,925,836	5,890,836			5,890,836	5,890,836			5,890,836
ıcrease/Decrease Cash Bal	(3,838,166)	(224,787)	(35,000)			(35,000)	(35,000)			(35,000)
et Appropriations	$ 54,943,704	$ 52,796,557	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448
umber of Positions	882.00	936.00	935.00	-5.00		930.00	935.00	-5.00		930.00

Notes:

38% of the budgeted appropriations is for Fund 1421 Facility Management

18% of the budgeted appropriations are "pass through" monies for grants, scholarships, aid to local governments, etc.

22% of the budgeted positions are supported from receipts

Cash balance reflected for Special Fund Codes only.

Above Summary Excludes Office of State Personnel housed in the Dept. of Administration for reporting purposes.

DOA Office of the Secretary
FUND 1111
Summary of Budget

	1999-00 Actual	2000-01 Authorized	Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$2,126,092	$ 2,102,977	$ 2,102,977	$ (41,456)	$ 2,061,521	$ 2,102,977	$ (41,456)	$ 2,061,521	
Total Estimated Receipts	113,994	56,565	56,565		56,565	56,565		56,565	
Net Appropriations	$2,012,098	$ 2,046,412	$ 2,046,412	$ (41,456)	$ 2,004,956	$ 2,046,412	$ (41,456)	$ 2,004,956	
Number of Positions	26.75	26.75	26.75	(1.00)	25.75	26.75	(1.00)	25.75	

Notes:

81% of Budgeted Appropriations is Personnel Cost

14% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

68% of Budgeted Receipts is Personnel Cost

32% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Fiscal Management
FUND 1121
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,287,558	$ 1,446,947	$ 1,446,947	$ 1,446,947
Total Estimated Receipts	315,443	360,002	360,002	360,002
Net Appropriations	$ 972,115	$ 1,086,945	$ 1,086,945	$ 1,086,945
Number of Positions	27.00	27.00	27.00	27.00

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

77% of Budgeted Receipts is Personnel Cost

23% of Budgeted Receipts is Operating Expenses

76% of Budgeted Positions is Supported from Appropriation

24% of Budgeted Positions is Supported from Receipts

DOA Personnel Office
FUND 1122
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 607,881	$ 717,733	$ 717,733	$ 717,733
Total Estimated Receipts	18,145	7,641	7,641	7,641
Net Appropriations	$ 589,736	$ 710,092	$ 710,092	$ 710,092
Number of Positions	12.75	13.00	13.00	13.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Non-Public Education
FUND 1230
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Number of Positions	3.00	3.00	3.00	3.00

Notes:

84% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

16% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Management Information Systems
FUND 1241
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 564,521	$ 613,818	$ 613,818	$ 613,818
Total Estimated Receipts	56,897	55,414	55,414	55,414
Net Appropriations	$ 507,624	$ 558,404	$ 558,404	$ 558,404
Number of Positions	9.00	9.00	9.00	9.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

89% of Budgeted Positions is Supported from Appropriation

11% of Budgeted Positions is Supported from Receipts

DOA Agency for Public Telecommuncations
FUND 1264
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,291	$ 1,569,742	$ 1,569,742	$ 1,569,742
Total Estimated Receipts	548,754	504,858	504,858	504,858
Net Appropriations	$ 796,537	$ 1,064,884	$ 1,064,884	$ 1,064,884
Number of Positions	18.00	18.00	18.00	18.00

Notes:

58% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

42% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Mail Service Center
FUND 1280
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,809,580	$ 1,703,682	$ 1,703,682	$ 1,703,682
Total Estimated Receipts	1,099,524	1,200,966	1,200,966	1,200,966
Net Appropriations	$ 710,056	$ 502,716	$ 502,716	$ 502,716
Number of Positions	43.00	41.49	41.49	41.49

Notes:

77% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

23% of Budgeted Appropriations is Operating Expenses

64% of Budgeted Receipts is Personnel Cost

36% of Budgeted Receipts is Operating Expenses

48% of Budgeted Positions is Supported from Appropriation

52% of Budgeted Positions is Supported from Receipts

DOA State Construction Office
FUND 1411
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,562,123	$ 3,737,433	$ 3,737,433	$ 3,737,433
Total Estimated Receipts	220,410	950	950	950
Net Appropriations	$ 3,341,713	$ 3,736,483	$ 3,736,483	$ 3,736,483
Number of Positions	56.00	57.00	57.00	57.00

Notes:

90% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

10% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA State Property Office
FUND 1412
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,251,301	$ 1,397,845	$ 1,397,845	$ 1,397,845
Total Estimated Receipts	165,720	191,825	191,825	191,825
Net Appropriations	$ 1,085,581	$ 1,206,020	$ 1,206,020	$ 1,206,020
Number of Positions	21.00	21.00	21.00	21.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

85% of Budgeted Receipts is Personnel Cost

15% of Budgeted Receipts is Operating Expenses

94% of Budgeted Positions is Supported from Appropriation

6% of Budgeted Positions is Supported from Receipts

DOA State Building Commission
FUND 1416
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

100% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Facility Management
FUND 1421
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 21,203,650	$ 23,198,766	$ 23,198,766	$ 23,198,766
Total Estimated Receipts	3,901,124	3,225,016	3,225,016	3,225,016
Net Appropriations	$ 17,302,526	$ 19,973,750	$ 19,973,750	$ 19,973,750
Number of Positions	199.00	210.00	210.00	210.00

Notes:

32% of Budgeted Appropriations is Personnel Cost

40% of Budgeted Appropriations is "Pass Through" Monies for Utilities (Electric, Gas, Fuel Oil & Water)

28% of Budgeted Appropriations is Operating Expenses

11% of Budgeted Receipts is Personnel Cost

89% of Budgeted Receipts is Operating Expenses

95% of Budgeted Positions is Supported from Appropriation

5% of Budgeted Positions is Supported from Receipts

DOA Purchase and Contract
FUND 1511
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,739,807	$ 3,833,455	$ 3,833,455	$ 3,833,455
Total Estimated Receipts	119,432	11,813	11,813	11,813
Net Appropriations	$ 3,620,375	$ 3,821,642	$ 3,821,642	$ 3,821,642
Number of Positions	61.00	60.00	60.00	60.00

Notes:

88% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

12% of Budgeted Appropriations is Operating Expenses

90% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA State Capitol Police
FUND 1623
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,314,584	$ 2,588,202	$ 2,588,202	$ 2,588,202
Total Estimated Receipts	370,195	443,742	443,742	443,742
Net Appropriations	$ 1,944,389	$ 2,144,460	$ 2,144,460	$ 2,144,460
Number of Positions	62.00	65.00	65.00	65.00

Notes:

94% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

83% of Budgeted Positions is Supported from Appropriation

17% of Budgeted Positions is Supported from Receipts

DOA Council for Women
FUND 1731
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Number of Positions	11.00	11.00	11.00	11.00

Notes:

89% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

11% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Displaced Homemakers Program
FUND 1732
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,161,180	$ 1,186,009	$ 1,186,009	$ 1,186,009
Total Estimated Receipts	814,282	800,000	800,000	800,000
Net Appropriations	$ 346,898	$ 386,009	$ 386,009	$ 386,009
Number of Positions	1.00	1.00	1.00	1.00

Notes:

7% of Budgeted Appropriations is Personnel Cost

87% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Rape Crisis Program
FUND 1734
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,146,578	$ 928,952	$ 928,952	$ 928,952
Total Estimated Receipts	-	200	200	200
Net Appropriations	$ 1,146,578	$ 928,752	$ 928,752	$ 928,752
Number of Positions	0.75	0.75	0.75	0.75

Notes:

3% of Budgeted Appropriations is Personnel Cost

96% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

1% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Human Relations Commission
FUND 1741
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Number of Positions	13.00	13.00	13.00	13.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Martin Luther King
FUND 1742
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

66% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

34% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Youth Involvement Office
FUND 1761
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 862,686	$ 871,342	$ 871,342	
Total Estimated Receipts	83,426	32,000	32,000	32,000
Net Appropriations	$ 779,260	$ 839,342	$ 839,342	$ 839,342
Number of Positions	11.00	10.75	10.75	10.75

Notes:

91% of Budgeted Appropriations is Personnel Cost

1% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Veteran Affairs
FUND 1771
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 8,026,234	$ 8,607,137	$ 8,607,137	$ 8,607,137
Total Estimated Receipts	171,227	82,064	82,064	82,064
Net Appropriations	$ 8,694,349	$ 8,525,073	$ 8,525,073	$ 8,525,073
Number of Positions	89.00	89.00	89.00	89.00

Notes:

41% of Budgeted Appropriations is Personnel Cost

54% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

97% of Budgeted Receipts is Personnel Cost

3% of Budgeted Receipts is Operating Expenses

97% of Budgeted Positions is Supported from Appropriation

3% of Budgeted Positions is Supported from Receipts

DOA State Veterans Home
FUND 1772
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,726,959	$ 3,139,406	$ 3,139,406	$ 3,139,406
Total Estimated Receipts	2,726,959	3,139,406	3,139,406	3,139,406
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

2% of Budgeted Receipts is Personnel Cost

98% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Program
FUND 1781
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,794,310	$ 1,808,270	$ 1,808,270	$ 1,808,270
Total Estimated Receipts	9,499	8,500	8,500	8,500
Net Appropriations	$ 2,784,811	$ 1,799,770	$ 1,799,770	$ 1,799,770
Number of Positions	2.25	2.25	2.25	2.25

Notes:

5% of Budgeted Appropriations is Personnel Cost

93% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

2% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Centers
FUND 1782
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,280	$ 1,350,000	$ 1,350,000	$ 1,350,000
Total Estimated Receipts	1,345,280	1,350,000	1,350,000	1,350,000
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Receipts is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Commission on Domestic Violence
FUND 1783
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 66,158	$ 172,040	$ 172,040	$ (109,639)	$ 62,401	$ 172,040	$ (109,639)	$ 62,401
Total Estimated Receipts	-	27,152	27,152		27,152	27,152		27,152
Net Appropriations	$ 66,158	$ 144,888	$ 144,888	$ (109,639)	$ 35,249	$ 144,888	$ (109,639)	$ 35,249
Number of Positions	4.00	3.00	3.00	(2.00)	1.00	3.00	(2.00)	1.00

Notes:

55% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

45% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

50% of Budgeted Positions is Supported from Receipts

DOA Board of Ethics
FUND 1810
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Number of Positions	3.00	3.00	3.00	3.00

Notes:

80% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

20% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Advocacy Council for Persons with Disabilities
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Number of Positions	8.61	8.61	8.61	8.61

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Pension - Spouse of Former Governors
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

100% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Commission on Indian Affairs
FUND 1861
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 370,159	$ 371,453	$ 371,453	$ 371,453
Total Estimated Receipts	17,314	2,000	2,000	2,000
Net Appropriations	$ 352,845	$ 369,453	$ 369,453	$ 369,453
Number of Positions	7.00	7.00	7.00	7.00

Notes:

85% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

15% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Board of Science and Technology
FUND 1871
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 696,365	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712
Total Estimated Receipts	14,227	-	-			-		
Net Appropriations	$ 682,138	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712
Number of Positions	6.00	6.00	6.00	(2.00)	4.00	6.00	(2.00)	4.00

Notes:

50% of Budgeted Appropriations is Personnel Cost

24% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

26% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

STATE ENERGY OFFICE
FUND 2466
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	Dept. of Commerce	$ 15,907,965	$ 15,907,965	$ 15,907,965
Total Estimated Receipts:	"			
Dept. of Energy		2,505,753	2,505,753	2,505,753
PVE		13,402,212	13,402,212	13,402,212
Number of Positions	"	14.00	14.00	14.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

88% of Budgeted Funds represents Grants

8% of BudgetedFunds represents Operating Expenses

DIVISION OF MOTOR FLEET MANAGEMENT
FUND 7211
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Total Estimated Receipts:	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Number of Positions	48.00	48.00	48.00	48.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

62% of Budgeted Funds represents Car Puuchases

34% of BudgetedFunds represents Operating Expenses

STATE SURPLUS PROPERTY
FUND 7215
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Total Estimated Receipts:	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Number of Positions	17.00	17.00	17.00	17.00

Notes:

54% of the Budgeted Funds represents Personnel Cost

56% of Budgeted Funds represents Operating Expenses

MSC - COURIER SERVICE
FUND 7218
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Total Estimated Receipts:	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Number of Positions	44.00	44.00	44.00	44.00

Notes:

64% of the Budgeted Funds represents Personnel Cost

26% of Budgeted Funds represents Operating Expenses

STATE PARKING OFFICE
FUND 7251
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Total Estimated Receipts:	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Number of Positions	24.50	24.50	24.50	24.50

Notes:

55% of the Budgeted Funds represents Personnel Cost

45% of Budgeted Funds represents Operating Expenses

FEDERAL SURPLUS PROPERTY
FUND 7310
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Total Estimated Receipts:	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Number of Positions	7.00	7.00	7.00	7.00

Notes:

67% of the Budgeted Funds represents Personnel Cost

33% of Budgeted Funds represents Operating Expenses

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

MAINTENANCE CONTRACT
FISCAL YEAR 2000-2001

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of the Secretary

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 4355 Copier	Danka	$1,219.68
Panasonic 7750 Copier	Systel Business Equip. Co.	1,087.00
Netscape Licenses (25 seats)	ITS	112.50
Novell Licenses (30 seats)	Novell, Inc.	696.00

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of Fiscal Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Minolta DI520 Copier	Minolta Corp.	$1,343.88
Konica 2028 Copier	Danka Corp.	852.11
Netscape Licenses (25 seats)	ITS	121.50
Novell Licenses (30 seats)	Novell, Inc.	742.40
Konica 2125 Copier	Commercial Business Mach.	595.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Resources Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service Agreement for Copier	Systel Business Equipment Company	$1,087.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Non-Public Education

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Pitney Bowes, Inc.	$744.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Agency for Public Telecommunications

Type of Maintenance Contract	Vendor	Annual Contract Amount
Software Maintenance	Novell	$763.28
	ITS/Netscape	$90.00
NOTE:		
APT recently purchased a new copier. During the 90 day mfg. Warranty period we are evaluating usage for the Agency and will tailor the contract to our usage. This maintenance contract will need to be purchased within the next 30 days. Based on sample usage to date, the contract cost should be no more than $80.00 per month.		

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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Mail Service Center

Type of Maintenance Contract	Vendor	Annual Contract Amount
Postage Meters (9)	The Alternative	$6,426.00
Bar Code Scanners (10)	The Alternative	$1,160.00
Bar Code Scanner/WIN-WITS (1)	The Alternative	$116.00
AH 100 Scales (9)	The Alternative	$4,635.00
AMS24/PC (Acct.Data Device)(10)	The Alternative	$3,260.00
Courier Scales (2)	The Alternative	$262.00
Caere 833 Scanner (1)	The Alternative	$290.00
Conveyor Belts (9)	The Alternative	$1,044.00
Durawand Charger (4)	The Alternative	$184.00
HP High speed Printer (1)	The Alternative	$175.00
Label Matrix Software (1)	The Alternative	$116.00
Eltron Printers for WITS (2)	The Alternative	$232.00
Courier Laser Scanner (1)	The Alternative	$116.00
MMS Win Acct. Software (2)	The Alternative	$416.00
PC-433 WIT Tracking Software (2)	The Alternative	$700.00
PC-450 Acct. Computer (1)	The Alternative	$350.00
WinWits-2 Tracking Software (1)	The Alternative	$420.00
Jetstar 3000 (1)	Bell & Howell	$48,610.82
Compass (1)	Bell & Howell	$2,286.07
J3000 Winsort Software (1)	Bell & Howell	$9,447.73
Incoming Letter Software (1)	Bell & Howell	$1,049.75
Inbound Letter Software (1)	Bell & Howell	$4,198.99
Konica 2028 Copier & Sorter (1)	Danka Office Imaging	$774.63
		Total $86,269.99

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of State Construction

Type of Maintenance Contract	Vendor	Annual Contract Amount
Netscape Licenses (53 seats)	Minolta Corp.	$238.50
Novell Licenses (66 seats)	Danka Corp.	1,531.20
Muratec F46 Fax Machine	Ameritrend Corp.	125.00
Okifax 5300 Fax Machine	KM Data, Inc.	175.00
Pitney Bowes 9346 Copier	Pitney Bowes, Inc.	1,597.32
Mita 1605 Copier	Commercial Equipment, Inc.	720.00
Konica 3035 Copier	Danka Corp.	1,937.32
Castelle Faxpress 3500	Castelle	895.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
4 Konica 2080 Copiers	Commercial Business Machines	$2,380.00
Fire Extinguishers/Recharge/Testing	Wake County Fire Equipment Co.	2,000.00
Omnifax L630 Fax Machine-FMD Lobby	Xerox/Omnifax Corp.	150
Omnifax L621 Fax Machine-Blue Ridge R	Xerox/Omnifax Corp.	100
Omnifax L630 Fax Machine-Construction	Xerox/Omnifax Corp.	150
Elevator - James K. Polk Building	Ace Elevator Co.	5,100.00
Emergency Management Software	Arrow Services	2,160.00
Elevators- State Government Complex	Ask Elevator	156,864.00
Temperature Controls-James K. Polk Bldg	Invensys Bldg. Systems	1,860.00
Okifax 5300 Plus Fax Machine	K M Data	175
Fire Protection System-New SBI Bldg.	Landis and Straefa Inc.	8,640.00
Halon Fire Supression System-NC Museum of Art	NC Fire & Safety Equip. Co.	10,000.00
Automated Building Systems-New SBI	Siemens Bldg.Technologies/Landis	174,120.00
Elevator (1) - State Capital Bldg.	Thyssen Dover Elevator Co.	1,608.00
Elevators (6)-Old Revenue Building	Thyssen Dover Elevator Co.	25,200.00
Elevator (1) Thompson Bldg.	Thyssen Dover Elevator Co.	4,200.00
Elevator (1) Old Textbook Whse.	Thyssen Dover Elevator Co.	1,380.00
ProTrac System(Fire Extinguisher Maint)	Tiscor	1,528.00
Elevators- Old Education Bldg.	Thyssen Dover Elevator Co.	27,672.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
Okifax 5300 Fax Machine-Gov. Mansion	K M Data	175
TM2 Software	FKW Technologies	6,000.00
Hardware - 3 Servers	Alphanumeric Systems, Inc.	2,242.94
UPS - 3 Servers	Alphanumeric Systems, Inc.	104.58
Hardware & UPS - 1 Server	Alphanumeric Systems, Inc.	709.76
HVAC & Related Systems-James K Polk	York Int'l Corp.	5,988.00
Elevators- Archdale Building	Thyssen Dover Elevator Co.	46,800.00
Elevators-Highway Building	Thyssen Dover Elevator Co.	47,760.00
Upgrade System Controls/State Complex	Siebe Environmental	17,312.00
Conveyor/Mail Chute-New Education Bldg	ASK Elevator	2,100.00
		$ 554,479.28

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: State Property Office, April 5, 2001

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service/hardware (fax)	Ameritrend	$294.00
Service/software	ESRI	$8,200.00
Service/hardware (fax)	Getronics	$912.00
Service/hardware/software	Sun Microsystems	$3,907.00
Service/hardware/copier	Systel	$1,255.60
Service/hardware/copier	Xerox	$729.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Systel Office Automation	$874.00
(3) Copiers	Minolta Corp	$4,487.04
Copier	Minolta Corp	1,343.88

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE CAPITOL POLICE

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier (Konica 2028)	Commerical Business Machines	$595.00
Copier (Mita 1415)	Commerical Business Machines	$240.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Council for Women

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier-Raleigh Office	Systel	$3,075
Copier-Greensboro Office	Vision Business Products	$275
Copier-Greenville Office	Carraway Bus. Machines	$594
Copier-Charlotte Office	American Photocopy	$355

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Relations Commission

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier - Konica 3035	Danka Office Imaging	$2,321.24
- Purchased 1993		(Amount is high because of age of copier)

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Veterans Affairs

Type of Maintenance Contract		Vendor	Annual Contract Amount
Mita Copier	District 1	Coastal Office Equipment	$262.50
Xerox Copier	District 5	Xerox	$250.00
Xerox Copier	District 6	Xerox	$250.00
Xerox Copier	District 15	Xerox	$250.00
Xerox Copier	District 13	Xerox	$250.00
Xerox Copier	District 4	Xerox	$250.00
Xerox Copier	District 10	Xerox	$250.00
Mita Copier	District 2	B & B Office Products	$250.00
Konica Copier	SSO	Danka	$683.00
Savin Copier	Spring Lake	Ikon Office Solutions	$87.00
Savin Copier	District 11	Ikon Office Solutions	$81.00
Mita Copier	Black Mtn.	NetSetGo	$250.00
Pitney Bowes Copier	ASO	Pitney Bowes	$372.00
Mita Copier	Jacksonville	B & B Office Products	$225.00
Savin Copier	District 7	Ikon Office Solutions	$134.67
Pitney Bowes Copier	Nursing Hm.	Pitney Bowes	$372.00
Muratec Fax	SSO	KM Data, Inc.	$265.00
We have already dropped 5 maintenance contracts because it was cost prohibitive to cover such old copiers			

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Board of Ethics

Type of Maintenance Contract	Vendor	Annual Contract Amount
Sharp Model SF 2030 Copier	COECO OFFICE SYSTEMS	$285.18
	2525 Atlantic Avenue	
	Raleigh NC 27602	
	5/11/00 - 5/11/01 contract date	
Software Maintenance	Novel and e-mail	$106.30

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: GACPD

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135 Copier	Danka	$1,673.69
Konica 2028 Copier/Dix Office	Danka	$1,259.07
Konica 2028 Copier/Butner	Danka	$1,112.96
Konica 2028 Copier/Morganton	Copy Service & Supply	$915.00
Fax Machine/Morganton	Ameritrend	$125.00
Fax Machine/Dix	Ameritrend	$125.00
Fax Machine/Central Office	Ameritrend	$125.00
Lotus Notes	Alphanumerics	$4,974.80
Netscape Maintenance		$144.00
Novell Netware Licenses		$533.60

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Commission of Indian Affairs

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Danka Corporation	$ 852.06
Telefax	Ameritrend	$ 198.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Board of Science and Technology

Type of Maintenance Contract	Vendor	Annual Contract Amount
Mita DC 1435 Copier	Commercial Equipment Co.	264.00
Cannon L3000 Fax Machine	IKON Office Solutions	390.00
Hp LaserJet DN Hi-speed Printer	Hewlett Packard	384.00
HP Color LaserJet 5M Printer	Hewlett Packard	480.00
Total		1518.00

N.C. Department of Administration
Maintenance Contracts
Fiscal Year 2000-2001

DIVISION: State Energy Office

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135, Serial #25KE04893	Raleigh Typewriter Exchange	$700.00
Compaq, Model #Proliant 2500, Serial #D726BPT10642	Advanced Technology Services	$483.36
Bay Networks, NetWork Switch, MDL#350T, Serial #9080	Advanced Technology Services	$127.20
Bay Networks, Model #Baystack 101, Serial #0236619	Advanced Technology Services	$76.32
Bay Networks, MDL #Baystack 102W/Adv NMM, Serial #0242620	Advanced Technology Services	$101.76
Bay Networks, MDL, BayStack 202, Serial #A23BA4	Advanced Technology Services	$76.32
****** Assigned to Weatherization HP Laserjet 4S1 W/Env. Feeder, Serial #USBB166159***	Advanced Technology Services	$0.00
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USCC014063	Advanced Technology Services	$127.20
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USDK082674	Advanced Technology Services	$127.20
HP Color Laserjet 5 W/Duplexer, Serial #JPGF127678	Advanced Technology Services	$152.64
Muratec Fax, Model #F-60, Serial #D49302-10020275	Ameritrend Corporation	$125.00
	Total	**$2,097.00**

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Motor Fleet Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
MFM has no maintenance contracts.		

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE PARKING SYSTEMS

Type of Maintenance Contract	Vendor	Annual Contract Amount
Photocopier maintenance	Pitney Bowes	$372.00
Parking lot equipment repair		
and maintenance (gates, card		
readers, ticket spitters and		
cash collection units)	Southern Time Inc.	$14,525
Software maintenance		$162.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase & Contract State Surplus Property

Type of Maintenance Contract	Vendor	Annual Contract Amount
F120 Muratech Fax Machine	Ameritrend	$230.00
Minolta Copier	Commercial Equipment Co.	$246.00
2 SilverReed Typewriters	Raleigh Typewriter Exchange	$150.00
2 IBM Typewriters	Commercial Business Machines	$160.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract Federal Property Agency, 1950 Garner Rd.

Type of Maintenance Contract	Vendor	Annual Contract Amount
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
COPY MACHINE	COECO OFFICE SYSTEMS	$370.00

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

OFFICE FURNITURE AND EQUIPMENT
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	3,311.81	297.86	353.00	-	353.00	-
534512 FURN-RESIDENTIAL	-		-	-	-	-
534521 OFFICE EQUIPMENT	-	5,641.08	8,441.00	2,500.00	1,000.00	-
534522 EQUIP-COMPUTERS	4,380.91	6,842.50	(3,128.00)	6,513.00	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	375.24	554.38	(5,752.00)	5,672.00	1,200.00	-
534529 EQUIP-CUSTODY & SECURITY	-	472.71	-	-	-	-
534539 OTHER EQUIPMENT	-	-	1,500.00	400.00	700.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 8,067.96	$ 13,808.53	$ 1,414.00	$ 15,085.00	$ 8,253.00	$ -

C-1

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	1,157.52	(757.00)	757.00	1,500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	479.01	-	4,766.00	3,423.00	4,766.00	280.41
534522 EQUIP-COMPUTERS	11,799.15	9,572.30	5,547.00	13,565.00	9,770.00	58.30
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,349.38	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 12,278.16	$ 12,079.20	$ 9,556.00	$ 17,745.00	$ 16,036.00	$ 338.71

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	525.29	601.00	500.00	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	8,703.00	282.00	474.00	-
534522 EQUIP-COMPUTERS	-	932.08	700.00	1,000.00	1,200.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	355.42	-	-	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 1,812.79	$ 10,004.00	$ 1,782.00	$ 2,774.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	150.00	600.00	-	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	(3,112.00)	3,872.00	1,200.00	-
534522 EQUIP-COMPUTERS	35,487.03	61,817.40	(4,457.00)	24,403.00	14,000.00	195.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	(4,716.00)	1,146.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 35,487.03	$ 61,967.40	$ (11,685.00)	$ 29,421.00	$ 15,800.00	$ 195.04

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	63.03	-	1,000.00	200.00	1,500.00	1,499.89
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	1,366.00	35.00	4,900.00	-
534522 EQUIP-COMPUTERS	3,567.43	14,071.85	14,642.00	11,505.00	14,100.00	11,360.24
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	8,163.55	184,504.63	170,570.00	76,286.00	170,600.00	63,489.41
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	3,031.60	1,645.84	(14,379.00)	16,669.00	10,100.00	10,841.63
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 14,825.61	$ 200,222.32	$ 173,199.00	$ 104,695.00	$ 201,200.00	$ 87,191.17

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	8,500.00	7,500.00	7,494.82
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	3,171.00	3,171.00	-
534522 EQUIP-COMPUTERS	-	-	-	15,639.00	5,561.00	266.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	1,000.00	2,612.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	(60,177.00)	11,177.00	3,507.00	743.03
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ (60,177.00)	$ 39,487.00	$ 22,351.00	$ 8,503.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	1,004.50	104.50	(7,979.00)	8,400.00	500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	75.26	556.95	9,325.00	91.00	1,000.00	-
534522 EQUIP-COMPUTERS	25,969.16	44,357.54	9,954.00	25,399.00	44,700.00	2,802.64
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	174.37	648.72	200.00	-	500.00	481.24
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	6,860.42	-	82.00	5,000.00	804.49
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 27,223.29	$ 52,528.13	$ 11,500.00	$ 33,972.00	$ 51,700.00	$ 4,088.37

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	108.53	75.00	-	200.00	4,174.00	29,633.07
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	936.30	-	3,015.00	500.00	8,347.00	8,346.40
534522 EQUIP-COMPUTERS	16,431.46	35,037.39	2,517.00	22,500.00	5,239.00	5,238.42
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,889.98	6,152.27	-	500.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	577.70	317.99	-	400.00	278.00	277.72
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 19,943.97	$ 41,582.65	$ 5,532.00	$ 24,100.00	$ 18,038.00	$ 43,495.61

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	477.52	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 477.52	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,749.59	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	305,107.04	85,913.11	32,361.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	70,753.35	347,620.47	137,473.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 433,689.41	$ 543,544.80	$ 155,304.00	$ 358,458.00	$ 241,300.00	$ 82,094.21

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,722.14	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	273,634.00	75,151.72	14,287.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	58,184.25	331,882.47	134,781.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 389,647.27	$ 517,017.96	$ 134,538.00	$ 358,458.00	$ 241,300.00	$ 82,094.21

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1423 LANDSCAPE SERVICES

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE		-	-	-	-	-
534512 FURN-RESIDENTIAL		-	-	-	-	-
534521 OFFICE EQUIPMENT		27.45	-	-	-	-
534522 EQUIP-COMPUTERS		-	-	-	-	-
534527 EQUIP-AGRICULTURAL		-	-	-	-	-
534528 EQUIP-COMMUNICATIONS		-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	31,483.04	10,761.39	18,074.00	-	-	-
534541 AUTOS, TRUCKS, & BUSES	12,569.10	15,738.00	2,692.00	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 44,052.14	$ 26,526.84	$ 20,766.00	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	12,240.13	2,597.42	4,000.00	4,000.00	4,000.00	689.00
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	7,984.68	-	16,909.00	7,300.00	34,220.00	-
534522 EQUIP-COMPUTERS	57,715.13	136,983.65	32,972.00	7,055.00	39,266.00	21,494.94
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,702.36	317.95	-	(6,000.00)	400.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	10,685.80	13,978.39	3,090.00	6,339.00	16,229.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 90,328.10	$ 153,877.41	$ 56,971.00	$ 18,694.00	$ 94,115.00	$ 22,183.94

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	816.20	(187.00)	1,863.00	100.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	30.73	400.00	-	200.00	104.75
534522 EQUIP-COMPUTERS	3,671.00	19,218.51	3,000.00	3,000.00	150.00	150.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	2,753.88	7,075.00	3,500.00	1,650.00	746.82
534529 EQUIP-CUSTODY & SECURITY	1,686.11	5,153.82	34,860.00	4,463.00	1,484.00	1,229.02
534539 OTHER EQUIPMENT	713.44	-	2,320.00	(11,447.00)	924.00	923.76
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 6,070.55	$ 27,973.14	$ 47,468.00	$ 1,379.00	$ 4,508.00	$ 3,154.35

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	7,096.08	-	2,561.00	2,600.00	2,573.26
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS		-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 7,096.08	$ -	$ 2,561.00	$ 2,600.00	$ 2,573.26

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	802.00	50.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	8,655.00	5,903.46
534522 EQUIP-COMPUTERS	-	2,344.30	10,300.00	1,307.00	951.00	2,900.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	851.18	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 851.18	$ 2,344.30	$ 10,300.00	$ 2,109.00	$ 9,656.00	$ 8,803.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	2,215.00	2,214.64
534522 EQUIP-COMPUTERS	-	818.80	-	300.00	1,648.00	1,600.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 818.80	$ -	$ 300.00	$ 3,863.00	$ 3,814.64

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	3,904.16	789.00	200.00	1,361.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	2,030.36	-	581.00	-	581.00	-
534522 EQUIP-COMPUTERS	3,244.30	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 5,274.66	$ 3,904.16	$ 1,370.00	$ 200.00	$ 1,942.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	180.00	5,000.00	8,000.00	-
534522 EQUIP-COMPUTERS	-	2,177.22	-	(5,000.00)	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 2,177.22	$ 180.00	$ -	$ 13,000.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	773.80	-	-	1,150.00	343.44
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,803.47	316.94	(7,880.00)	6,830.00	202.00	-
534522 EQUIP-COMPUTERS	3,244.30	6,383.54	6,946.00	17.00	1,447.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 7,047.77	$ 7,474.28	$ (934.00)	$ 6,847.00	$ 2,799.00	$ 343.44

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	9,851.24	9,065.32	1,178.00	1,362.00	2,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,346.40	6,704.25	5,472.00	(280.00)	1,000.00	-
534522 EQUIP-COMPUTERS	11,399.12	11,242.14	1,628.00	1,123.00	1,628.00	191.86
534527 EQUIP-AGRICULTURAL	25,597.19	10,080.24	12,876.00	22,424.00	5,000.00	307.35
534528 EQUIP-COMMUNICATIONS	1,347.46	2,959.26	2,000.00	1,997.00	2,000.00	127.19
534529 EQUIP-CUSTODY & SECURITY	2,746.13	-	-	-	-	-
534539 OTHER EQUIPMENT	53,613.16	10,682.30	4,799.00	5,131.00	5,183.00	117.61
534541 AUTOS, TRUCKS, & BUSES	-	-	-	9,300.00	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	4,835.85	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 112,736.55	$ 50,733.51	$ 27,953.00	$ 41,057.00	$ 16,811.00	$ 744.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROG

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	1,200.00	1,000.00	2,901.39
534512 FURN-RESIDENTIAL	-	-	-	2,000.00	1,000.00	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	710.73
534522 EQUIP-COMPUTERS	-	-	-	1,000.00	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	14,700.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	3,500.00	1,000.00	16,786.24
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 22,400.00	$ 3,000.00	$ 20,398.36

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1781 DOMESTIC VIOLENCE PROGRA

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	(9.00)	825.00	824.26
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	800.90	-	410.00	925.00	923.75
534522 EQUIP-COMPUTERS	-	4,069.86	-	-	2,000.00	1,800.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	296.80	270.00	-	240.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 5,167.56	$ 270.00	$ 401.00	$ 3,990.00	$ 3,548.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1782 DOMESTIC VIOLENCE CENTER

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	352.00	250.12
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	300.00	299.98
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ 652.00	$ 550.10

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	214.12	1,000.00	130.00	1,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	5,972.04	792.00	-	500.00	-
534522 EQUIP-COMPUTERS	-	7,207.63	1,000.00	962.00	1,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,204.58	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 14,598.37	$ 2,792.00	$ 1,092.00	$ 2,500.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	836.35	-	1,082.00	100.00	215.00	(50.10)
534522 EQUIP-COMPUTERS	533.89	6,160.76	1,000.00	950.00	275.00	404.91
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,701.59	277.20	-	(261.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 3,071.83	$ 6,437.96	$ 2,082.00	$ 789.00	$ 490.00	$ 354.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	297.86	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	297.22	-	494.00	370.00	994.00	399.87
534522 EQUIP-COMPUTERS	3,530.52	1,460.68	3,550.00	244.00	3,149.00	10.59
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	851.18	-	(231.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 4,125.60	$ 2,311.86	$ 4,044.00	$ 383.00	$ 4,143.00	$ 410.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	159.20	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	802.67	-	700.00	700.00	700.00	-
534522 EQUIP-COMPUTERS	25,492.85	11,921.71	10,591.00	9,466.00	9,466.00	148.39
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	2,500.00	1,000.00	1,000.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	4,745.35	727.71	-	500.00	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 31,200.07	$ 12,649.42	$ 13,791.00	$ 11,666.00	$ 11,666.00	$ 148.39

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

TRAVEL
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	2,384.80	834.33	1,946.46	1,942.76	2,943.00	618.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	4,751.82	7,138.37	4,559.67	7,083.43	10,083.00	4,455.28
532715	TRANS GRND-OUT STA,IN US	120.00	123.16	280.91	187.50	238.00	93.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	67.92	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	72.00	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,069.53	2,445.33	869.25	2,755.17	5,855.00	1,075.07
532722	LODGING-OUT STATE, IN US	3,309.27	1,252.56	2,996.20	3,715.76	4,715.00	2,233.04
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	522.00	762.00	323.00	1,626.00	3,926.00	534.00
532725	MEALS-OUT OF STATE,IN US	550.00	172.00	259.00	498.00	1,041.00	242.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	131.00	161.61	115.00	615.20	50.00	40.35
532728	MISC - OUT STATE, IN US	25.00	18.00	-	23.00	60.00	58.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	20.00	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	6.20	230.99	231.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	28.00	-	239.15	531.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	900.00
	TOTAL	**$ 12,935.42**	**$ 13,003.28**	**$ 11,355.69**	**$ 18,916.96**	**$ 29,693.00**	**$ 10,248.74**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	18.20	-	2.53	90.00	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	10.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	200.00	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	100.00	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ -**	**$ 18.20**	**$ -**	**$ 2.53**	**$ 400.00**	**$ -**

D-2

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	814.20	646.00	688.00	374.88	444.00	444.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	758.16	421.27	473.24	267.40	2,067.00	595.98
532715	TRANS GRND-OUT STA,IN US	15.15	179.50	224.90	18.00	28.00	28.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	396.38	714.52	77.63	204.68	1,040.00	456.76
532722	LODGING-OUT STATE, IN US	1,282.48	1,009.64	1,585.48	512.40	1,200.00	940.70
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	160.00	147.00	34.00	96.00	500.00	220.00
532725	MEALS-OUT OF STATE,IN US	352.00	334.00	492.00	208.00	500.00	212.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	48.00	10.00	4.00	24.00	120.00	-
532728	MISC - OUT STATE, IN US	7.00	58.00	64.00	20.00	20.00	16.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	64.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	64.14	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 3,833.37	$ 3,519.93	$ 3,643.25	$ 1,789.50	$ 6,033.00	$ 2,913.44

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	3,642.07	3,864.00	3,864.00	1,617.12
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	1,576.67	2,117.69	2,118.00	1,984.22
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	1,184.00	1,012.00	1,425.00	1,156.00
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ 6,402.74	$ 6,993.69	$ 7,407.00	$ 4,757.34

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	200.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	108.34	32.36	257.33	172.49	200.00	-
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	300.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	-	300.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	200.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	45.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 108.34	$ 32.36	$ 257.33	$ 172.49	$ 1,645.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	1,774.00	2,373.45	1,181.96	906.00	2,500.00	92.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	2,042.25	4,897.64	4,579.15	2,959.31	5,000.00	2,831.87
532715	TRANS GRND-OUT STA,IN US	73.65	106.16	173.66	14.75	150.00	103.96
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	1.00	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	61.04	1,211.29	3,561.25	1,879.06	2,000.00	874.76
532722	LODGING-OUT STATE, IN US	1,709.41	2,233.33	3,066.21	679.00	1,800.00	1,462.33
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	42.00	1,056.01	2,242.00	730.00	1,200.00	328.00
532725	MEALS-OUT OF STATE,IN US	512.00	526.00	684.00	258.00	600.00	242.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	118.50	113.00	55.00	150.00	48.50
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	654.04	940.75	644.53	646.00	950.00	488.81
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	154.77	28.00	106.33	154.83	76.00	69.95
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 7,023.16**	**$ 13,491.13**	**$ 16,353.09**	**$ 8,281.95**	**$ 14,726.00**	**$ 6,642.18**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	117.72	500.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	34.00	500.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	15.50	100.00	-
532728 MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	117.72	500.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	34.00	500.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	15.50	100.00	-
532728 MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	1,120.00	1,530.50	2,600.00	400.00	2,000.00	188.20
532712	TRANS AIR-OUT STATE,IN US	598.00	250.50	3,729.05	817.00	1,500.00	397.20
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	70,275.45	88,626.80	85,544.55	57,887.83	85,898.00	32,973.74
532715	TRANS GRND-OUT STA,IN US	204.12	112.05	706.10	131.38	300.00	30.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	9.20	6.00	-	81.00	100.00	36.00
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	18,481.65	213.54	12,317.22	16,362.93	16,500.00	10,825.94
532722	LODGING-OUT STATE, IN US	1,516.75	-	1,506.39	-	300.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	13,674.00	14,362.00	8,586.00	11,615.52	12,000.00	5,336.28
532725	MEALS-OUT OF STATE,IN US	316.00	56.00	714.97	-	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	38.50	96.54	-	25.00	24.00
532728	MISC - OUT STATE, IN US	-	2.00	13.00	-	25.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	(104.00)	-	99.68	-	500.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	133.86
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 106,091.17**	**$ 105,197.89**	**$ 115,913.50**	**$ 87,295.66**	**$ 119,948.00**	**$ 49,945.22**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	1,183.15	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	207.30	2,703.00	562.00	285.50	300.00	168.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	7,283.59	7,719.56	8,290.24	9,541.34	9,600.00	4,725.03
532715	TRANS GRND-OUT STA,IN US	-	660.78	195.52	432.46	500.00	229.27
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	15.00	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	712.71	1,420.10	3,848.94	2,602.75	2,700.00	1,011.91
532722	LODGING-OUT STATE, IN US	515.28	5,755.48	1,839.07	3,233.32	3,500.00	1,237.35
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,025.00	1,088.00	1,978.00	1,960.90	2,000.00	840.00
532725	MEALS-OUT OF STATE,IN US	132.00	988.00	468.00	650.00	800.00	102.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	30.75	83.00	78.49	100.00	8.00
532728	MISC - OUT STATE, IN US	3.00	10.00	22.00	58.50	100.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	312.00	-	-	500.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 9,878.88	$ 21,885.82	$ 17,286.77	$ 18,843.26	$ 21,000.00	$ 8,321.56

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	-	-	150.00	-
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	-	-
532722 LODGING-OUT STATE, IN US	-	-	-	-	50.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	-	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	50.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,843.92	4,401.86	4,652.66	3,144.03	8,600.00	1,552.20
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,300.72	2,082.00	1,576.48	2,842.38	6,109.00	1,275.68
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 4,144.64	$ 6,483.86	$ 6,229.14	$ 5,986.41	$ 15,009.00	$ 2,827.88

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DIVISION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	602.00	2,923.31	141.00	323.59	3,000.00	1,402.50
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	444.72	500.00	-
532714	TRANSP-GRND - IN STATE	9,383.01	15,883.84	15,946.35	10,000.42	14,000.00	9,495.36
532715	TRANS GRND-OUT STA,IN US	223.55	-	43.12	18.00	300.00	297.53
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	40.20	50.00	-
532717	TRANSP OTHER - IN STATE	2.00	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	30.00	30.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,442.63	976.24	264.87	4,001.90	4,100.00	806.81
532722	LODGING-OUT STATE, IN US	853.20	1,986.05	534.00	569.39	1,900.00	1,855.26
532723	LODGING-OUT OF COUNTRY	-	-	-	1,228.50	1,400.00	-
532724	MEALS - IN STATE	1,236.00	820.00	462.13	1,934.00	2,000.00	718.56
532725	MEALS-OUT OF STATE,IN US	280.00	584.00	148.00	158.00	510.00	502.00
532726	MEALS - OUT OF COUNTRY	-	-	-	172.00	200.00	-
532727	MISC - IN STATE	-	4.00	11.00	86.00	100.00	-
532728	MISC - OUT STATE, IN US	-	-	23.00	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	100.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 14,022.39**	**$ 23,177.44**	**$ 17,573.47**	**$ 18,976.72**	**$ 28,190.00**	**$ 15,108.02**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712	TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715	TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722	LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725	MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728	MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 73,825.66**	**$ 75,340.50**	**$ 92,256.34**	**$ 97,259.12**	**$ 102,250.00**	**$ 58,574.12**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712	TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715	TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722	LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725	MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728	MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 73,825.66	$ 75,340.50	$ 92,256.34	$ 97,259.12	$ 102,250.00	$ 58,574.12

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	100.00	-
532712	TRANS AIR-OUT STATE,IN US	-	-	690.00	269.53	300.00	150.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	45,367.41	44,011.90	43,599.80	33,980.64	35,383.00	25,213.04
532715	TRANS GRND-OUT STA,IN US	70.15	-	275.73	273.90	300.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	644.30	1,466.77	1,231.52	2,910.98	3,000.00	711.77
532722	LODGING-OUT STATE, IN US	-	-	1,023.50	785.69	800.00	200.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	590.75	647.05	384.00	1,476.00	1,500.00	362.25
532725	MEALS-OUT OF STATE,IN US	30.00	-	408.00	330.00	400.00	44.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	15.68	50.00	30.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	50.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 46,702.61	$ 46,125.72	$ 47,612.55	$ 40,042.42	$ 42,133.00	$ 26,711.06

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	633.50	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	542.00	-	945.27	1,627.11	1,825.00	1,820.67
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	(150.00)	-	-
532714	TRANSP-GRND - IN STATE	16,613.30	14,492.87	17,309.60	13,894.07	11,230.00	11,200.20
532715	TRANS GRND-OUT STA,IN US	213.00	50.00	94.00	-	100.00	20.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	113.95	215.00	212.30
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	560.96	663.12	827.61	640.72	700.00	623.29
532722	LODGING-OUT STATE, IN US	685.61	810.92	567.26	1,461.73	2,650.00	2,637.03
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	988.79	833.51	1,028.70	598.13	750.00	746.00
532725	MEALS-OUT OF STATE,IN US	164.00	142.00	76.00	1,423.70	1,500.00	582.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	15.00	52.50	17.25	25.00	100.00	30.25
532728	MISC - OUT STATE, IN US	65.00	12.00	54.00	27.56	60.00	55.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	156.40	321.00	373.70	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	14.00	-	32.00	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 20,018.06	$ 18,011.42	$ 21,325.39	$ 19,661.97	$ 19,130.00	$ 17,926.74

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	194.55	141.00	202.21	394.76	500.00	361.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	253.64	415.00	2,568.56	54.05	550.00	361.10
532715	TRANS GRND-OUT STA,IN US	18.00	40.00	-	-	100.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	31.00	130.00	72.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	38.15	-	223.23	413.58	500.00	66.08
532722	LODGING-OUT STATE, IN US	270.78	467.42	336.33	1,249.27	1,250.00	653.12
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	139.04	28.00	261.45	330.00	450.00	28.00
532725	MEALS-OUT OF STATE,IN US	158.00	92.00	44.00	250.00	300.00	40.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	44.00	40.00	-
532728	MISC - OUT STATE, IN US	4.00	10.00	74.00	8.00	30.00	8.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 1,076.16	$ 1,193.42	$ 3,709.78	$ 2,774.66	$ 3,850.00	$ 1,589.30

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	169.62	-	-	200.00	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	212.80	817.40	16.90	3.45	400.00	-
532715	TRANS GRND-OUT STA,IN US	-	26.00	-	-	50.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	134.61	-	86.00	-	150.00	-
532722	LODGING-OUT STATE, IN US	318.60	445.20	-	-	200.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	215.97	158.00	188.92	-	250.00	-
532725	MEALS-OUT OF STATE,IN US	-	470.00	-	-	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	16.00	-	-	25.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 881.98	$ 2,102.22	$ 291.82	$ 3.45	$ 1,475.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	1,443.82	442.00	886.50	-	500.00	456.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	14,463.31	12,679.85	15,171.77	11,581.81	12,265.00	8,573.86
532715	TRANS GRND-OUT STA,IN US	138.54	289.72	44.60	-	300.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	90.00	90.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	3,072.24	3,891.12	4,042.25	4,830.10	4,900.00	1,389.60
532722	LODGING-OUT STATE, IN US	1,957.66	1,253.50	1,539.91	-	1,650.00	1,648.35
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	3,064.00	3,680.00	3,674.00	3,358.00	3,800.00	1,250.00
532725	MEALS-OUT OF STATE,IN US	414.00	262.00	352.00	-	310.00	310.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	33.50	45.67	341.74	48.08	70.00	66.48
532728	MISC - OUT STATE, IN US	66.00	20.00	29.00	-	25.00	1.90
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,594.06	3,589.83	4,152.34	4,224.23	4,400.00	1,409.20
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	3,735.09	2,066.27	3,449.56	1,861.00	2,000.00	1,019.87
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 32,982.22**	**$ 28,219.96**	**$ 33,683.67**	**$ 25,903.22**	**$ 30,310.00**	**$ 16,215.26**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	49.91	-	55.80	283.82	328.00	237.82
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	43.00	-	28.00	248.00	200.00	120.00
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	57.00	-	-	98.00	100.00	56.00
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	113.00	4.00	10.00	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	1,827.14	2,659.47	3,558.65	2,647.54	5,400.00	2,168.07
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	995.35	1,135.65	2,903.44	1,710.01	2,200.00	1,108.00
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 2,972.40	$ 3,795.12	$ 6,658.89	$ 4,991.37	$ 8,238.00	$ 3,689.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	160.00	-	309.50	-	450.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,416.60	4,122.14	4,531.11	3,005.53	2,415.00	1,649.05
532715 TRANS GRND-OUT STA,IN US	163.70	76.89	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	1.00	-	-	20.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	1.35	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	753.79	1,283.57	773.18	608.67	675.00	330.73
532722 LODGING-OUT STATE, IN US	652.36	337.48	573.24	-	275.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	698.68	838.00	706.00	508.00	700.00	190.77
532725 MEALS-OUT OF STATE,IN US	172.00	36.00	112.00	-	175.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	35.00	127.10	45.00	100.00	55.43
532728 MISC - OUT STATE, IN US	-	33.00	13.00	-	25.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,611.29	1,642.06	2,594.56	1,668.32	1,670.00	1,365.34
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,114.10	812.63	1,488.04	699.24	930.00	865.16
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	**$ 9,742.52**	**$ 9,219.12**	**$ 11,227.73**	**$ 6,534.76**	**$ 7,485.00**	**$ 4,456.48**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	300.00	-
532712	TRANS AIR-OUT STATE,IN US	334.20	326.00	255.00	966.00	1,000.00	532.47
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	63,702.64	69,348.04	74,631.24	64,161.95	69,900.00	40,137.53
532715	TRANS GRND-OUT STA,IN US	244.90	134.20	-	35.76	200.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	8,262.07	8,567.38	9,298.36	10,948.24	10,550.00	7,192.28
532722	LODGING-OUT STATE, IN US	1,316.32	769.60	1,054.22	1,343.16	1,400.00	725.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	6,724.60	5,916.37	6,704.74	7,203.02	6,950.00	4,563.41
532725	MEALS-OUT OF STATE,IN US	436.00	377.00	314.00	436.00	500.00	142.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	19.00	87.50	209.50	61.00	100.00	41.00
532728	MISC - OUT STATE, IN US	35.00	46.36	-	59.00	100.00	9.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,982.38	3,765.88	3,906.91	3,682.98	4,000.00	2,506.47
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	3,192.49	2,521.77	2,519.47	2,378.19	2,500.00	1,752.82
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 89,249.60**	**$ 91,860.10**	**$ 98,893.44**	**$ 91,275.30**	**$ 97,900.00**	**$ 57,601.98**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722	LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725	MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722	LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725	MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	1,700.00	1,693.50
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	-	396.49	768.00	763.45
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	235.00	35.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	152.90
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	465.00	164.08
532722 LODGING-OUT STATE, IN US	-	-	-	-	1,895.00	1,873.61
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	84.00
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	550.00	448.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	31.53	150.00	125.07
532728 MISC - OUT STATE, IN US	-	-	-	-	35.00	12.75
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	1,026.69	1,005.00	1,003.62
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	326.00	1,500.00	1,487.24
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	80.00	517.09
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 1,780.71	$ 8,783.00	$ 8,360.31

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1803 JUVENILE LAW STUDY COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	(26.50)	-	30.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	(21.00)	-	71.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ (47.50)	$ -	$ 101.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	132.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	32.43	65.72	1,807.90	2,000.00	708.76
532715 TRANS GRND-OUT STA,IN US	-	-	163.68	-	500.00	103.23
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	458.14	800.00	147.15
532722 LODGING-OUT STATE, IN US	-	-	140.80	-	800.00	385.53
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	23.27	312.00	500.00	106.00
532725 MEALS-OUT OF STATE,IN US	-	-	60.00	-	300.00	16.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	1.00	50.00	24.00
532728 MISC - OUT STATE, IN US	-	-	-	-	100.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	200.20	747.50	403.62	1,000.00	584.36
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	215.00	922.20	346.34	900.00	437.44
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ 447.63	$ 2,123.17	$ 3,329.00	$ 7,450.00	$ 2,644.47

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIES

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	348.70	-	-	47.00	110.00	106.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	1,928.60	5,041.40	3,177.65	1,035.86	2,000.00	220.01
532715	TRANS GRND-OUT STA,IN US	26.00	12.00	-	-	50.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	6.00	-	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	20.00	5.50	-	127.00	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,052.09	1,718.03	850.87	697.61	1,000.00	74.12
532722	LODGING-OUT STATE, IN US	1,565.90	61.76	-	-	100.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,016.00	1,042.00	800.00	563.06	900.00	92.00
532725	MEALS-OUT OF STATE,IN US	268.00	46.00	56.00	196.00	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	32.11	-	130.62	383.28	415.00	5.00
532728	MISC - OUT STATE, IN US	26.00	-	-	6.00	50.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,312.37	1,559.53	727.42	468.31	1,000.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	2,335.87	892.39	380.31	310.05	1,000.00	160.25
532732900	WORKSHOP/CONF-SUBSIS	-	542.84	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 12,931.64**	**$ 10,927.45**	**$ 6,122.87**	**$ 3,834.17**	**$ 7,075.00**	**$ 657.38**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1857 STUDENTS AGST DRIV DRUNK

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	720.62	802.00	294.00	863.00	1,420.00	1,416.01
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,435.00	3,821.06	3,882.02	3,524.06	3,590.00	2,373.75
532715 TRANS GRND-OUT STA,IN US	27.00	55.50	13.50	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	58.00	60.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	675.76	825.47	1,228.21	687.81	700.00	276.82
532722 LODGING-OUT STATE, IN US	394.28	1,308.39	428.33	246.40	700.00	693.88
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	344.00	518.00	1,415.50	812.06	1,200.00	1,165.36
532725 MEALS-OUT OF STATE,IN US	220.00	394.00	178.00	96.00	140.00	138.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	18.50	28.00	106.70	29.18	65.00	60.36
532728 MISC - OUT STATE, IN US	-	10.00	3.00	-	20.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	5,071.26	5,290.65	6,005.34	3,144.45	3,500.00	1,552.52
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,992.12	4,448.07	5,082.80	12,789.51	15,180.00	11,319.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 16,898.54	$ 17,501.14	$ 18,637.40	$ 22,250.47	$ 26,625.00	$ 18,995.70

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	20.00	131.00	73.00	100.00	-
532712 TRANS AIR-OUT STATE,IN US	1,531.10	6,333.76	5,325.68	3,316.15	3,400.00	2,869.69
532713 TRANSP AIR-OUT OF COUNTRY	-	2,495.17	844.19	3,306.12	500.00	341.75
532714 TRANSP-GRND - IN STATE	3,254.34	3,123.52	3,132.37	4,698.03	2,300.00	2,289.04
532715 TRANS GRND-OUT STA,IN US	697.59	828.95	656.40	750.95	400.00	222.30
532716 TRANS GRND-OUT OF COUNTRY	-	191.98	641.69	111.48	200.00	40.47
532717 TRANSP OTHER - IN STATE	272.66	-	-	-	100.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	584.41	1,106.30	1,399.09	3,365.26	1,682.00	1,436.76
532722 LODGING-OUT STATE, IN US	2,968.06	2,668.98	2,348.16	2,625.47	2,000.00	1,324.22
532723 LODGING-OUT OF COUNTRY	-	1,439.72	1,436.90	2,129.36	948.00	805.28
532724 MEALS - IN STATE	324.00	550.00	859.23	1,158.93	1,400.00	1,318.94
532725 MEALS-OUT OF STATE,IN US	894.00	601.98	752.80	567.35	600.00	340.00
532726 MEALS - OUT OF COUNTRY	-	404.82	566.75	457.41	500.00	230.32
532727 MISC - IN STATE	-	71.25	213.60	204.20	250.00	123.00
532728 MISC - OUT STATE, IN US	28.00	7.00	147.99	64.72	200.00	134.06
532729 MISC - OUT OF COUNTRY	-	41.00	129.56	27.63	50.00	31.00
532731 BD/NON-EMPLOYEE TRANSP	1,825.47	1,501.98	1,090.93	1,396.30	1,400.00	1,078.02
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	811.17	1,434.62	2,438.17	5,264.96	1,500.00	1,203.91
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	500.00	486.38
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 13,190.80	$ 22,821.03	$ 22,114.51	$ 29,517.32	$ 18,130.00	$ 14,275.14

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1872 LOW-LEVEL RADIOACTIVE WASTE MGT

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	5,837.20	5,001.60	4,321.50	378.00	-	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	2,839.51	5,055.50	5,660.96	3,052.90	-	-
532715 TRANS GRND-OUT STA,IN US	1,070.21	1,784.13	1,199.49	234.68	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	110.88	247.52	-	177.76	-	-
532722 LODGING-OUT STATE, IN US	996.86	2,002.48	2,343.86	360.90	-	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	48.00	132.00	-	100.00	-	-
532725 MEALS-OUT OF STATE,IN US	728.00	1,054.00	810.00	130.00	-	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	61.50	57.00	-	-
532728 MISC - OUT STATE, IN US	4.00	16.00	118.00	26.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	3,699.27	4,032.05	1,255.25	820.20	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,014.99	1,467.06	789.70	256.94	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 16,348.92	$ 20,792.34	$ 16,560.26	$ 5,594.38	$ -	$ -

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

SPAN OF CONTROL DATA
FISCAL YEAR 2000-2001

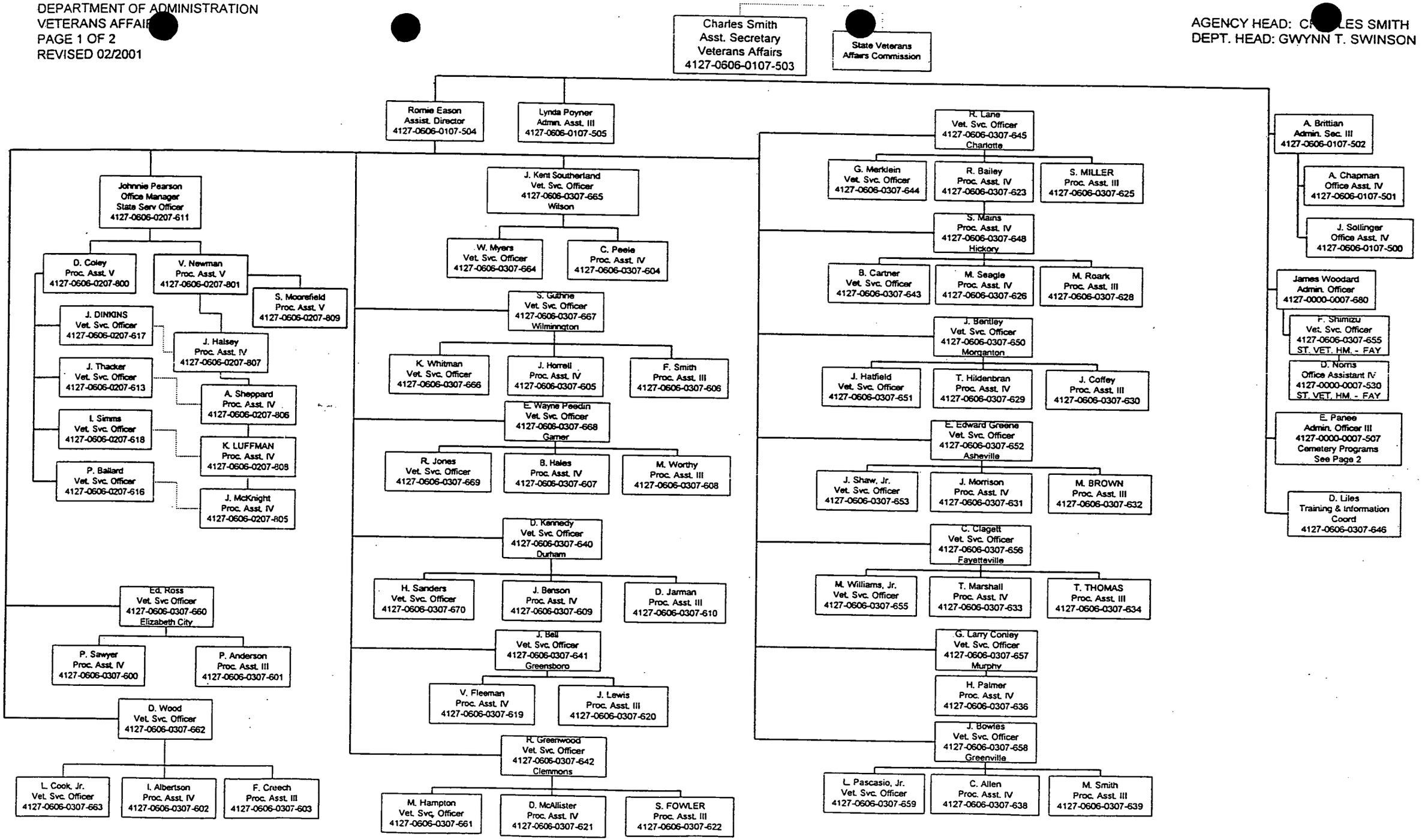
DEPARTMENT OF ADMINISTRATION SPAN OF CONTROL DATA

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Agency for Public Telecommunications	8	18	2.1	8	17	2.1
Board of Ethics		1		2	3	1.5
Board of Science & Technology	2	6	2.5	2	5	2.5
Council for Women	4	14	4.0	5	18	3.6
Domestic Violence Commission	n/a	n/a	n/a	1	3	3.0
Facility Management	34	191	5.6	32	203	6.3
Fiscal Management	5	26	5.0	5	29	5.8
Federal Surplus Property	4	13	3.0	3	11	3.6
GACPD	3	38	12.3	5	36	7.2
Historically Underutilized Businesses	n/a	n/a	n/a	1	5	5.0
Human Relations Commission	4	17	4.0	3	17	5.6
Human Resources Management	3	12	4.0	3	15	5.0
Indian Affairs	9	33	3.6	9	33	3.6
Mail Service Center (Courier in 1997)	5	46	9.0	7	83	11.8
Management Information Systems	3	8	2.3	3	10	3.3
Motor Fleet Management	8	47	5.9	8	50	6.2
Non-Public Education (in Gov's Office in '97)				1	3	3.0

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Parking	1	14	13.0	2	11	5.5
Purchase & Contract	10	66	6.8	10	60	6.0
Secretary's Office	11	29	3.9	7	27	3.8
State Capitol Police	12	52	4.3	12	65	5.4
State Construction Office	7	56	8.0	7	56	8.0
State Energy Office (in Commerce in '97)				3	14	4.6
State Property Office	5	22	4.2	6	21	3.5
State Surplus Property	3	13	3.7	3	16	5.3
Veterans Affairs	24	90	3.7	26	91	3.5
Youth Advocacy & Involvement Office	4	11	2.7	3	12	4.0
Departmental Average Span			4.81			5.16

DEPARTMENT OF ADMINISTRATION
VETERANS AFFAIR
PAGE 1 OF 2
REVISED 02/2001

AGENCY HEAD: CH LES SMITH
DEPT. HEAD: GWYNN T. SWINSON



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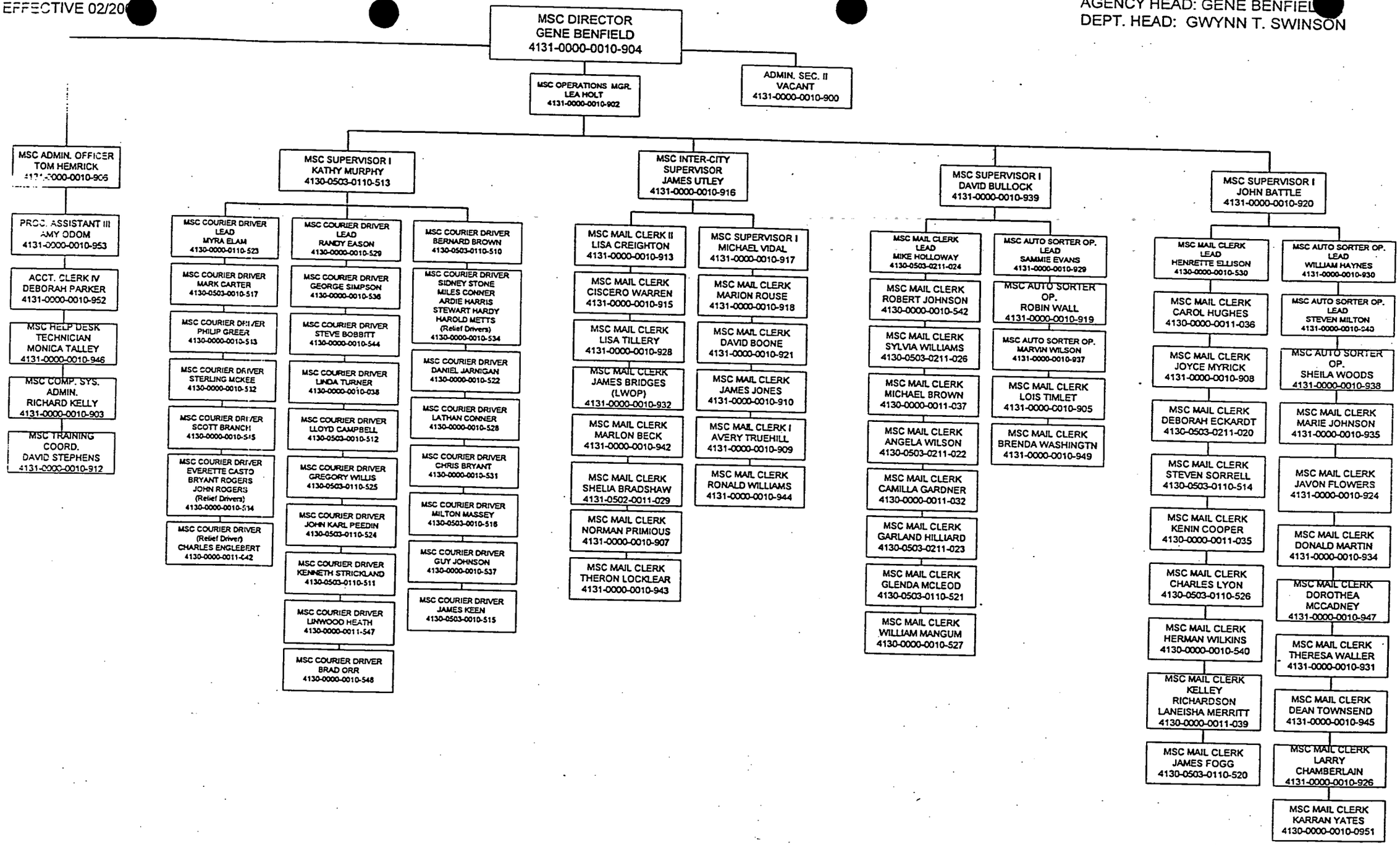
DEPARTMENT OF ADMINISTRATION
MAIL SERVICE CENTER
EFFECTIVE 02/20

AGENCY HEAD: GENE BENFIEL
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
PURCHASING
REVISED 2/2001
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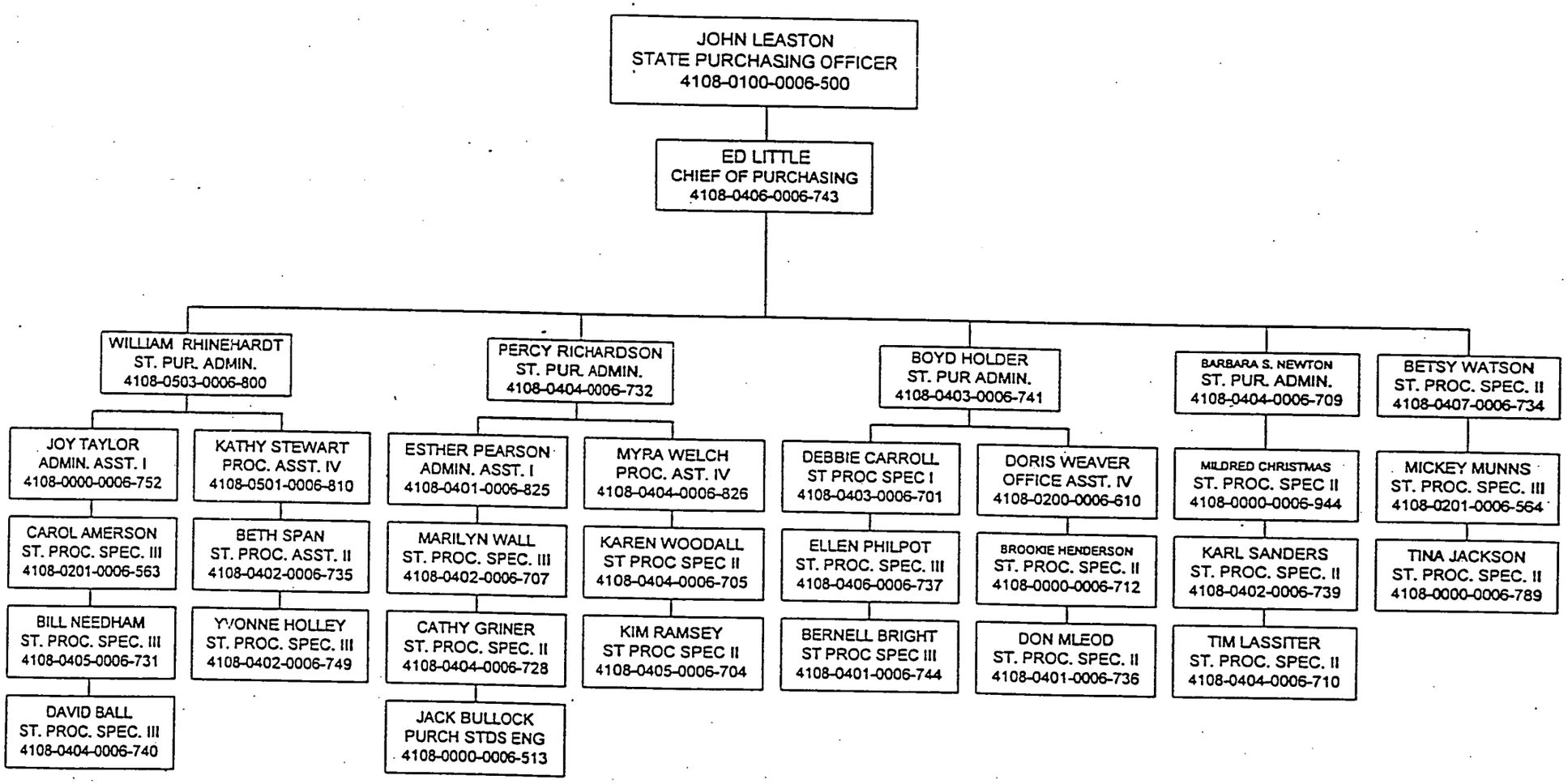
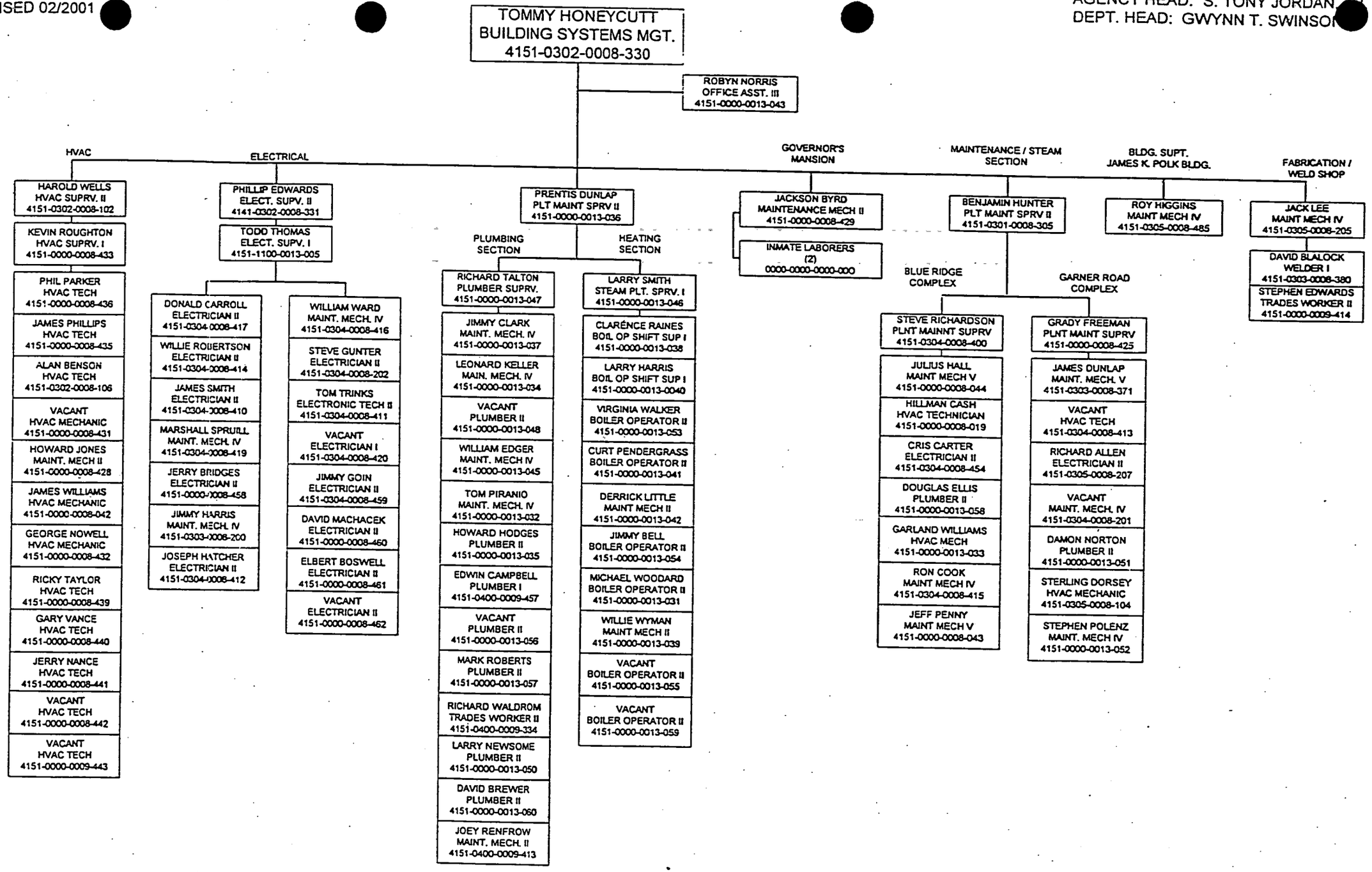
AGENCY HEAD: J. ARTHUR LEAST
DEPT. HEAD: GWYNN T. SWINSON



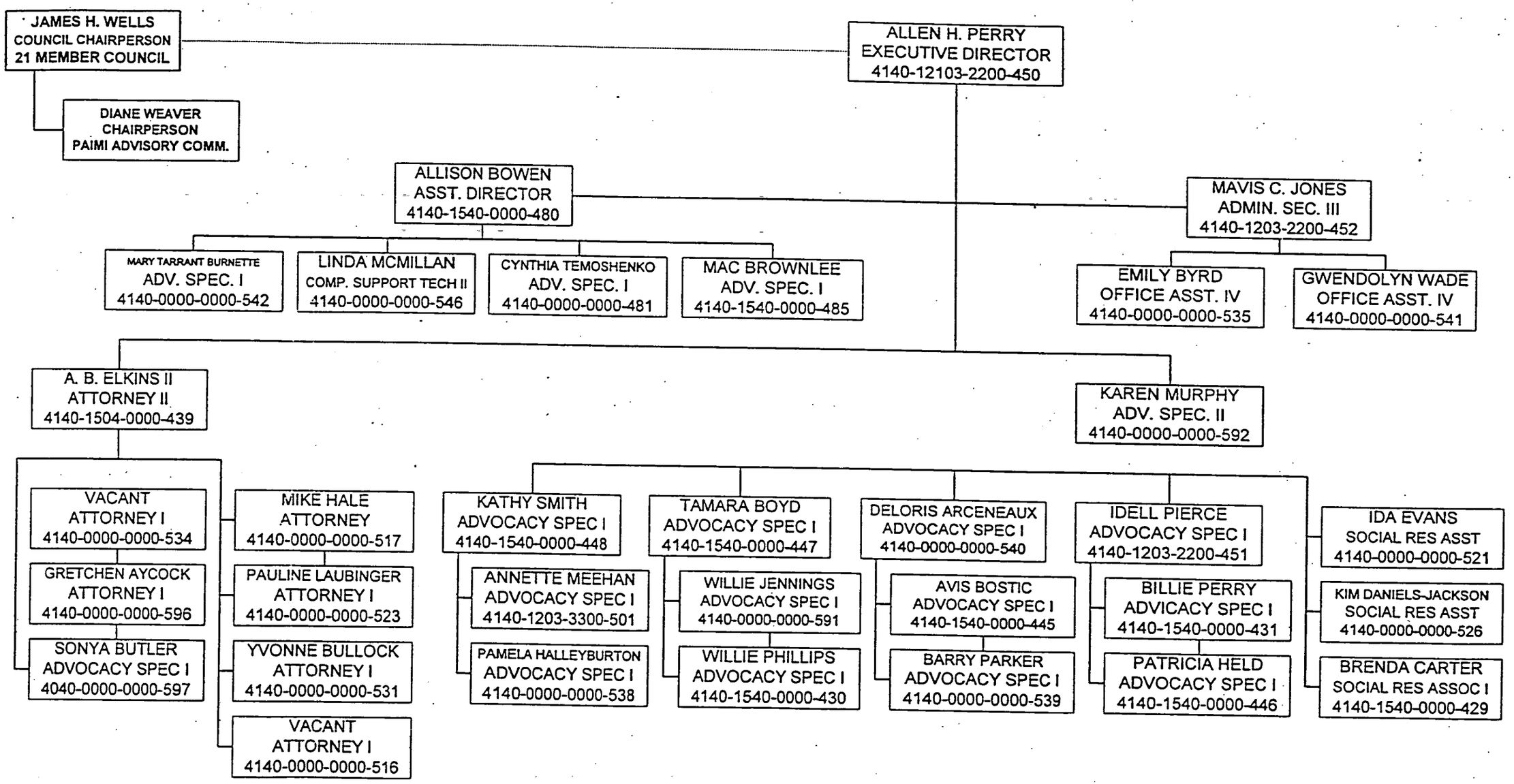
FACILITY MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
GACPD
REVISED 02/2001

AGENCY HEAD: ALLEN H. PERRY
DEPT. HEAD: GWYNN T. SWINSON



141

VISITOR REGISTRATION SHEET

General Government — 4/18/01
Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Rodney Maddox	Office of the Secretary of State
Elaine Marshall	SOS
MICHAEL PEELER	SOS
Robert Wilson	Sec of State
Kathie Austin	OSBPM
GREGORY CAIN	DOA
SMITTY LOCKLEAR	DOA
Greg Richardson	"
Jeff Conwell	"
Perry Newsom	NC Bd / Ed Affairs - DOA
Leslie Stevenson ECK	DOA
Mari Fitz-Wynn	NCHE (North Carolinians for Home Ed.)
Rod Walton	DOA
ATLAS WILSON	DOA
Carolyn Jennings	DOA
Charlie Smith	NCDVA
Brooks Skinner	DOA
Pam Deardorff	DOA
Peggy Alexander	DOA
Allen Lenz	DOA
Hugh Cochrell	DOA
Tim Simmons	DOA
McKinley Wooten, Jr.	DOA
Marsha Glass	DOA
Leila Tvedt	APT - DOA
Priscilla Smith	DOA
LARRY JONES	DOA
TONY JORDAN	DOA

VISITOR REGISTRATION SHEET

Name of Committee _____ Date _____

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Byron Harris	OSBPM
Thomas Check	OSB PM

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 19, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, April 19, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Gene Wilson, and Marvin Lucas. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

In Senator Ed Warren's absence, Senator Oscar Harris chaired the meeting. Senator Harris introduced and welcomed the Pages; they are Ashma Aneeja from Senator Warren's district, Rachael Thomas from Representative Hurley's district, and Brooks Sheritt from Pasquotank, Representative Owen's district.

Senator Harris recognized Mr. McKinley Wooten to continue with the presentation from the Department of Administration that began on April 18. Mr.Wooten continued his review on page 31of the handout.

Norman Cohen, President and CEO of UNITEC, Inc. UNITEC is an international marketing company in the chemical specialty business. He also serves as Vice Chair of the North Carolina Board of Science and Technology. He will speak on behalf of the board's appropriation's request. He reviewed pages 33-33 and A-30. (Attachment 1). Senator Harris commented that this report represents quite an accomplishment and he certainly appreciates the effort that is made to raise venture capitol for the rural counties of North Carolina.

Representative Sherrill noted on page A-30 that there are three vacancies and asked if this is where the budget cuts are coming from? The Administrative Officer I position and the Deputy Director position will not be filled. An Executive Director will be appointed as soon as possible.

The meeting continued with Tony Jordan to address Facility Management found on pages 99-107 and B12 of the Department of Administration report. (Attachment 2). The facilities are managed with 210 employees. Mr. Jordan briefly reviewed the report.

A question arose concerning the travel budget found on page B12. Mr. Jordan explained that the travel has to do with the maintenance of the Polk Building in Charlotte on Trade Street. It houses state employees from Revenue, Labor, etc.

From the State Capitol Police, Mr. A.C. Wilson, Acting Chief of Police reviewed the report pages 115-118. Raleigh Police do not have the time, manpower and probably the

inclination to provide the unique services provided by the State Capitol Police. Some samples of these unique services are shown in the following examples from the Statistics from June 2000 – April 2001: personnel hearings 43 times, security and personnel at the Governor's Mansion 379 times, investigated traffic accidents on state property 52 times, escorted State employees to deposit state funds 517 times, jump start vehicles 155 times, opening state buildings during off hours 1,658 times, issues permits to use state property to non state employees and officers are required to provide state security during these events resulting in 785 intrusions and made 693 arrest. The State Capitol Police are on duty 365 days a year.

A copy of the State Police Statistics Report will to be brought in later as requested.

Greg Cain, Director of State Parking Office continued the meeting with a review of the State Parking Systems. (attachment 3)

In answer to a question regarding the parking building lease rates: The lease rates were set in 1979 and there has some discussion to raise the rates in recent years, but it has not happened yet. An increase in rates would be used to help take care of needed maintenance.

The Office of Americans with Disabilities Act was next on the agenda with Coordinator Larry Jones presenting. Mr. Jones reviewed the report. (attachment 4). With regard to the Supreme Court decision that State Employees could not sue in Federal Court for monitory damages, but it does not preclude them from suing under any other act. Senate Bill 168, Short Title: HMO Cease and desist would include State employees under the state law.

The Governor's Advocacy Council for Persons with Disabilities is next on the agenda with Allen Perry, Director speaking. Mr. Perry reviewed the council report that begins on page 143. (attachment 5). In respect to the death and injury investigation that came to light last year, the relationship to the Justice Department is to investigate policy, procedure, or if abuse was present and to make recommendations.

In response to a question regarding funding Mr. Perry reported that the state funding is right at a half million dollars and all other funding is federal. The total budget is 2.3 million dollars.

In response to the question: are you familiar with the Mayor's Council for Americans with disabilities? Yes, we have worked with them in the past and during annual awards presentation. The board was concerned that there was a conflict of interest in giving out awards to people in the community many of which might be service providers or employers. Therefore, we have a working agreement with the vocational rehabilitation and they do most of that work with the Mayor's Committees and sometimes make referrals. We assist them as we need to and we do speeches from time to time and work with them. We are not as intimately involved as we used to be. Anytime anyone feels that they are being treated unfairly or indiscriminately because of their disability they are

more than welcome to call the Governor's Advocacy Council for a person with Disabilities.

Next on the agenda is the North Carolina Commission of Indian Affairs with Greg Richardson speaking. Mr. Richardson reviewed the resource materials report beginning on page 129. (attachment 6). Federally recognized tribes are through the Bureau of Indian Affairs in Washington, D.C. The state of North Carolina has a similar process of recognition that is in no way as difficult at the Federal.

Because of cross over the committee will not meet on Monday. The next meeting is scheduled for Tuesday April 24, 2001 at 8:30 in room 425.

The meeting is adjourned.

Respectfully Submitted,

Senator Oscar Harris, Chair

Delores Ledford, Clerk

North Carolina Board of Ethics

Number of Board Members: Seven appointed by the Governor

Purpose: The Board's overall mission is to protect the public interest and maintain the public trust by helping covered "Public Officials" avoid conflicts of interest and appearances of conflict of interest as they perform their public duties. Covered "Public Officials" include gubernatorial and legislative appointees to non-advisory boards and commissions within the Executive Branch of State Government, and exempt from the State Personnel Act employees in the Executive Branch including university officers as designated by the Board of Governors. The Board pursues it goals primarily through education, evaluation of statements of economic interest, advisory opinions, and complaint investigations.

Structure: The Board is supported by a staff of three: (1) an Executive Director, (2) an Administrative Officer, and (3) a Research Assistant.

Budget: Beginning July 1, 2000, the Board had a budget of $225,750 with which to oversee and assist approximately 250 boards and commissions and 2000 actual or prospective appointees and employees.

Report on Activities for 2000:

The Board had two meetings in 2000.

The Board investigated and resolved five formal complaints.

The Board issued 9 advisory opinions.[1]

The Board's Executive Director made ethics education and awareness presentations to 54 entities reaching over 2000 individuals.

Board staff handled numerous telephone inquiries concerning the Order and Statement of Economic Interest filing requirements and general conflict of interest/appearance of conflict issues.

The Board published four newsletters that were mailed to public officials subject to the Order, staff directors for boards subject to the Order, and other interested persons.

Board staff evaluated and made available for public inspection approximately 2,513 supplemental statements of economic interest and 275 new statements of economic interest. Our findings for the new statements of economic interest were as follows:

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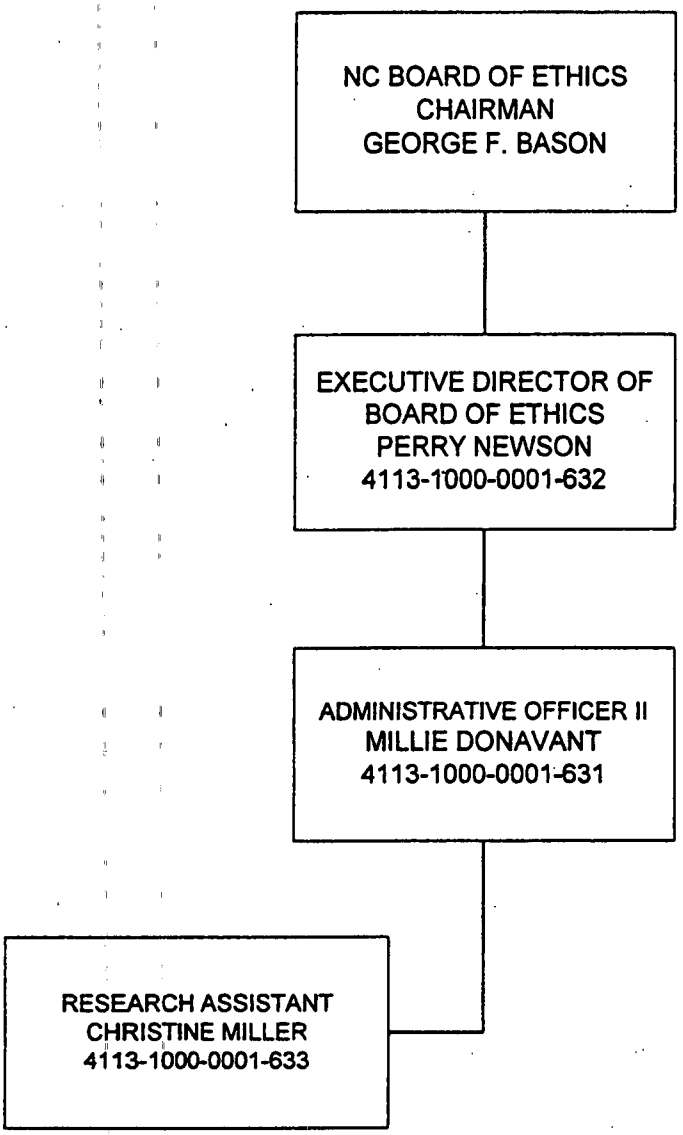
[1] Complaints and advisory opinions are initiated by third parties and thus their numbers are outside the Board's control.

No actual, potential, or appearance of conflict of interest	152
Potential for conflict of interest	122
Actual conflict of interest	0
Appearance of conflict of interest	1
Total New Statements Evaluated	275
Total Supplemental and New Statements of Economic Interest	**1,788**

DEPARTMENT OF ADMINISTRATION
BOARD OF ETHICS
REVISED 2/2001

AGENCY HEAD: PERRY NEWSON
DEPT. HEAD: GWYNN T. SWINSON



DOA Board of Science and Technology
FUND 1871
Summary of Budget

	1999-00 Actual	2000-01 Authorized	Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 696,365	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712	
Total Estimated Receipts	14,227	-	-			-			
Net Appropriations	$ 682,138	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712	
Number of Positions	6.00	6.00	6.00	(2.00)	4.00	6.00	(2.00)	4.00	

Notes:

50% of Budgeted Appropriations is Personnel Cost

24% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

26% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Commission on Indian Affairs
FUND 1861
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 370,159	$ 371,453	$ 371,453	$ 371,453
Total Estimated Receipts	17,314	2,000	2,000	2,000
Net Appropriations	$ 352,845	$ 369,453	$ 369,453	$ 369,453
Number of Positions	7.00	7.00	7.00	7.00

Notes:

85% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

15% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

FACILITY MANAGEMENT DIVISION

Summary

Facility Management Division (FMD) provides maintenance and repair services to the state government complex and other facilities in outlying areas, such as the Highway Patrol and SBI complexes on Garner Road and the Museum of Art complex on Blue Ridge Road. Also, FMD maintains the James K. Polk Building in Charlotte and provides support to the three aquariums on the coast. Services include minor new construction, renovation, carpentry, painting, housekeeping, steam plant operation, HVAC, electrical, plumbing, welding, elevator maintenance, lock shop operation, fire and pest services. Maintenance to the Capitol complex parking facilities, which includes snow and ice removal in the winter, is included in the function of FMD.

Accomplishments

FMD is continuing its preventative maintenance program that has been in place since July 1, 1996. This program involves the maintenance and repair of 146 buildings and over 1950 pieces of equipment. Over the last five years there have been fewer breakdowns of equipment resulting in significant savings. In the Program Statistics report to State Budget, maintenance costs have been reduced as follows:

1996-97	. 41 cents per square foot
1997-98	. 35 cents per square foot
1998-99	. 30 cents per square foot
1999-00	. 40 cents per square foot
(cost increase attributed to replacing two chillers)	
2000-01	. 25 cents per square foot (projection
of cost this fiscal year)	

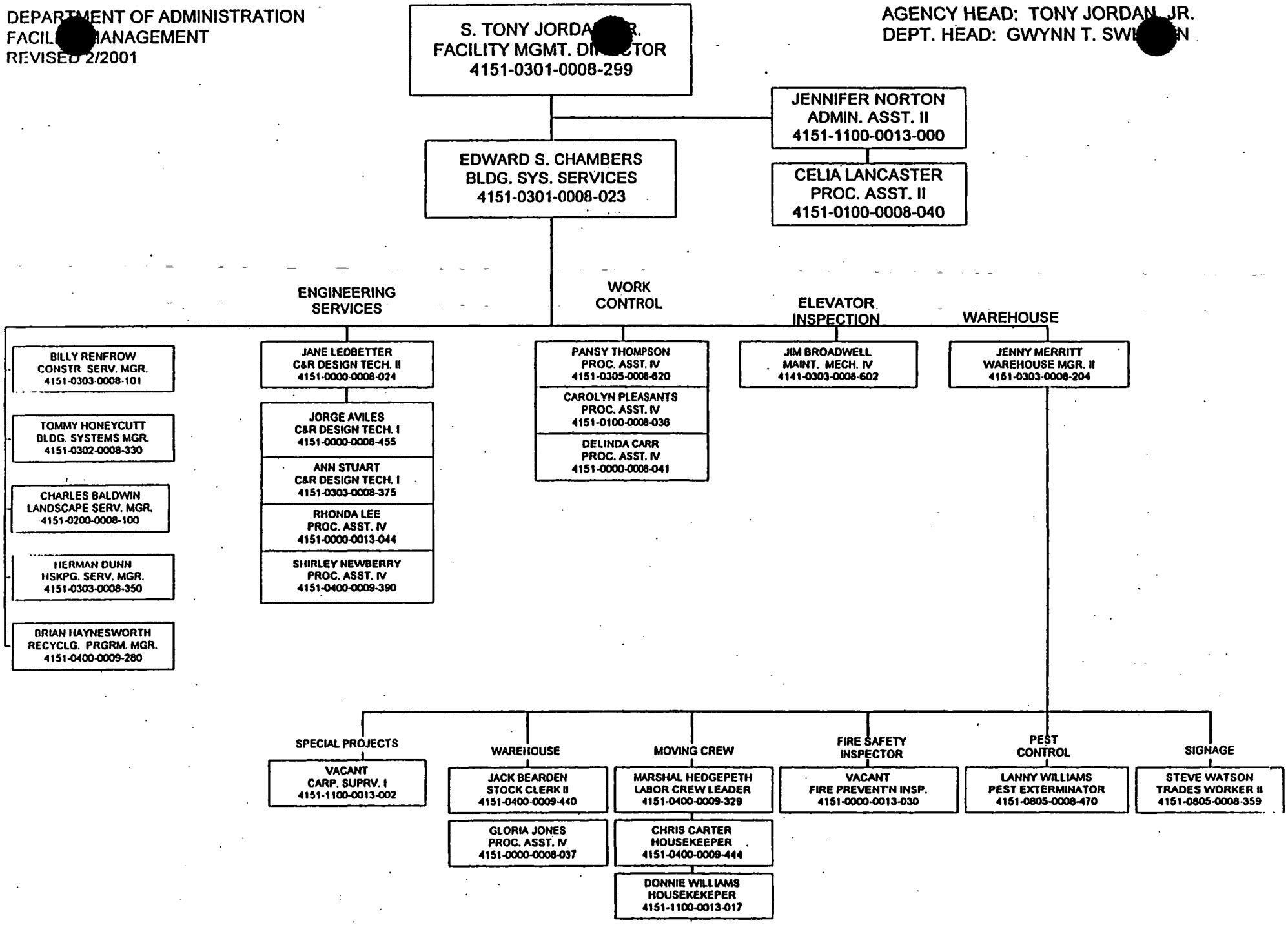
Energy costs have been reduced as follows:

1996-97	1.55 cents per square foot
1997-98	1.68 cents per square foot
1998-99	1.53 cents per square foot
1999-00	1.41 cents per square foot
2000-01	1.39 cents per square foot
(projection of cost this fiscal year)	

Energy costs can be further reduced through the reduction of lighting costs in buildings in the state government complex as well as through the installation of more energy efficient equipment.

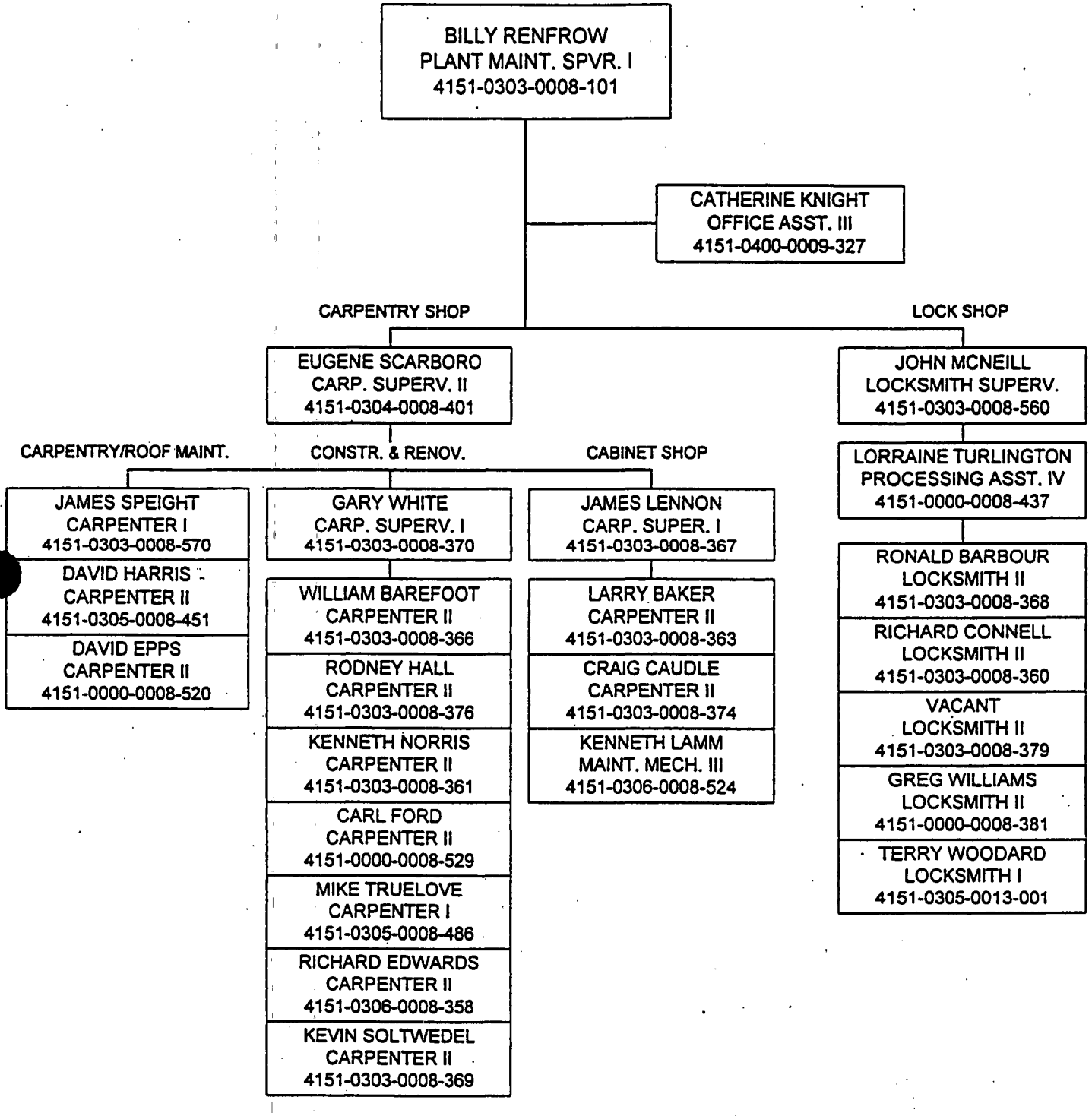
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



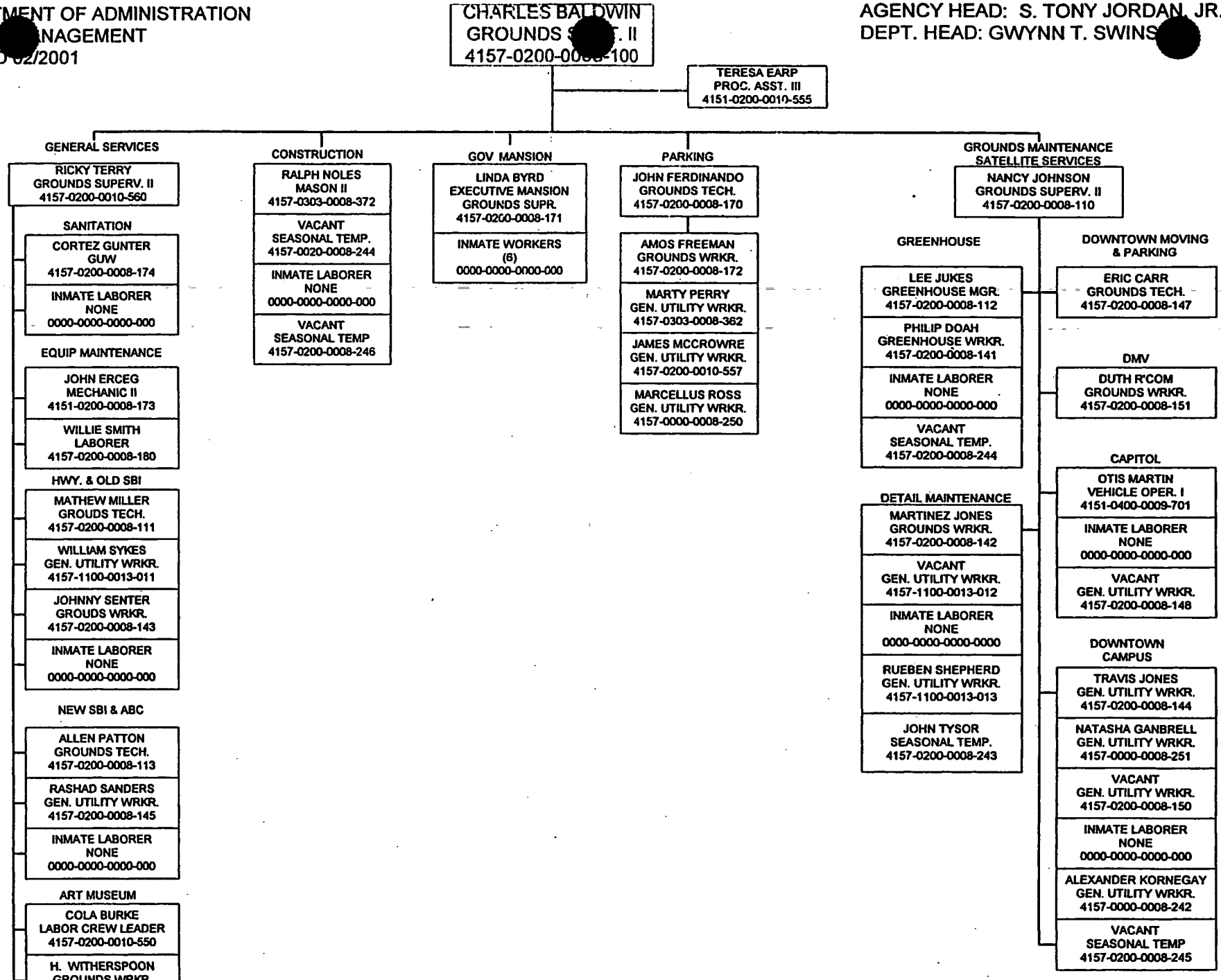
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



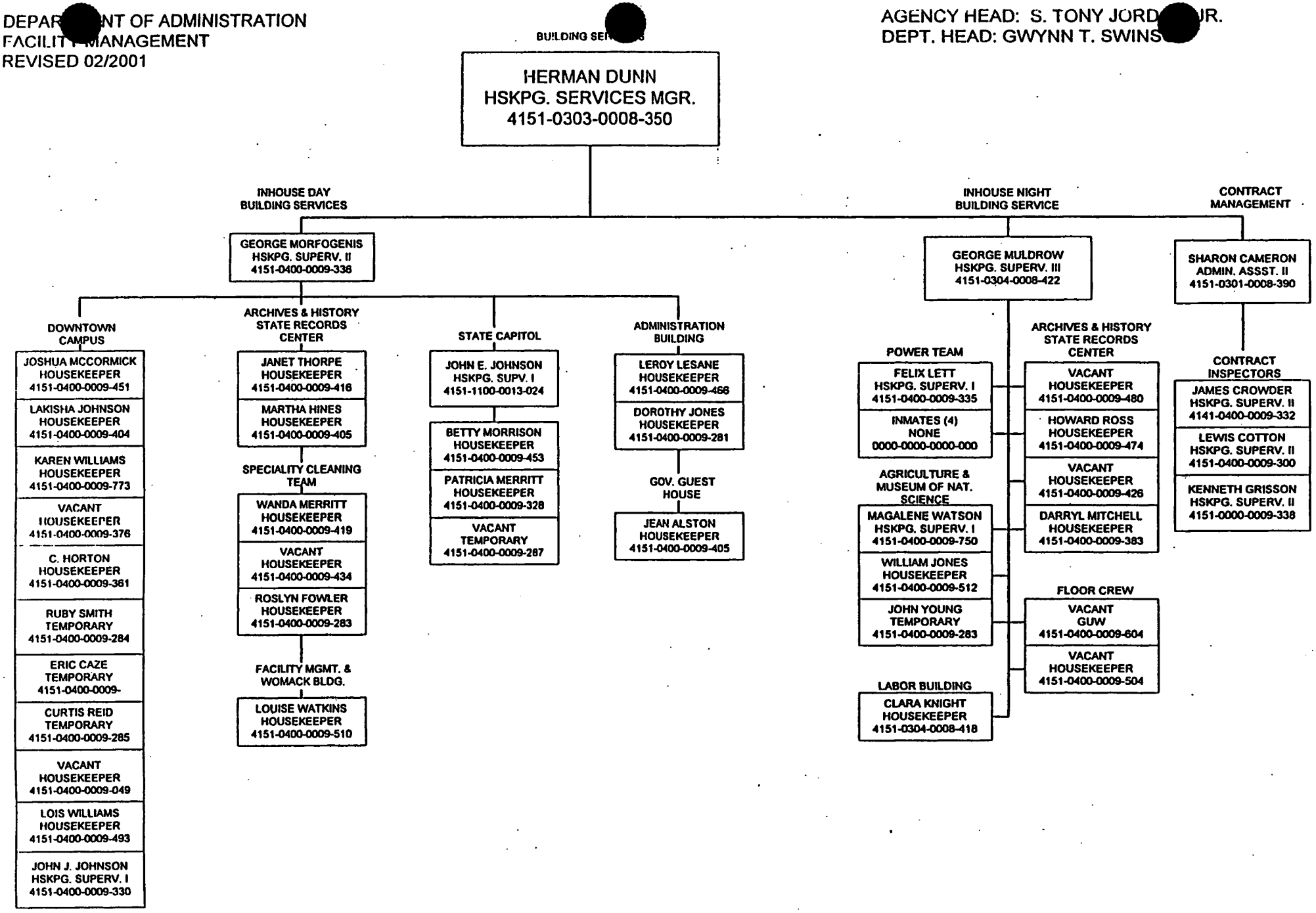
DEPARTMENT OF ADMINISTRATION
FACILITIES MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Systel Office Automation	$874.00
(3) Copiers	Minolta Corp	$4,487.04
Copier	Minolta Corp	1,343.88

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE CAPITOL POLICE

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier (Konica 2028)	Commerical Business Machines	$595.00
Copier (Mita 1415)	Commerical Business Machines	$240.00

STATE CAPITOL POLICE

Summary

The State Capitol Police Division (SCP), a law enforcement agency with police powers throughout Raleigh and state property in Wake County, provides security and property protection for state government facilities in Raleigh and other areas of Wake County. The division protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assists visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarm systems statewide.

Accomplishments

Safety Assistance

SCP places an emphasis on assisting persons and motorists with armed special details. It investigates suspected unauthorized entries and suspicious persons throughout the state government complex and outlying facilities. Since July 1999, 20,101 calls have been received and addressed by SCP. The division monitors fire, burglar and mechanical alarms for government facilities throughout the state at no charge. Today, there are over 500 alarm accounts being monitored by State Capitol Police.

New Facility

In January 2000, SCP moved to a new facility at 417 N. Salisbury Street. This move has allowed the expansion of operations and provides a secure area for the Communications Center. Also, this new facility has increased visibility to customers and has had a positive effect on the morale among SCP employees, resulting in higher productivity.

New Safety Programs

Certified child car seat inspectors are now available to state employees through State Capitol Police. Officers can advise the employee if a car seat is secured properly and if it is in the safest place in a vehicle. State employees are encouraged to call SCP for an inspection. Also, officers are now certified through the Automated External Defibrillator (AED) Program, with the goal that all state buildings will have AEDs in case of emergencies involving heart attacks.

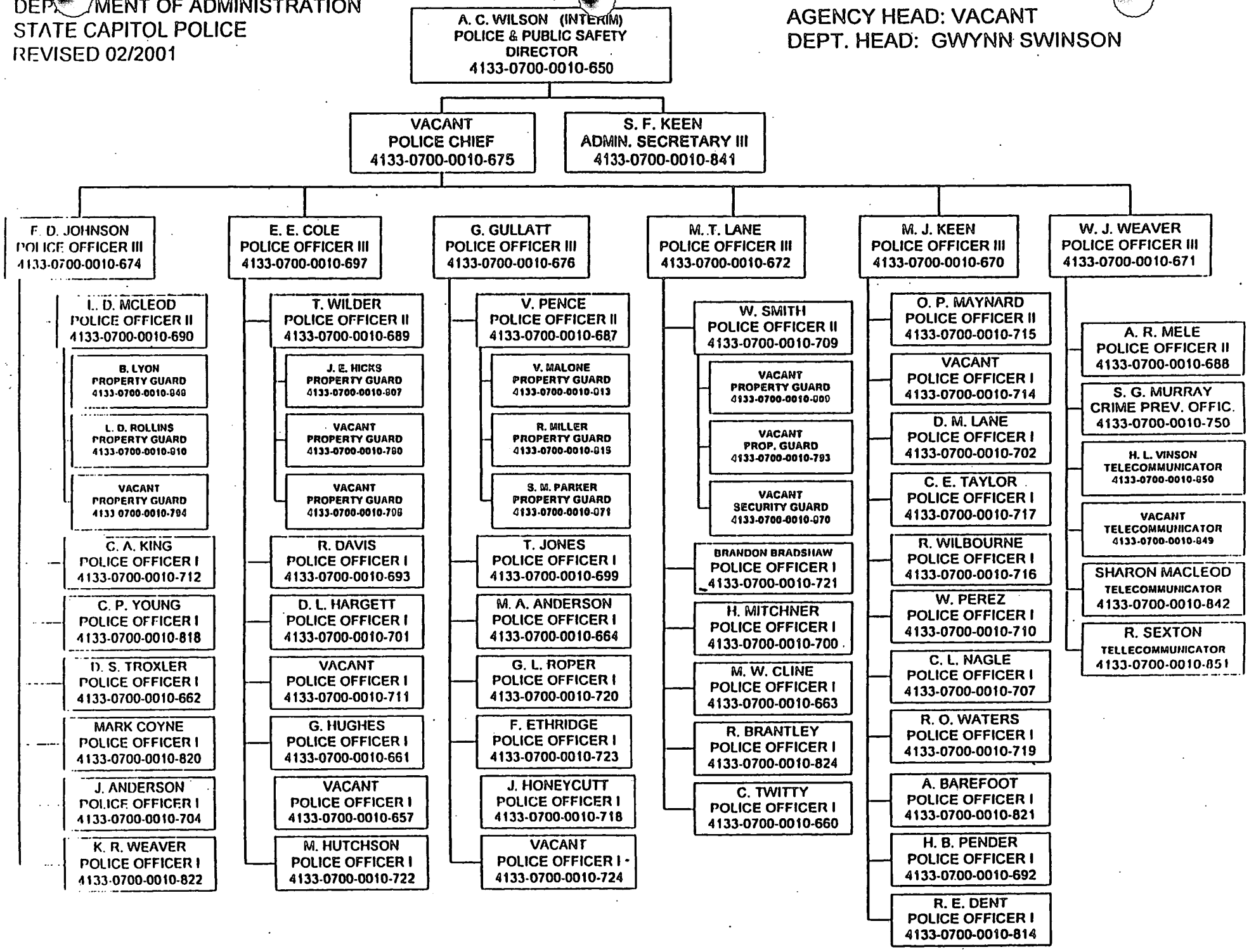
Electric Truck

In December 2000, SCP acquired an electric Chevy S-0 pickup truck. A grant from Carolina Power and Light Company funded State Capitol Police's electric vehicle charging station that is also available for use by other state-owned vehicles. The new truck is an official police vehicle easily recognizable with the State Capitol Police decal as well as the N.C. Project Green's "environmental sustainability" logo. The truck is used on the night shift by an officer who monitors state offices several miles from the downtown state government complex. When the

shift is over, the truck is returned to headquarters where it is recharged and is available for regular patrol or other duties during the day. The procurement of this vehicle is not only cost effective but also environmentally sound.

DEPARTMENT OF ADMINISTRATION
STATE CAPITOL POLICE
REVISED 02/2001

AGENCY HEAD: VACANT
DEPT. HEAD: GWYNN SWINSON



NC OFFICE ON THE AMERICANS WITH DISABILITIES ACT

Summary

From January 1999 to November 2000, the NC Office on the ADA (ADA) responded to almost 1100 requests for information, referrals and/ or technical assistance and distributed over 700 pieces of literature in response to compliance issues. The office also served as a resource for federal, state, county and local government entities. The office provided technical assistance and consultation to the public university system, the Governor's Conference on Race Initiatives, the community college system, private colleges, businesses and local advocacy and special interest groups.

Accomplishments

ADA Training Sessions

The office obtained continued funding in September 1999 from the Southeastern Disability and Technical Assistance Center to expand outreach opportunities and to provide training on the ADA and related compliance issues. This grant allowed the office to increase training activities from 17 such activities in 1998 to over 50 between July 1999 and October 2000.

The training workshops were presented to more than 1000 participants including those in historically economically disadvantaged and isolated rural counties with large minority populations (the so called "double minorities" who are both disabled and members of a racial minority). Additional funding is anticipated for 2001-2002.

The list of entities to whom training was provided includes the following: the Raleigh Arts Council, NC Division of Vocational Rehabilitation, NCSU Department of Recreation, Human Relations offices in Wilson and Fayetteville, NC Assistive Technology Expo, NC Department of Public Instruction, the NC Association of Educators, NC Association of Museum Curators, NC Indian Unity Conference, Social Security offices, State Conference on Aging, and Mental Health Centers and consumers from a number of counties.

ADA Ninth and Tenth Anniversary Celebrations

The ADA Office promoted and assisted in 17 observances in 1999 and 20 ceremonies and observances across the state in 2000. The office distributed materials, gave interviews, presented speeches and provided publicity and assistance to the promoters of the National Torch Run in observance of the tenth anniversary of the ADA in July 2000.

Conferences

The ADA Office obtained funding, coordinated and staffed three very successful conferences (November 1999, May 2000 and October 2000) that brought together state and local officials, advocacy groups and consumers for compliance updates on the ADA. Interactive workshop topics included Emergency Preparedness, Electronic Access, Special Education Issues and

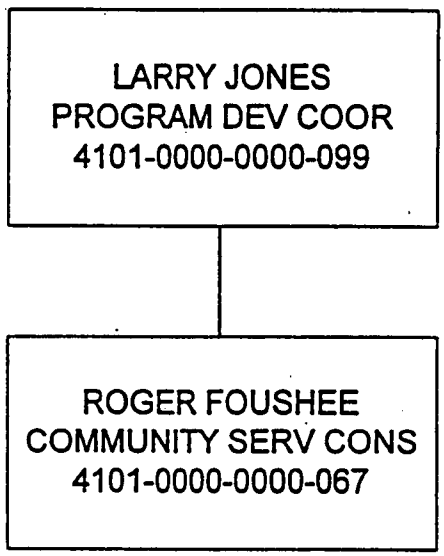
current ADA Litigation issues. The attendance at the conferences rose from approximately 40 in 1998 to almost 170 in 2000, and the organizers were able to present the three conferences at no expense to the Department of Administration.

ADA Compliance

The ADA resumed compliance in September 2000 with Executive Order 15 that required an annual report to the Governor and a quarterly report to the Legislature on state agency efforts to accomplish or assure compliance with transition plan. The document has been completed and submitted for review.

DEPARTMENT OF ADMINISTRATION
AMERICANS WITH DISABILITIES ACT OFFICE (ADA)
SECRETARY'S OFFICE
REVISED 2/2001

AGENCY HEAD: LARRY JONES
DEPT. HEAD: GWYNN T. SWINSON



GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Summary

The Governor's Advocacy Council for Persons with Disabilities (GACPD) is the state's Protection and Advocacy agency (P&A). It is a disability civil rights protection agency committed to serving North Carolina's citizens with disabilities and is part of a nationwide system of such agencies. It is guided by a Board of 21 volunteers appointed by the Governor, President Pro Tem of the Senate and the Speaker of the House of Representatives. GACPD is responsible for providing a statewide advocacy program in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, the Protection and Advocacy for Individuals with Mental Illness Act and the Protection and Advocacy for Individual Rights Act and is independent of any agency which provides services to individuals with disabilities. In accordance with those Acts, GACPD investigates complaints of discrimination and rights violations made by or on behalf of North Carolina citizens with disabilities; and has the authority and pursues legal, administrative, and other appropriate remedies to ensure the protection of the rights of persons with disabilities with particular attention to members of underserved, ethnic and racial minority groups. Further, GACPD reviews and recommends changes in all laws, rules, regulations, programs and policies of the state or any agency or subdivision which impacts the lives of citizens with disabilities.

GACPD is guided by a federally mandated three-year priority plan, which is reviewed each year. Key projects include enforcing the rights of persons with disabilities to live in an integrated community setting of their choice with appropriate supports and services; protecting birth through grade 12 students with disabilities from disability related exclusion from a free appropriate public education in the least restrictive environment; enforcing the rights of individuals to live in a safe environment, free from abuse/neglect/exploitation/death in public and private community settings; advocating for the rights of persons with disabilities in accessing electronic and information technology; and, protecting the rights of individuals with disabilities whose needs do not fall within the scope of the other four priorities with emphasis on accessibility and employment.

Accomplishments

Enforcement of right to receive services and supports which are free from abuse and neglect, and which provides access to due process, informed consent, confidentiality and privacy in 24 hour facilities

Investigated 475 cases of abuse and 193 cases of neglect in 24-hour residential facilities including state facilities with significant results of change in areas of substantiation.

Investigated the death of 71 individuals in 24-hour private and public facilities with significant results of change in areas of substantiation of abuse or neglect. In one of the deaths, a GACPD advocate appeared in an interview with Ed Bradley in April 1999 on the nationally televised program, *60 Minutes II.*

Investigated additional 153 cases of alleged client rights violations and initiated change in substantiated areas.

Investigated the death of a nine-year-old at Grandfather Academy in Avery County. After the investigation, provided training to staff on client rights and how to set up a client rights committee, working closely with the Division of Social Services and the Division of Facility Services. Grandfather Academy was granted a provisional license contingent upon the home not reinstating use of the "basket " hold as a physical restraint technique.

Led effort in the passage of HB1520 that provides containment of the responsible use of patient restraints and emphatically devises a system of patient death reporting. GACPD has access to receiving notification of all deaths reported in state facilities.

Elimination of disability-based discrimination in education, transportation and employment

Represented 434 clients in education cases to ensure that North Carolina's children with disabilities receive a free appropriate education in the least restrictive environment.

Provided assistance to 117 persons with disabilities in employment cases in negotiating and mediating with employers, referring to appropriate state and federal agencies and empowering the individual with foundations of law and rights protections to act.

In April 1999, the final group of curb cuts promised by DOT in a 1997 agreement was completed. Through GACPD's efforts, 2,016 curb cuts were completed for the benefit of the citizens of North Carolina and installation became automatic in all future DOT paving contracts.

GACPD has worked with municipal transit authorities regarding the revision of policies to ensure that people with disabilities have access to the fixed route and paratransit services, including the provision of printed information in alternate formats upon request and web page access.

Enforcement of the rights of people with disabilities to choose where they live, work and recreate

Provided training to 1,917 persons with disabilities, family members and service providers on the rights of persons with disabilities including the Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act and particularly Section 504.

Mailed and otherwise distributed 144,250 brochures on rights of persons with disabilities and on the Governor's Advocacy Council for Persons with Disabilities. These posters and brochures were mailed to 1,658 adult care homes and 2,000 specialized foster care homes (supervised living facilities and therapeutic homes) throughout the State. Agency posters and brochures were also mailed to all 100 county health departments and all 440 public libraries throughout the state. In addition, literature and posters were sent to all 40 area mental health centers. The agency brochures were available in alternate formats and in Spanish. The agency posters were also available in Spanish. A method for contracting with a person fluent in Spanish was established to respond to inquiries.

Established an agency-staffed team dedicated to the implementation of rights established by the US Supreme Court case of *Olmstead et.al. v. L.C. and E.W.*, a case brought under the community integration standards of Title II of the Americans with Disabilities Act. The team has and continues to organize grassroots individuals and organizations for pro-active involvement in the establishment and monitoring of the State's compliance plan. It also is involved in the identification of and assistance to institutionalized persons as well as persons at risk of institutionalization who have the right to community services.

GACPD has taken the lead in electronic access for the state of North Carolina, playing a major role in bringing to the attention of state government the lack of and need for accessibility to technology for persons with disabilities. Following a presentation by GACPD in June 1999 before the state Information Resource Management Commission (IRMC), then Lt. Gov. Dennis Wicker appointed a task force. The task force, which included industry representatives, advocates for the disabled and state officials, developed standards for computers used both by state employees and the public to make sure the disabled can carry out their jobs or have access to government information. GACPD has requested introduction of legislation during the 2001-02 session in accordance with recommendations of the task force.

Wrote and actively pursued statutory changes to NCGS168-A, "Handicapped Persons Protection Act" – now "Persons with Disabilities Protection Act." It increases the statute of limitations on filing complaints of discrimination from 180 days to 2 years; adds "working" as example of major life activities; and replaces the term "handicapped" with "person(s) with a disability". GACPD has received a request from another state for a copy of this state legislation to be used as a guide when crafting rights protection legislation.

Actively pursued the passage of Health Care Personnel Registry legislation, which passed in October 1998 and May 1999. The registry is a listing of all hands-on health care workers in 24-hour facilities in the state who have had allegation of abuse, neglect or exploitation substantiated against them. This information is available to prospective employers through a 24-hour toll-free hotline. Changes advocated by GACPD strengthened the statute and will better protect the rights of clients in North Carolina. This legislation has also been requested by another state for assistance for writing legislation.

Provision of accurate and consistent intake, information and referral services and outreach services

Consolidated and centralized all intake, information and referral services. Toll free numbers are provided so any client or potential client can call and receive prompt and consistent service.

Provided information and referral services and technical assistance to 10,812 callers.

Conducted seven regional forums during this two-year period in Washington, Franklin, Lumberton, Reidsville, Manteo, Boone and Rockingham. Four of the public forums were held in small towns in isolated rural areas, one with a majority of Native American and African-American residents and two others with a high African-American population. The forums enabled the office to reach consumers who might not otherwise have contact.

NORTH CAROLINA COMMISSION OF INDIAN AFFAIRS

Summary

The mission of the North Carolina Commission of Indian Affairs (CIA) is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life. The Commission's goals for American Indians in North Carolina are as follows: to increase and maximize educational opportunities; to increase the economic self-sufficiency and maximize Indian economic development initiatives; to achieve parity in employment; to improve health status; to increase public awareness of American Indians; to provide for state and/or federal recognition of North Carolina Indian tribes; to promote recognition of and the right of Indians to pursue cultural and religious traditions considered by them to be sacred and meaningful; and to promote public understanding and appreciation of American Indian culture.

Accomplishments

Z. Smith Reynolds Grant

The commission received a $30,000 grant from the Z. Smith Reynolds Foundation to develop capacity building of the commission membership, commission staff, and community Indian leaders for the N. C. Commission of Indian Affairs. The purpose of this project is to implement a strategic plan for the Year 2000. The plan requires the commission to establish a partnership with key non-Indian stakeholders in Indian communities, to bring additional resources and expertise to the commission in attempt to serve the future needs of North Carolina's American Indian communities.

American Indian License Plate

The legislature authorized the first American Indian Insignia license plate in 1999. In addition to generating new revenue, the plates bring a new sense of pride and recognition to American Indian citizens of North Carolina.

Culturally Responsive Care Initiative – American Indian Perspective on Key Issues

The Commission received $75,000 from the Division of Social Services (DSS) to implement a culturally responsive care initiative created and established by the Department of Health and Human Services. The Commission, in conjunction with Triangle Native American Society, was responsible for conducting a needs assessment of the American Indian communities statewide. The outcome of this initiative has been the production of a document which provides an overview and initial assessment of needs, accessibility and utilization of services, lack of accurate data, and identification of problems around public policies and practices that omit the state's American Indian community.

Legislation Requiring Consideration of Indian Child Welfare Act for American Indian Children

The Adoption and Safe Families Act was amended by the legislature requiring DSS to consider the Indian Child Welfare Act when placing Indian children into foster care or adoptive services.

NC Health Choice for Families

The Commission was instrumental in partnering with N. C. Health Choice for children in securing approximately $120,000 in outreach funds to encourage enrollment in the program by American Indian tribes and organizations.

Rural Development Initiative -- $1,000,000 in Funds

The Commission worked in partnership with the US Department of Agriculture and its Rural Development Program to develop a special set aside Home Loan Program for American Indian citizens in North Carolina. As a result of this effort, the Rural Development Program has set aside $1 million dollars in home loan funds for American Indian families living in rural North Carolina.

Strategic Plan

The Commission adopted a Strategic Plan. Priorities set forth include economic development, Indian education, Indian health and the establishment of an American Indian Scholarship Foundation.

Diabetes Project

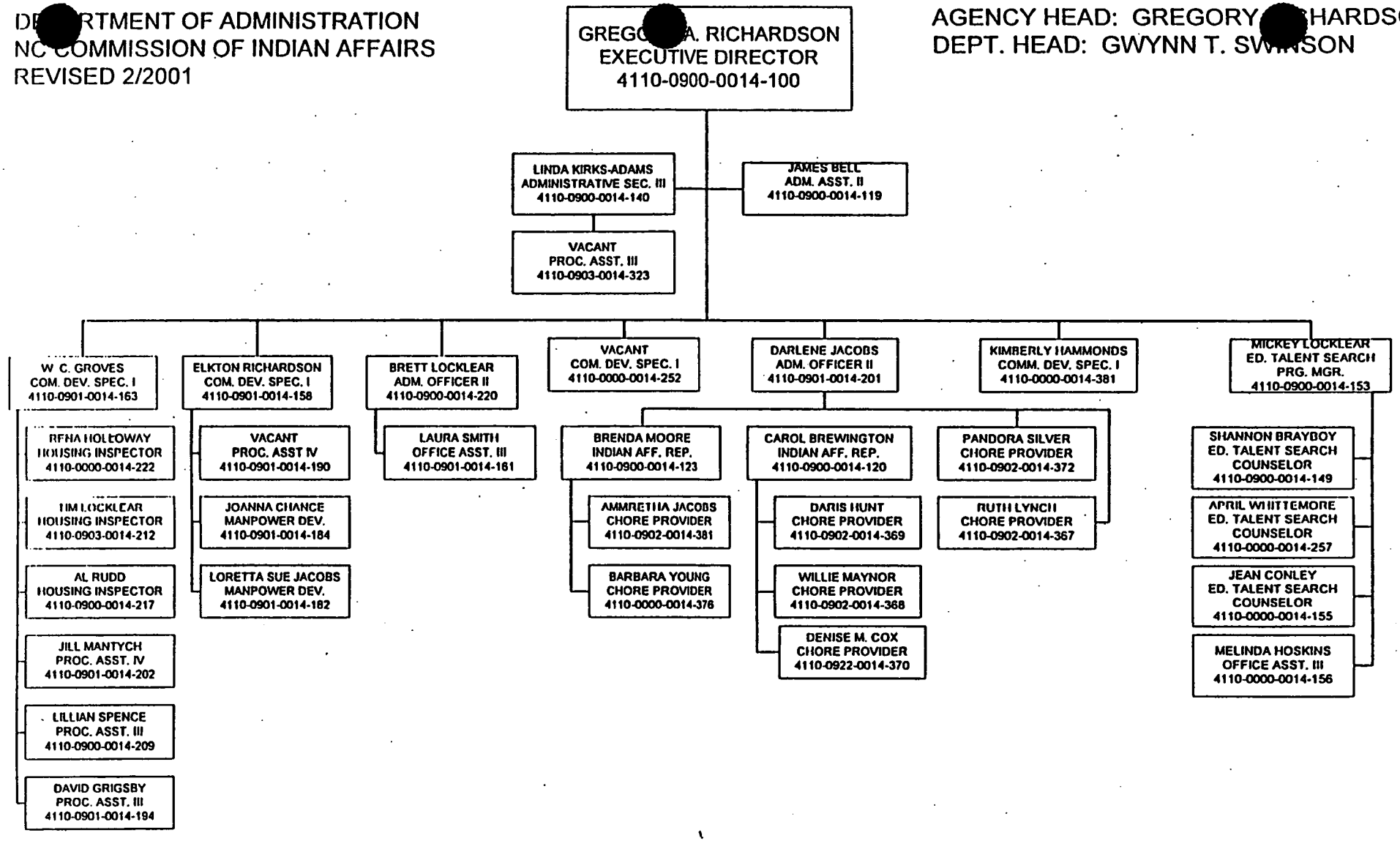
The Commission received a contract in the amount of $20,000 from the Center for Disease Control for this Program. The project will fund diabetes screening efforts in Indian communities.

Indian Education Forum

The Commission staff participated in the National Indian Education Association's Regional Indian Education forum in cooperation with the US Department of Education to comply with President Clinton's Executive Order regarding Indian Education. The forum was held in Raleigh and was attended by about 40 representatives of tribes, Indian organizations and others associated with Indian Education. The NIEA will issue a final report that will include a summary of recommendations from the other Regional Forums held in the United States. The Forum held in North Carolina was the last of the regional forums to be held.

DEPARTMENT OF ADMINISTRATION
NC COMMISSION OF INDIAN AFFAIRS
REVISED 2/2001

AGENCY HEAD: GREGORY A. RICHARDSON
DEPT. HEAD: GWYNN T. SWINSON



VISITOR REGISTRATION SHEET

General Government — 4-19-2001

Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Greg Richardson	DOA - N.C. Commission of Indian Affairs
Allen Perry	DOA - GACFD
Gregory Caudill	DOA - State Parking
McKinley Wooten	DOA
Marsha Gibbs	DOA
[illegible]	DOA
[illegible]	DOA
[illegible]	Bd of Sci & Technology
[illegible]	Bd of Sci & Technology
[illegible]	DOA
[illegible]	DOA
Leslie Starsoneck	DOA
Pam Deardorff	DOA
Peggy Alexander	DOA
LARRY JONES	DOA
Jean Carroll	DOA
Kathie Austin	OSBPM
Smitty Locklear	DOA - MIS

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

May 1, 2001
8:00 a.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Tuesday, May 1, 2001 at 8:00 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were three Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

Representative Jeffus called the meeting to order and introduced the pages: Kelley Haven of Greenville sponsored by Senator Edward Warren, Jamie Watson of Robersonville sponsored by Senator Edward Warren, and Will Flowers of Franklinton sponsored by Representative Billy Creech.

Representative Jeffus continued the meeting by announcing that the committee would go forward with the Continuation Budget Review of the Department of Administration, Internal Services and Programs.

DEPARTMENT OF ADMINISTRATION
Internal Services and Programs

Council for Women (Attachment 1, Pages 133, A15-17, A23-24)

Ms. Peggy Alexander, Interim Executive Director, stated that she is the only state agency that advocates for women in North Carolina. They have a twenty-member board. The regional offices are located in Asheville, Charlotte, Greensboro, Raleigh, Greenville and New Bern.

Ms. Alexander stated that the Governor's budget recommends that the Domestic Violence Commission be consolidated with the Council For Women and that the director of the Domestic Violence Commission be moved over to the executive director's position for the Council For Women.

Representative Jeffus recognized Secretary Gwynn Swinson to present the proposed cost saving of Governor Easley' recommended consolidation of these two division. The cost saving amount would be $109,639 out of a total budgeted amount of $132,000.

Senator Warren about the grants and how you determine who receives those grants. Ms. Alexander stated that with the Domestic Violent Grants, the legislation has

said that they are to be divided equally among the programs throughout the state. The same goes for Sexual Assault Grants. $315,000 of the state appropriated funds are competitive grants and a committee meets to make the selection. The remainder of the grants come from the divorce-filing fee and again is divided equally across the board. The divorce-filing fee is $20 per filing.

Senator Harris wanted to know how he would find out their presence in his district? He also inquired about where the members of the board were from in the state? Ms. Alexander will get him the information, contact person for his district, and a list of board members.

Senator Warren asked if they had considered raising the divorce fee to $25, $50 or $100? Ms. Alexander answered that they had not considered any increase but is certainly something that could be considered.

Representative Sherrill stated that the chart (page 135) shows two positions vacant and the Assistant Director, which she assumes, is Ms. Alexander's position. Ms. Alexander stated that the position of Human Services Coordinator II has not been filled due to the freeze. As the Public Health Coordinator, she is paid from Federal funds. They have been using those funds for temporary people and are going to see if they can get those funds transferred into Grant Funds.

Representative Jeffus recognized Secretary Swinson to briefly share with the committee her understanding of the governor's thinking in making this efficiency and budgetary recommendation that the two divisions would be consolidated. The two important divisions focus primarily on women who are victims and providers. They are working with overlapping population, particularly, the case with the domestic violence commission and funding of the domestic violence shelters, which go through the council. The policy is through the commission and the funding arm is through the council. The governor feels it would promote efficiency within state government. This would be a cost saving in addition to helping consolidate the efforts of working with overlapping population that is primarily women but some men are victims.

Representative Sherrill stated that she believes that the minutes will reflect that the commission voted against this proposal to consolidate.

Domestic Violence Commission (Attachment 1, Page 137, A25)

Ms. Leslie Starsoneck, Executive Director, was recognized to present her report for the Commission. In October 1998, Governor hunt created the Governor's Task Force on Domestic Violence to make recommendations to him about how to improve the state's response to domestic violence particularly in public awareness, the availability and accessibility of services across the state and also to review the victims' safety and perpetrators accountability.

The North Carolina General Assembly made the Commission permanent and granted it an appropriation in July 1999. The Commission consists of thirty-nine members and has an executive director and administrative secretary. The Commission has federal grant to support the costs of a training director.

Representative Adams had some concerns in consolidating the two, Domestic Violence Commission and the Council For Women. The Commission met on the consolidation of the two and their main concern was primarily about dedicated personnel and not interrupt the momentum that they have. There are some areas that overlap.

Representative Jeffus stated that she has received several calls expressing concerns about this area and about some of the changes that are being made. The area has a lot of interest.

Human Relations Commission (Attachment 1, page 149-153, A18)

Representative Jeffus introduced Mr. Eddie Lawrence, Director, to present his report.

Mr. Lawrence stated that their purpose is to advocate, enforce, and promote equality of opportunity in the areas of housing, fair employment practices, public accommodations, education, justice and governmental services. They serve as a focal point for developing, maintaining and improving human relations.

Representative Jeffus asked how many commissions are there. Mr. Lawrence stated that there are sixty-seven commissions in forty-three counties.

Mr. Lawrence further stated that they had just received a grant from the U. S. Department of Housing and Urban Development for $250,000 to focus on complaints coming from the East, particularly from Hispanics and those that flood victims. With those funds they will be able to hire an additional attorney and investigator for housing complaints being received.

Mr. Lawrence continued that once they receive a complaint, then their investigators will determine whether there is discrimination or cause for discrimination then their staff attorney would be the one to enforce the law in Administrative Hearings or Superior Court.

Representative Sherrill stated that every county has a fair housing office, how do you coordinate with the counties? Mr. Lawrence stated that they do not have any enforcement power in those areas. Buncombe County does but there are only about six, Buncombe, Guilford, Orange, Durham, Mecklenburg, and New Hanover, that have enforcement power. The remainder they handle.

Youth Advocacy and Involvement Office (Attachment 1, Page 155-157, A20)

Ms. Pam Deardorff, Director, was recognized to present her report. They have four advisory counselors and a staff of twelve in which they offer a variety of programs and services to the nearly two million children, youth and young adults in the state. They have two components: an advocacy and involvement. One of their accomplishments is the Students Against Destructive Decisions (SADD) and expanded to include the prevention of drug use, smoking, teen pregnancy, violence, date rapes, etc. They now have over three hundred chapters in middle and high schools in the state. They have also expanded into the college arena and have chapters at North Carolina State University and Duke University. They also administer mini-grant programs, which are awarded to youth organizations to promote youth involvement in their community services. Another program is the Youth Legislative Assembly. This is a weekend mock of the North Carolina General Assembly which has been in existence for thirty years. Receipts support the program in the form of a registration fee.

Ms. Deardorff continued that the office also administers the State Government Internship Program for college students. This program offers students work experience that will bridge the gap between what they learn in the classroom and their intended career. Money is appropriated to hire about 103 interns and they work forty hours a week for ten weeks and paid $6.75 an hour. Their interns work only in the summer. They pay the stipends.

The advocacy part of the office responds to citizens concerns about children and youth. They review policy and programs and prepare publications to keep the public informed about issues affecting children. Some of the issues they are presently involved in are infant protection, children of women in prison, the correlation between child abuse and domestic violence, underage drinking, foster care adoption and child fatality prevention. They have developed a funding resource library and database for youth programs and services to offer assistance to both public and private agencies and individuals seeking resources to operate their own programs.

Ms. Deardorff stated that they have updated two publications, *Youth Rights and Responsibilities* and *You and the Juvenile Justice System.*

GOVERNMENT OPERATIONS

Representative Jeffus introduced Mr. Carlton Myrick, Deputy Secretary of Government Operations. This office is responsible for a variety of programs and activities, which include the office for Historically Underutilized Businesses, Mail Service Center, Motor Fleet Management, Division of Purchase and Contract, Quality Coordinator, State-Local Relations, State Construction Office, State Energy Office, and State Property Office. The Division Directors are present to explain the operations and answer any questions.

Office for Historically Underutilized Businesses (Attachment 1, Pages 45-46)

Ms. Bridget Wall, Assistant to the Secretary, gave an overview of the office and the services they provide. The department was set up in the 1980's in the North Carolina Department of Commerce and was later moved to the North Carolina Department of Administration in the Secretary if Administration's Office. By doing this, it raised the awareness of the office. It also created a new position, Assistant to the Secretary for the outreach. There is a twenty-six member Council, which consists of the state chief purchasing agents, HUB vendors and a representative from the HUB community and private and non-profit business sectors. Their goals were four per cent, increased to eight per cent and the goal was set for ten per cent effective July 1, 2000. It is up to nine and half percent according to the second quarter HUB report as of December 2000.

Representative Sherrill asked what their budget is including their travel budget? Ms. Wall introduced Ms. Cathy Crooke of their office. Ms. Crooke stated that the HUB office has an operating budget of $334,000 and of that $262,000 is for salaries and the travel budget consists of approximately $10,000 to $11,000.

Representative Jeffus announced that the committee will not meet this afternoon but will meet at 8:30 A.M. tomorrow. The Committee Chairs will meet at 10:00 a.m. and following that will notify the committee regarding a 1:00 p.m. meeting. Please watch your E-mail about the 1:00 p.m. meeting tomorrow.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Presiding Chair

Mary Lee Robinson

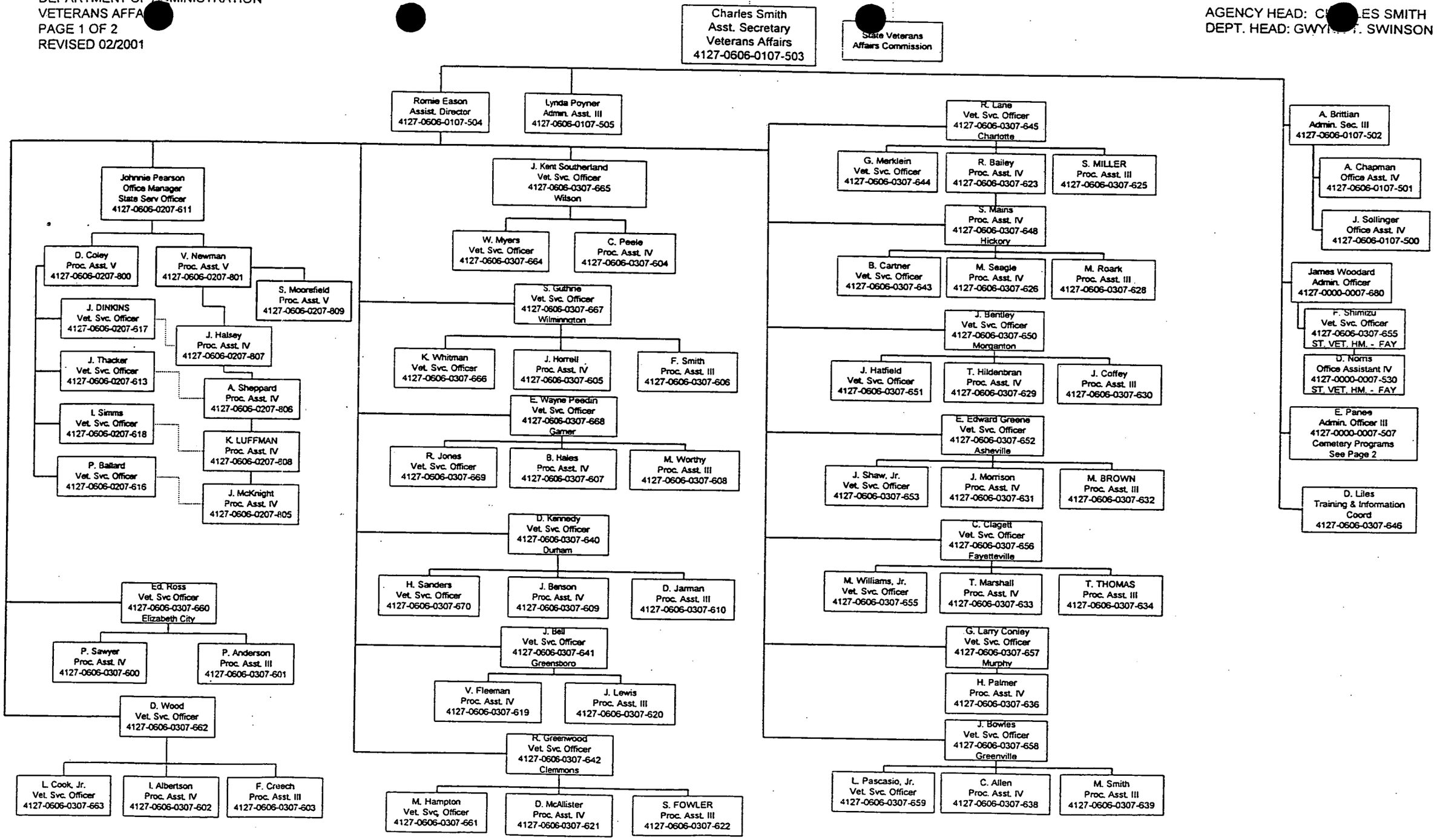
Mary Lee Robinson, Committee Assistant

VISITOR REGISTRATION SHEET
JOINT
APPROPRIATIONS Subcommittee on General Government Date: 5/1/-01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

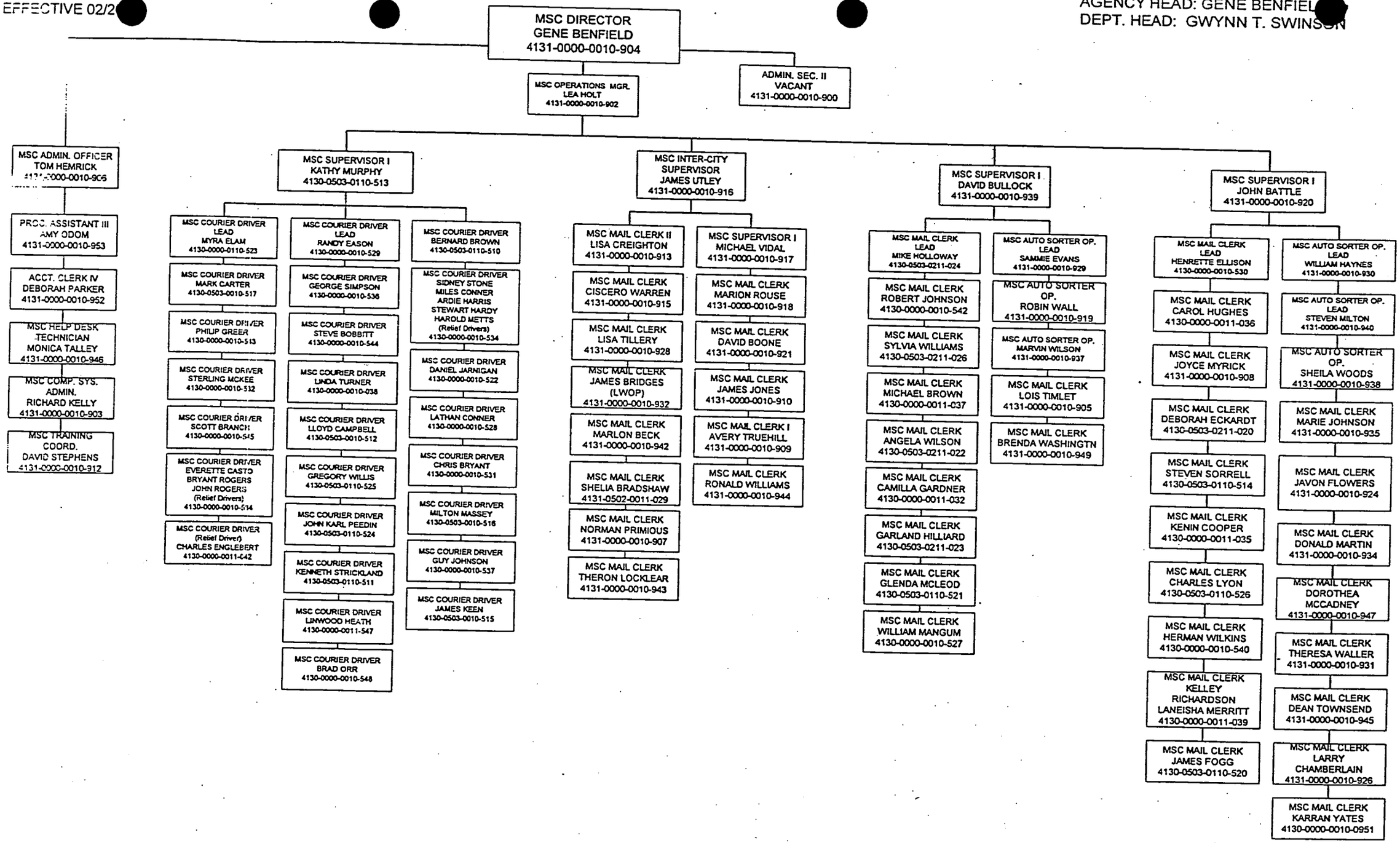
NAME	FIRM OR AGENCY AND ADDRESS
Joan Carroll	DOA
[illegible]	NCSBN
Ross M. Smith	PCS PHOSPHATE
Pam Deardorff	DOA, YA10
Leslie Starsoneck	DU Commission
Peggy Alexander	Council for Women / DOA
Kathy Crooke	DOA
[illegible]	DOA
McKinley Wooten	DOA
Gene Benfield	DOA
Martha Cluss	DOA
John Massey	D.O.A. MFM
John Loaston	DOA PIC
Eddie W. Lawrence	DOA NCHRC
Carlton Myrick	DOA
Byron Harris	OSBPM
Thomas Cheek	OSBPM
David Herlong	OSBPM
Robert Nelson	Sec of State's Office
Carolyn [illegible]	DOA
Chris Rodgers	Parker Poe Adams & Bernstein
Mary Muscatello	SAS
Nelli Riley	OSP
Brodnax Outlaw	DOA
Russ Porter	B&H
Ken McHan	
LARRY JONES	DOA
Willis Riddick	DOR

AGENCY HEAD: C ES SMITH
DEPT. HEAD: GWY T. SWINSON



DEPARTMENT OF ADMINISTRATION
MAIL SERVICE CENTER
EFFECTIVE 02/2

AGENCY HEAD: GENE BENFIELD
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
PURCHASING
REVISED 2/2001
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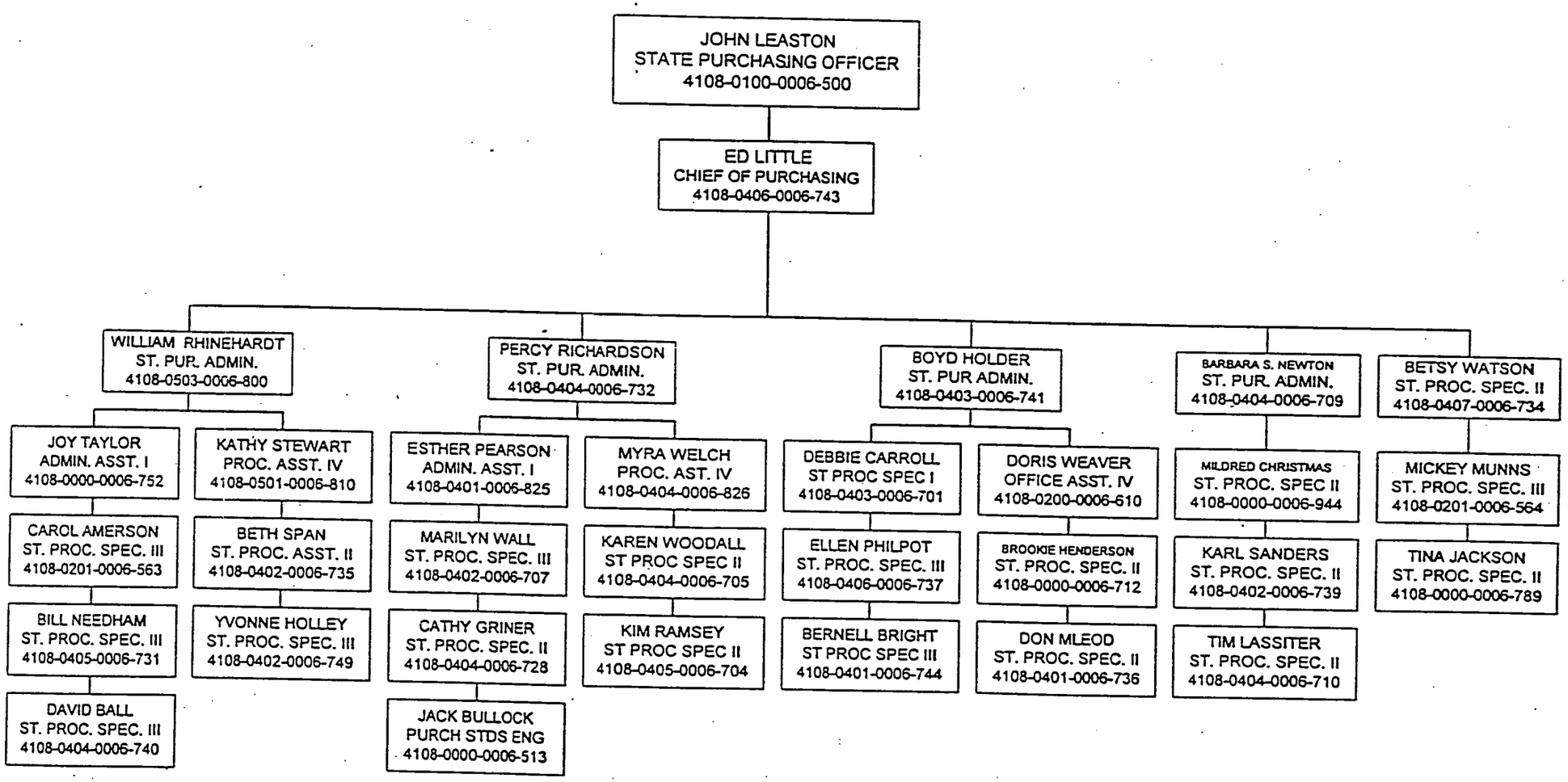
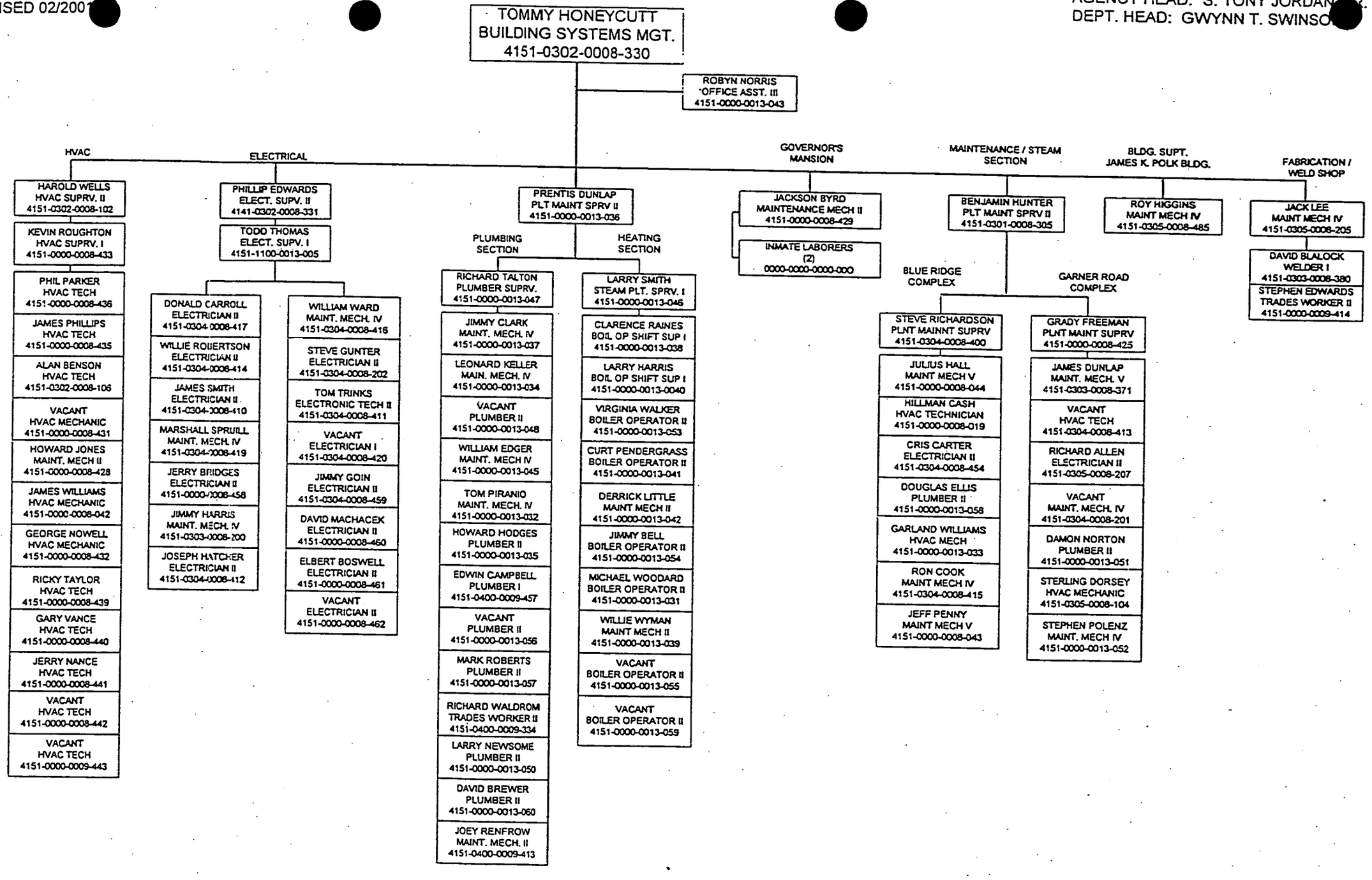
AGENCY HEAD: J. ARTHUR LEAST
DEPT. HEAD: GWYNN T. SWINSON



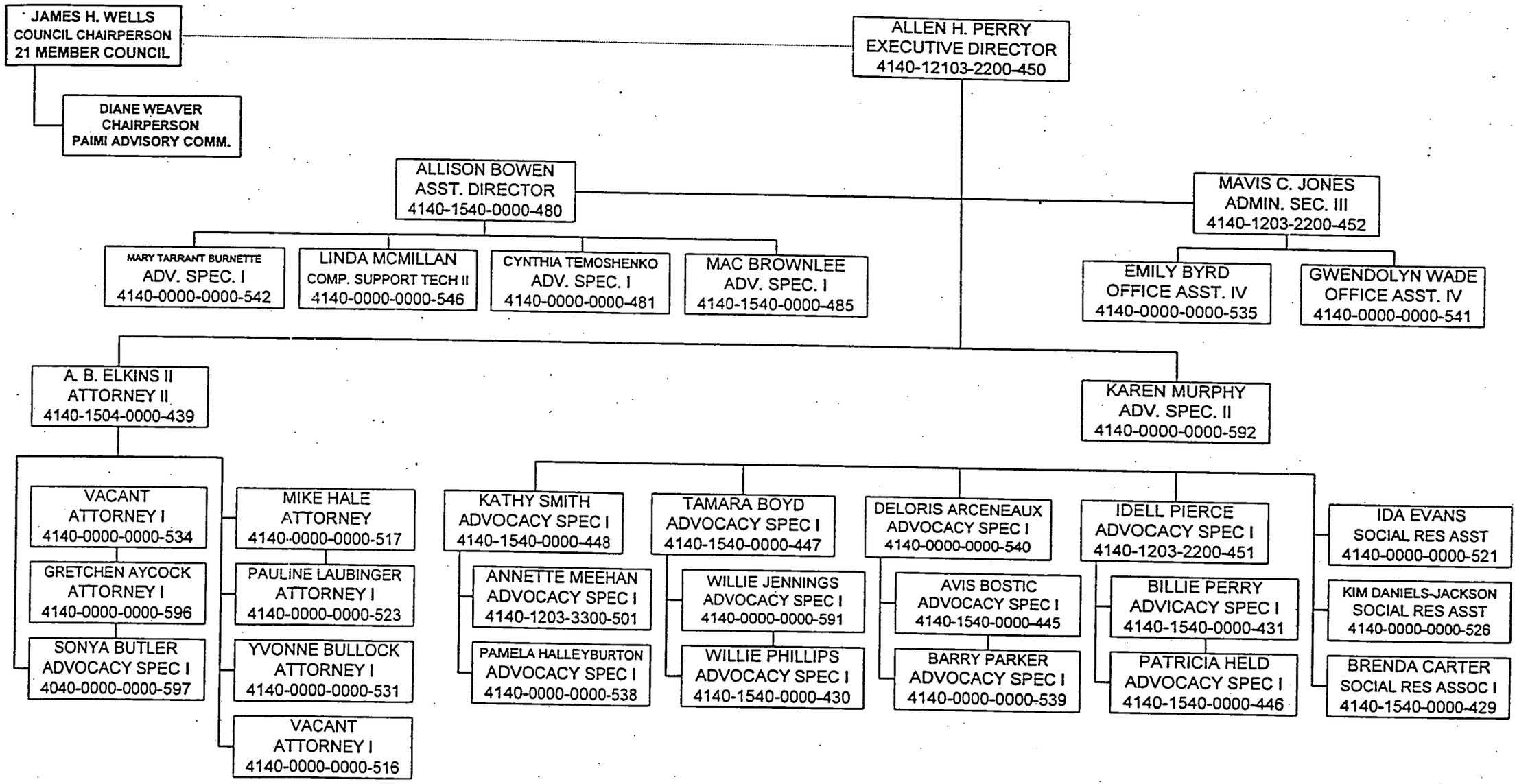
FACILITY MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
GACPD
REVISED 02/2001

AGENCY HEAD: ALLEN H. PERRY
DEPT. HEAD: GWYNN T. SWINSON



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Attachment 1

DEPARTMENT OF ADMINISTRATION

JOINT APPROPRIATIONS

GENERAL GOVERNMENT SUBCOMMITTEE

APRIL 2001

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OFFICE OF THE SECRETARY

Gwynn T. Swinson
Secretary

Agency for Public Telecommunications

Fiscal Management

Human Resources Management

Non-Public Education

Public Information

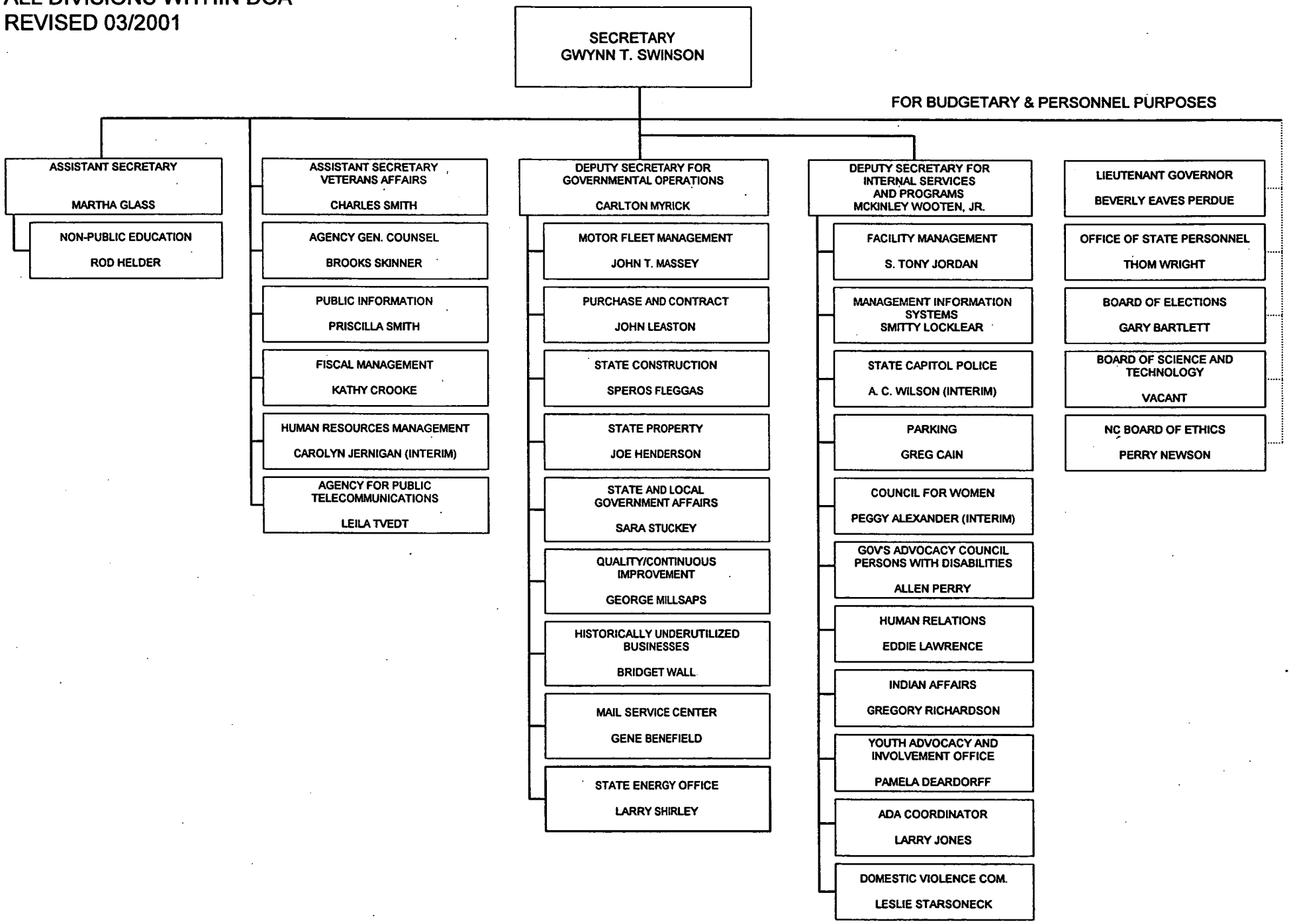
Veterans Affairs

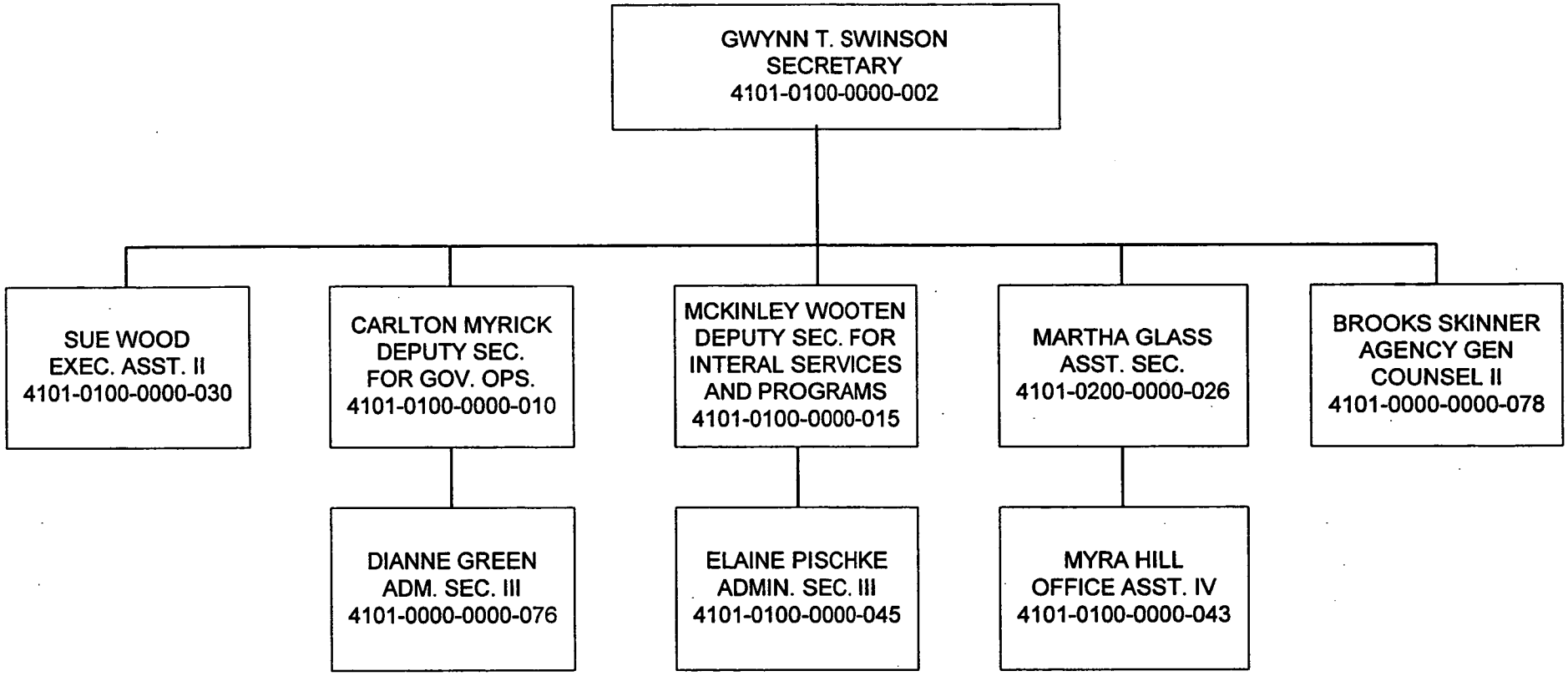
Board of Ethics

Board of Science and Technology

DEPARTMENT OF ADMINISTRATION
ALL DIVISIONS WITHIN DOA
REVISED 03/2001

DEPT. HEAD: GWYNN T. SWINSON




GWYNN T. SWINSON
SECRETARY
4101-0100-0000-002
SUE WOOD
EXEC. ASST. II
4101-0100-0000-030
CARLTON MYRICK
DEPUTY SEC.
FOR GOV. OPS.
4101-0100-0000-010
MCKINLEY WOOTEN
DEPUTY SEC. FOR
INTERAL SERVICES
AND PROGRAMS
4101-0100-0000-015
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4101-0200-0000-026
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AGENCY GEN
COUNSEL II
4101-0000-0000-078
DIANNE GREEN
ADM. SEC. III
4101-0000-0000-076
ELAINE PISCHKE
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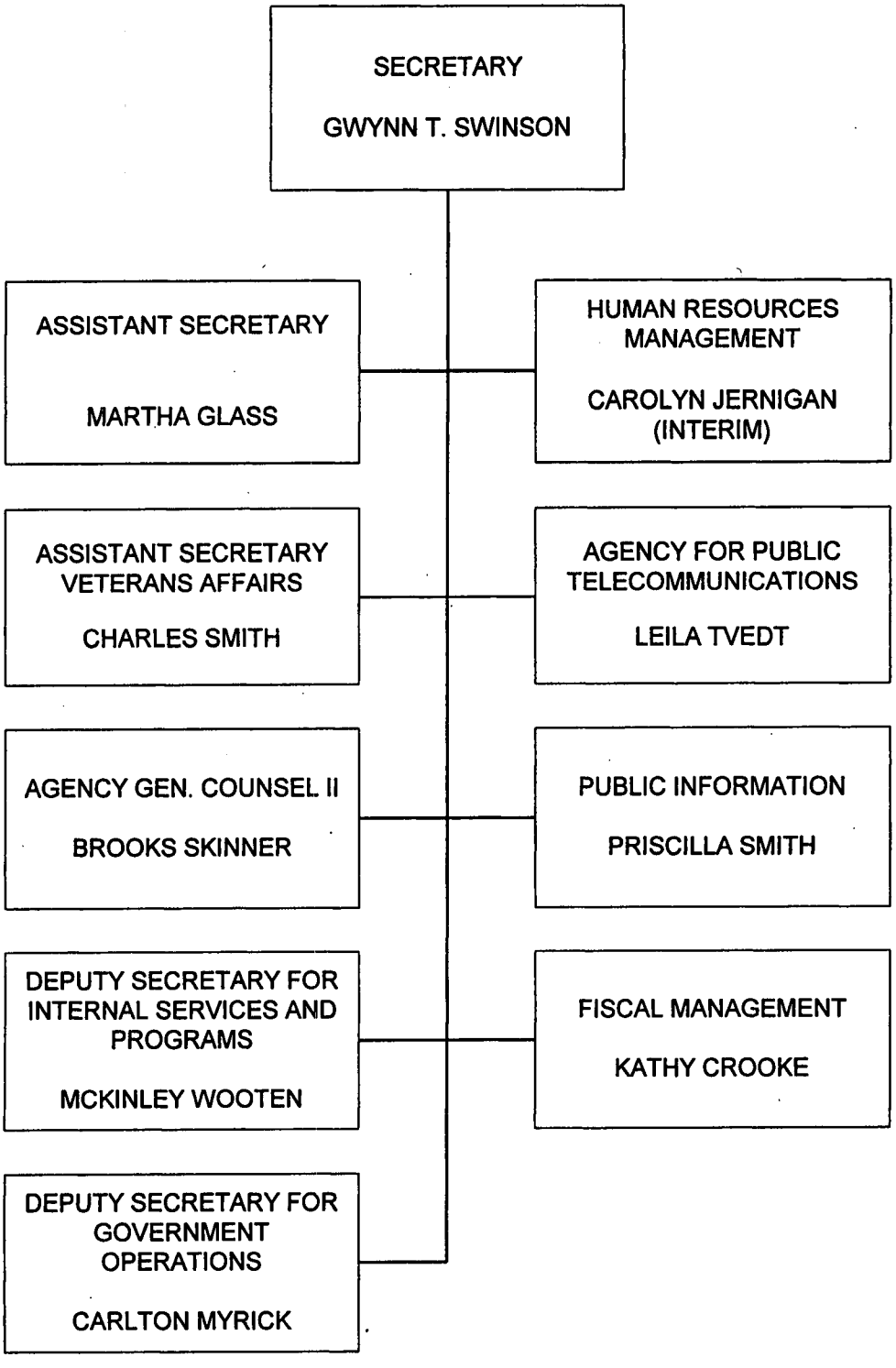
4101-0100-0000-045
MYRA HILL
OFFICE ASST. IV
4101-0100-0000-043

DEPARTMENT OF ADMINISTRATION
REVISED 3/2001
DIRECT REPORTS

DEPT. HEAD: GWYNN T. SWINSON



AGENCY FOR PUBLIC TELECOMMUNICATIONS

Summary

The Agency for Public Telecommunications (APT) was founded in 1979 to provide telecommunications advice and production assistance to public agencies. APT's purpose is to increase public participation in government, to promote public access to government services, and to improve government efficiency through the best use of available telecommunications technologies. APT is supported by a combination of legislative appropriations and corporate, foundation, and federal grants, and by receipts for production services. An appointed Board of Telecommunications Commissioners, who meet quarterly, provides policy direction.

Accomplishments

APT offers a number of services to citizens and public agencies:

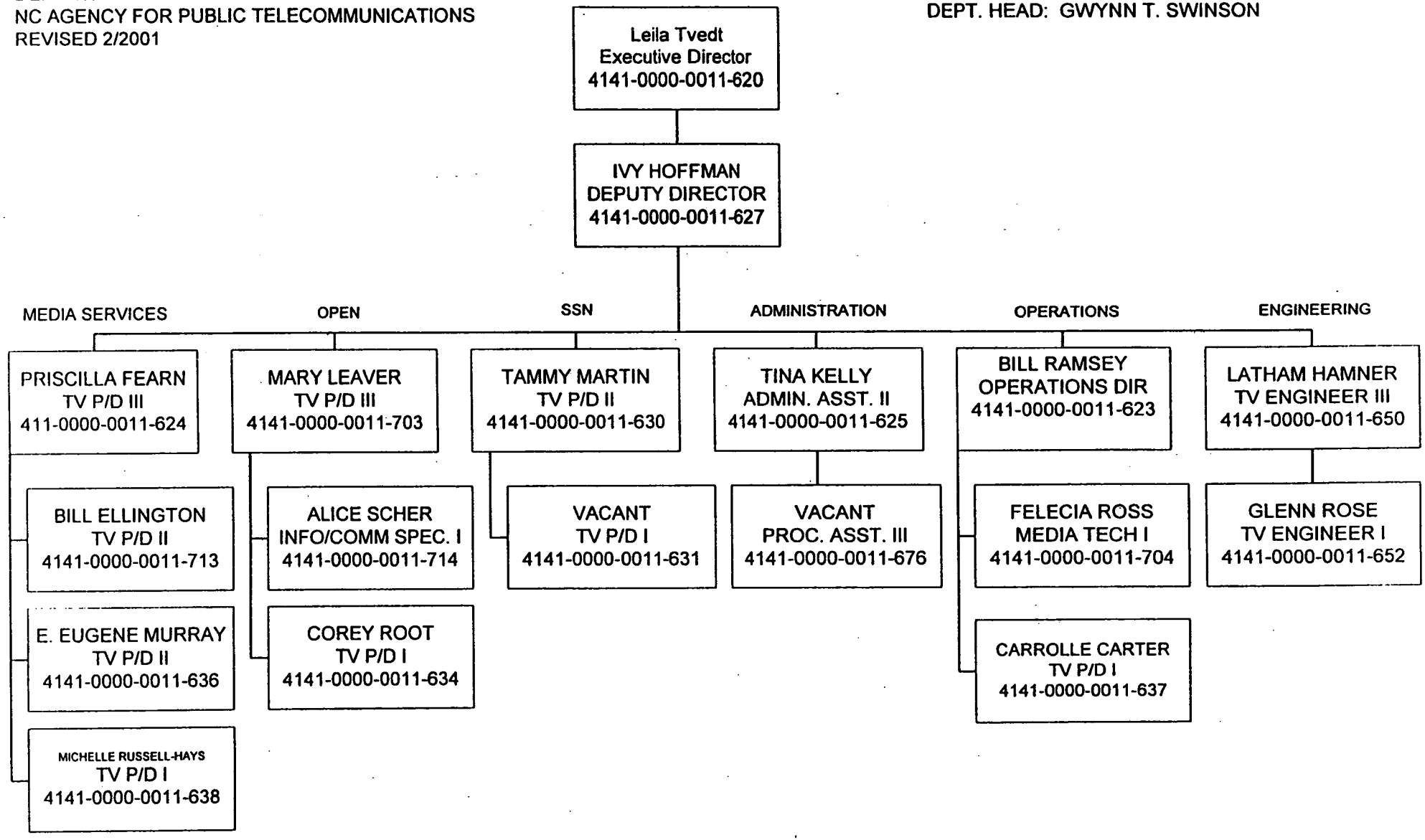
Live Programs: On its Open Public Events Network (OPEN), APT produces live, call-in programs on Tuesday and Thursday evenings. OPEN programs are distributed by satellite to cable systems which carry these prime-time programs as a public service to their subscribers and to homes equipped with satellite downlink receivers. Each program includes a discussion between viewers who call from their homes and public officials, policy makers and other panelists in our Raleigh studio who respond to viewers' questions and comments.

Media Services: In serving public agency clients, APT offers a full range of professional video production services ranging from conceptualization through project completion. Options include script writing, booking talent, studio and field shooting, post-production, and distribution of broadcast-quality audio and video according to the clients' needs and budgets. Our clients' productions have received numerous local and national awards for excellence.

Teleconferencing: Using KU-Band and leased C-Band, APT provides full-motion video teleconferencing to participants at community colleges, public schools and other locations across North Carolina and in other states. This one-way video, two-way audio service includes network development and studio production. Conferencing by phone and fiber optic cable is also available, depending on the client's deadlines and budget.

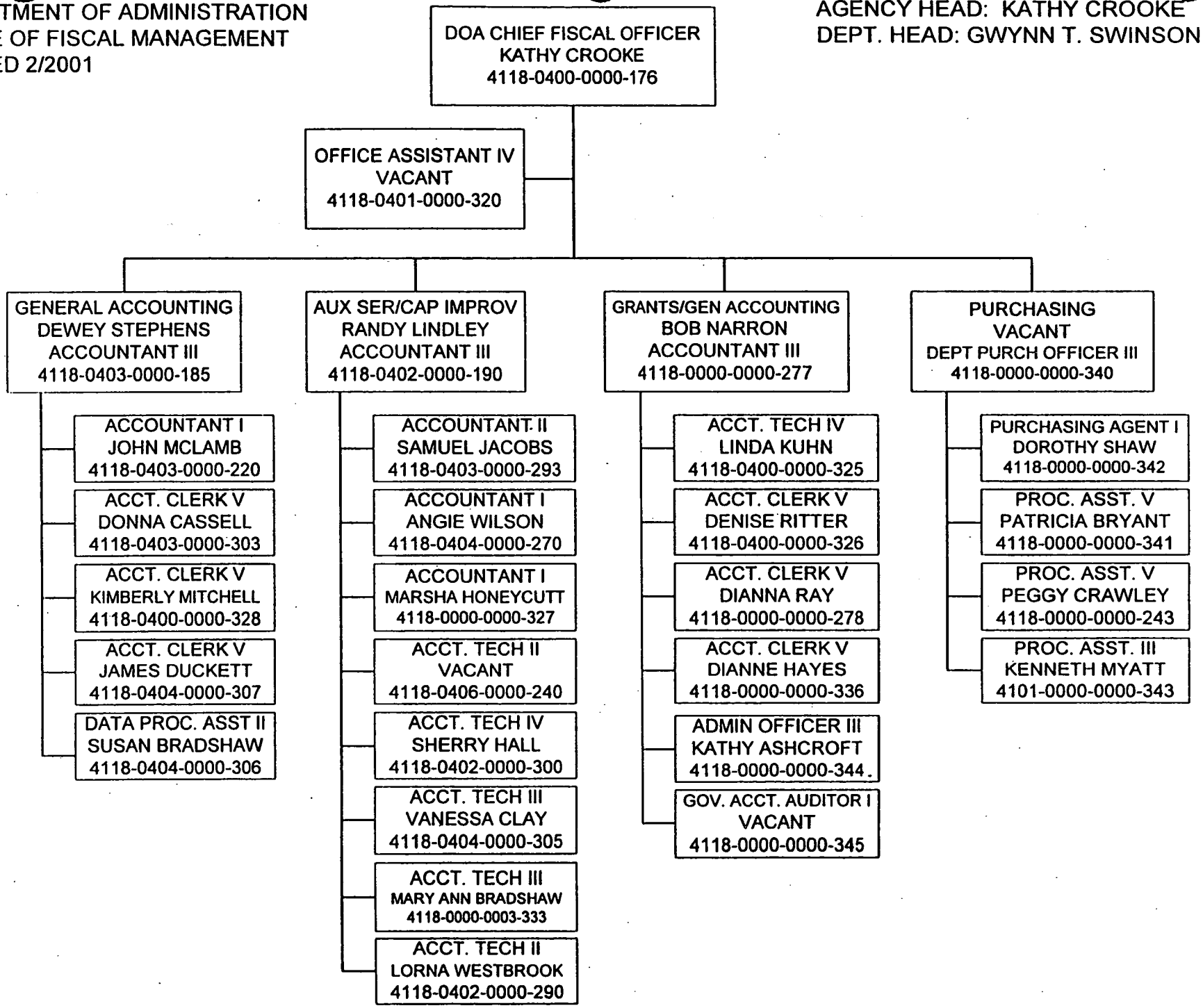
DEPARTMENT OF ADMINISTRATION
NC AGENCY FOR PUBLIC TELECOMMUNICATIONS
REVISED 2/2001

AGENCY HEAD: LEILA TVEDT
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
OFFICE OF FISCAL MANAGEMENT
REVISED 2/2001

AGENCY HEAD: KATHY CROOKE
DEPT. HEAD: GWYNN T. SWINSON



HUMAN RESOURCES MANAGEMENT

Summary

The Human Resources Management (HRM) Office provides a range of services for the Department of Administration. The HRM services encompass all major areas of personnel administration in accordance with the requirements of the State Personnel Act. The HRM Office is responsible for employee recruitment and selection, position management, salary administration, training and development, employee and management relations, EEO/affirmative action, safety and health, and health benefits administration. This Office also administers on a statewide basis the State Employees Incentive Bonus Program.

Accomplishments

State Employees Incentive Bonus Program (SEIBP)

The State Employees Incentive Bonus program is designed to provide a mechanism to recognize and reward the cost-saving and revenue-increasing initiatives and innovations of State employees. Since 1999, $398,000 in awards have been made to employees for state savings exceeding $2,000,000. A number of employees suggested quality improvements and were awarded certificates from the Governor with up to 3 days of leave with pay.

An accessible, user friendly and efficient SEIBP web site has been developed. Employees can access this web site to become better informed about SEIBP, to download a suggestion form, and to catch the latest money-saving idea winners.

A video entitled "Win Big with the State Employee Incentive Bonus Program" highlighted the winners of the 1999 awards. This video was mailed to all department coordinators, describes the program, encourages participation and is used by coordinators to educate employees.

A panel was aired on OpenNet to educate employees and citizens of the State regarding SEIBP and the employee management partnership which is providing state taxpayers value through increased savings.

Work/Family Life Program

To assist DOA employees with balancing work and family life, a Work Life program was developed in 1999. This program is designed to improve employee awareness of existing supportive benefits and policies and to offer support and resources regarding complex work life issues. A Work Life Resource Center is available for DOA employees and is located in the Human Resources Management Office. Lunchtime seminars have also been scheduled to provide support and information to employees faced with the demands and responsibilities of balancing their work and personal lives.

Safety and Health

The Department of Administration has offered Health and Wellness Fairs for several years. Employees from five departments have participated in the fair. The 2000 Health and Wellness Fair had 39 vendors to including audiologists, chiropractors, massage therapists, insurance companies (health, life, disability, and dental), financial institutions, and the American Red Cross.

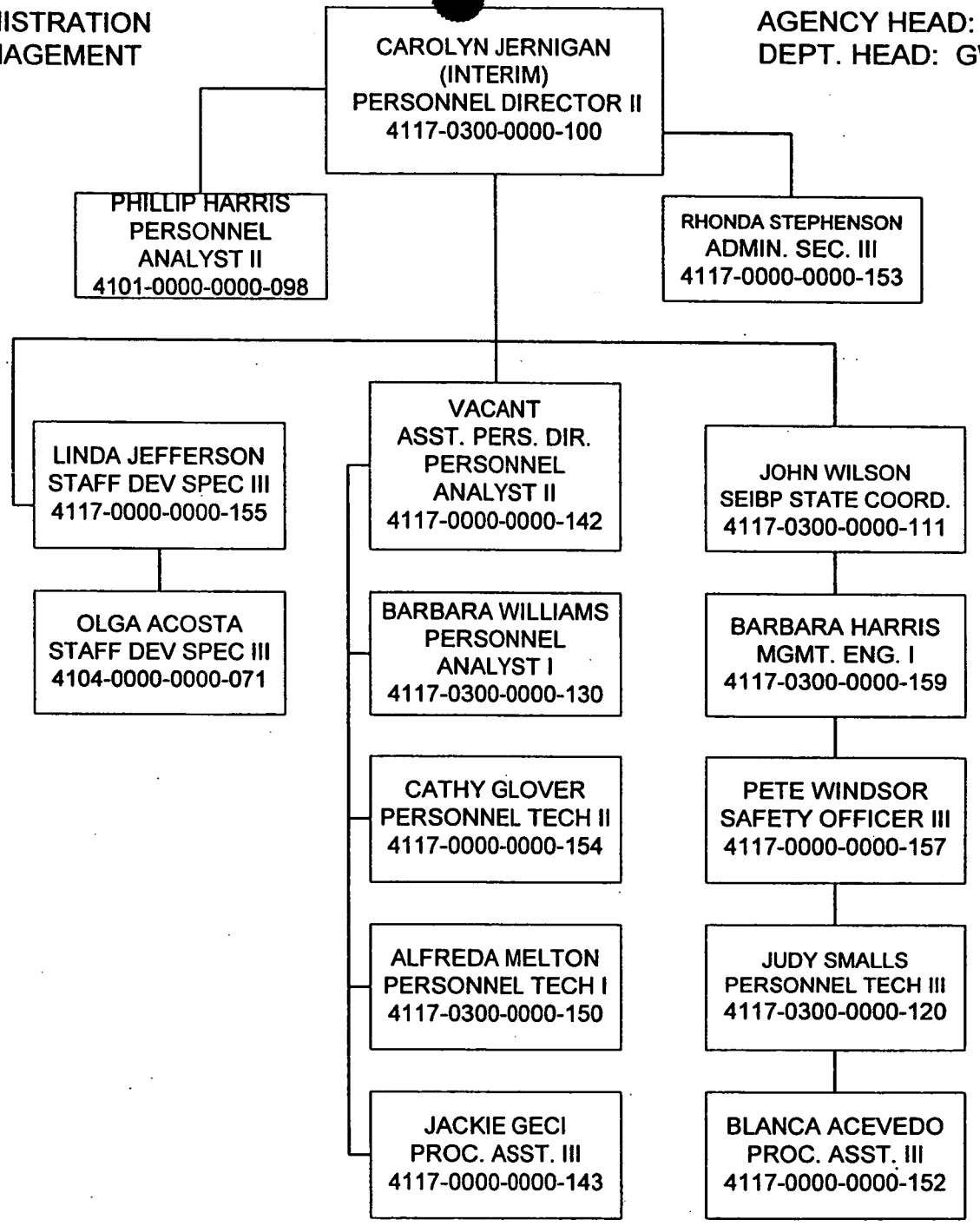
For four consecutive years, the Department has received Certificates of Safety Achievement in recognition of outstanding accident prevention efforts. These initiatives have resulted in a substantial reduction of accidents and the promotion of safety working conditions from the NC Department of Labor.

Equal Employment Opportunity

Speakers have presented workshops and lunchtime presentations on topics such as Managing Diversity and Cross-Cultural Relations. To recognize the increase in the Spanish population in the workforce, the department began offering Spanish classes in 1999.

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCE MANAGEMENT
REVISED 2/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DIVISION OF NON-PUBLIC EDUCATION

Summary

The NC Division of Non-Public Education (DNPE) was originally established in 1961 as a regulatory agency within the NC Department of Public Instruction. In 1979, the NC General Assembly enacted legislation requiring the Governor to designate a "duly authorized representative of the State of North Carolina" to receive notices of intent to operate and also to terminate a private elementary/secondary school in North Carolina and to inspect certain records of those schools. Governor James B. Hunt Jr. subsequently assigned this responsibility to the Director of DNPE. DNPE operated as a monitoring agency under the direct jurisdiction of the Office of the Governor from October 1979 until July 1, 1998 when it was transferred to the Department of Administration.

DNPE is the only legislatively authorized state government agency which provides oversight to private elementary/secondary schools in this state. It derives its authority from G.S. 115C - 553, 561 and 563(b) of Article 39, Chapter 115C of the NC General Statutes. Article 39 sets forth a list of requirements to be met by such schools. DNPE has the legal responsibility to verify that all private elementary/secondary schools (both conventional and home) are meeting those requirements by periodically inspecting certain school records.

DNPE maintains limited current statistical data on each private elementary/secondary school including the school's name, address, telephone number, chief administrator and type of school. Information relating to the range of grades or ages taught and the number of students enrolled are also maintained. Conventional school information is published each September as the *NC Directory of Non-Public Schools*. Home school data is released each September. The DNPE web site posts this information annually.

During FY 99-00, there were 644 conventional and 16,623 home schools registered with the division and being monitored for legal compliance. Two staff members traveled a total of 16,430 miles and spent 37 overnights in inspecting the records of 335 conventional schools. Due to inadequate funding and staffing, no home school visits were conducted. However, 4,303 home schools voluntarily participated in the Home School Inspection By Mail Program -- whereby home school administrators mail to DNPE at the end of the school year a photocopy (keeping originals) of student attendance and nationally standardized achievement test results. The division staff handled an average of at least 2,991 incoming business telephone calls and at least 1,330 pieces of incoming business mail per month.

DNPE administers the non-public school student driving eligibility certificate program. It also serves as the State's government liaison office to the private elementary/secondary school community and the general public.

Accomplishments

Monitored 17,267 non-public schools for compliance to state laws governing them

Registered 6,262 new home schools

Registered 49 new conventional non-public schools

Mailed 13,211 student driving eligibility certificates to non-public schools requesting them

In response to requests, distributed at least 14,737 non-public school information packets to people considering starting a home or conventional non-public school

Conducted on site record inspection visits to 335 conventional non-public schools

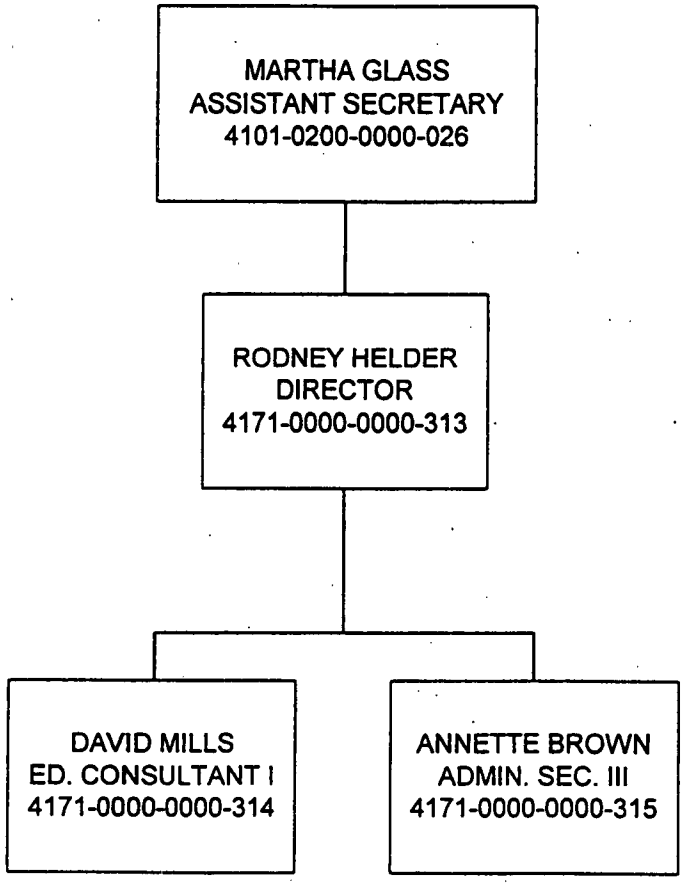
Reviewed student attendance and nationally standardized test result records for 4,303 home schools through the Inspection By Mail Program

Focused our efforts on making the agency more efficient, cost effective and customer friendly

Greatly expanded and re-designed the division's web site -- much more information now available

DEPARTMENT OF ADMINISTRATION
NON-PUBLIC EDUCATION
REVISED 02/2001

AGENCY HEAD: RODNEY HELDER
DEPT. HEAD: GWYNN T. SWINSON



PUBLIC INFORMATION OFFICE

Summary

The Public Information Office (PIO) assisted the Department with a variety of communications efforts between 1999 through February 2001. They include the writing, formatting, editing and distribution of 164 press releases, more than 20 reports, 61 newsletters, and more than 200 brochures, flyers and other printed material. The office researched and wrote numerous speeches for the Secretary and assisted with 31 gubernatorial proclamations. The PIO also assisted with press events and responded to numerous media inquiries. In addition, the Office makes daily updates to the Department's Web site and coordinates all departmental submissions to the state's Web site, North Carolina @ Your Service. The PIO also compiled the state government telephone listings for the Raleigh BellSouth Telephone directory and prepared and distributed a listing of frequently called numbers in state government for telephone directories statewide.

Accomplishments

Some of the events that were promoted and/or received media coverage include the following:

Distinguished Women's Banquet
Women's History Month
State Veterans Nursing Home
Veterans Cemeteries
Indian Unity Conference
Youth Legislative Assembly
Contracts for Historically Underutilized Businesses that Surpassed Goals
GACPD Open Meetings
Sustainability Initiatives
Vendor Link/Interactive Purchasing System
Domestic Violence Commission
Women's Health Manual
Connections Leadership Conference for Young Women
Occaneechis Denied Recognition
State Surplus Items Available
Employee Incentive Bonus Program
State Government Computer Access for the Persons with Disabilities
Home Schooling
Women in the Military
Martin Luther King Mini-Grants
Youth Mini-Grants
Veterans Scholarships
Bluebird House Project Using Surplus Shipping Pallets
Surplus Floyd Trailers for Bid
Fair Housing Month
Sexual Assault Awareness Month
Take Our Daughters to Work Day

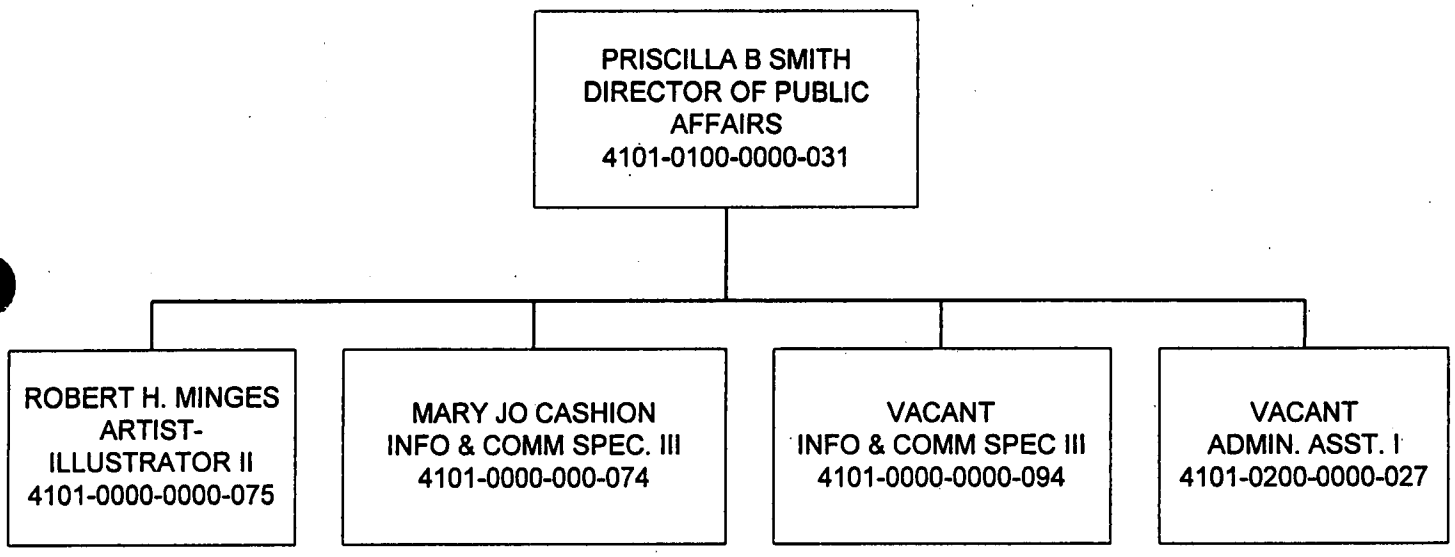
Rebuilt Cars Program Expands
Alternative Fuel Vehicles
Indian Youth Unity Conference
State Government Internships
Martin Luther King Bell Ringing
U.S. Open Pinehurst Signs for Bid
Status of Women in N.C.

The PIO also published several major departmental documents:

Environmental Sustainability Report
DOA Record 1997-2000 Review of Accomplishments
N.C. Department of Administration Report of Improvements: 1999-2000

DEPARTMENT OF ADMINISTRATION
PUBLIC INFORMATION OFFICE
REVISED 02/2001

AGENCY HEAD: PRISCILLA SMITH
DEPT. HEAD: GWYNN T. SWINSON



VETERANS AFFAIRS

Summary

The Division of Veterans Affairs provides services to veterans, their dependents and survivors. The district and county veterans service offices received 461,997 requests for assistance in 1999 and 594,631 in 2000 from veterans, their dependents and survivors which resulted in new awards to clients in the amount of $3,684,600 in 1999 and $2,512,000 in 2000 from the US Department of Veterans Affairs. The federal government also paid $66.6 million and $71.2 million for 1999 and 2000 respectively in direct monthly payments to North Carolina's eligible beneficiaries. The new awards will improve the standard of living for the clients of the North Carolina offices.

Accomplishments

State Veterans Nursing Home Program

Construction on North Carolina's first State Veterans Nursing Home in Fayetteville was completed in 1999. The home, adjacent to the VA Medical Center, opened March 8, 1999. The 150-bed facility has served 277 veterans with health care needs in skilled and intermediate nursing care.

The home currently has 147 residents (85 private pay patients, 49 medicaid patients and 13 medicare patients). Since the first patient was admitted, we have received $2,733,140.49 in per diem payments from the US Department of Veterans Affairs.

The Division employs a contract firm to operate the facility, using only receipts to provide the long-term health care for our veterans. The State Veterans Nursing Home saves North Carolina approximately $500,000 in the state and local portion of medicaid expenditures each year.

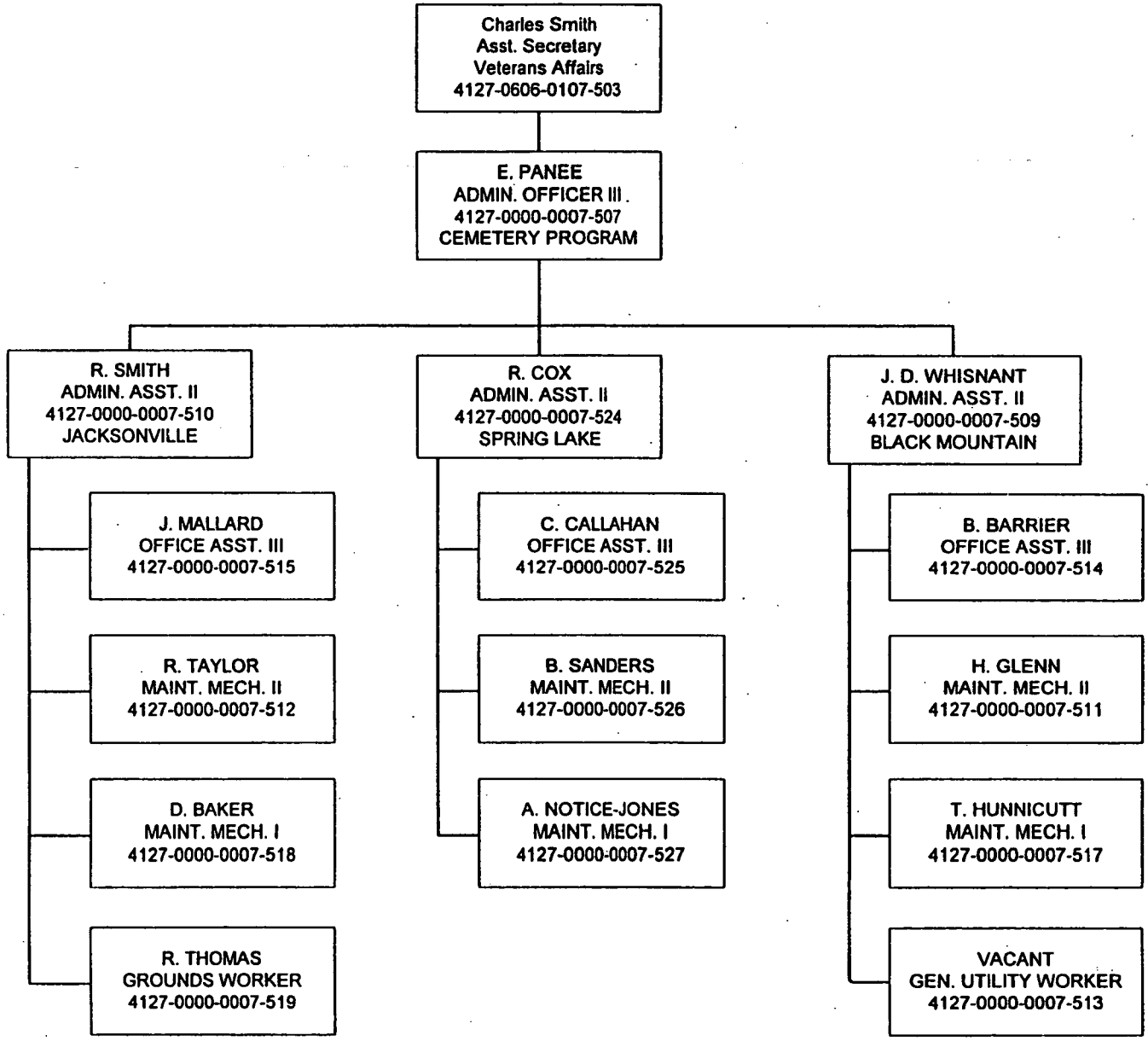
The NC General Assembly appropriated $1 million for the establishment of a second State Veterans Nursing Home in Salisbury. An application was made to the US Department of Veterans Affairs for federal matching funds of $2.1 million, and the proposal has been approved. Construction plans are complete and the final approval will be received in the very near future. We plan to begin operations in Salisbury in March 2002 of that 100-bed facility.

State Cemeteries Program

Three state veterans cemeteries located in Black Mountain, Jacksonville and Spring Lake provide interments for veterans and eligible dependents. The three cemeteries provided 563 burials in 1999 and 604 burials in 2000.

State Scholarships for Children of North Carolina War Veterans

The North Carolina Veterans Affairs Commission awarded 334 scholarships in 1999 and 297 in 2000 to children of deceased and disabled war veterans.


Charles Smith
Asst. Secretary
Veterans Affairs
4127-0606-0107-503
E. PANEE
ADMIN. OFFICER III
4127-0000-0007-507
CEMETERY PROGRAM
R. SMITH
ADMIN. ASST. II
4127-0000-0007-510
JACKSONVILLE
R. COX
ADMIN. ASST. II
4127-0000-0007-524
SPRING LAKE
J. D. WHISNANT
ADMIN. ASST. II
4127-0000-0007-509
BLACK MOUNTAIN
J. MALLARD
OFFICE ASST. III
4127-0000-0007-515
R. TAYLOR
MAINT. MECH. II
4127-0000-0007-512
D. BAKER
MAINT. MECH. I
4127-0000-0007-518
R. THOMAS
GROUNDS WORKER
4127-0000-0007-519
C. CALLAHAN
OFFICE ASST. III
4127-0000-0007-525
B. SANDERS
MAINT. MECH. II
4127-0000-0007-526
A. NOTICE-JONES
MAINT. MECH. I
4127-0000-0007-527
B. BARRIER
OFFICE ASST. III
4127-0000-0007-514
H. GLENN
MAINT. MECH. II
4127-0000-0007-511
T. HUNNICUTT
MAINT. MECH. I
4127-0000-0007-517
VACANT
GEN. UTILITY WORKER
4127-0000-0007-513

North Carolina Board of Ethics

Number of Board Members: Seven appointed by the Governor

Purpose: The Board's overall mission is to protect the public interest and maintain the public trust by helping covered "Public Officials" avoid conflicts of interest and appearances of conflict of interest as they perform their public duties. Covered "Public Officials" include gubernatorial and legislative appointees to non-advisory boards and commissions within the Executive Branch of State Government, and exempt from the State Personnel Act employees in the Executive Branch including university officers as designated by the Board of Governors. The Board pursues it goals primarily through education, evaluation of statements of economic interest, advisory opinions, and complaint investigations.

Structure: The Board is supported by a staff of three: (1) an Executive Director, (2) an Administrative Officer, and (3) a Research Assistant.

Budget: Beginning July 1, 2000, the Board had a budget of $225,750 with which to oversee and assist approximately 250 boards and commissions and 2000 actual or prospective appointees and employees.

Report on Activities for 2000:

The Board had two meetings in 2000.

The Board investigated and resolved five formal complaints.

The Board issued 9 advisory opinions.[1]

The Board's Executive Director made ethics education and awareness presentations to 54 entities reaching over 2000 individuals.

Board staff handled numerous telephone inquiries concerning the Order and Statement of Economic Interest filing requirements and general conflict of interest/appearance of conflict issues.

The Board published four newsletters that were mailed to public officials subject to the Order, staff directors for boards subject to the Order, and other interested persons.

Board staff evaluated and made available for public inspection approximately 2,513 supplemental statements of economic interest and 275 new statements of economic interest. Our findings for the new statements of economic interest were as follows:

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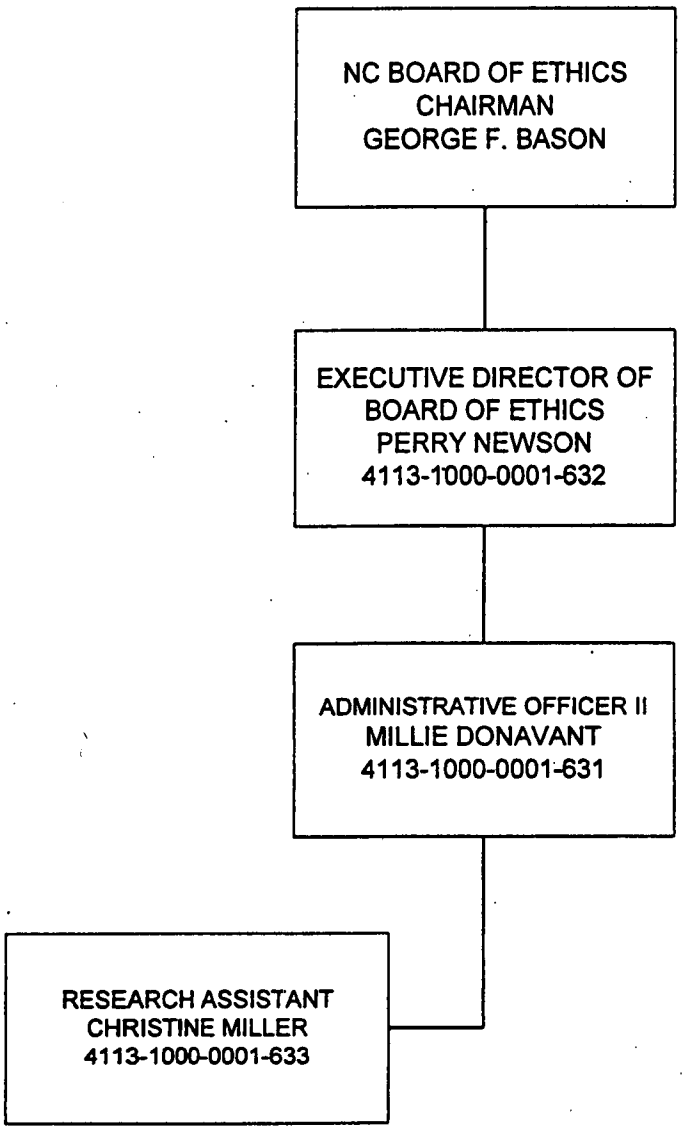
[1] Complaints and advisory opinions are initiated by third parties and thus their numbers are outside the Board's control.

No actual, potential, or appearance of conflict of interest	152
Potential for conflict of interest	122
Actual conflict of interest	0
Appearance of conflict of interest	1
Total New Statements Evaluated	275
Total Supplemental and New Statements of Economic Interest	**1,788**

DEPARTMENT OF ADMINISTRATION
BOARD OF ETHICS
REVISED 2/2001

AGENCY HEAD: PERRY NEWSON
DEPT. HEAD: GWYNN T. SWINSON



North Carolina Board of Science and Technology

Summary

Under North Carolina General Statute, the Board has the following duties:

To identify, and to support and foster the identification of important research needs of both public and private agencies, institutions, and organizations in North Carolina;

To make recommendations concerning policies, procedures, organizational structures, and financial requirements that will promote effective use of scientific and technological resources in fulfilling the research needs identified;

To allocate funds available to the Board to support research projects, to purchase research equipment and supplies, to construct or modify research facilities, to employ consultants, and for other purposes necessary or appropriate in discharging the duties of the Board.

Accomplishments

Vision 2030

The Vision 2030 Project is a "real-options'" planning effort undertaken to strengthen the competitiveness of North Carolina's workforce and industry by taking advantage of science and technology-driven economic development opportunities in the areas of information technology, bioscience/biotechnology, and new materials sciences. The House and Senate Information Technology Committees joined the Board in sponsoring the Vision 2030 Project, as did the North Carolina Department of Commerce's Regional Economic Development Partnerships. Bench-marking reports, policy recommendations, and draft legislation were developed along with recommendations that would assure the potential for North Carolina to remain competitive in science and technology-based economic development. Legislative and budget recommendations will be considered by the Committees on Technology in the Senate and the House in the 2001 session.

Intellectual Property and Knowledge Management

The Board has been very involved with the National Task Force for Knowledge Management and Intellectual Property. This task force has been working with universities, industry and government to develop policies necessary to make the U.S. a leader in turning knowledge to net-worth. Projects include benchmarking corporate practices, surveying systems and tools used in KM and IP, and efforts to consider the establishment of a Knowledge Management Center of Excellence in North Carolina.

Universal Service--Presentations, Public Hearings, and Workshops on the Benefits of the Federal Telecommunications Act of 1996

The Board organized public hearings and interactive video presentations around the State regarding changes to the Universal Service Policy affected by the Telecom Act of 1996. It has played a leadership role in publicizing the E-rate and assisting in E-rate applications leading to more than $85 million for NC schools and public libraries over three years. The Board also has worked to publicize the federal Lifeline and LinkUp programs.

International Partnerships and Collaborations

The Board sponsors international collaborations in the fields of information technology, education, global spatial data information systems, digital communities, aquatic science, and innovation systems. The Board's efforts have led also to the development of a virtual university project between UNC Wilmington and the Japanese prefectures of Mie and Iwate. The North Carolina Israel Partnership (NCIP) has won several awards for its new model for state-based international relations effort

Additional projects include the participation with the BiNational Science Foundation in joint research projects between North Carolina and Israeli researchers, work with Germany and the Center for Geographical Analysis; and a new biotechnology and geospatial agreement between North Carolina and the state of NordRhine-Westphalia in Germany.

North Carolina Information Highway

The Board has played a major role in support of broadband infrastructure deployment to all areas of North Carolina. This project, called the North Carolina Information Highway (NCIH), has evolved into the backbone for the transport of data, video, and voice that emanates from the state network to schools, colleges, hospitals law enforcement, etc.

Connect NC

Connect NC was an educational campaign that enabled North Carolina public and private sector leaders in the 29 western counties to understand more about the issues of telecommunications, and connectivity and its importance to our economic competitiveness as a state. The Board made a recommendation to the NC Utilities Commission that it consider development of a Universal Service Fund.

North Carolina Global Partnership and Governor's Global Forum

In an effort to connect our citizens more closely to people and organizations around the world, the first Governor's Global Forum, was held in May, 1996. After the first Forum, the Board worked with international organizations in North Carolina to create the NC Global Partnership. The Partnership has grown to include 90 member organizations and the fifth Governor's Global Forum was held in October, 2000. During the Forum, members voted to seek 501(c)(3) status and this effort is underway at the UNC-Greensboro Bryan School of Business.

The Aquatic Science and Biotechnology Consortium -- Commercial Development of Fresh Water Aquaculture of Atlantic Flounder

The Board, NC Sea Grant, UNC CH Program in Molecular Biology & Biotechnology, the NC Department of Agriculture and Consumer Services, NCSU College of Agriculture and Life Sciences, and the National Oceanic and Atmospheric Administration's Coastal Services Center convened a series of workshops on flounder aquaculture and stock enhancement in North Carolina. A number of policy recommendations are currently being considered. The Board of Science and Technology recommended that UNC-Wilmington take over the effort to create a sustainable coastal initiative.

At the Crossroads: North Carolina's Place in the 21st Century Knowledge Economy -- Research and Development Spending and Investment in North Carolina

A joint study conducted by the Board with the NC Alliance for Competitive Technologies (now Center for Entrepreneurship and Technology) to assess the impact of research and development spending and investment in North Carolina.

Virtual Collaboratories

The Board has led nationally in the effort to establish collaboratories (centers without walls) by teaming up with the National Research Council (NRC), the White House Office of Science and Technology Policy, and the Office of the Undersecretary of Commerce for Technology. The Board co-hosted an interactive forum on bioscience collaboratories with the NRC leading to the publication of *Improving Research Capabilities in Chemical and Biomedical Sciences.*

Global Spatial Data Infrastructure Initiative (GSDI)

The Board of Science and Technology has been instrumental in the development and support of the World Steering Committee effort to create a Global Spatial Data Infrastructure Initiative. More than 40 countries have now signed on and a technical handbook on GSDI standards has been developed. Initiatives include tracking environmental sustainability, emergency management, and large-scale planning.

Grassroots Science Program for Water Quality Testing

The Board sponsored an innovative project through Grassroots Science, a non-profit affiliate of North Carolina's science museums, to engage fifth-grade students, through their science classes in water quality testing all over the State. The Board has also been successful in advocating additional funds for science museums in North Carolina.

Challenger Learning Center Project

The Board is working collaboratively with the Challenger Center for Space Science Education and the Centennial Campus of NCSU to create, on the Centennial Campus, an educational facility called the Challenger Learning Center.

NC Space Grant Consortium

The Board supports the effort of the NC Space Grant Consortium to promote and develop aeronautics and space-related science, engineering, and technology programs by forming partnerships with all levels of educational institutions, industries, and governments.

Great Web Search 2

In collaboration with *Teacher Connect*, funds from the Board have been used to expand the Teacher Connect web site to include more math and science links, particularly at high school levels.

Keep North Carolina Clean and Beautiful (KNCCB) Incentive Grants

KNCCB Incentive Grants provide teachers with resources to create excitement about science and the environment. These grants enhance and support ABC initiatives to stimulate student performance across disciplines and skill areas. Promoting these grants has been a joint effort between the Board and the NC Science Museums Collaborative.

Educational Technology Policy Survey of the Fifty States

The Board created this as a resource for North Carolina's government official and legislators to assess the current status of educational technology policy throughout the nation.

Chief Information Officers of the United States and Its Territories

The Board has compiled a listing of CIO's in the United States and U.S territories for three years to assist decision leaders in North Carolina in their investigative processes of defining the digital government issues for North Carolina.

NC ECONet

The Board has supported a program directed by the State Climatologist to create a consolidated weather and climate information network in North Carolina called the *North Carolina Environment and Climate Observations Network.*

Electronic Governance

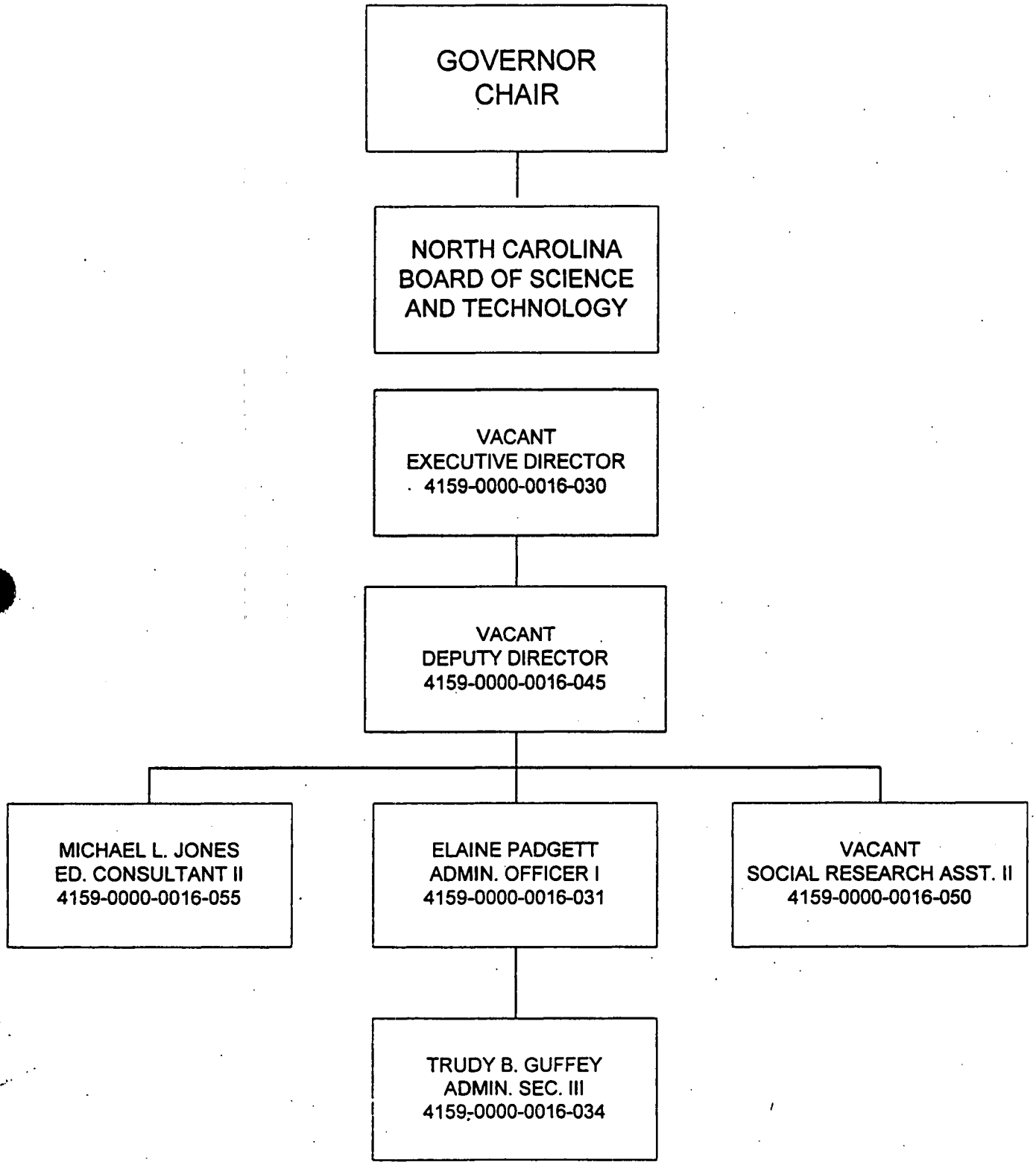
The Board represents North Carolina on the Electronic Governance Project. The Alliance for Converging Technologies, now known as Digital4Sight, has been the focal point of this activity. North Carolina participated with Germany, Switzerland, Canada, England, and Singapore on this project.

National Commission for Technology and Adult Learning

This project sponsored by the National Governor's Association and the American Society for Training and Development will complete its work in April 2001. The commission is reviewing activities in the e-learning environment and will make recommendations to national policy makers.

DEPARTMENT OF ADMINISTRATION
NC BOARD OF SCIENCE AND TECHNOLOGY
REVISED 02/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS

C. Carlton Myrick

Office for Historically Underutilized Businesses

Mail Service Center

Motor Fleet Management

Purchase and Contract

Quality Coordinator

State-Local Relations

State Construction Office

State Energy Office

State Property Office

OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

Summary

The Office for Historically Underutilized Businesses (HUB) advocates and promotes the use of minority, women and disabled business enterprises in the state's procurement and contracting process. By an Executive Order signed by Governor James Hunt on April 20, 1999, the HUB Office was relocated from the Division of Purchase and Contract to the Secretary of Administration's Office to increase the visibility and awareness of the HUB Program. Executive Order 150 created a new position, Assistant to the Secretary for HUB Outreach, which was filled in May 1999. The Executive Order also established a HUB Advisory Council whose members are appointed by the Governor. This 26 member Council consists of state chief purchasing agents, HUB vendors and representatives from the HUB community and private and non-profit business sectors. Statewide entities that are to provide HUB reports to the state's HUB Office on its expenditures with historically underutilized businesses were also identified in the Executive Order. Namely, these entities are state agencies, community colleges, public school systems and state universities.

The HUB goals were previously established at 4% by Executive Order 77 under Governor Jim Martin's administration (1984-1992). However, with the signing of the Executive Order 150, Governor Hunt increased the HUB goals from 4% to 8% for FY 1999-2000 and to 10% for FY 2000-2001. During the first year the new HUB goals became effective, the State of North Carolina exceeded the 8% HUB goal for FY99-00 with 8.87% HUB participation. That represents over $384 million dollars that state agencies, community colleges, public schools and state universities spent with minority, women and disabled businesses during FY99-00. During the 1st and 2nd quarters of FY00-01, 9.5% or approximately $236 million dollars has been spent with historically underutilized businesses.

Accomplishments

During the first year (July 1999-June 2000) the new HUB goals became effective, the state exceeded the 8% HUB goal with 8.87% HUB participation. That represents over $384 million dollars that was spent with minority, women and disabled business firms during FY99-00.

For FY00-01, from July 2000 through December 2000, the 1st and 2nd Quarter HUB Reports indicate that 9.5 % or approximately $236 million dollars has been spent with historically underutilized businesses. The state reporting entities are well underway to achieving the 10% HUB that became effective July 1, 2000.

In August 1999, the HUB Office developed and implemented a more comprehensive reporting system. This system included a new computer program, which was developed by in-house staff, to compile and generate the report data for over 225 state reporting entities. The Quarterly HUB Reports include individual reports on Cabinet Department Agencies, Council of State Agencies, Support Agencies, Community Colleges, Public Schools, State Universities and State Construction. The HUB Office prepares the reports for the Governor's Office and provides copies to the Cabinet Secretaries and HUB Advisory Council. With the increase use and

availability of technology, head officials of department agencies, community colleges, universities and public schools can be notified when each Quarterly HUB Report is posted to the HUB Office's web site. This will allow head officials to be informed and aware of their respective organization's historically underutilized business participation. The HUB Office provides training to purchasers on preparing and compiling the HUB reports.

The HUB Office utilizes the Internet to promote the HUB Program via its web page, which was set-up in September 1999. HUB vendors gain easier access to purchasing and contracting opportunities through the Division of Purchase & Contract's VENDOR LINK system. VENDOR LINK is an electronic vendor registration and notification system. HUB Certification is also initiated through this system. Currently, over 1400 vendors are currently certified as HUB vendors in the Vendor Link database.

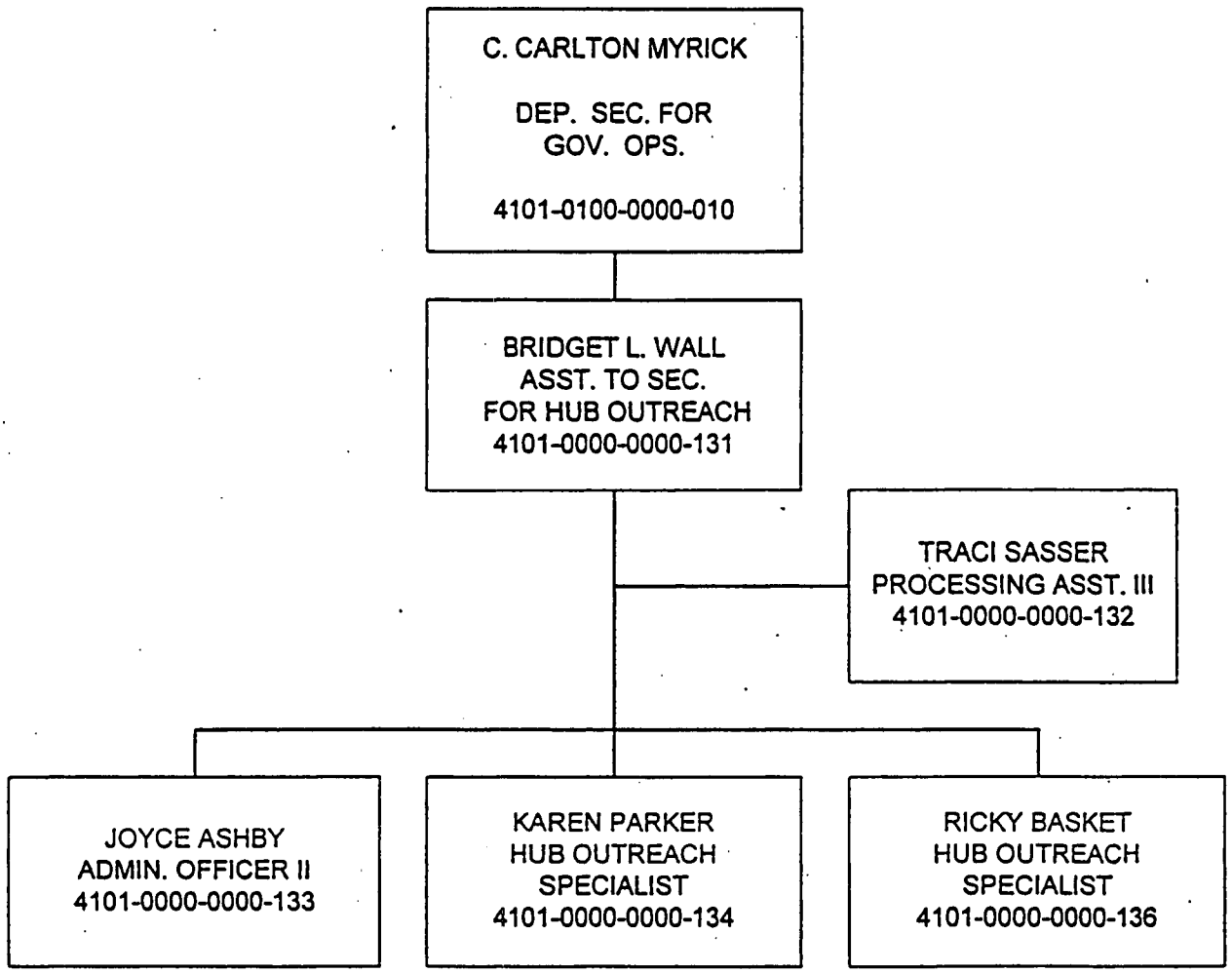
From February 2000 through June 2000, the HUB Office conducted a series of ten (10) HUB Regional Training Conferences across the state to improve outreach efforts and provide training on ways to improve HUB participation in public contracting for universities, community colleges, agencies and public school systems. These HUB outreach efforts resulted in excellent participation with over 665 purchasers, HUB vendors and program participants attending the statewide HUB Regional Training Conferences. The state saved monies by utilizing state-owned facilities, when available, and partnering with universities and agencies to conduct the HUB Regional Training Conferences.

In December 2000, the Office for Historically Underutilized Businesses was featured on *Inside NC*, a cable television program operated by the NC Agency for Public Television. The live call-in segment highlighted the HUB Office and opportunities for Historically Underutilized Businesses with the State of North Carolina. Panel participants included Bridget Wall, HUB Director; Carlton Myrick, Deputy Secretary; Andrea Harris, HUB Advisory Co-chair & President of NC Institute for Minority Economic Development and Charles Wilson, President of Intellus (HUB vendor). Several live call-in calls were received as well as subsequent follow-up calls to the HUB Office in which callers indicated the program was very informative and provided insight needed for state contracting.

From March 1999 through January 2001, the HUB Office participated in over 117 conferences, workshops, seminars, trade-shows and/or presentations promoting the HUB Program & Executive Order 150. During this time, the HUB Office has an opportunity to address new audiences and organizations to promote the HUB Program. Some of these organizations include the North Carolina Bar Association, Commission on Indian Affairs, NC Indian Unity Conference, Hispanic Chamber of Commerce, North Carolina Public School Purchasers, University Capital Project Coordinators, NC Community College Adult Education Association, NC Association of Rehabilitative Facilities, State of North Carolina Construction Conferences, and the NC Association of Real Estate Brokers to name a few. The HUB Office has also conducted numerous training and outreach workshops for various state agencies such as the Departments of Correction, Health & Human Services and individual community colleges, public schools and state universities.

DEPARTMENT OF ADMINISTRATION
HISTORICALLY UNDERUTILIZED BUSINESSES
SECRETARY'S OFFICE
REVISED 02/2001

AGENCY HEAD: BRIDGET L. WALL
DEPT. HEAD: GWYNN T. SWINSON



MAIL SERVICE CENTER

Summary

The Governor made the decision in October 1997 that cost savings could be realized by consolidating the various mailrooms in state government into one centralized operation, the Mail Service Center (MSC). As a result of the consolidation, 26 out of 39 state agency mailrooms were closed, and 35 of the 69 positions in those mailrooms were transferred to the MSC. Most of the employees not transferred remained in their respective agencies in other positions.

Savings were also realized in the number of postage meters being used, a reduction from 50 to 12. This decrease has resulted in savings of $30,000 annually in lease and maintenance costs. Also, a cost avoidance of $49,000 was established when the MSC began processing mail by automatic, not mechanical, postage meters.

A unique zip code established by the US Postal Service for MSC clients has further centralized mail service for state government and will remain permanent even in the event of a change in the agency's location. A well-designed Web site has established a successful communications link for MSC clients. This includes general information about the service and a list of the MSC addresses.

Accomplishments

Renovations for New Facility

In January 1999 renovation was started on a 28,000-sq. ft. section of the textbook warehouse at 3905 Reedy Creek Road to house the centralized facility. The State Courier Service was combined into this operation and became the Mail Service Center (MSC) Division. Renovations were completed in April 1999.

Postage Metering Machines

The postage metering machines mentioned above, as well as the employees, are utilized a full eight hours per day compared to a maximum of three hours a day before consolidation. The JetStar sorter, a high speed mail sorter, which has a specification rate of 36,000 pieces per hour, was being used by a single agency sorting approximately 30,000 pieces of mail per day. The Mail Service Center now utilizes this machine to sort an average of 1,500,000 pieces of mail monthly. The functions of this sorter is to sort properly addressed outgoing and incoming mail which saves man-hours and creates less manual sorting. The sorter is used to produce a $0.073 per piece savings on all outbound USPS mail when properly addressed.

Daily Processing

Daily, MSC processes and delivers three types of mail - USPS, interoffice mail within Wake County and courier mail daily between Raleigh and over 4,000 agencies in all counties. Drivers

log over 140,000 miles monthly making mail deliveries. MSC reevaluated its fleet of vehicles and downsized five vehicles, realizing a cost saving of approximately $26,000 per year.

Currently most to the Governor's cabinet and one Council of State agency have taken advantage of the savings that can be realized through MSC.

In the first year of operation, July 1999 – June 2000, MSC processed and delivered over 27,000,000 pieces of mail. During the six-month period of July 2000 – December 2000 MSC has processed and delivered 16,000,000 pieces of mail. It is projected that by June 2001 MSC will have increased the processing and deliver by 20% over last year.

Savings

After the first year MSC has saved the taxpayers over $1 million, primarily through reduction in manpower. In addition, the State Courier Service of MSC continues to save taxpayers approximately $1.5 million annually by delivering mail to over 4,000 different addresses on 17 routes throughout all counties in North Carolina.

MOTOR FLEET MANAGEMENT

Summary

The Motor Fleet Management Division was created by the legislature in January 1982 as the central fleet agency for all of state government. The purpose of Motor Fleet Management is to serve North Carolina state employees by acquiring, maintaining, storing, repairing, replacing and supplying passenger vehicular transportation needed in the performance of official duties, in the most efficient and cost effective way. All state agencies, including universities -- except for the State Bureau of Investigation and the State Highway Patrol -- are required to utilize Motor Fleet Management for their passenger vehicle transportation needs.

As of June 30, 2000, Motor Fleet Management had 8,209 active vehicles in its fleet, an increase of 251 vehicles over the previous year. Over the past ten years, Motor Fleet Management has had an average vehicle increase of 310 units a year. Projecting at 310 vehicles per year, by the June 2001 there will be 8,519 active vehicles in the state fleet.

Motor Fleet Management charges agencies for the use of vehicles on a per mile basis. The largest group of vehicles (compact, sedan, four cylinders) are charged out at a 23 cents per mile rate. Mileage rates range as high as 38 cents per mile for a four-wheel drive Suburban. All rates include gas, oil, tires, repairs and insurance. Motor Fleet Management rates are very low when compared to the per mile driving costs, based on a composite national average of three domestically built cars: a subcompact, a mid-size and a full-size, issued by the American Automobile Association in for model year 2000 vehicles. According to the American Automobile Association, "motorists now spend an average of 61.7 cents per mile in vehicle related costs" (gasoline, oil maintenance, depreciation and insurance). When compared with Motor Fleet Management's average rate of 31.7 cents per mile for compact, mid-size and full-size vehicles, the Motor Fleet Management is providing passenger vehicles at approximately 49 per cent of the national average cost.

Accomplishments

Automobile Rebuild Program

Sixty 1993 to 1996 Chevrolet Caprices were rebuilt in a pilot project. The average cost of rebuilding each initial vehicle was $12,845. The rebuild is comprehensive and includes new engine, transmission, brakes, suspension, new seats, carpets, dash pads and other items. New vehicles (Ford Crown Victoria) would have cost $1,245,540 ($20,909 ea. for 60 vehicles). Savings of $474,860 in new vehicle purchase costs were realized.

Asheville Chevrolet is now under contract to rebuild vehicles. To date, 410 vehicles have been rebuilt by Asheville Chevrolet. For the first 410 vehicles rebuilt on the contract, the average cost of rebuilding has been $10,535. Under this contract, the average purchase cost savings per vehicle has been $10,374. The savings from not having to purchase new vehicles has been $4,319,350. The total cost saved by not having to purchase new vehicles has been $4,794,210 for the 470 rebuilt vehicles.

Alternative Fuel Vehicles

Motor Fleet Management (MFM) has 914 flexible-fuel vehicles that are capable of running on gasoline or E-85 (Ethanol at 85%) fuel. Additionally, we have another 15 vehicles that operate on other alternative fuels such as electricity, propane, or compressed natural gas (CNG). The 230 standard fleet sedans (Ford Taurus), located at the motor pool facilities on Peace Street, are E-85 flex-fueled vehicles. In addition, 8 mini-vans are E-85 mini-vans. There are also electric, propane and CNG vehicles available. MFM has ethanol dispensing facilities at the motor pool and uses E-85 fuel in motor pool vehicles. The Department of Transportation also has an ethanol fueling site on Beryl Road near the State Fairgrounds. To remind drivers to use E-85 fuel, MFM provides green electronic fueling keys for the E-85 powered vehicles instead of the more usual black keys. The current price for E-85 is $1.28 per gallon and gasoline is $0.96 per gallon.

For the 2000 vehicle model year, MFM purchased 130 Ford Explorers that were designated as low- emission vehicles. MFM has ordered an additional 230 2001 Ford Taurus sedans that are flex-fuel E-85 vehicles.

CNG, Electric, Propane, E-85 (Ethanol) Fueling Sites

The motor pool on Peace Street will soon have all the major alternative fuels available with plans underway to install a CNG fueling site in addition to propane, electric, E-85, and gasoline currently available. Electric power supply lines and gas lines are being installed, with the installed underground piping. Concrete pads have been put in place for the gas containers and the compressor. The Motor Fleet Management facility at 1915 Blue Ridge Road has E-85 and gasoline available.

Hybrid Vehicles

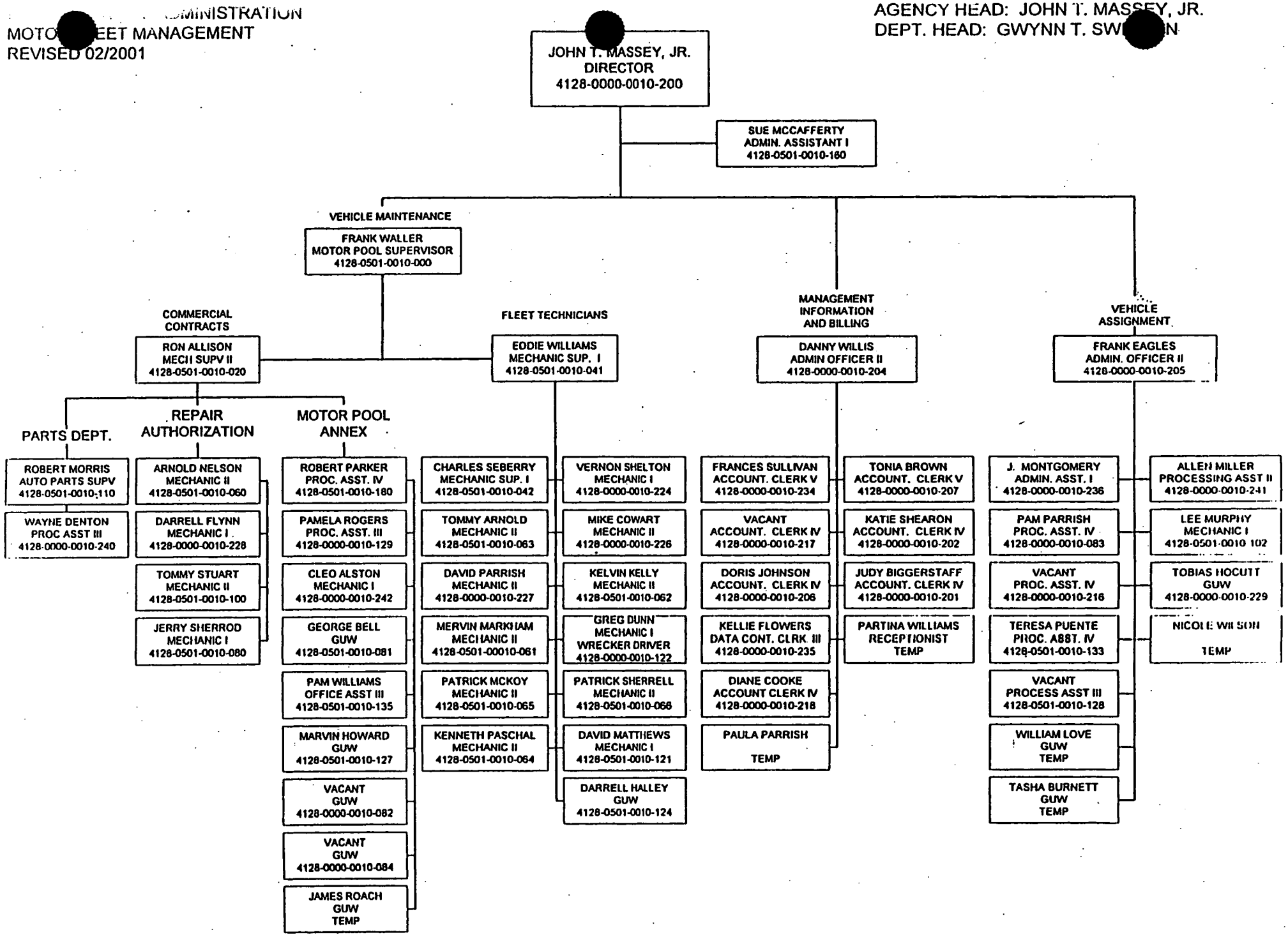
MFM has two Toyota and five Honda hybrid vehicles to dispatch from the motor pool, and one Honda Insight which is permanently assigned. The Toyota hybrid gasoline engine/electric motor vehicles are capable of achieving 52 mpg in the city and 45 mpg on the highway. The Honda hybrid gasoline engine/electric motor vehicles are capable of achieving 61 mpg in the city and 70 mpg on the highway

"Right Size" Vehicles

Motor Fleet Management has identified 256 permanently assigned vehicles that are being replaced by buying smaller cars. Whenever there is a possibility, the division replaces full-size cars with mid-size cars, full-size vans with mini-vans, and full-size, 4-wheel drives with

compact, 4-wheel drives. Savings of $650,332 will be realized in decreased purchase costs and $102,768 will be saved in lifetime fuel costs.

AGENCY HEAD: JOHN T. MASSEY, JR.
DEPT. HEAD: GWYNN T. SWANN



DIVISION OF PURCHASE AND CONTRACT

Summary

The Division of Purchase and Contract (P&C) serves as the central purchasing authority for state government and certain other entities. Contracts are established for the purchase, lease, lease-purchase of the goods and services required by all state agencies, institutions, universities, community colleges, and city and county boards of education amounting to approximately $4.07 billion annually (7/1/2000). In addition, the Federal Surplus Property and State Surplus Property agencies manage the placement and disposition of surplus properties.

The primary mission of the agency is to provide effective and efficient acquisition and disposal services for the State of North Carolina. This mission equates to savings to taxpayers and good customer service relationships. Long-term strategies include improved accessibility to purchasing and materials management information, improved accountability, reduced costs, reduced processing time and enabling of employees. Short-term strategies include improved communications and increased use of technology to perform work.

Accomplishments

Hurricane Floyd Involvement

September 1999 and into 2000 – Provided dedicated purchasing support during the emergency created by Hurricane Floyd through critical purchases and contracts especially for securing mobile homes, travel trailers, equipment and supplies.

Year 2000 Project (Y2K)

Successfully led Supplier Chain Management through the Y2K project. At the Information Management Resource Commission (IRMC) meeting on February 1, 2000, Percy Richardson accepted a Resolution of Appreciation Certificate on behalf of the Division's outstanding contributions.

Vendor Link NC

Implemented Vendor Link NC on April 30, 1999. This web-based system works in conjunction with our Statewide Interactive Purchasing System (IPS). In twenty months, 15,000 vendors have registered and are receiving the benefits of this technology which includes on-line vendor registration, automatic e-mail notification of bidding opportunities, sophisticated search capabilities for location of vendors in many ways including small and HUB vendors for Agency quotes. Agencies can use the IPS Vendor Link NC system for electronically advertising their requirements for goods and services within their delegation.

Recycling and Sustainability

The Department of Administration expanded its efforts of promoting the purchase and use of reusable, refillable, repairable, more durable, and less toxic supplies and products to meet the State's 40 percent waste reduction goal by the year 2001.

Ninety-six (96) contracts were awarded that support environmental purchasing. These have included used equipment, packaging materials that contain post consumer recycled content, carpet, background on companies efforts to help protect the environment and others.

Laser printers with duplex capabilities were purchased, reinforcing the use of two-sided copying for items that are needed in hard copy. Reduced copies by 35%, or 11,000 sheets of paper.

The use of a web-based vendor registry and notification system allowed the elimination of a seven-page hard copy application form, registered 15,000 vendors and sent electronically over 1,000,000 messages to vendors.

Reusable items processed at State Surplus Property included plastic drums, oil and antifreeze, pallets and computer equipment. The computer recycling program at State Surplus refurbishes surplus computers for reuse by schools in North Carolina. Computers not refurbished are broken down into components that can be recycled.

P&C eliminated faxing and mailing fuel prices on a weekly basis to agencies and vendors.
The Carolina Recycling Association presented the Division a "Buy Recycled" award in 1999 for Excellence in Waste Reduction and Recycling.

P&C established a "new" Term Contracts team on April 1, 2000. The team was charged with researching agency needs, analyzing benefits and return on investment, and implementing appropriate new statewide term contracts. Five new contracts were established.

One purchasing position was redirected to a Staff Development & Training Specialist to lead our Statewide Training effort for public purchasing certification and enhancement of purchasing skills.

Computer recycling expanded in July 2000 to include a program at Harnett Correctional Facility where inmates receive hands-on job skills training in computer refurbishment.

A drug seizure program was transferred from the Dept. of Revenue to the State Surplus Property program to allow for a more centralized and consistent approach to auctioning surplus goods seized in drug raids and forfeited to the state.

The "Blue Bird Project" was successfully implemented in the summer of 2000 to build blue bird nesting boxes, involving 5th grade students in education, and providing focus to sustainability efforts in North Carolina.

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 2/2001
1PC

AGENCY HEAD: J. ARTHUR LEASTON
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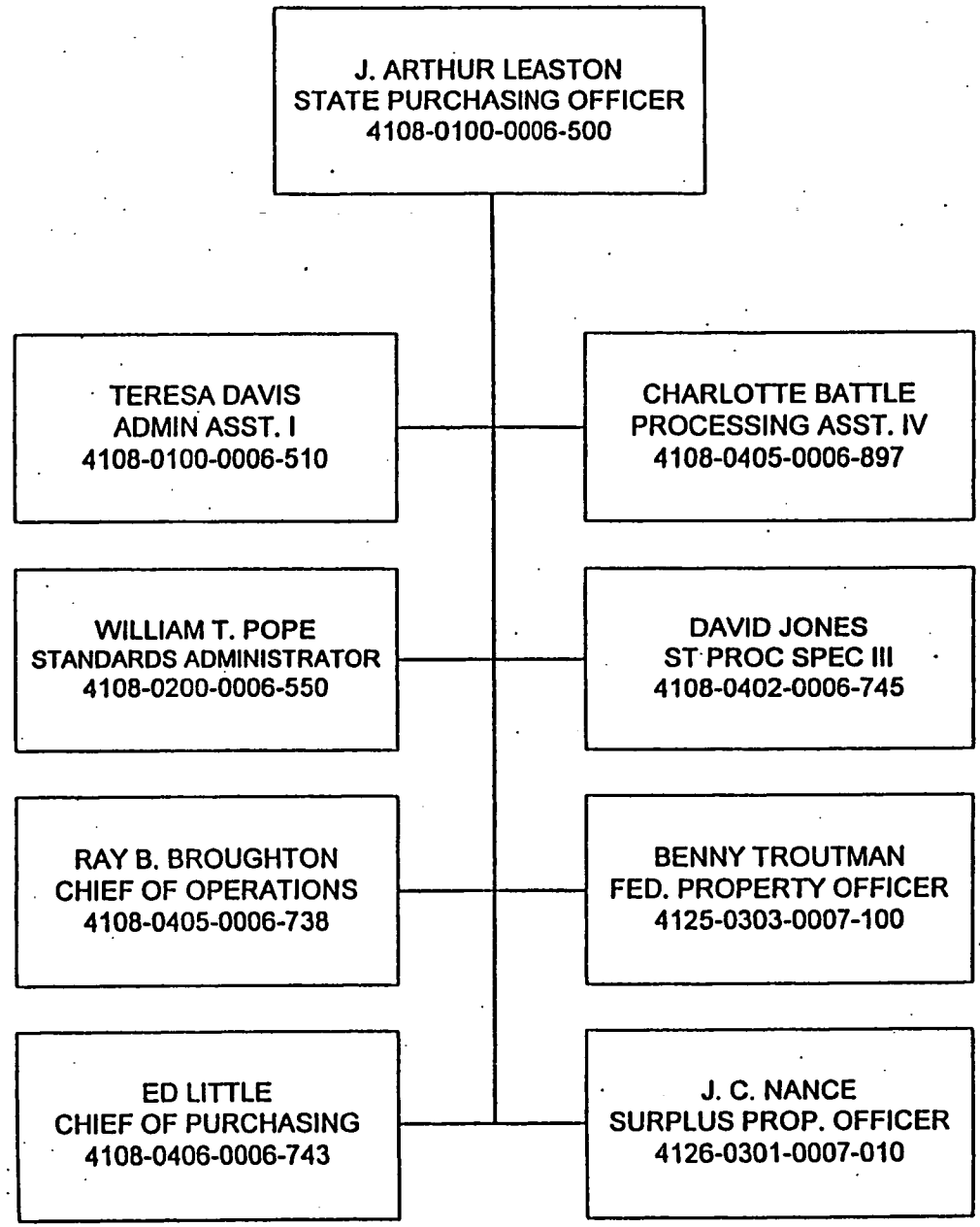

DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
FEDERAL SURPLUS PROPERTY
REVISED 02/2001
FSP

AGENCY HEAD: J. ARTHUR LEASTON
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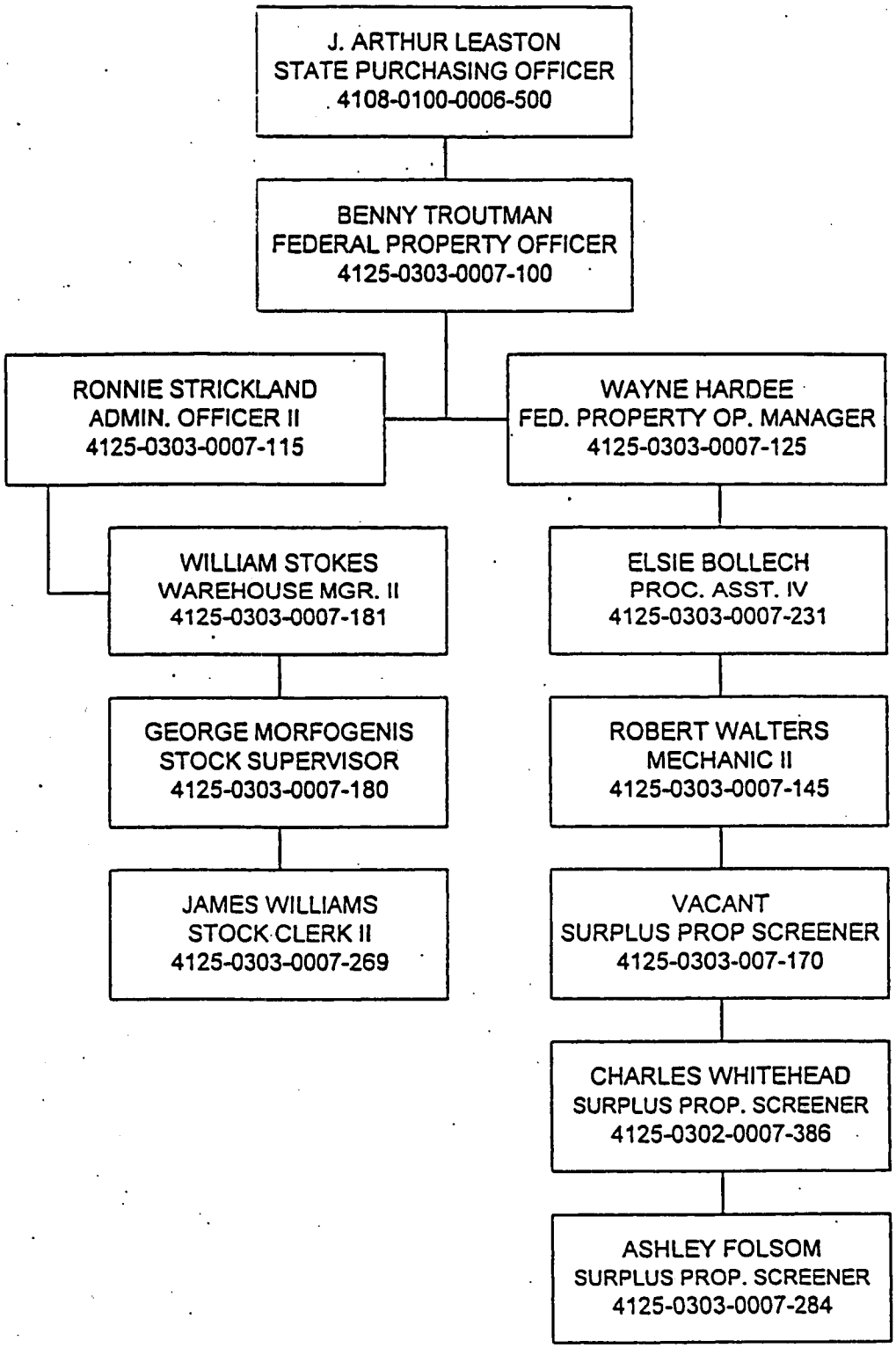

DEPARTMENT OF ADMINISTRATION
PURCHASE AND CONTRACT DIVISION
STATE SURPLUS
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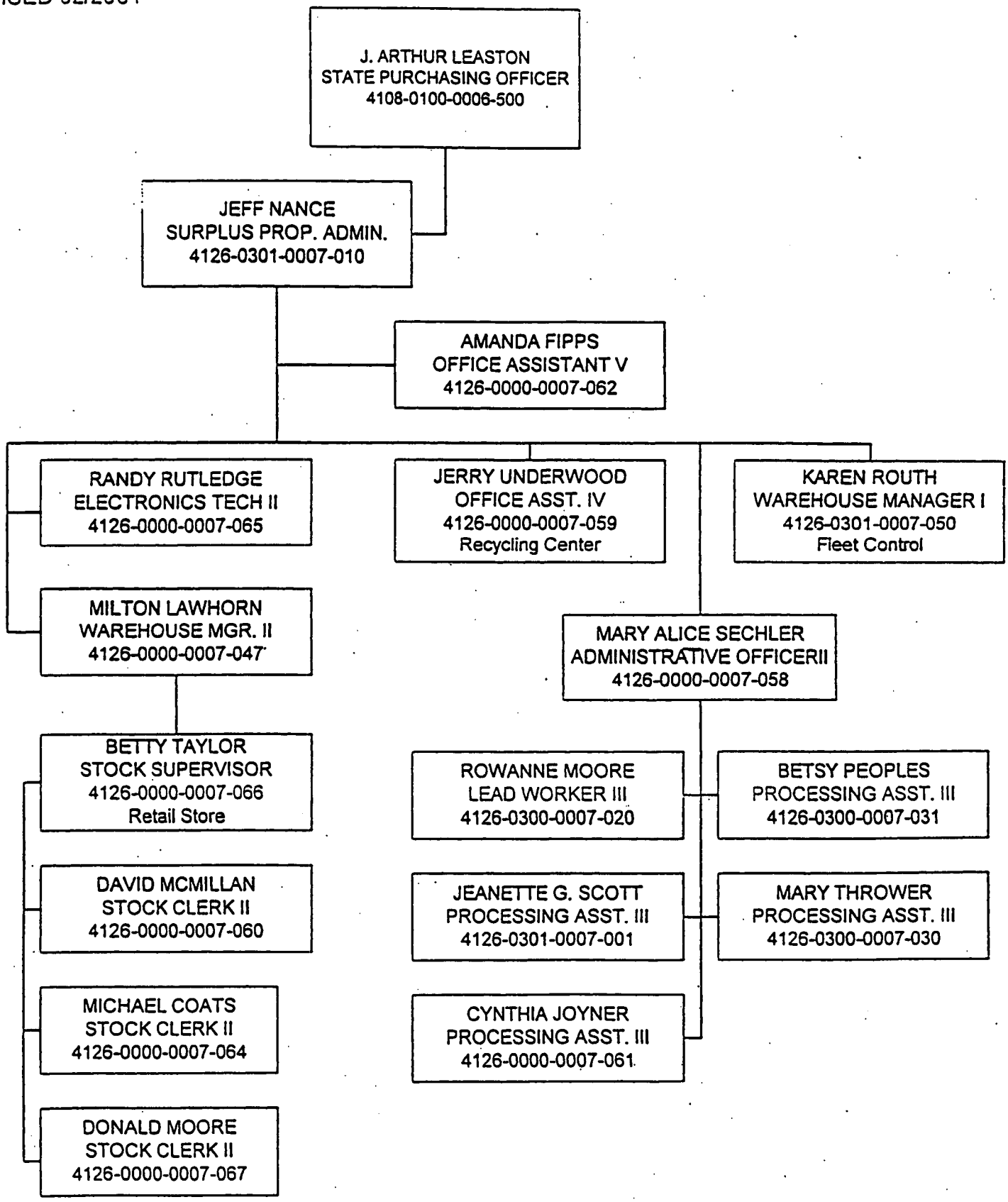
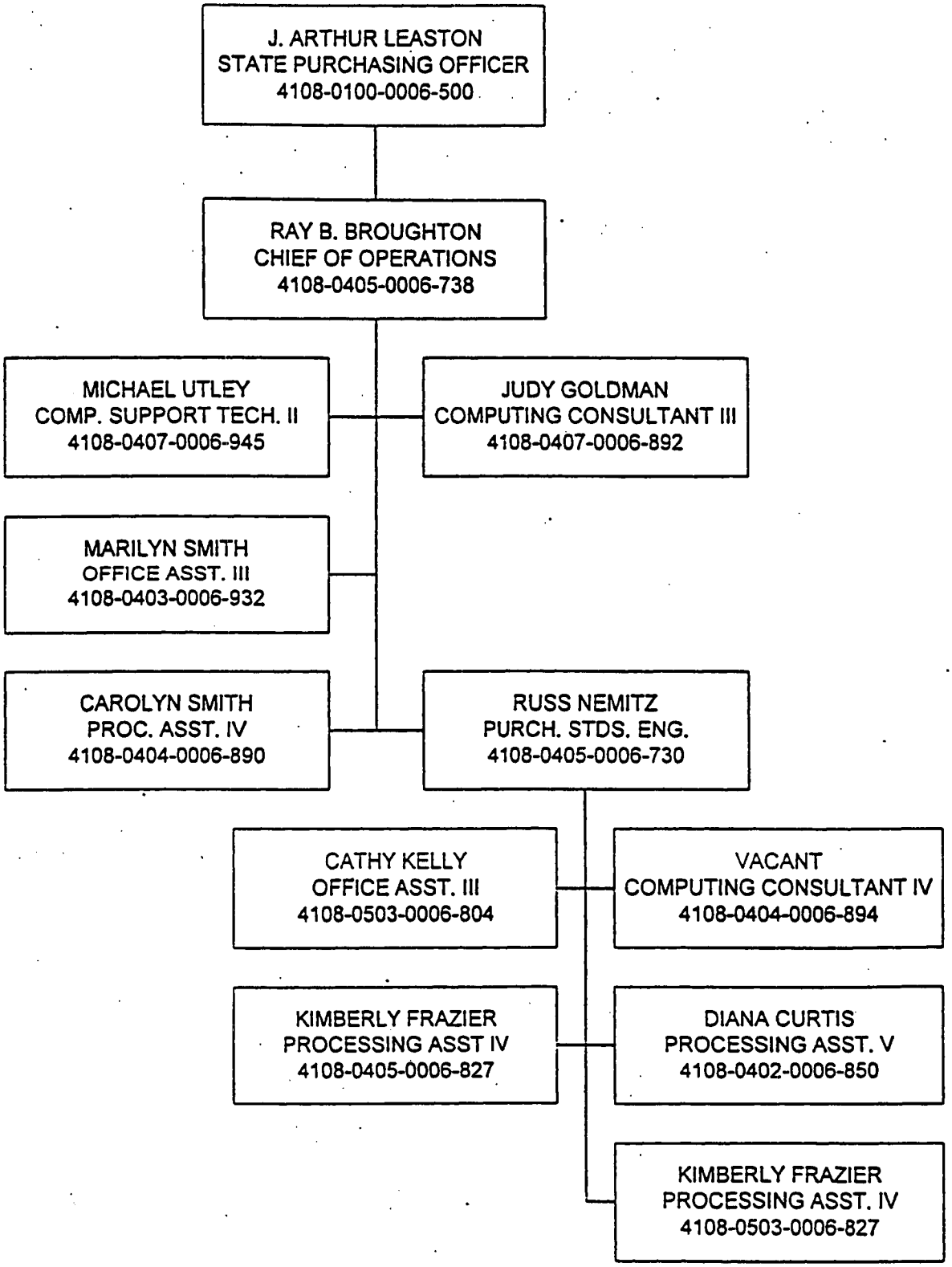


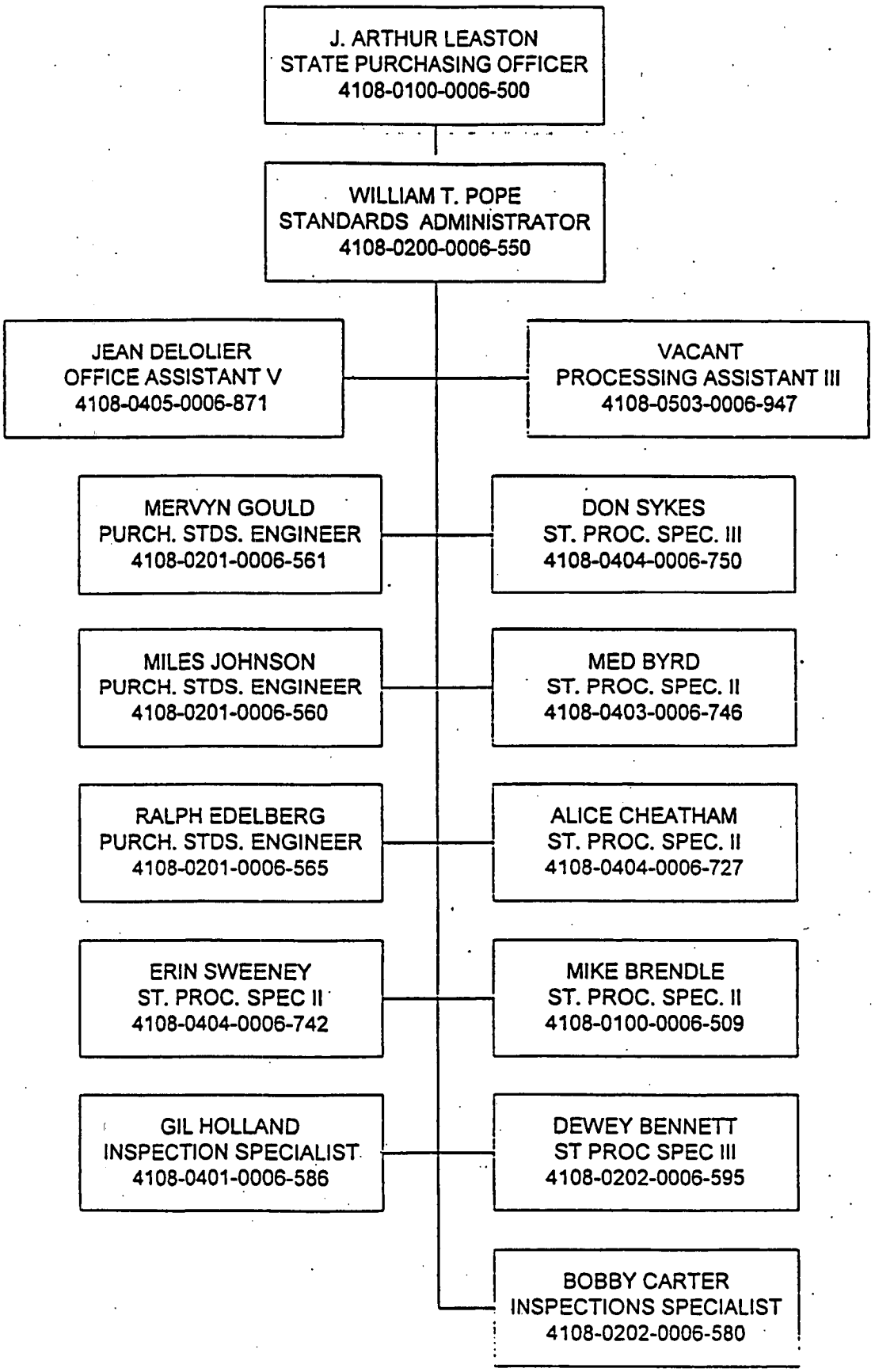
DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
OPERATIONS
REVISED 02/2001
3PC

AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 02/2001
2PC

AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T. SWINSON



QUALITY COORDINATOR

Summary

The Quality Coordinator is charged with providing technical assistance to leadership in leading, directing, and developing Continuous Improvement in the Department of Administration. Continuous Improvement is a structured effort designed to re-focus the Department's commitment to provide outstanding service to its customers through continually improving the way business is conducted. Under the Secretary's leadership, the Department is raising awareness of "customer service" throughout its ranks.

Accomplishments

Administered the second Workplace Assessment Survey and used the results for improvements within the divisions.

Developed a three hour Continuous Improvement Awareness Training class, provided 30 training sessions, and video taped presentation resulting in all DOA employees receiving the awareness training.

Developed a four-hour Strategic Continuous Improvement Planning Training class and provided the training to all division directors.

Trained 15 division directors to be team facilitators.

Compiled all improvements within the department in a Report of Improvements that was published in 1999 and 2000. This publication was shared with all divisions for benchmarking purposes.

Expanded the Quality Leadership Team from 10 to 13 thus including more senior leadership and division directors on the team.

Started shifting from a departmental emphasis on implementation to a division emphasis thus increasing the end user impact of the effort.

Increased the linkage between the Continuous Improvement and State Employee Incentive Bonus Program.

STATE-LOCAL RELATIONS

Summary

The State-Local Relations Section works with local governments, regional and multi-state organizations, the public, as well as state and federal agencies, in a variety of areas involving intergovernmental cooperation. The section manages the Appalachian Regional Commission (ARC) grant program, coordinates interagency project reviews required by the North Carolina and National Environmental Policy Acts, assists the Governor and his staff in issues involving local governments, and operates a project notification, review, and comment system to provide state and local agencies and the public with information about projects supported with public funds. Environmental and project notification processes are coordinated through this unit's Intergovernmental Review clearinghouse.

Accomplishments

Secured 50 Appalachian Regional Commission grants for North Carolina's ARC counties, directly benefiting 25 of the 29 eligible counties. Total ARC investment of funds was $8.3 million. The ARC dollars were part of projects that invested $26.8 million in the region and leveraged an additional $26 million from private sources. As a result of the ARC projects, the region will gain 866 new jobs and retain 3,445. Other benefits include 1800 at risk children received fluoride tooth varnishing applications; 450 residences were surveyed for straight piping/failing septic systems and 275 remedial systems were designed and permitted; model information technology training programs were established at a high school and at a community college; laptop computers were acquired for the lowest performing elementary schools in a Tier 1 county; a downtown revitalization revolving loan fund was established; and pilot projects to implement recommendations of the Rural Prosperity Task Force were initiated in broadband access, sustainable community development, and developmental venture capital.

Coordinated review of 659 notices by state and local entities of their intention to apply for federal grants and loans. The documents supported requests in excess of $1 billion. To enhance the functioning of this review system authorized by federal executive order, staff converted the State Clearinghouse form (CH-1, the intake document for notices of intent to apply for federal funding) to a digital document and began disseminating the form electronically.

Coordinated the review by state and local entities of 739 environmental documents prepared in compliance with state and national environmental policy acts. Information about the documents is contained in *The North Carolina Environmental Bulletin* which now is posted on the DOA web site so a broader audience can access the information and the information available is up to date.

Developed a standard format for state environmental assessments/findings of no significant impact (EA/FONSI) and posted the guidelines for the assessments on the department's web site.

Worked with other state agencies to facilitate environmental reviews for water and sewer bond funds, flood relief projects, and significant economic development projects (such as Nucor).

Developed special rules for handling environmental reviews during emergencies (including natural disasters).

Established DOA employee recognition awards for environmental sustainability.

Conducted a process to change a multi-county planning district boundary (only the second time in 30 years the boundaries have changed).

Aided in the development of the Emergency Congressional Appropriation Package for Floyd Recovery.

DEPARTMENT OF ADMINISTRATION
STATE & LOCAL GOVERNMENT AFFAIRS
REVISED 02/2001

AGENCY HEAD: SARA STUCKEY
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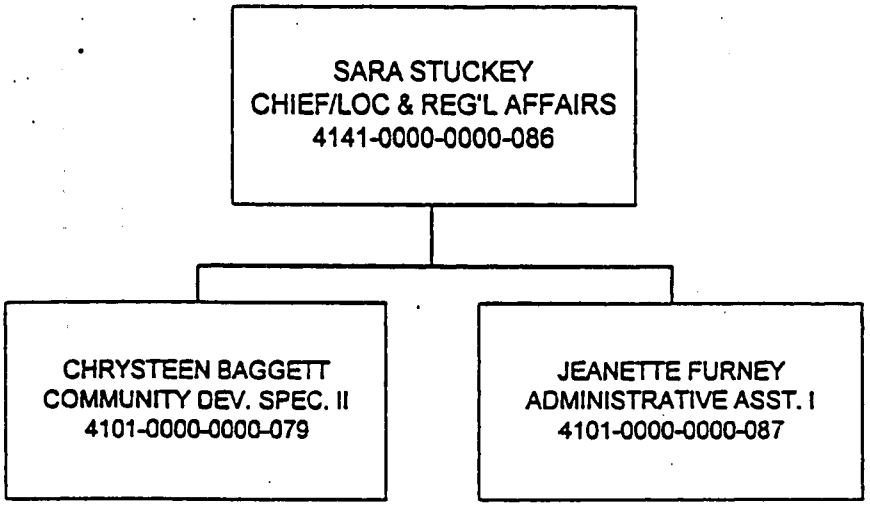


STATE CONSTRUCTION OFFICE

Summary

The responsibilities of the State Construction Office can be summarized by the overall coordination and management for implementation of the state's capital improvement program. Under the historical formation of the office, two primary statutes G.S. 143-31.1, the Executive Budget Act, and G.S. 143-341, the Department of Administration Act, serve as the basis to define the duties and the responsibilities of the office. Under the Executive Budget Act, the Governor is required to have performed a study and review of plans and specifications to determine whether buildings, repairs, alterations, additions or improvements to physical properties for which appropriations of state funds are made have been designed for the specific purposes for which such appropriations are made; and that such projects have been designed giving proper consideration to economy in first cost, in maintenance cost, in materials and type of construction; and that architectural features are selected which give proper consideration to economy in design.

The authority for design review and overall management responsibility is further defined under the Department of Administration Act. In addition to having the responsibility of examining and approving all plans and specifications, the State Construction Office assists all agencies in the preparation of requests for appropriations for the construction or renovation of all state buildings, and must issue a certification that the project is sufficiently defined in overall scope, building program, site development, detailed design, construction and equipment budgets and comprehensive project scheduling so as to reasonably ensure that it may be completed with the amount of funds requested. Further, the State Construction Office supervises the letting of all contracts for the design, construction or renovation of all state buildings and supervises and inspects all work done and materials used in the construction or renovation of all state buildings. No such work may be accepted by the state or by any state agency until it has been approved by the department. N.C.G.S. § 143-341(3)(d). In addition, the Facility Condition Assessment Program (FCAP) is administered by the State Construction Office. This program is responsible for identifying deficiencies in all state facilities over 3000 gross square feet.

A capital facilities project usually starts with the identification of a need by a state agency or institution. The concept of the need is further defined by the agency through a study of the program requirements that establishes a general scope of work, the size of the facility, nature of the improvements, infrastructure requirements (parking, water, sewer, steam, utilities, etc), any special requirements and schedule. The agency or institution submits this information and budget estimate to the State Construction Office for review and certification. Chapter 45 of the 1998 Session Laws requires the Department of Administration to certify the feasibility of state construction projects and makes that certification a prerequisite to funding by the General Assembly.

After the General Assembly appropriates or authorizes funding, by law the agency or institution has sixty days to select a design firm to provide design services for the project. Designers are selected in accordance with qualifications-based procedures adopted by the State Building Commission that requires advertisement and screening before three firms are submitted to the

Commission for a final decision. The State Construction Office serves as staff to the State Building Commission. For University system projects, the selection of design firms is by the Boards of Trustees. A fixed fee, lump sum design agreement for execution by the agency or institution is negotiated by the State Construction Office for the design and general supervision of the construction work.

For most projects, the design progresses through three phases of development -schematic design, design development, and construction documents. Each phase of design is reviewed and the design does not proceed into the next phase until appropriate approvals have been obtained for previously submitted work. There are some 40 possible state reviews, permits and approvals that may be required on a project and the review process may involve up to 17 different state agencies. Of course, most projects do not require nearly that number of review agency approvals. To many outside of the construction industry, this may seem like a cumbersome and overextended process to get a project from design to active construction. However, each review requirement is based on legislative authority granted to the individual review agencies involved and are complementary to each other. Agency reviews are often very specific following statutory responsibility and occur concurrently so as not to delay the progress of the project.

The State Construction Office is the only agency that conducts a broad-based comprehensive review of the entire project to ensure value for the public funds committed for the project and enhance the success of the project through compliance with statutory requirements. The office deals with contractual issues such as budget, design and construction contracts, statutory and procedural issues for public work and the sufficiency of bid and contract documents. The State Construction Office essentially serves as a clearinghouse for review comments generated by other agencies and checks to see that comments and concerns are resolved prior to approval for receipt of bids. As of December 2000, the State Construction Office currently oversees on a statewide basis a total of 1030 projects in various stages of design or construction valued at approximately $2.1 billion dollars.

Accomplishments

Summary of Y2K Efforts

Beginning in the fall of 1998, and continuing into the year 2000, the State Construction Office (SCO) was instrumental in a program to ensure that the State's many building systems in its facilities in all State agencies and institutions were year 2000 compliant. This program, known as the Year 2000 Facilities Readiness Program, was coordinated through the Department of Commerce and its Year 2000 Statewide Project Office. It involved a multi-step process performed by staff from each agency and institution, beginning with an inventory of all critical building systems throughout all State-owned buildings. This inventory was originally proposed to be performed by the staff of an outside consultant at a cost of approximately $1.5 million, but that proposal was rejected by the SCO. It was instead performed by State forces within each agency and institution at a cost of only $50,000, in which a separate consultant was authorized to manage the State's inventory and assessment efforts, and to determine the compliance status of all critical building systems.

The SCO assumed the role of contacting and informing the management and physical plant directors of each agency and institution of the compliance status of their critical building systems. It was then the responsibility of each agency and institution to ensure that each of their non-compliant systems was either upgraded or replaced in order to be compliant, or that the system controls could be manually overridden. By the end of 1999, all critical systems were ensured to be compliant, and there were no reports of malfunctions or problems following the date change into the year 2000.

Temporary Housing Assistance in Eastern N.C. Due to Flooding from Hurricane Floyd

Since September 22, 1999 several State Construction Office employees have worked many long hours assisting FEMA and the Division of Emergency Management with planning and administering contracts for the design, construction, and site monitoring of eleven temporary housing sites in four Eastern NC counties. This effort has involved attending numerous meetings, contacting designers, contractors, and inspectors, making site visits, administering contracts, and approving invoices. Through early February of 2001, three of the eleven sites have been vacated. Contracts for those three sites are being developed for restoration to their original condition. To date, the State Construction Office has administered invoices totaling nearly $11.8 million for the design, construction, inspection and restoration of all temporary housing sites.

Sir Walter Raleigh Awards Community Appearance

The Department of Administration received two awards from the City of Raleigh Appearance Commission for projects under the supervision of the State Construction Office. The awards were for outstanding contribution toward enhancing the beauty of the City of Raleigh. The Museum of Natural Sciences received the award under the Institutional category and the Heck-Andrews House Renovation received an award under the Historic Preservation category.

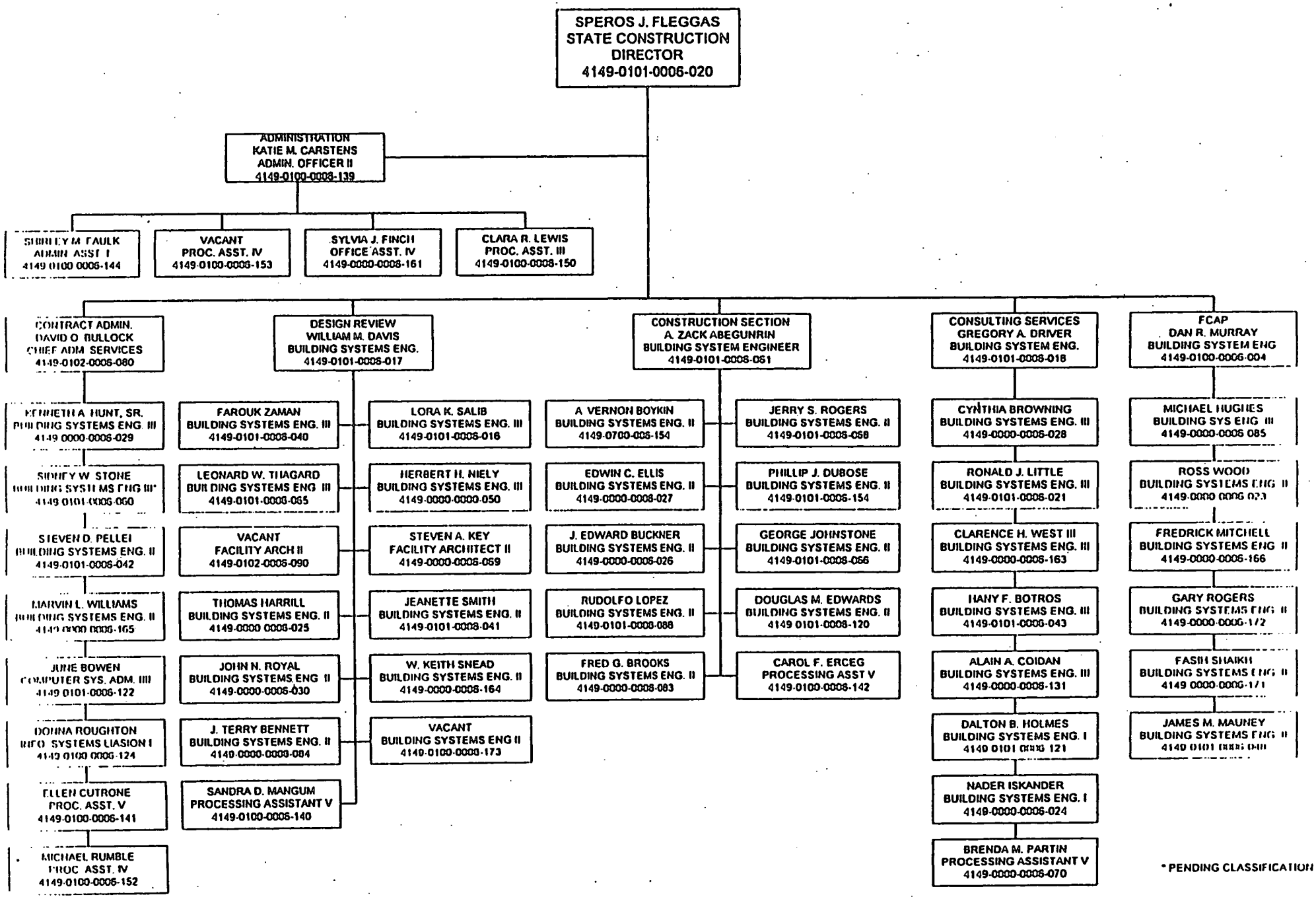
In making the award to the Museum of Natural Sciences, the awards jury commented, "This wonderfully exciting facility could have been just another state building downtown, but instead it contributes both a creative and dignified presence to Jones Street." Regarding the Heck-Andrews House, the jury stated, "Bravo! Thanks to an exquisite restoration, this grand structure can now reclaim its place as one of the city's most eye-catching buildings. The dedication to quality renovation work shows throughout."

Special Fund for Energy Conservation Projects

A special appropriation of $1 million was made available in the year 2000 to the State Energy Office for funding a sampling of energy conservation projects within State-owned facilities. In order to determine which projects should be selected for this fund, the State Construction Office, in cooperation with the State Energy Office, contacted the Capital Project Coordinators and Facility Managers within state agencies and institutions to ask for a list of prioritized projects recommended as resulting in the greatest benefit through energy savings, if chosen for this program. Upon receiving that information, combined with a database of previously identified energy projects from the State Construction Office FCAP Section, a final list of seven projects was identified and approved for participation in this fund. These projects, which are located on four university campuses and three state agency sites, involve lighting retrofits, HVAC system upgrades, and chilled water system improvements. Upon completion, each of these projects is estimated to result in immediate cost-savings in operation costs, which also will result in a relatively short payback period. The State Construction Office will be reviewing the design, and monitoring the construction until those projects are complete.

DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
REVISED 2/2001

AGENCY HEAD: SPEROS J. FLEGGAS
DEPT. HEAD: GWYNN T. SWINSON



* PENDING CLASSIFICATION

STATE ENERGY OFFICE

Summary

The North Carolina Energy Division was created in 1973 under the Department of Military and Veteran Affairs to handle emergency energy issues, including oversight of the allocations of petroleum that occurred during the Arab Oil Embargo. Thereafter, the agency was transferred to the Department of Commerce where it operated until September 30, 2000. As a result of legislative action during the 2000 session of the General Assembly, the Energy Division was transferred to the Department of Administration on October 1, 2000. At this time, it was renamed as the State Energy Office (SEO). In addition to this transfer, the low-income weatherization programs were also moved to the Department of Health and Human Services.

The State Energy Office is primarily funded using Petroleum Violation Escrow funds that arose out of a series of federal court settlements involving petroleum companies in the 1970's and 1980's. The funds are returned to consumers and other affected groups by dividing them among the states for distribution through energy efficiency and renewable energy programs. The U.S. Department of Energy provides additional funding. Currently, no state-appropriated funds are provided to the State Energy Office.

The mission of the State Energy Office centers on three key elements:

Coordinating the state's response to energy-related emergencies (e.g. the energy aspects of floods, hurricanes, supply shortages and other disasters)

Working to make all aspects of North Carolina as energy efficient as possible to bolster the state's economy, protect its environment and lower energy costs; and

Developing the state's indigenous renewable resources---solar, wind, biomass and water----to create jobs and develop the state's economy, sustain its environment, and protect citizens from the impacts of supply disruptions and escalating energy prices.

To accomplish its work, the SEO uses both its internal resources and external contractors, such as the state's public universities and many nonprofit organizations, to provide energy-related services for industry, transportation, agriculture, utilities, local and state government agencies, schools and general consumers. These services include a wide variety of training programs, energy surveys and audits, demonstration projects, research and development support for technologies nearing commercialization, public awareness efforts, and loans for energy efficiency measures in business and industry.

Since joining the Department of Administration in October 2000, some of the recent activities and accomplishments of the State Energy Office include the following items:

Administrative

NC Energy Policy Council (EPC): The EPC is charged with overseeing the state's energy policies and providing recommendations for policy changes to the Governor and General Assembly. The EPC is composed of representatives from the General Assembly appointed by the Speaker of the House and Senate President Pro Tem, as well as cabinet Secretaries and Gubernatorial appointments for specific slots (e.g. alternative energy, industrial, environmental, etc.). The 18-member body has recently been reorganized and is expected to take on a much greater role in developing a comprehensive energy policy for the state.

DOE Grant Award: The Department of Energy awarded the SEO a new umbrella grant through June 30, 2005, under which most of its programs are undertaken and its administrative costs covered.

Selected Programs

Energy Management Diploma Series: State employees were provided with the opportunity to earn an energy management diploma by attending 14 days of intensive training provided by the SEO and NC State University's Office of Continuing and Professional Education.

Clean Cities: In November 2000, the Triangle region received notification that it had officially received designation as a member of the Clean Cities program. This important designation will be recognized in a special ceremony on March 19, 2001 in Raleigh. A direct benefit will be the expansion that numerous avenues for the funding of alternative fueled vehicles, fueling stations and related infrastructure in the Triangle region.

NC Solar Center: Operated by the College of Engineering at NC State University, the NC Solar Center has become one of the premier solar energy institutes in the nation, providing a multitude of training, information, demonstration and research programs centered around solar technologies. The Center has placed great emphasis in 2000 on support and expansion of the Million Solar Roofs Initiative, a major national effort to install one million solar systems on rooftops by 2010. Active programs are underway in Guilford, Watauga, Durham and Orange Counties with further expansion slated for 2001.

Center for Energy Research and Technology (CERT): Operated by NC A&T State University, CERT has a Manufactured Housing Initiative that resulted in the construction of two manufactured homes on campus, one being super energy efficient and the other of traditional design, that will be compared, tested and evaluated during the coming year. A special ceremony and ribbon cutting ceremony was held and attended by Secretary Dorsett and Deputy Secretary Myrick.

Swine and Poultry Waste: The SEO is funding multiple efforts to better develop methods to use swine and poultry waste as an energy source while reducing the environmental impacts of this waste. Included among these are the gasification and burning of turkey litter, the production of ethanol from swine waste, and the production of methane from animal waste for use in making electricity or providing heat for agricultural facilities.

Emergency Preparedness: The SEO has begun to revamp its emergency procedures for responding to energy crises and natural disasters, beginning with development of a new energy emergency plan for the State of North Carolina. Most of the existing plans are outdated and recent disasters, high energy prices and tight supplies have highlighted the need for new procedures to be put in place.

Energy Codes: The SEO and US Department of Energy have been working diligently to provide training to local building inspectors and utility officials on the latest energy code elements that have been upgraded and updated. Final discretion on interpretation and enforcement rests with local officials. Therefore, their knowledge and comfort with administering these new energy code provisions is critical to their use and acceptance in the field.

Hurricane Floyd Recovery Effort: As part of the Hurricane Floyd recovery effort, the SEO coordinated the construction of a model energy home in Kinston to demonstrate the energy efficiency and resulting cost savings that can accrue from "building back better." Workshops for contractors, community organizations, housing organizations and industry have been held throughout the eastern region, highlighting the demonstration home in Kinston. Three developments currently are planned to be energy efficient and borrow many of the practices demonstrated in the Kinston home. Partners in this effort include: Advanced Energy Corporation, NC Division of Emergency Management, NC Solar Center, Eastern NC Sustainable Development Center, and the City of Kinston.

Business Energy Improvement Program: The SEO is currently revamping its low-interest loan program for commercial and industrial firms. Recommendations will be presented to the General Assembly in the spring of 2001 that are expected to make the loan fund more attractive to customers and available to an expanded number of organizations, such as schools and local governments.

National Energy Education Development Program (NEED): The NEED program provides K-12 energy education in a number of participating public school systems around the state. Excellent teacher training and high levels of student participation are hallmarks of the program. Programs in Currituck and Wake Counties, as well as the statewide program, have won national honors.

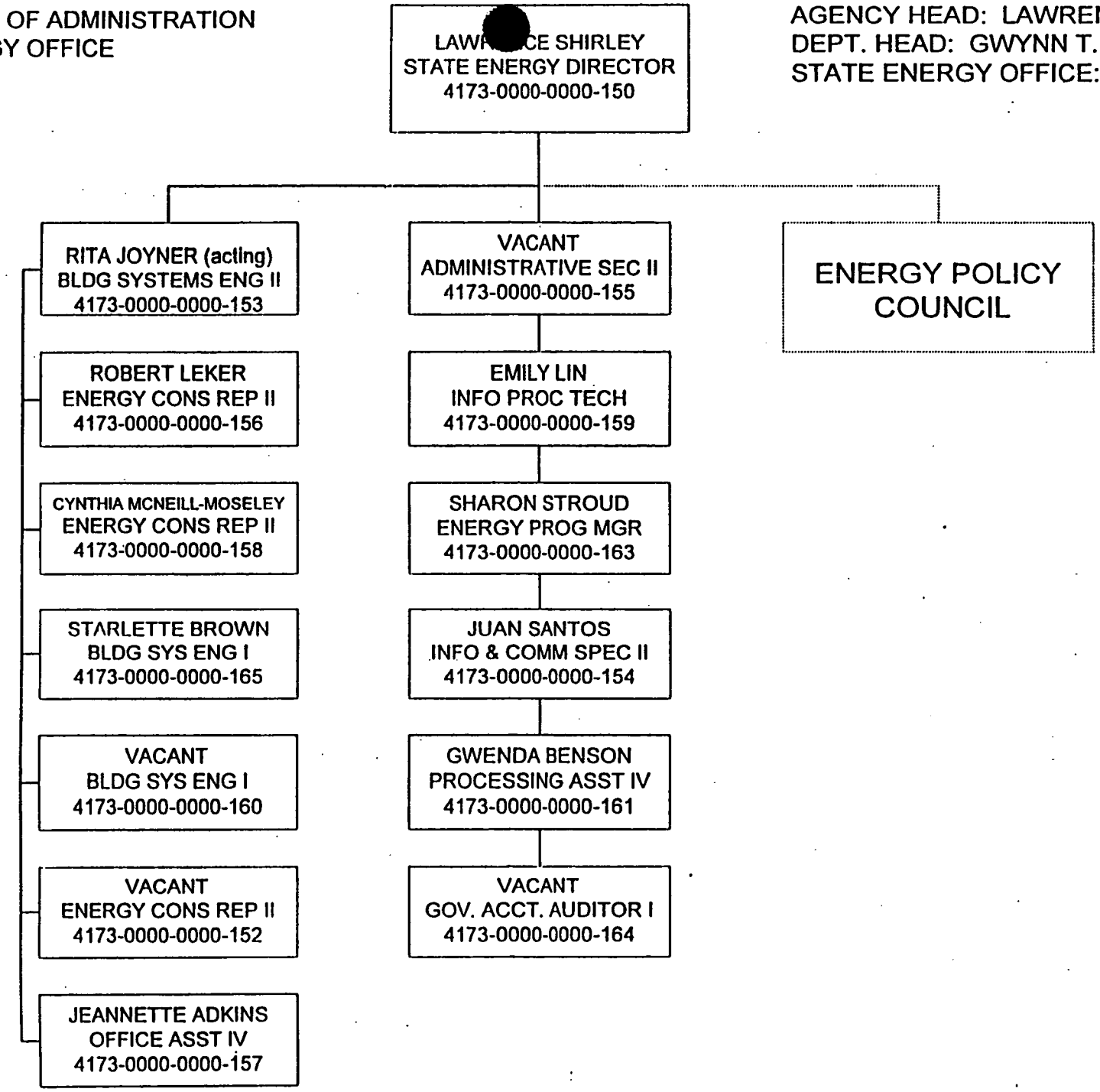
Alternative Fuels: The SEO is active in several projects designed to advance the use of alternative fuels and alternative-fueled vehicles in NC. In addition to funding and strongly supporting the Clean Cities programs in the Triangle and Metrolina regions, the SEO serves as the coordinator of the State of North Carolina's AFV roundtable of agencies engaged in AFV activities (NCDOT, Motor Fleet, DENR, etc.). In this role, it also gathers data on the purchase of AFVs in NC for submission to the federal government as part of the state's responsibility under the National Energy Policy Act of 1992. In the summer or fall of 2001, the SEO has been asked by the US Department of Energy to hold a state ethanol conference to advance knowledge and use of that fuel. The SEO also sponsors the Electric Vehicle Challenge, a statewide program that works with public high schools to develop electric vehicle training and promotion programs.

Energy Management Program and Related Industrial Services: The SEO is the principal sponsor of one of the nation's most comprehensive training and technical assistance programs for industrial energy efficiency. Operated through the Industrial Extension Service at NC State University, the Energy Management Program has recently expanded to include commercial, local government and hospital facilities. Plant and facility surveys are conducted for nominal fees, and training programs are provided for plant and facility personnel.

Landfill Gas: Many of the landfills in local areas are flaring off and wasting the methane contained in those landfills that could otherwise be converted to useful renewable energy. The SEO is sponsoring the capture of methane gas from abandoned landfills in Yancey/Mitchell and Avery Counties, where the methane is used to heat food-producing greenhouses operated by Mayland Community College and utilized by local area high schools for training programs. The program appears to be highly replicable in other areas of the state. Methane gas from landfills has clearly become a valuable renewable energy resource that can be tapped for heat and electricity uses at very reasonable costs.

DEPARTMENT OF ADMINISTRATION
STATE ENERGY OFFICE
2/2001

AGENCY HEAD: LAWRENCE SHIRLEY
DEPT. HEAD: GWYNN T. SWANSON
STATE ENERGY OFFICE:



STATE PROPERTY OFFICE

Summary

The State Property Office is the administering agency in state government for the acquisition and disposition of all state land or any interest therein in deed, lease, easement or allocation. It is responsible for administering the allocation and reallocation of land, buildings or space in buildings by and between agencies, institutions or departments of the state. It is responsible for maintaining a complete and accurate inventory of state lands and buildings. The Office is also responsible for the management of the state's submerged lands.

Accomplishments

Property Acquisitions (March 1, 1999- February 7, 2001)

Acquisition by Deed 176 total transactions

50,038 acres
$62,362,354 total acquisition cost
Includes 85 transactions for conservation purposes totaling 58,063 acres.

Acquisition by Easement 40 transactions
3,714 acres
$407,240 total acquisition cost
Includes 22 conservation easement transactions totaling 3,327 acres.

Other (acquisition by license, allocation, etc). 37 transactions
6,681 acres

Acquisition by Lease 30 transactions – land
18,125.85 acres
$269,424 rent

89 transactions – buildings
325,449 sq. ft.
$1,123,869 rent

495 transactions – office/warehouse space
1,602,290 sq. ft.
$16,723,543 annual rent

Technology Improvements

Transitioned from complex UNIX workstations to personal computers to improve staff efficiency and reduce hardware costs. (1999)

Implemented a project tracking system that enables staff to easily input/update project records due to automatic data integration. The system also allows for quick retrieval of information by management and staff and assists with monitoring and managing the project load. (2000)

Developed feature in website that allows client agencies to update the facilities inventory and produce reports. (1999)

Interfaced facilities inventory database with DOI to provide electronic updating and improve accuracy of inventory. (2000)

Developed an AutoCAD repository for floor plans of buildings maintained by DOA that is accessible by State Construction and Facility Management. (2000)

Delegation of Authority to Handle Certain Property Transactions

Delegated authority to DENR to enter into conservation easement agreements for the Conservation Reserve Enhancement Program (CREP) and the Confined Animal Operations Program (CAOP) within certain guidelines. This streamlines the acquisition process for the thousands of easements anticipated under these programs. (2000)

Collaboration with Non-Profit Organizations

Held round table discussions with land trust organizations and historic/preservation groups on ways to promote their involvement in State land acquisition projects. (1999-2000)

Developed procedures for state land acquisitions to be negotiated by non-profits. These procedures provide guidance and insure compliance with applicable statutes and policies. (2000)

Efficiency Improvements/Sustainability Initiatives

Added Lease Advertisements and Specifications to the website. Forms and documents needed to submit a proposal to lease have been added to the website and can be downloaded. (2000)

Added language to the lease specifications which encourages proposers to submit proposals for lease space having energy, conservation efficient and "green building" components, to provide recyclable bins, and to establish a temperature range in office space of 68 – 78 degrees. (1999-2000)

Developed an informational brochure about the office functions for distribution, upon request, to the general public and other government entities. (2000)

Converted to a high-density file system to accommodate more files in the same amount of space and for better organization and preservation of files. (2000)

Created four (4) time-limited real property agent positions funded by specific

acquisition programs to address the increased volume of transactions in those programs (Wildlife Resources Commission, State Parks and Wetlands Restoration Program). (1999-2000)

Initiated changes in legislation to (a) increase advertisement benchmark for advertising for lease proposal; (b) clarify when property can be transferred to non-profit organizations at less than fair market value; and (c) allow an exemption to advertising leases requiring unique locations. Bill chaptered under G.S.146. (1999)

Hub Outreach/Activity

Developed a database of HUB vendors available for property appraisals, surveys and environmental assessments. (2000)

Revised the Request for Lease Proposal form to explain the HUB program classifications and to encourage HUB's to respond to the proposal requests. (2000)

Participated in the HUB Advisory Council and the Accountability Sub-Committee. Both groups are charged with the responsibility of increasing and tracking HUB participation in the state's procurement process. (1999-2000)

Hurricane Relief Effort

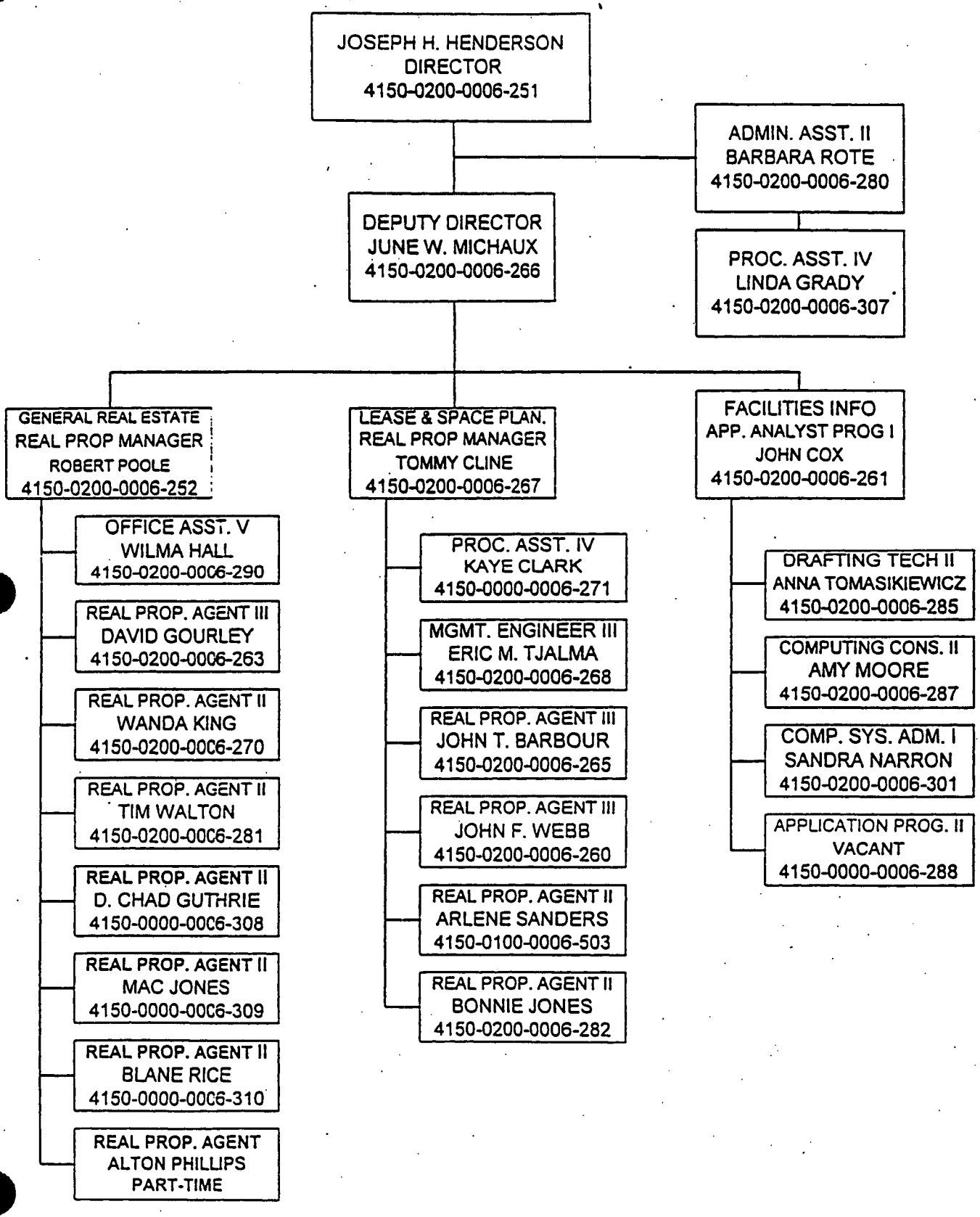
Located and leased sites for temporary housing for the victims of Hurricane Floyd and leased offices for the Disaster Recovery Centers (where victims apply for FEMA assistance). (1999-2000)

Policy Issues

In conjunction with the State Construction Office and the Office of State Budget and Management, developed a Cost- Benefit Analysis model for comparing the cost of constructing new state-owned facilities versus leasing space. (2000)

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
REVISED 2/2001

AGENCY HEAD: JOSEPH HENDERSON
DEPT. HEAD: GWYNN T. SWINSON



DEPUTY SECRETARY FOR INTERNAL SERVICES AND PROGRAMS

McKinley Wooten

Facility Management

Management Information Systems

State Capitol Police

State Parking Office

Office of the Americans with Disabilities Act

Commission of Indian Affairs

Council for Women

Domestic Violence Commission

Governor's Advocacy Council for Persons with Disabilities

Human Relations Commission

Youth Advocacy and Involvement Office

FACILITY MANAGEMENT DIVISION

Summary

Facility Management Division (FMD) provides maintenance and repair services to the state government complex and other facilities in outlying areas, such as the Highway Patrol and SBI complexes on Garner Road and the Museum of Art complex on Blue Ridge Road. Also, FMD maintains the James K. Polk Building in Charlotte and provides support to the three aquariums on the coast. Services include minor new construction, renovation, carpentry, painting, housekeeping, steam plant operation, HVAC, electrical, plumbing, welding, elevator maintenance, lock shop operation, fire and pest services. Maintenance to the Capitol complex parking facilities, which includes snow and ice removal in the winter, is included in the function of FMD.

Accomplishments

FMD is continuing its preventative maintenance program that has been in place since July 1, 1996. This program involves the maintenance and repair of 146 buildings and over 1950 pieces of equipment. Over the last five years there have been fewer breakdowns of equipment resulting in significant savings. In the Program Statistics report to State Budget, maintenance costs have been reduced as follows:

1996-97 . 41 cents per square foot
1997-98 . 35 cents per square foot
1998-99 . 30 cents per square foot
1999-00 . 40 cents per square foot
(cost increase attributed to replacing two chillers)
2000-01 . 25 cents per square foot (projection of cost this fiscal year)

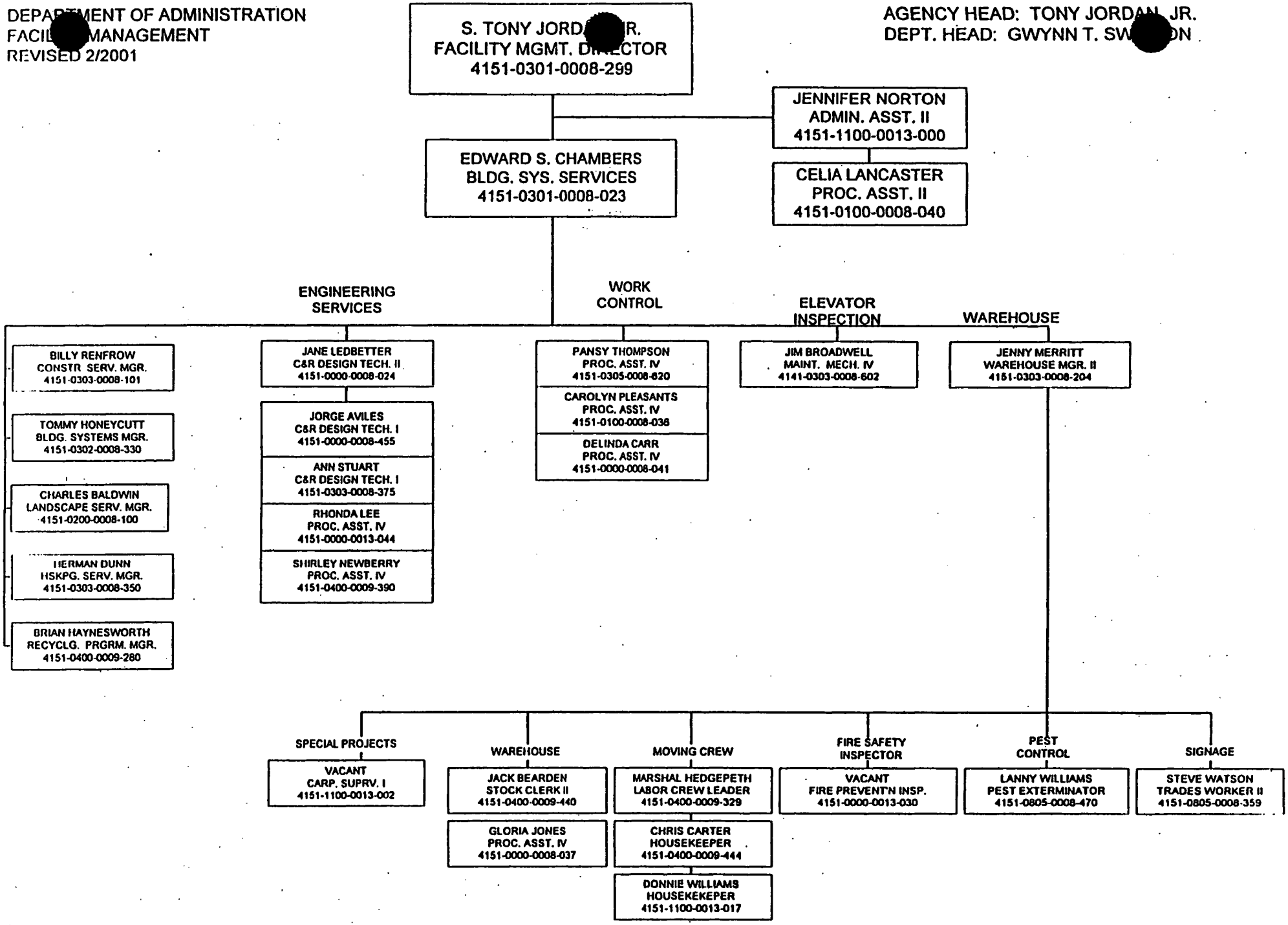
Energy costs have been reduced as follows:

1996-97 1.55 cents per square foot
1997-98 1.68 cents per square foot
1998-99 1.53 cents per square foot
1999-00 1.41 cents per square foot
2000-01 1.39 cents per square foot
(projection of cost this fiscal year)

Energy costs can be further reduced through the reduction of lighting costs in buildings in the state government complex as well as through the installation of more energy efficient equipment.

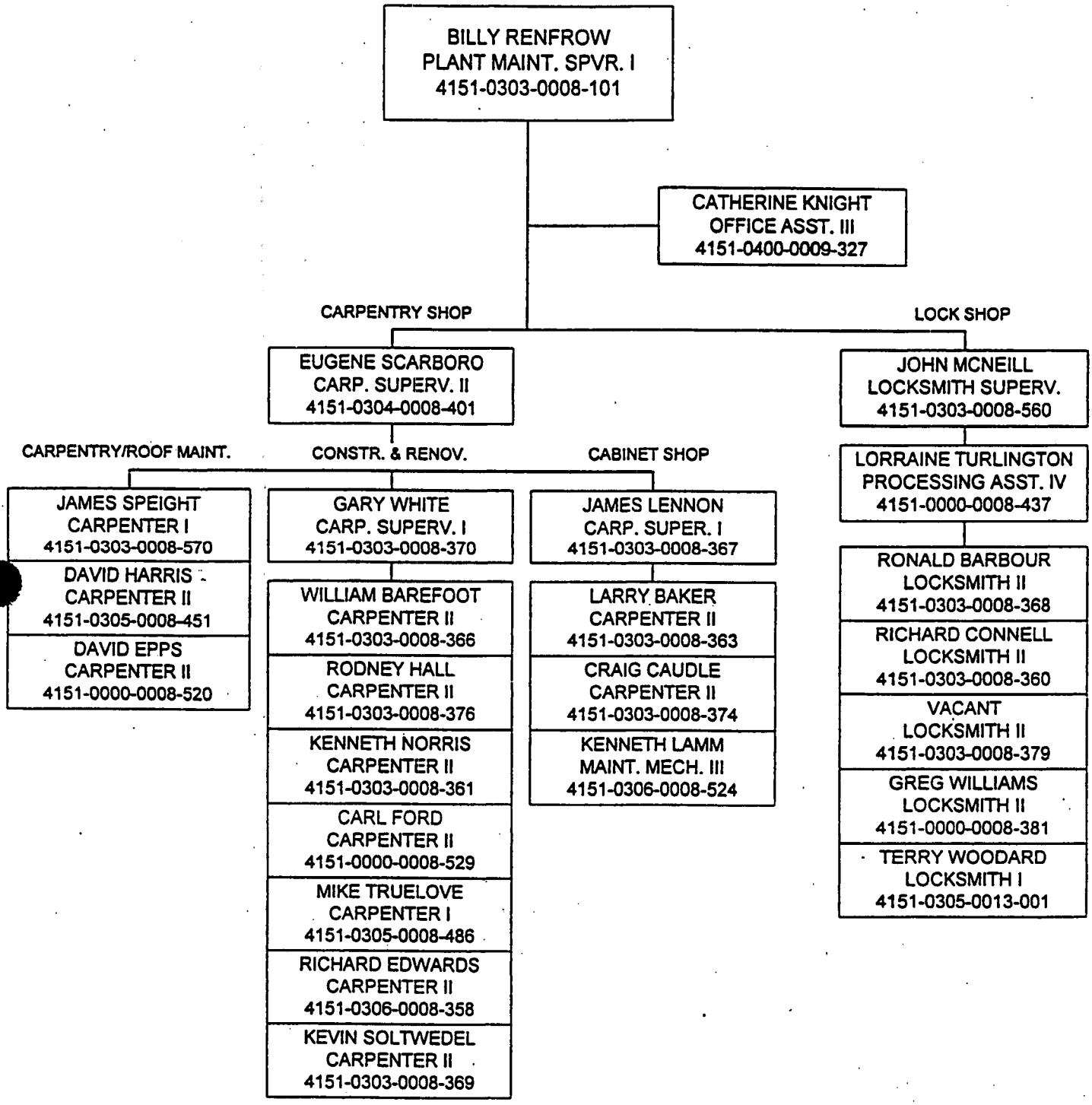
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



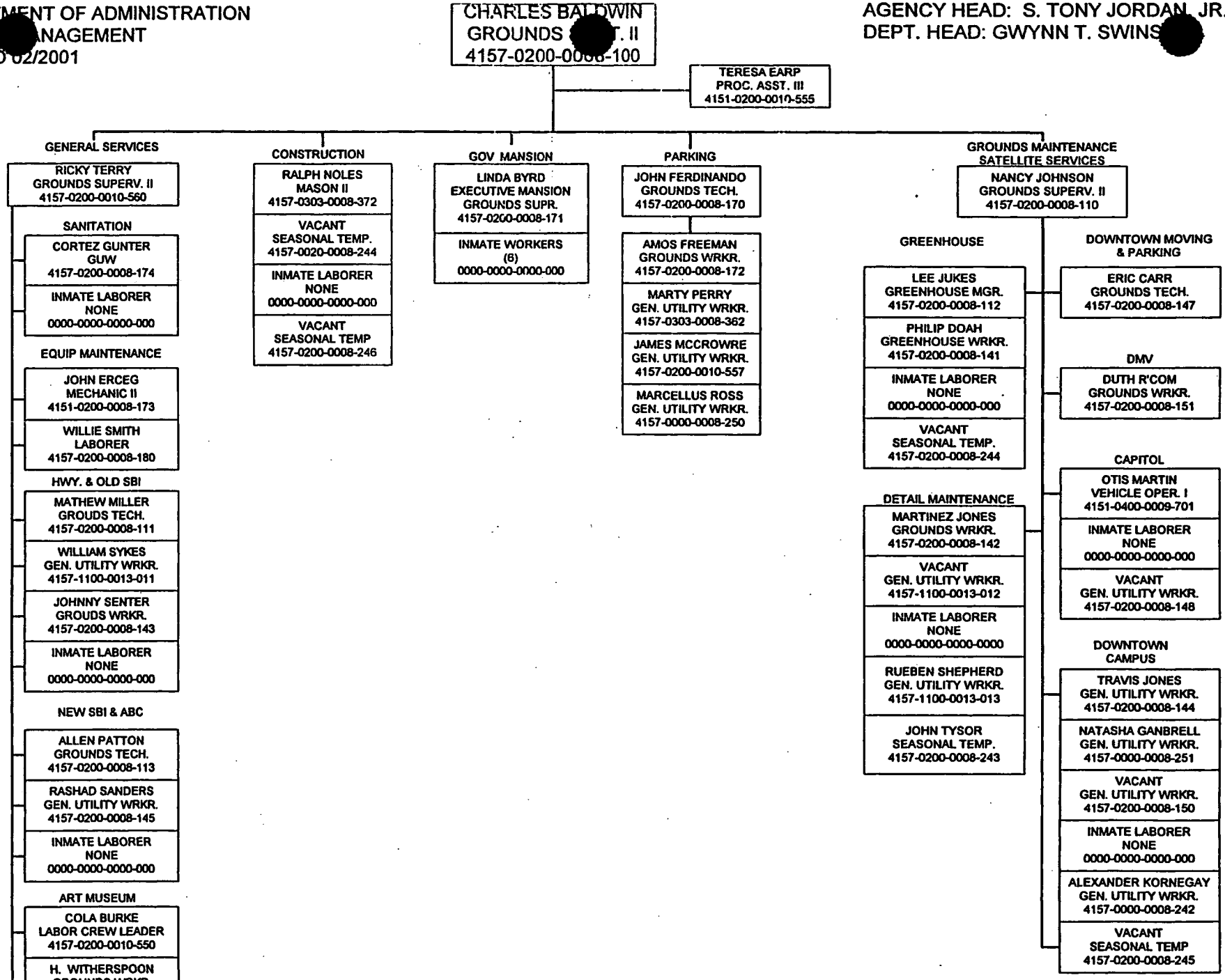
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITIES MANAGEMENT
REVISED 02/2001

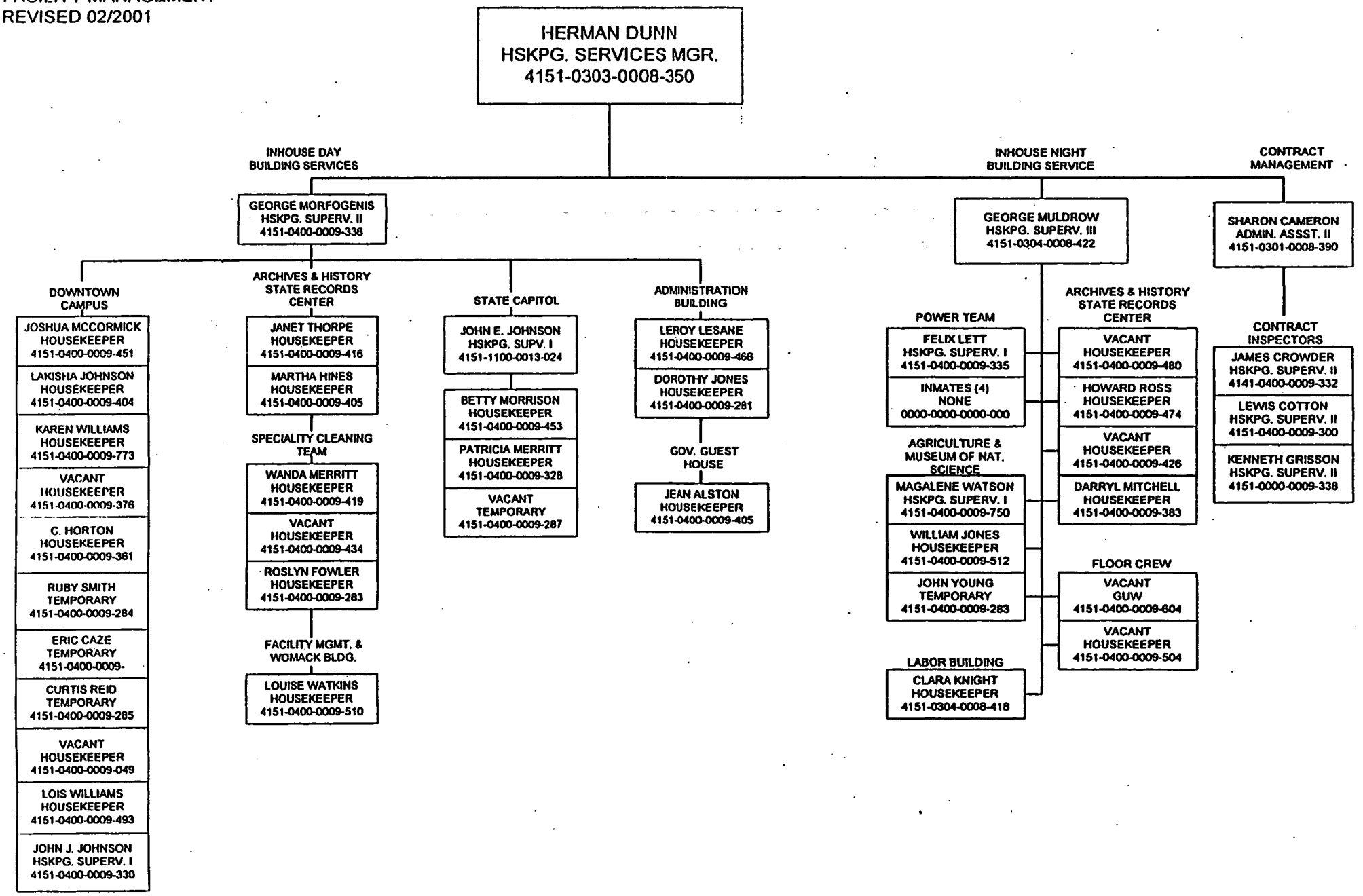
AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON

BUILDING SERVICES



MANAGEMENT INFORMATION SYSTEMS

Summary

The primary purpose of the Management Information Systems (MIS) Division is to support the 24 agencies within the Department of Administration in the use of mainframe and microcomputer applications, Local Area Networks (LAN) and microcomputers. MIS is responsible for devising creative solutions for the department's computing needs, developing or acquiring solutions, and implementing those solutions. Those solutions include the development and programming of client/server, PC and LAN based application when appropriate. MIS is responsible for training assessment, answering questions, trouble shooting, evaluating and recommending new/upgraded computer hardware and software. MIS is also charged with installing new/upgraded hardware and software, modifying current computer configurations to meet customer needs and coordinating the deployment of new technologies.

Accomplishments

Token Ring to Ethernet Conversion

Management Information Systems converted the Administration building from token ring to switched Ethernet in the spring of 1998. DOA has experienced multiple problems with our token ring local area network (LAN) within the Administration building for multiple years. As more computer devices were added to the network, technical problems increased and reliability decreased. The LAN was one large segment that was over its rated capacity. There was a need to break the LAN into smaller segments to eliminate most of the local network traffic from other floors. MIS also completed a similar conversion for Facility Management, Council for Women, and State Surplus, agencies outside the Administration Building.

Year 2000 Projects

Management Information Systems has corrected several DOA LAN-based accounts receivable systems and inventory tracking systems that were not year 2000 compliant. MIS has also implemented an asset management system from the ITS Year 2000 committee and is in the process of upgrading the system to provide better reporting and management of DOA IT assets.

Interactive Purchasing System

MIS has re-designed the functionality of the Interactive Purchasing System (IPS) for Purchasing and Contracts. MIS Staff has completed the application development of the new design with assistance from contract staff. This new system allows agencies to electronically track the status of bids with more detail information. Vendor registration (Vendor Link) is also a part of the re-design allowing the IPS system to automatically notify qualified vendors via e-mail when new bids are electronically posted. Vendors may then choose to download the bid document from the IPS Web server, print the bid, fill it out and mail it back to Purchasing and Contracts. This eliminates mass paper mailings to vendors that may not be interested in bidding. IPS and

Vendor Link may interface with a new e-procurement system being planned for the State by ITS, the Office of the State Controller and Purchase and Contract.

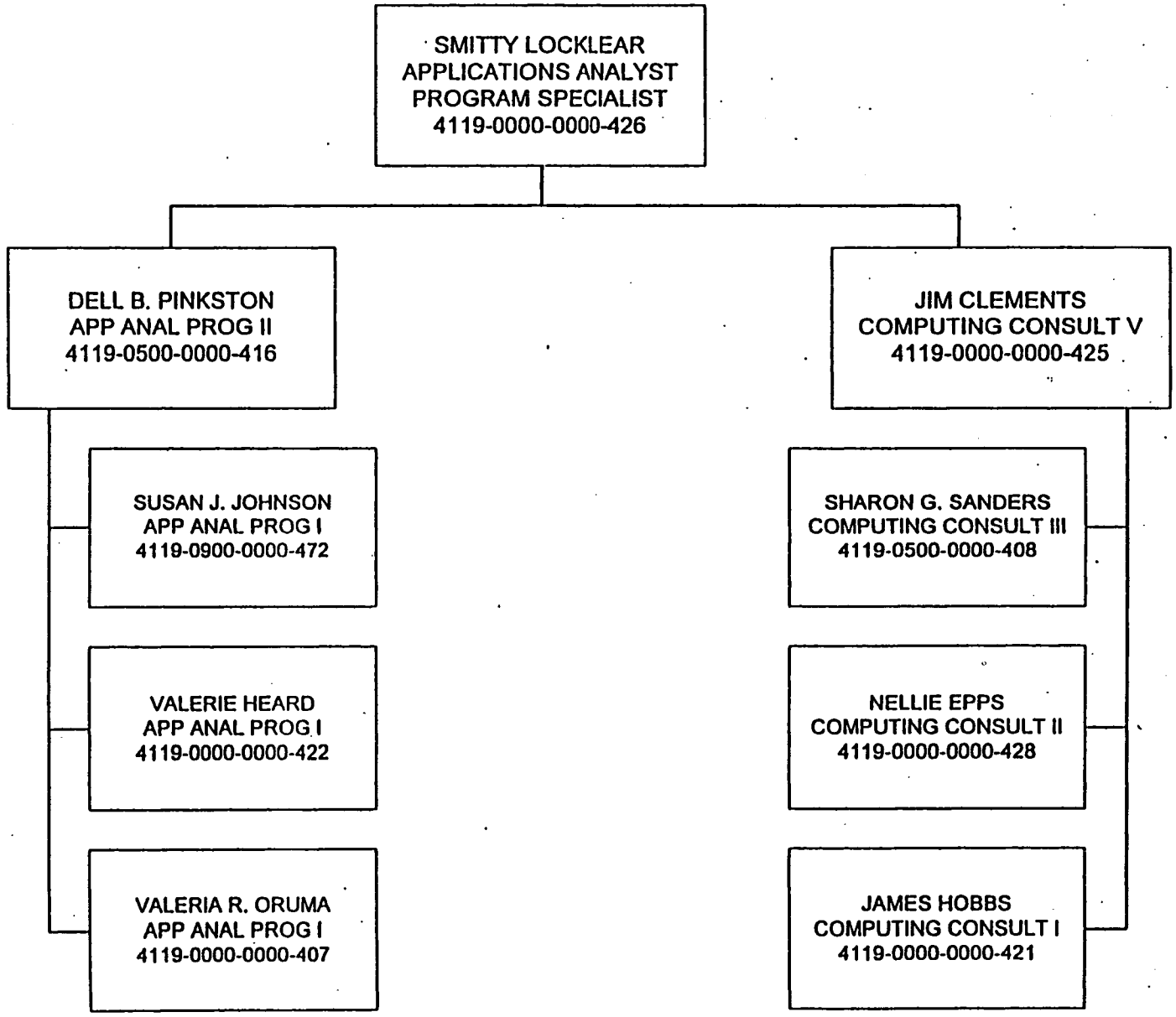
State Surplus Bids

MIS has added additional functionality to the State Surplus System that automatically updates its web page with surplus information for public bids. The public can access items for bidding by downloading the system-generated PDF document, printing it out, and mailing it back to State Surplus. After bid openings, the bids are then tabulated and displayed on the Web site for the public viewing.

MIS is in the process of re-designing and developing a replacement for the existing dBase IV system at State Surplus with new web-based technology. The new system will streamline business processes, reduce time to bid, provide additional functionality, allow for growth, and save paper and postal costs. This new system may interface with an e-Auction system in the future.

DEPARTMENT OF ADMINISTRATION
MANAGEMENT INFORMATION SYSTEMS
REVISED 02/2001

AGENCY HEAD: SMITTY LOCKLEAR
DEPT. HEAD: GWYNN T. SWINSON



STATE CAPITOL POLICE

Summary

The State Capitol Police Division (SCP), a law enforcement agency with police powers throughout Raleigh and state property in Wake County, provides security and property protection for state government facilities in Raleigh and other areas of Wake County. The division protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assists visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarm systems statewide.

Accomplishments

Safety Assistance

SCP places an emphasis on assisting persons and motorists with armed special details. It investigates suspected unauthorized entries and suspicious persons throughout the state government complex and outlying facilities. Since July 1999, 20,101 calls have been received and addressed by SCP. The division monitors fire, burglar and mechanical alarms for government facilities throughout the state at no charge. Today, there are over 500 alarm accounts being monitored by State Capitol Police.

New Facility

In January 2000, SCP moved to a new facility at 417 N. Salisbury Street. This move has allowed the expansion of operations and provides a secure area for the Communications Center. Also, this new facility has increased visibility to customers and has had a positive effect on the morale among SCP employees, resulting in higher productivity.

New Safety Programs

Certified child car seat inspectors are now available to state employees through State Capitol Police. Officers can advise the employee if a car seat is secured properly and if it is in the safest place in a vehicle. State employees are encouraged to call SCP for an inspection. Also, officers are now certified through the Automated External Defibrillator (AED) Program, with the goal that all state buildings will have AEDs in case of emergencies involving heart attacks.

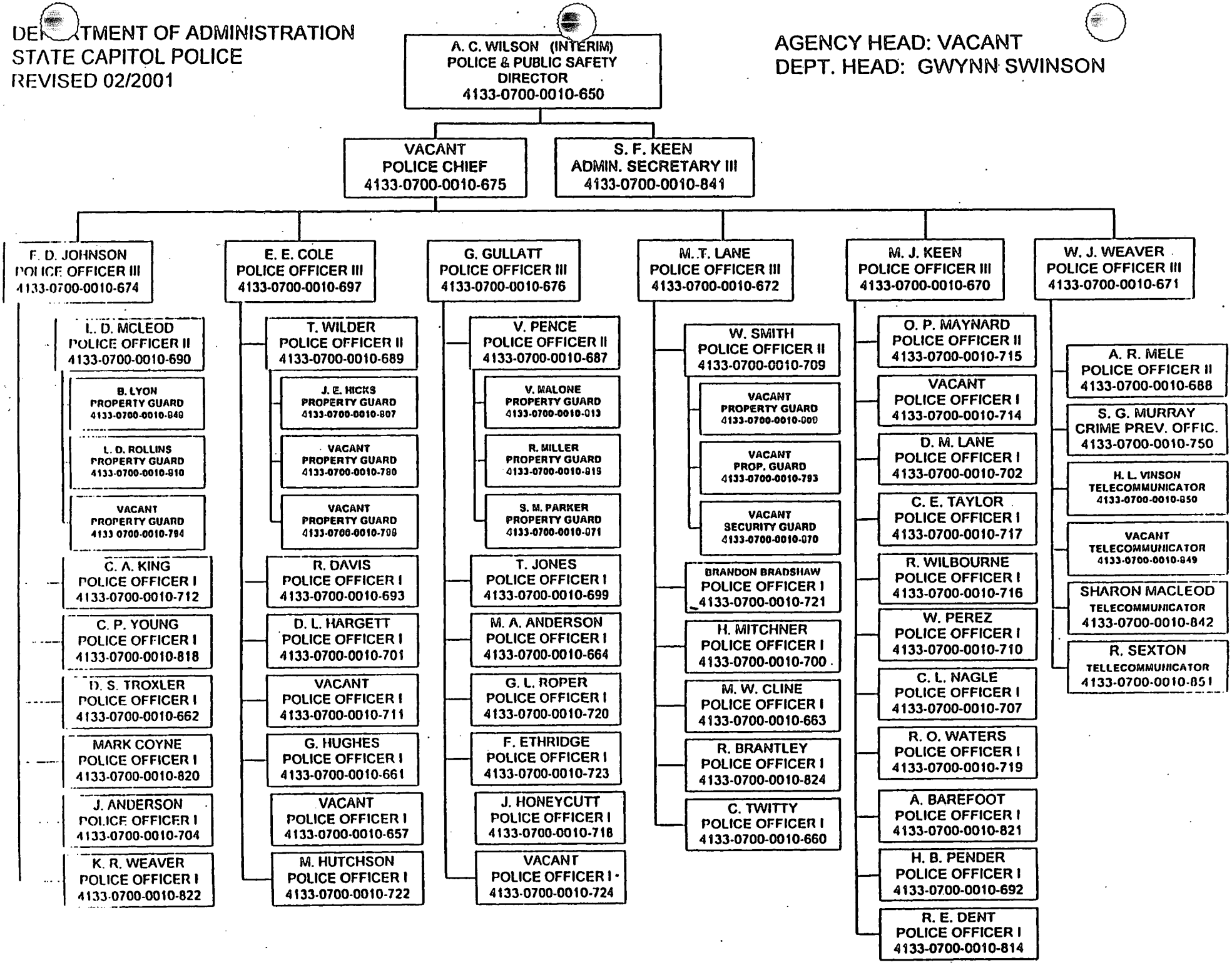
Electric Truck

In December 2000, SCP acquired an electric Chevy S-0 pickup truck. A grant from Carolina Power and Light Company funded State Capitol Police's electric vehicle charging station that is also available for use by other state-owned vehicles. The new truck is an official police vehicle easily recognizable with the State Capitol Police decal as well as the N.C. Project Green's "environmental sustainability" logo. The truck is used on the night shift by an officer who monitors state offices several miles from the downtown state government complex. When the

shift is over, the truck is returned to headquarters where it is recharged and is available for regular patrol or other duties during the day. The procurement of this vehicle is not only cost effective but also environmentally sound.

DEPARTMENT OF ADMINISTRATION
STATE CAPITOL POLICE
REVISED 02/2001

AGENCY HEAD: VACANT
DEPT. HEAD: GWYNN SWINSON



STATE PARKING SYSTEMS

Summary

In March 1999 the State Parking Systems was created to establish a professional office to standardize, administer and improve parking operations and facilities. All Parking System revenues are generated through assessment of user fees in the visitor lots and the leasing of all remaining spaces.

The Division is responsible for directing and administrating the state governmental parking system (8200 spaces) and coordinating the state employees transportation and commuting programs in the downtown state government complex. The division is active in researching and planning for expansion and/or modifications to operating systems; developing and implementing improvements to processes; and developing, establishing and administering policies and procedures, fees assessment, collections and facility maintenance and enhancement. State Parking Systems manages three pay lot facilities located within the state complex.

Accomplishments

Accessible Parking

The division addressed, clarified and/or resolved handicap accessibility parking issues within the complex. The accessibility issues involved employees being assigned into spaces with signage designating public availability and employees not being given accessibility as required by the ADA. Excess accessible spaces that were unusable by visitors were converted to employee spaces, and other inconsistencies in designation signage were corrected. Additional public accessible handicapped parking spaces were provided at locations where a need was assessed.

Visitor Parking Facilities

The division eliminated the practice of allowing state employees housed outside of the complex to park free in visitor lots; developed a process for following up on vehicles parking in the lot and leaving after operational hours without rendering payment; developed a program to allow state-sponsored groups to park at a 50% discount rate; instituted a system for identifying Natural Science Museum volunteers who are provided free parking by the Administrative Code; and addressed operational security issues in operations as noted in a study performed by State Capitol Police.

Alternative Transportation Subsidy Programs

The division centralized the Capital Area Transit pass program fee collection and distribution processes into its operation; worked with Triangle Transit Authority (TTA) officials to refine paper process for TTA participation; and linked TTA officials with parking coordinators to assist them in conducting a survey of downtown commuters' transportation habits. This information will be utilized to develop effective alternative transportation options.

Computerized Parking Database System

The division completed on site inventory of the parking lots, verifying field reality to the parking system database and corrected discrepancies; restored integrity to financial database records through reentering and correcting payroll error data and reconciling individual account receivables; standardized invoice and payment for spaces allocated; and leased to outside groups such as UNC-TV, UNC General Administration and other media.

Sign Study

The office completed a study of parking-related signage within the complex through use of an outside consulting company with intent to replace all existing signs to improve aesthetics and the ability of visitors to navigate the state complex.

Space Management

The office identified spaces not leased for a period of two months or more and reallocated to agencies with waitlists, unless space was tied to a managerial level position or higher and documented in writing.

Facility Maintenance/Enhancement

The office developed and financed construction of a loading/unloading zone for the new Archaeology operations site; resurfaced ten parking lots; restriped and/or renumbered seven lots; completed phase I of bus parking lot expansion; began integrating parking lot designations to simplify and reduce the number of separate designations; reconfigured parking next to State Capitol Police to allow for installation of electrical vehicle charging stations; assessed and graded condition of all surface lots developing a priority plan for paving and painting; strategically mounted space locator signs within all parking decks.

Collaboration

Provided participation on Downtown Raleigh Alliance visitors' team, a forum to discuss ongoing visitors' issues in downtown Raleigh; joined the Carolina Parking Association and attended two conferences/vendor shows; and instituted regular meetings with departmental parking coordinators providing a forum for ongoing dialogue and problem resolution. With coordinators' input, a comprehensive parking system procedures manual was developed and distributed.

Strategic Planning

The office developed mission and vision statements, identified broad divisional goals and developed a long-term strategic plan for improving parking policies and operations, using an integrated team approach to managing day-to-day affairs of the Division.

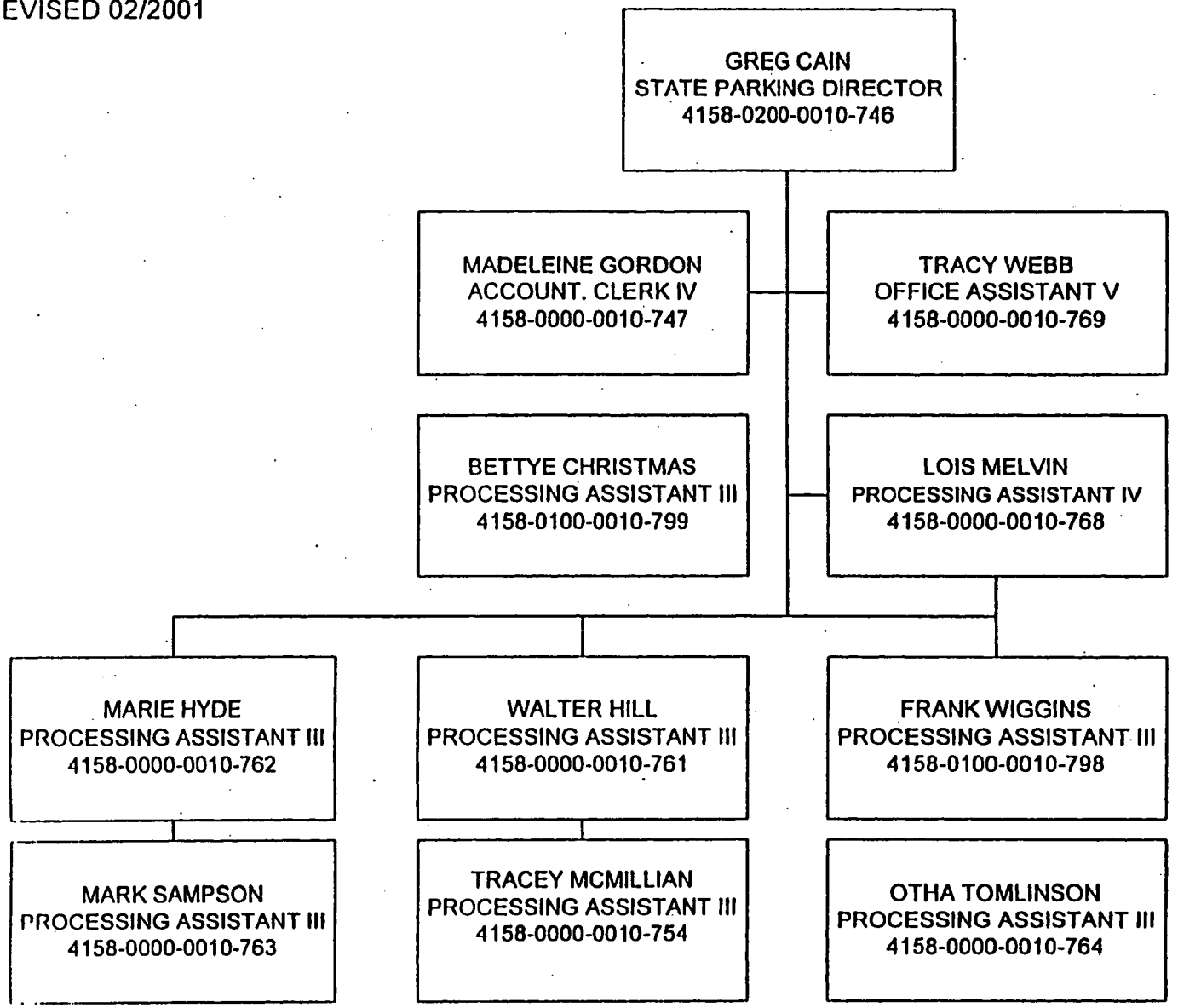
Safety

The division addressed a variety of safety issues in parking facilities including adding outdoor carpet at all elevator access areas in two decks due to slippery tiled surfaces installed during original construction.

DEPARTMENT OF ADMINISTRATION
PARKING
REVISED 02/2001

STATE PARKING SERVICES

AGENCY HEAD: GREG CAIN
DEPT. HEAD: GWYNN T. SWINSON



NC OFFICE ON THE AMERICANS WITH DISABILITIES ACT

Summary

From January 1999 to November 2000, the NC Office on the ADA (ADA) responded to almost 1100 requests for information, referrals and/ or technical assistance and distributed over 700 pieces of literature in response to compliance issues. The office also served as a resource for federal, state, county and local government entities. The office provided technical assistance and consultation to the public university system, the Governor's Conference on Race Initiatives, the community college system, private colleges, businesses and local advocacy and special interest groups.

Accomplishments

ADA Training Sessions

The office obtained continued funding in September 1999 from the Southeastern Disability and Technical Assistance Center to expand outreach opportunities and to provide training on the ADA and related compliance issues. This grant allowed the office to increase training activities from 17 such activities in 1998 to over 50 between July 1999 and October 2000.

The training workshops were presented to more than 1000 participants including those in historically economically disadvantaged and isolated rural counties with large minority populations (the so called "double minorities" who are both disabled and members of a racial minority). Additional funding is anticipated for 2001-2002.

The list of entities to whom training was provided includes the following: the Raleigh Arts Council, NC Division of Vocational Rehabilitation, NCSU Department of Recreation, Human Relations offices in Wilson and Fayetteville, NC Assistive Technology Expo, NC Department of Public Instruction, the NC Association of Educators, NC Association of Museum Curators, NC Indian Unity Conference, Social Security offices, State Conference on Aging, and Mental Health Centers and consumers from a number of counties.

ADA Ninth and Tenth Anniversary Celebrations

The ADA Office promoted and assisted in 17 observances in 1999 and 20 ceremonies and observances across the state in 2000. The office distributed materials, gave interviews, presented speeches and provided publicity and assistance to the promoters of the National Torch Run in observance of the tenth anniversary of the ADA in July 2000.

Conferences

The ADA Office obtained funding, coordinated and staffed three very successful conferences (November 1999, May 2000 and October 2000) that brought together state and local officials, advocacy groups and consumers for compliance updates on the ADA. Interactive workshop topics included Emergency Preparedness, Electronic Access, Special Education Issues and

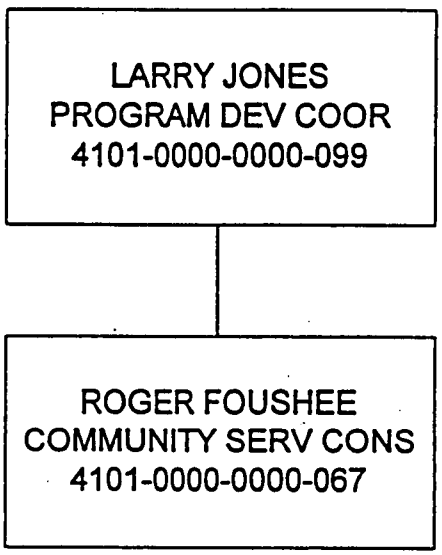
current ADA Litigation issues. The attendance at the conferences rose from approximately 40 in 1998 to almost 170 in 2000, and the organizers were able to present the three conferences at no expense to the Department of Administration.

ADA Compliance

The ADA resumed compliance in September 2000 with Executive Order 15 that required an annual report to the Governor and a quarterly report to the Legislature on state agency efforts to accomplish or assure compliance with transition plan. The document has been completed and submitted for review.

DEPARTMENT OF ADMINISTRATION
AMERICANS WITH DISABILITIES ACT OFFICE (ADA)
SECRETARY'S OFFICE
REVISED 2/2001

AGENCY HEAD: LARRY JONES
DEPT. HEAD: GWYNN T. SWINSON



NORTH CAROLINA COMMISSION OF INDIAN AFFAIRS

Summary

The mission of the North Carolina Commission of Indian Affairs (CIA) is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life. The Commission's goals for American Indians in North Carolina are as follows: to increase and maximize educational opportunities; to increase the economic self-sufficiency and maximize Indian economic development initiatives; to achieve parity in employment; to improve health status; to increase public awareness of American Indians; to provide for state and/or federal recognition of North Carolina Indian tribes; to promote recognition of and the right of Indians to pursue cultural and religious traditions considered by them to be sacred and meaningful; and to promote public understanding and appreciation of American Indian culture.

Accomplishments

Z. Smith Reynolds Grant

The commission received a $30,000 grant from the Z. Smith Reynolds Foundation to develop capacity building of the commission membership, commission staff, and community Indian leaders for the N. C. Commission of Indian Affairs. The purpose of this project is to implement a strategic plan for the Year 2000. The plan requires the commission to establish a partnership with key non-Indian stakeholders in Indian communities, to bring additional resources and expertise to the commission in attempt to serve the future needs of North Carolina's American Indian communities.

American Indian License Plate

The legislature authorized the first American Indian Insignia license plate in 1999. In addition to generating new revenue, the plates bring a new sense of pride and recognition to American Indian citizens of North Carolina.

Culturally Responsive Care Initiative – American Indian Perspective on Key Issues

The Commission received $75,000 from the Division of Social Services (DSS) to implement a culturally responsive care initiative created and established by the Department of Health and Human Services. The Commission, in conjunction with Triangle Native American Society, was responsible for conducting a needs assessment of the American Indian communities statewide. The outcome of this initiative has been the production of a document which provides an overview and initial assessment of needs, accessibility and utilization of services, lack of accurate data, and identification of problems around public policies and practices that omit the state's American Indian community.

Legislation Requiring Consideration of Indian Child Welfare Act for American Indian Children

The Adoption and Safe Families Act was amended by the legislature requiring DSS to consider the Indian Child Welfare Act when placing Indian children into foster care or adoptive services.

NC Health Choice for Families

The Commission was instrumental in partnering with N. C. Health Choice for children in securing approximately $120,000 in outreach funds to encourage enrollment in the program by American Indian tribes and organizations.

Rural Development Initiative -- $1,000,000 in Funds

The Commission worked in partnership with the US Department of Agriculture and its Rural Development Program to develop a special set aside Home Loan Program for American Indian citizens in North Carolina. As a result of this effort, the Rural Development Program has set aside $1 million dollars in home loan funds for American Indian families living in rural North Carolina.

Strategic Plan

The Commission adopted a Strategic Plan. Priorities set forth include economic development, Indian education, Indian health and the establishment of an American Indian Scholarship Foundation.

Diabetes Project

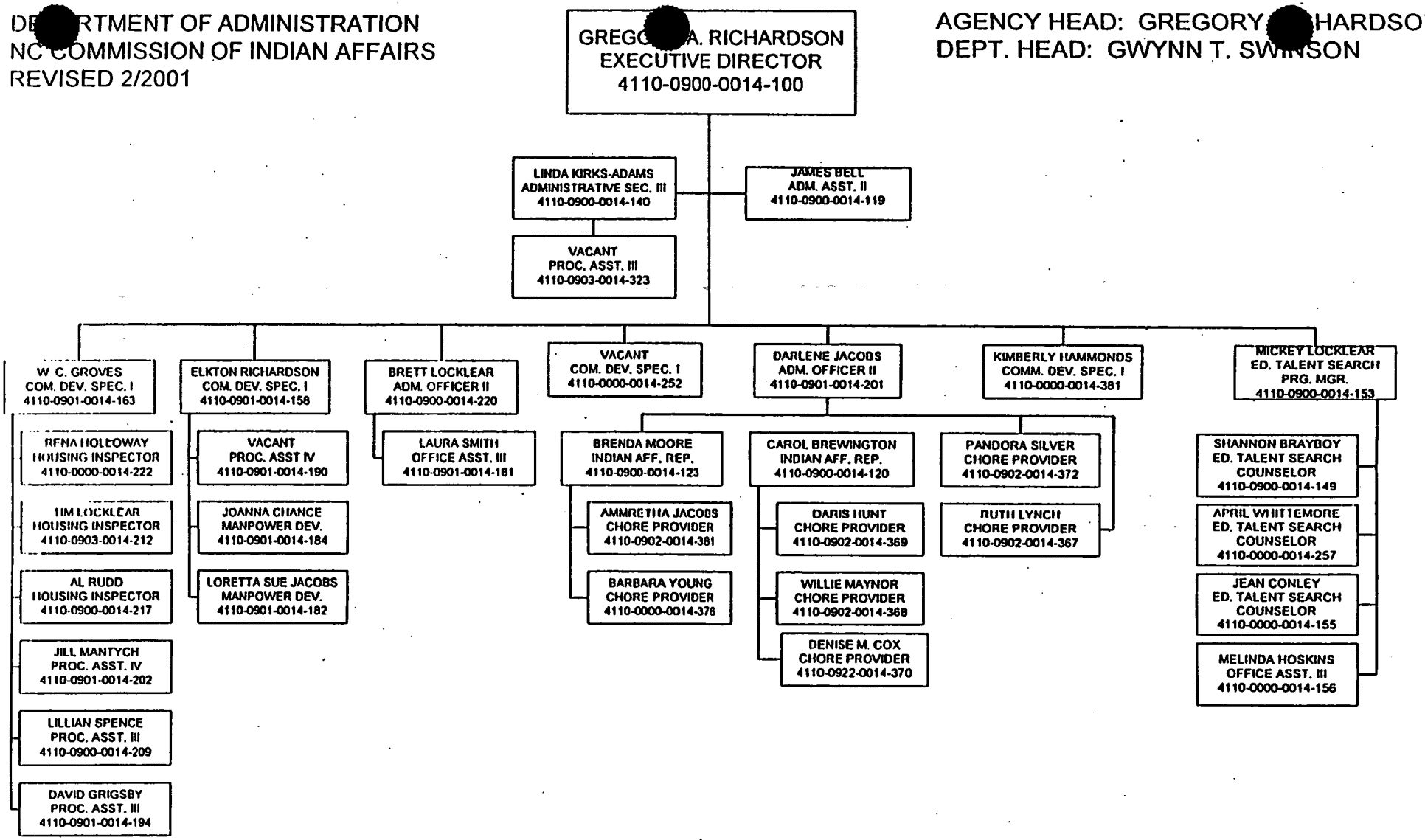
The Commission received a contract in the amount of $20,000 from the Center for Disease Control for this Program. The project will fund diabetes screening efforts in Indian communities.

Indian Education Forum

The Commission staff participated in the National Indian Education Association's Regional Indian Education forum in cooperation with the US Department of Education to comply with President Clinton's Executive Order regarding Indian Education. The forum was held in Raleigh and was attended by about 40 representatives of tribes, Indian organizations and others associated with Indian Education. The NIEA will issue a final report that will include a summary of recommendations from the other Regional Forums held in the United States. The Forum held in North Carolina was the last of the regional forums to be held.

DEPARTMENT OF ADMINISTRATION
NC COMMISSION OF INDIAN AFFAIRS
REVISED 2/2001

AGENCY HEAD: GREGORY A. RICHARDSON
DEPT. HEAD: GWYNN T. SWINSON



COUNCIL FOR WOMEN

Summary

The North Carolina Council for Women (CFW) is the only state agency that advocates exclusively on behalf of women. Its mission is to advise the governor, the North Carolina Legislature and the principal state departments on the special needs of women in North Carolina. CFW annually awards over $6,000,000 in grants to displaced homemaker programs, domestic violence and sexual assault agencies and rape prevention education programs.

Accomplishments

Displaced Homemakers

In July 2000, the thirtieth displaced homemaker program began, and the programs now serve over 30,000 men and women.

Domestic Violence

In 1999 and 2000, the General Assembly appropriated $1,000,000 in non-recurring funds for assisting domestic violence programs. These funds enabled the CFW (which administers state funds for these programs) to increase the amount of grants to each of 77 local programs and fund 16 additional counties with small grants to provide victim assistance.

Rape Prevention Education/Sexual Assault Programs

Since 1999, the council has been very active in establishing sexual assault protocols on college campuses and providing community rape prevention education. Currently 64 local sexual assault programs receive an annual grant ($14,000 for 2000-2001) to be used only for prevention and education in their areas of service.

Conference

The conference entitled "N.C. Women Coming Together for a Brighter Future" sponsored by the CFW was held in April 1999 with over 300 participants. The conference focused on women in business, councils and commissions, displaced homemakers, domestic violence, sexual assault and women's health issues.

Other Activities

The council has three annual activities that promote good will among the citizens of North Carolina and are primarily funded through corporate donations.

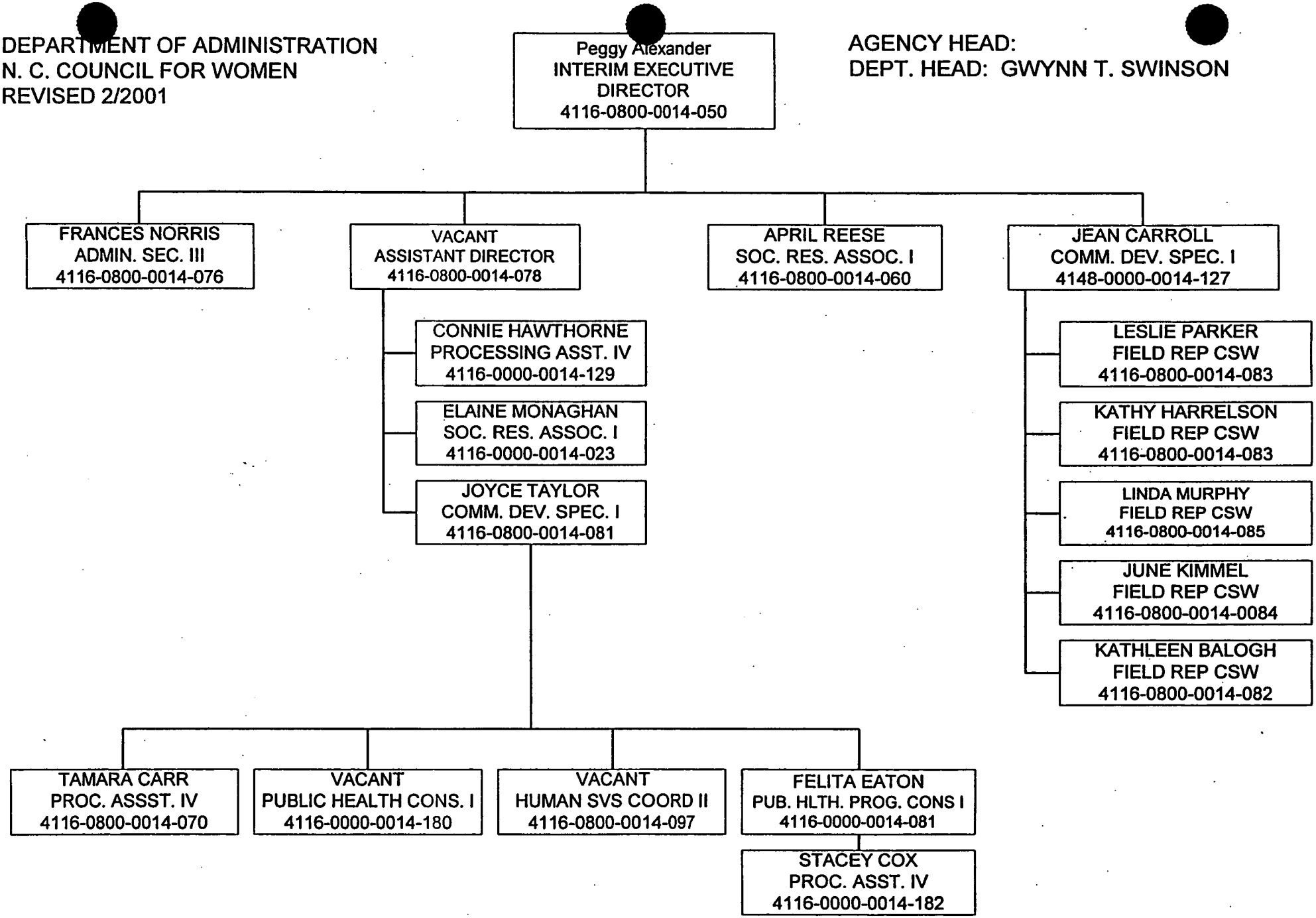
The Distinguished Women of North Carolina Awards banquet is held in March to coincide with National Women's History Month.

Leadership CONNECTIONS provides teenage girls from disadvantaged backgrounds mentoring assistance and an annual retreat on a college campus.

Luncheons entitled "Salutes to Women in the Military" honor women currently serving in the military and female veterans.

DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
REVISED 2/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DOMESTIC VIOLENCE COMMISSION

Summary

The Domestic Violence Commission is an outgrowth of a temporary Task Force convened by Governor Hunt in October 1998. The Commission was created by Executive Order #145 in February of 1999 and placed into the Department of Administration. In July of 1999, the General Assembly made the Commission permanent and granted it an appropriation. The Commission is comprised of 39 members and is staffed by an Executive Director and Administrative Secretary. In addition, the Commission has a federal grant to support the costs of a Training Director.

Policy Initiatives

Proposed statutory changes to clarify Full Faith and Credit provisions under the federal Violence Against Women Act (legislation passed).

Proposed DOA be given temporary rule-making authority governing the operation of abuser treatment programs, and, expand applicability of these rules to referrals from District as well as Criminal Courts (legislation passed).

In collaboration with the Office of State Personnel, focused on improving the state's response to workplace violence by redrafting current personnel policy (adopted 8/17/00); developed a 2-hour training module for supervisors on recognizing and responding to workplace violence, including domestic violence; and sponsored a statewide conference for state human resource professionals.

Proposed making a number of changes to criminal and civil statutes, including making violation of an out-of-state protective order a crime; adding domestic violence crimes to crimes for which warrantless arrest is allowable. Current proposals include two additional changes to enhance victim safety.

Proposed changes to Domestic Violence Protective Form, via the Administrative Office of the Courts, to increase victim safety.

Currently encouraging the adoption of written pro arrest policies for domestic violence by all law enforcement agencies in the state by working closely with law enforcement leadership, drafting models and providing training.

Currently encouraging private industry to adopt policies on domestic violence in the workplace to protect victims and hold perpetrators accountable by drafting materials and working with leadership.

Currently assessing adequacy and accessibility of services to victims across the state. Have recommended changes to data collection efforts that identify prevalence and establish a baseline to measure the success of our efforts to prevent domestic violence.

Currently drafting "best practices" for abuser treatment programs in the state.

Coordinating research conducted by the Governor's Crime Commission to provide information regarding court outcomes related to custody decisions made in the course of protective order hearings.

Currently collaborating with the Department of Public Instruction to develop school policies that address dating violence and sexual assault between students. Proposed the addition of a domestic violence specialist to the Safe Schools Committee.

Convening leaders to discuss the establishment of domestic violence fatality review teams, and to identify elements of an effective North Carolina-based model.

Training Initiatives

Redrafted training curriculum for School Resource Officers to include a chapter on dating violence and sexual assault. Currently assisting the Justice Academy in delivering that training.

Co-sponsored regional training for journalists on covering domestic violence and sexual assault.

Consulting with Division of Social Services on a variety of issues including training for CPS workers and Work First workers, and Child Support Enforcement on domestic violence.

Currently designing a statewide public awareness campaign.

Currently identifying training needs for a variety of professional areas, including the legal system, health care professionals, children's services, and others.

Currently consulting with the Division of Community Corrections to improve probation officer's knowledge of domestic violence and intervention programs for probationers, and develop ways to enhance the safety of victimized partners of probationers.

Will provide (3) 1-day training sessions to domestic violence service providers on the implementation of welfare reform in North Carolina as it relates to victims of domestic violence and the role of Departments of Social Services.

Services

Conducted needs assessment in 25 counties. As a result, expanded services so that 99 out of 100 counties provide direct services to victims.

Propose funding for domestic violence service providers (ongoing legislative agenda item).

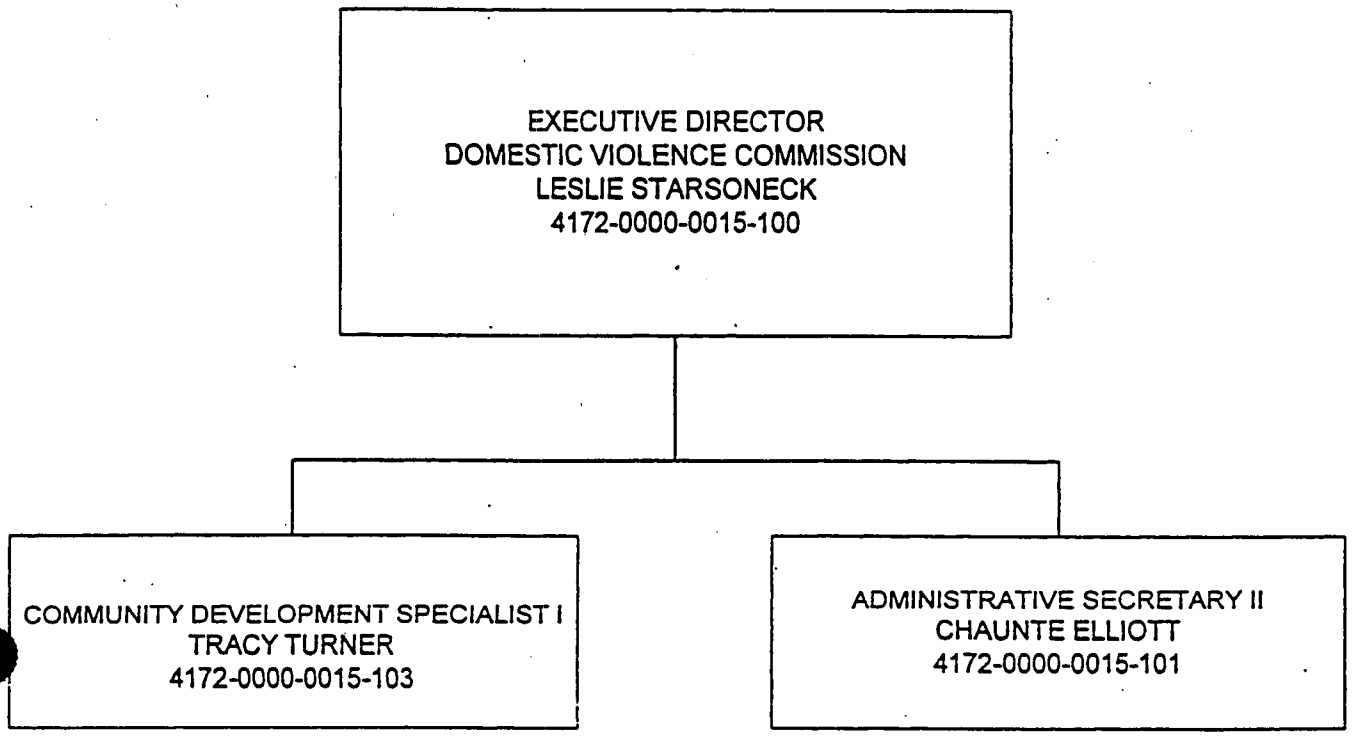
Recommended earmarking of TANF dollars for services to domestic violence victims who are WorkFirst clients to address their ability to become self-sufficient.

Have conducted 3 statewide surveys to determine gaps in services to victims.

Currently collaborating with the DHHS section on substance abuse services on the service needs of substance-abusing victims of domestic violence as well as professional training needs of both communities.

DEPARTMENT OF ADMINISTRATION
DOMESTIC VIOLENCE COMMISSION
REVISED 02/2001

AGENCY HEAD: LESLIE STARSONECK
DEPT. HEAD: GWYNN T. SWINSON



GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Summary

The Governor's Advocacy Council for Persons with Disabilities (GACPD) is the state's Protection and Advocacy agency (P&A). It is a disability civil rights protection agency committed to serving North Carolina's citizens with disabilities and is part of a nationwide system of such agencies. It is guided by a Board of 21 volunteers appointed by the Governor, President Pro Tem of the Senate and the Speaker of the House of Representatives. GACPD is responsible for providing a statewide advocacy program in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, the Protection and Advocacy for Individuals with Mental Illness Act and the Protection and Advocacy for Individual Rights Act and is independent of any agency which provides services to individuals with disabilities. In accordance with those Acts, GACPD investigates complaints of discrimination and rights violations made by or on behalf of North Carolina citizens with disabilities; and has the authority and pursues legal, administrative, and other appropriate remedies to ensure the protection of the rights of persons with disabilities with particular attention to members of underserved, ethnic and racial minority groups. Further, GACPD reviews and recommends changes in all laws, rules, regulations, programs and policies of the state or any agency or subdivision which impacts the lives of citizens with disabilities.

GACPD is guided by a federally mandated three-year priority plan, which is reviewed each year. Key projects include enforcing the rights of persons with disabilities to live in an integrated community setting of their choice with appropriate supports and services; protecting birth through grade 12 students with disabilities from disability related exclusion from a free appropriate public education in the least restrictive environment; enforcing the rights of individuals to live in a safe environment, free from abuse/neglect/exploitation/death in public and private community settings; advocating for the rights of persons with disabilities in accessing electronic and information technology; and, protecting the rights of individuals with disabilities whose needs do not fall within the scope of the other four priorities with emphasis on accessibility and employment.

Accomplishments

Enforcement of right to receive services and supports which are free from abuse and neglect, and which provides access to due process, informed consent, confidentiality and privacy in 24 hour facilities

Investigated 475 cases of abuse and 193 cases of neglect in 24-hour residential facilities including state facilities with significant results of change in areas of substantiation.

Investigated the death of 71 individuals in 24-hour private and public facilities with significant results of change in areas of substantiation of abuse or neglect. In one of the deaths, a GACPD advocate appeared in an interview with Ed Bradley in April 1999 on the nationally televised program, *60 Minutes II.*

Investigated additional 153 cases of alleged client rights violations and initiated change in substantiated areas.

Investigated the death of a nine-year-old at Grandfather Academy in Avery County. After the investigation, provided training to staff on client rights and how to set up a client rights committee, working closely with the Division of Social Services and the Division of Facility Services. Grandfather Academy was granted a provisional license contingent upon the home not reinstating use of the "basket " hold as a physical restraint technique.

Led effort in the passage of HB1520 that provides containment of the responsible use of patient restraints and emphatically devises a system of patient death reporting. GACPD has access to receiving notification of all deaths reported in state facilities.

Elimination of disability-based discrimination in education, transportation and employment

Represented 434 clients in education cases to ensure that North Carolina's children with disabilities receive a free appropriate education in the least restrictive environment.

Provided assistance to 117 persons with disabilities in employment cases in negotiating and mediating with employers, referring to appropriate state and federal agencies and empowering the individual with foundations of law and rights protections to act.

In April 1999, the final group of curb cuts promised by DOT in a 1997 agreement was completed. Through GACPD's efforts, 2,016 curb cuts were completed for the benefit of the citizens of North Carolina and installation became automatic in all future DOT paving contracts.

GACPD has worked with municipal transit authorities regarding the revision of policies to ensure that people with disabilities have access to the fixed route and paratransit services, including the provision of printed information in alternate formats upon request and web page access.

Enforcement of the rights of people with disabilities to choose where they live, work and recreate

Provided training to 1,917 persons with disabilities, family members and service providers on the rights of persons with disabilities including the Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act and particularly Section 504.

Mailed and otherwise distributed 144,250 brochures on rights of persons with disabilities and on the Governor's Advocacy Council for Persons with Disabilities. These posters and brochures were mailed to 1,658 adult care homes and 2,000 specialized foster care homes (supervised living facilities and therapeutic homes) throughout the State. Agency posters and brochures were also mailed to all 100 county health departments and all 440 public libraries throughout the state. In addition, literature and posters were sent to all 40 area mental health centers. The agency brochures were available in alternate formats and in Spanish. The agency posters were also available in Spanish. A method for contracting with a person fluent in Spanish was established to respond to inquiries.

Established an agency-staffed team dedicated to the implementation of rights established by the US Supreme Court case of *Olmstead et.al. v. L.C. and E.W.*, a case brought under the community integration standards of Title II of the Americans with Disabilities Act. The team has and continues to organize grassroots individuals and organizations for pro-active involvement in the establishment and monitoring of the State's compliance plan. It also is involved in the identification of and assistance to institutionalized persons as well as persons at risk of institutionalization who have the right to community services.

GACPD has taken the lead in electronic access for the state of North Carolina, playing a major role in bringing to the attention of state government the lack of and need for accessibility to technology for persons with disabilities. Following a presentation by GACPD in June 1999 before the state Information Resource Management Commission (IRMC), then Lt. Gov. Dennis Wicker appointed a task force. The task force, which included industry representatives, advocates for the disabled and state officials, developed standards for computers used both by state employees and the public to make sure the disabled can carry out their jobs or have access to government information. GACPD has requested introduction of legislation during the 2001-02 session in accordance with recommendations of the task force.

Wrote and actively pursued statutory changes to NCGS168-A, "Handicapped Persons Protection Act" – now "Persons with Disabilities Protection Act." It increases the statute of limitations on filing complaints of discrimination from 180 days to 2 years; adds "working" as example of major life activities; and replaces the term "handicapped" with "person(s) with a disability". GACPD has received a request from another state for a copy of this state legislation to be used as a guide when crafting rights protection legislation.

Actively pursued the passage of Health Care Personnel Registry legislation, which passed in October 1998 and May 1999. The registry is a listing of all hands-on health care workers in 24-hour facilities in the state who have had allegation of abuse, neglect or exploitation substantiated against them. This information is available to prospective employers through a 24-hour toll-free hotline. Changes advocated by GACPD strengthened the statute and will better protect the rights of clients in North Carolina. This legislation has also been requested by another state for assistance for writing legislation.

Provision of accurate and consistent intake, information and referral services and outreach services

Consolidated and centralized all intake, information and referral services. Toll free numbers are provided so any client or potential client can call and receive prompt and consistent service.

Provided information and referral services and technical assistance to 10,812 callers.

Conducted seven regional forums during this two-year period in Washington, Franklin, Lumberton, Reidsville, Manteo, Boone and Rockingham. Four of the public forums were held in small towns in isolated rural areas, one with a majority of Native American and African-American residents and two others with a high African-American population. The forums enabled the office to reach consumers who might not otherwise have contact.

HUMAN RELATIONS COMMISSION

Summary

The purpose of the North Carolina Human Relations Commission is to advocate, enforce, and promote equality of opportunity in the areas of housing, fair employment practices, public accommodations, education, justice and governmental services for all people in North Carolina. The division serves as a focal point for developing, maintaining and improving human relations by fostering communication and encouraging the establishment of local human relations councils. The division also provides crisis intervention in potentially disruptive situations and promotes the right of every person in the state to live and work in peace and to be free of violence and intimidation.

Accomplishments

Fair Housing Law Enforcement

The North Carolina Human Relations Commission is charged with the administration and enforcement of the fair housing law, including the investigation, mediation, and litigation of fair housing cases and the provision of fair housing education and training for the state. Since March 1999, the Commission received approximately 766 housing inquiries. One hundred fifty-nine cases alleging housing discrimination were dual-filed with the US Department of Housing and Urban Development, and the Commission closed 122 cases. The Commission also successfully conciliated four cases in which a reasonable grounds determination had been made following investigation, enabling these to be settled. Currently, the Commission has 14 cases in litigation and approximately 38 under investigation.

Fair Housing Outreach

In an effort to increase the attention to the program of fair housing, the Commission conducted approximately 43 outreach seminars and upon requests distributed approximately 7,159 pieces of fair housing literature in English and Spanish. The Commission, in an outreach effort, maintained a web page making available the State Fair Housing Act in English and Spanish and allowing access to the complaint forms for use by the public. The Commission has also printed for distribution the State Fair Housing Act booklets, brochures, and posters in English and Spanish.

Police-Community Relations

The Commission has trained 1077 law enforcement officers in 56 training sessions since March 1999. The purpose of this training is to improve law enforcement officers' community relation skills and help them sharpen their skills needed in interacting with the public. With this training, these officers also learn to develop an appreciation for the cultural diversity of the residents of their communities.

Cultural Diversity Training

Since March 1999, the Commission has conducted 16 diversity training sessions with 307 participants. The objectives for these sessions are to increase multicultural/ethnic understanding and appreciation, reduce prejudice and stereotyping, discuss cause/effect-stimulus/response, and address problem-solving techniques.

Crisis Response Teams

The Commission received a grant of $40,0000 from the Z. Smith Reynolds Foundation to develop crisis response teams throughout the state. The purpose of these teams will be to involve themselves in community situations that have the potential for civil disorder in order for the trained team members to quickly respond to crisis in their communities and work together across county lines. These team members will also be able to serve as mediators and help to normalize events as needed. To date, 104 people have participated in the initial three training sessions.

Hate Violence Reporting/Investigation

The Human Relations Commission established and trained 40 Hate Violence Information Network affiliates across North Carolina. These affiliates signed a memorandum of understanding stating that they would contact the Commission when a "hate incident" occurs in their community. One hundred-nine hate/violence incidents were reported and investigated since March 1999. "Hate incidents" refer to crimes, harassment or intimidation committed out of hatred of the victim because of his or her race, religion, ethnic or cultural background, etc.

Local Human Relations Commissions

The Human Relations Commission seeks to help establish and/or revitalize local human relations councils/commissions within every county. The goal for local human relations councils/commissions is to resolve community problems at the local level. Since March 1999, the Commission has helped to establish six new local commissions. The Commission has also developed orientation training sessions for new commissions and provides continuous assistance, advice and training to all local commissions.

Employment/Public Accommodations

Since March 1999, the Human Relations Commission has answered approximately 1521 telephone and written inquiries concerning employment and public accommodations concerns. When the Commission does not provide directs assistance, referrals are made to other agencies.

Martin Luther King, Jr. Commission

The purpose of the Martin Luther King, Jr. Commission is to provide assistance and advice to local governments and private organizations across the state with respect to the observance of the Martin Luther King holiday and year-round activities regarding the philosophy of Dr. King. The

Commission promotes an awareness and appreciation for the life and work of Martin Luther King, Jr. and awards mini-grants to organizations that promote the philosophies of Dr. King.

Annual Bell Ringing Ceremony

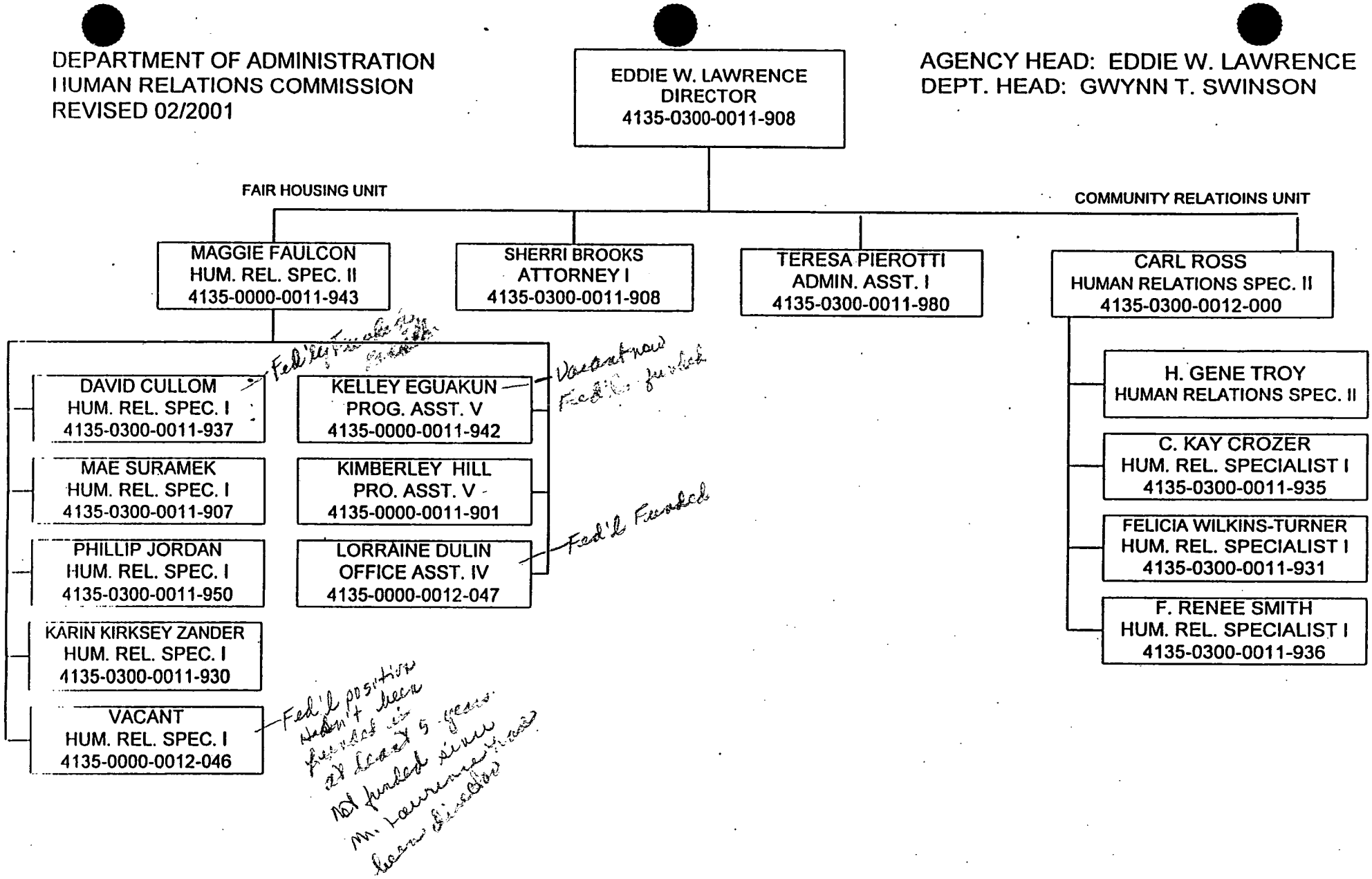
Each year on the official Martin Luther King, Jr. holiday, the Commission sponsors a Bell Ringing Ceremony at the Bicentennial Plaza. Several hundred people observe the ceremony and public officials participate in the program each year.

Martin Luther King Mini-Grants

In December 1999, the Martin Luther King, Jr. Commission awarded $46,050 in mini-grants to 29 non-profit organizations. In December 2000, the Commission awarded $46,050 in mini-grants to 26 non-profit organizations. These mini-grant proposals are geared to organizing, promoting and implementing programs that reflect the philosophy of Dr. King throughout the year.

DEPARTMENT OF ADMINISTRATION
HUMAN RELATIONS COMMISSION
REVISED 02/2001

AGENCY HEAD: EDDIE W. LAWRENCE
DEPT. HEAD: GWYNN T. SWINSON



YOUTH ADVOCACY AND INVOLVEMENT OFFICE

Summary

The Youth Advocacy and Involvement Office (YAIO), under the leadership of four advisory councils and in cooperation with public and private agencies, serves as an advocate for the 2 million people in the state under the age of 18. YAIO seeks to enhance the quality of lives of children and youth through individual and class advocacy intervention and by offering opportunities for leadership development and experiential education.

The advocacy staff handled 196 new cases (and referred 78 additional ones) involving 64 counties and 13 states in the last year and one half. Staff has been involved in working on and researching issues such as infant protection, home schooling, child drownings, foster care and emancipation. A funding resource library/database for youth programs and services has been developed to offer assistance to both public and private agencies and individuals seeking resources to operate their programs.

Accomplishments

Youth Survey and Summit

Last year the office received a grant from Z. Smith Reynolds Foundation and the Civic Education Consortium to examine the impact of the hurricanes on students in the eastern part of the state. Over 12,000 surveys were sent to middle and high school students in the 25 counties most impacted. The results of the surveys were used to develop a videoconference, which was held with students and elected officials in Columbus, Duplin, Edgecombe, and Pitt Counties. A final report entitled "Youth Survey and Summit on Hurricane Disaster Relief and Recovery" was published and presented to local officials, legislators, and emergency management personnel outlining recommendations from the students.

Students Against Destructive Decisions

Students Against Destructive Decisions (SADD) supports chapters in over 300 middle and high schools in the state. Recent accomplishments include securing underage alcohol prevention grants to offset the cost of participation in both the 1999 and 2000 SADD conferences. Student participation increased in the conferences from 240 to 371 attendees during the last year. College-to-high school and high school-to-middle school mentoring projects are currently being promoted.

Youth Legislative Assembly

The 30TH session of the Youth Legislative Assembly (YLA) convened in March 2000 with approximately 225 youth legislators from across the state. The weekend mock assembly, patterned after the NC General Assembly, debated numerous issues, including mandating school uniform policies in all North Carolina public schools and limiting the number of days the NC General Assembly is in session.

Mini-Grant Program for Youth Organizations

The Mini-Grant Program received a record number of grant applications this past year. Fifty-five youth organizations sought funds to conduct youth inspired and driven projects in local communities around the state. An average of $450 was awarded to each of twenty-five projects to help support programs such as after school youth tutorials and drug prevention workshops.

State Youth Council

The State Youth Council (SYC) of North Carolina, whose intent it is to promote youth involvement in community affairs, conducted quarterly conferences throughout the state in the recent program year. Local youth councils, which comprise SYC, reviewed grant applications, conducted and planned major community projects and served as an advisory group to State Superintendent Mike Ward.

Publications

Thanks to a grant from the Governor's Crime Commission, 20,000 copies of two publications, *Youth Rights and Responsibilities* and *You and the Juvenile Justice System* were updated and printed. They are being distributed to schools, training schools, court counselors and teen courts across the state. With additional grant monies, these publications will be printed in Spanish this year. An office newsletter and SADD newsletter are also published periodically.

AmeriCorps Serving North Carolina Youth

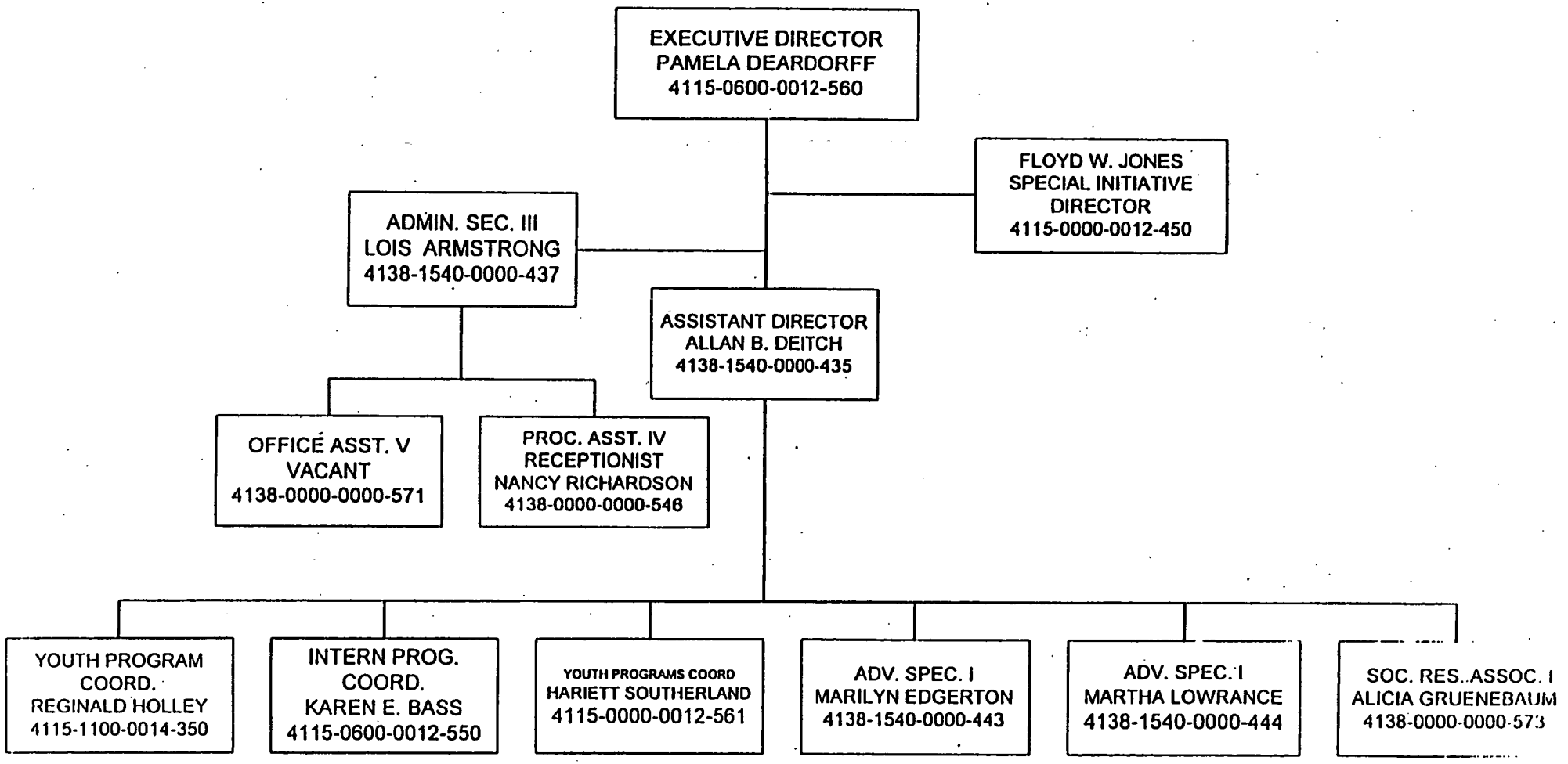
Effective November 2000, the AmeriCorps Serving North Carolina Youth project was transferred from the Governor's Office to YAIO. This project is designed to strengthen the partnerships between schools, volunteer centers, and other community youth-serving agencies to ensure that all children that need a mentor or tutor gets one. AmeriCorps members are serving in 12 NC counties and have recruited, trained, and matched more than 400 volunteer mentors with at-risk youth.

State Government Internship Program

YAIO administers the State Government Internship Program for college students. Summer interns work 40-hour weeks for 10 weeks and are paid $6.75/hour. Since March 1999, 196 interns have been placed in state government jobs across the state.

DEPARTMENT OF ADMINISTRATION
YOUTH ADVOCACY & INVOLVEMENT OFFICE
REVISED 02/2001

AGENCY HEAD: PAMELA DEARDORFF
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-2002 FISCAL YEAR 2001-02 Recommended	Recommended Reduction	Recommendec Expansion	2001-02 Recommended Revised	2002-2003 FISCAL YEAR 2002-03 Recommended	Recommended Reduction	Recommendec Expansion	2002-03 Recommended Revised
otal Requirements	$ 129,777,613	$ 143,897,143	$ 143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034	$143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034
otal Estimated Receipts	70,995,743	90,875,799	90,875,799			90,875,799	90,875,799			90,875,799
eginning Cash Balance	9,988,789	6,150,623	5,925,836			5,925,836	5,925,836			5,925,836
nding Cash Balance	6,150,623	5,925,836	5,890,836			5,890,836	5,890,836			5,890,836
ıcrease/Decrease Cash Bal	(3,838,166)	(224,787)	(35,000)			(35,000)	(35,000)			(35,000)
et Appropriations	$ 54,943,704	$ 52,796,557	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448
umber of Positions	882.00	936.00	935.00	-5.00		930.00	935.00	-5.00		930.00

Notes:

38% of the budgeted appropriations is for Fund 1421 Facility Management

18% of the budgeted appropriations are "pass through" monies for grants, scholarships, aid to local governments, etc.

22% of the budgeted positions are supported from receipts

Cash balance reflected for Special Fund Codes only.

Above Summary Excludes Office of State Personnel housed in the Dept. of Administration for reporting purposes.

DOA Office of the Secretary
FUND 1111
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$2,126,092	$ 2,102,977	$ 2,102,977	$ (41,456)	$ 2,061,521	$ 2,102,977	$ (41,456)	$ 2,061,521
Total Estimated Receipts	113,994	56,565	56,565		56,565	56,565		56,565
Net Appropriations	$2,012,098	$ 2,046,412	$ 2,046,412	$ (41,456)	$ 2,004,956	$ 2,046,412	$ (41,456)	$ 2,004,956
Number of Positions	26.75	26.75	26.75	(1.00)	25.75	26.75	(1.00)	25.75

Notes:

81% of Budgeted Appropriations is Personnel Cost

14% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

68% of Budgeted Receipts is Personnel Cost

32% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Fiscal Management
FUND 1121
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,287,558	$ 1,446,947	$ 1,446,947	$ 1,446,947
Total Estimated Receipts	315,443	360,002	360,002	360,002
Net Appropriations	$ 972,115	$ 1,086,945	$ 1,086,945	$ 1,086,945
Number of Positions	27.00	27.00	27.00	27.00

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

77% of Budgeted Receipts is Personnel Cost

23% of Budgeted Receipts is Operating Expenses

76% of Budgeted Positions is Supported from Appropriation

24% of Budgeted Positions is Supported from Receipts

DOA Personnel Office
FUND 1122
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 607,881	$ 717,733	$ 717,733	$ 717,733
Total Estimated Receipts	18,145	7,641	7,641	7,641
Net Appropriations	$ 589,736	$ 710,092	$ 710,092	$ 710,092
Number of Positions	12.75	13.00	13.00	13.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Non-Public Education
FUND 1230
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Number of Positions	3.00	3.00	3.00	3.00

Notes:

84% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

16% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Management Information Systems
FUND 1241
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 564,521	$ 613,818	$ 613,818	$ 613,818
Total Estimated Receipts	56,897	55,414	55,414	55,414
Net Appropriations	$ 507,624	$ 558,404	$ 558,404	$ 558,404
Number of Positions	9.00	9.00	9.00	9.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

89% of Budgeted Positions is Supported from Appropriation

11% of Budgeted Positions is Supported from Receipts

DOA Agency for Public Telecommuncations
FUND 1264
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,291	$ 1,569,742	$ 1,569,742	$ 1,569,742
Total Estimated Receipts	548,754	504,858	504,858	504,858
Net Appropriations	$ 796,537	$ 1,064,884	$ 1,064,884	$ 1,064,884
Number of Positions	18.00	18.00	18.00	18.00

Notes:

58% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

42% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Mail Service Center
FUND 1280
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,809,580	$ 1,703,682	$ 1,703,682	$ 1,703,682
Total Estimated Receipts	1,099,524	1,200,966	1,200,966	1,200,966
Net Appropriations	$ 710,056	$ 502,716	$ 502,716	$ 502,716
Number of Positions	43.00	41.49	41.49	41.49

Notes:

77% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

23% of Budgeted Appropriations is Operating Expenses

64% of Budgeted Receipts is Personnel Cost

36% of Budgeted Receipts is Operating Expenses

48% of Budgeted Positions is Supported from Appropriation

52% of Budgeted Positions is Supported from Receipts

DOA State Construction Office
FUND 1411
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,562,123	$ 3,737,433	$ 3,737,433	$ 3,737,433
Total Estimated Receipts	220,410	950	950	950
Net Appropriations	$ 3,341,713	$ 3,736,483	$ 3,736,483	$ 3,736,483
Number of Positions	56.00	57.00	57.00	57.00

Notes:

90% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

10% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA State Property Office
FUND 1412
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,251,301	$ 1,397,845	$ 1,397,845	$ 1,397,845
Total Estimated Receipts	165,720	191,825	191,825	191,825
Net Appropriations	$ 1,085,581	$ 1,206,020	$ 1,206,020	$ 1,206,020
Number of Positions	21.00	21.00	21.00	21.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

85% of Budgeted Receipts is Personnel Cost

15% of Budgeted Receipts is Operating Expenses

94% of Budgeted Positions is Supported from Appropriation

6% of Budgeted Positions is Supported from Receipts

DOA State Building Commission
FUND 1416
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

100% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Facility Management
FUND 1421
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 21,203,650	$ 23,198,766	$ 23,198,766	$ 23,198,766
Total Estimated Receipts	3,901,124	3,225,016	3,225,016	3,225,016
Net Appropriations	$ 17,302,526	$ 19,973,750	$ 19,973,750	$ 19,973,750
Number of Positions	199.00	210.00	210.00	210.00

Notes:

32% of Budgeted Appropriations is Personnel Cost

40% of Budgeted Appropriations is "Pass Through" Monies for Utilities (Electric, Gas, Fuel Oil & Water)

28% of Budgeted Appropriations is Operating Expenses

11% of Budgeted Receipts is Personnel Cost

89% of Budgeted Receipts is Operating Expenses

95% of Budgeted Positions is Supported from Appropriation

5% of Budgeted Positions is Supported from Receipts

DOA Purchase and Contract
FUND 1511
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,739,807	$ 3,833,455	$ 3,833,455	$ 3,833,455
Total Estimated Receipts	119,432	11,813	11,813	11,813
Net Appropriations	$ 3,620,375	$ 3,821,642	$ 3,821,642	$ 3,821,642
Number of Positions	61.00	60.00	60.00	60.00

Notes:

88% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

12% of Budgeted Appropriations is Operating Expenses

90% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA State Capitol Police
FUND 1623
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,314,584	$ 2,588,202	$ 2,588,202	$ 2,588,202
Total Estimated Receipts	370,195	443,742	443,742	443,742
Net Appropriations	$ 1,944,389	$ 2,144,460	$ 2,144,460	$ 2,144,460
Number of Positions	62.00	65.00	65.00	65.00

Notes:

94% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

83% of Budgeted Positions is Supported from Appropriation

17% of Budgeted Positions is Supported from Receipts

DOA Council for Women
FUND 1731
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Number of Positions	11.00	11.00	11.00	11.00

Notes:

89% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

11% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Displaced Homemakers Program
FUND 1732
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,161,180	$ 1,186,009	$ 1,186,009	$ 1,186,009
Total Estimated Receipts	814,282	800,000	800,000	800,000
Net Appropriations	$ 346,898	$ 386,009	$ 386,009	$ 386,009
Number of Positions	1.00	1.00	1.00	1.00

Notes:

7% of Budgeted Appropriations is Personnel Cost

87% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Rape Crisis Program
FUND 1734
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,146,578	$ 928,952	$ 928,952	$ 928,952
Total Estimated Receipts	-	200	200	200
Net Appropriations	$ 1,146,578	$ 928,752	$ 928,752	$ 928,752
Number of Positions	0.75	0.75	0.75	0.75

Notes:

3% of Budgeted Appropriations is Personnel Cost

96% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

1% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Human Relations Commission
FUND 1741
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Number of Positions	13.00	13.00	13.00	13.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Martin Luther King
FUND 1742
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

66% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

34% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Youth Involvement Office
FUND 1761
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 862,686	$ 871,342	$ 871,342	
Total Estimated Receipts	83,426	32,000	32,000	32,000
Net Appropriations	$ 779,260	$ 839,342	$ 839,342	$ 839,342
Number of Positions	11.00	10.75	10.75	10.75

Notes:

91% of Budgeted Appropriations is Personnel Cost

1% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Veteran Affairs
FUND 1771
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 8,026,234	$ 8,607,137	$ 8,607,137	$ 8,607,137
Total Estimated Receipts	171,227	82,064	82,064	82,064
Net Appropriations	$ 8,694,349	$ 8,525,073	$ 8,525,073	$ 8,525,073
Number of Positions	89.00	89.00	89.00	89.00

Notes:

41% of Budgeted Appropriations is Personnel Cost

54% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

97% of Budgeted Receipts is Personnel Cost

3% of Budgeted Receipts is Operating Expenses

97% of Budgeted Positions is Supported from Appropriation

3% of Budgeted Positions is Supported from Receipts

DOA State Veterans Home
FUND 1772
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,726,959	$ 3,139,406	$ 3,139,406	$ 3,139,406
Total Estimated Receipts	2,726,959	3,139,406	3,139,406	3,139,406
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

2% of Budgeted Receipts is Personnel Cost

98% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Program
FUND 1781
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,794,310	$ 1,808,270	$ 1,808,270	$ 1,808,270
Total Estimated Receipts	9,499	8,500	8,500	8,500
Net Appropriations	$ 2,784,811	$ 1,799,770	$ 1,799,770	$ 1,799,770
Number of Positions	2.25	2.25	2.25	2.25

Notes:

5% of Budgeted Appropriations is Personnel Cost

93% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

2% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Centers
FUND 1782
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,280	$ 1,350,000	$ 1,350,000	$ 1,350,000
Total Estimated Receipts	1,345,280	1,350,000	1,350,000	1,350,000
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Receipts is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Commission on Domestic Violence
FUND 1783
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 66,158	$ 172,040	$ 172,040	$ (109,639)	$ 62,401	$ 172,040	$ (109,639)	$ 62,401
Total Estimated Receipts	-	27,152	27,152		27,152	27,152		27,152
Net Appropriations	$ 66,158	$ 144,888	$ 144,888	$ (109,639)	$ 35,249	$ 144,888	$ (109,639)	$ 35,249
Number of Positions	4.00	3.00	3.00	(2.00)	1.00	3.00	(2.00)	1.00

Notes:

55% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

45% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

50% of Budgeted Positions is Supported from Receipts

DOA Board of Ethics
FUND 1810
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Number of Positions	3.00	3.00	3.00	3.00

Notes:

80% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

20% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Advocacy Council for Persons with Disabilities
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Number of Positions	8.61	8.61	8.61	8.61

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Pension - Spouse of Former Governors
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

100% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Commission on Indian Affairs
FUND 1861
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 370,159	$ 371,453	$ 371,453	$ 371,453
Total Estimated Receipts	17,314	2,000	2,000	2,000
Net Appropriations	$ 352,845	$ 369,453	$ 369,453	$ 369,453
Number of Positions	7.00	7.00	7.00	7.00

Notes:

85% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

15% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Board of Science and Technology
FUND 1871
Summary of Budget

	1999-00 Actual	2000-01 Authorized	Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 696,365	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712	
Total Estimated Receipts	14,227	-	-			-			
Net Appropriations	$ 682,138	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712	
Number of Positions	6.00	6.00	6.00	(2.00)	4.00	6.00	(2.00)	4.00	

Notes:

50% of Budgeted Appropriations is Personnel Cost

24% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

26% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

STATE ENERGY OFFICE
FUND 2466
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	Dept. of Commerce	$ 15,907,965	$ 15,907,965	$ 15,907,965
Total Estimated Receipts:	"			
Dept. of Energy		2,505,753	2,505,753	2,505,753
PVE		13,402,212	13,402,212	13,402,212
Number of Positions	"	14.00	14.00	14.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

88% of Budgeted Funds represents Grants

8% of BudgetedFunds represents Operating Expenses

DIVISION OF MOTOR FLEET MANAGEMENT
FUND 7211
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Total Estimated Receipts:	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Number of Positions	48.00	48.00	48.00	48.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

62% of Budgeted Funds represents Car Puuchases

34% of BudgetedFunds represents Operating Expenses

STATE SURPLUS PROPERTY
FUND 7215
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Total Estimated Receipts:	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Number of Positions	17.00	17.00	17.00	17.00

Notes:

54% of the Budgeted Funds represents Personnel Cost

56% of Budgeted Funds represents Operating Expenses

MSC - COURIER SERVICE
FUND 7218
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Total Estimated Receipts:	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Number of Positions	44.00	44.00	44.00	44.00

Notes:

64% of the Budgeted Funds represents Personnel Cost

26% of Budgeted Funds represents Operating Expenses

STATE PARKING OFFICE
FUND 7251
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Total Estimated Receipts:	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Number of Positions	24.50	24.50	24.50	24.50

Notes:

55% of the Budgeted Funds represents Personnel Cost

45% of Budgeted Funds represents Operating Expenses

FEDERAL SURPLUS PROPERTY
FUND 7310
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Total Estimated Receipts:	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Number of Positions	7.00	7.00	7.00	7.00

Notes:

67% of the Budgeted Funds represents Personnel Cost

33% of Budgeted Funds represents Operating Expenses

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

MAINTENANCE CONTRACT
FISCAL YEAR 2000-2001

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of the Secretary

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 4355 Copier	Danka	$1,219.68
Panasonic 7750 Copier	Systel Business Equip. Co.	1,087.00
Netscape Licenses (25 seats)	ITS	112.50
Novell Licenses (30 seats)	Novell, Inc.	696.00

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of Fiscal Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Minolta DI520 Copier	Minolta Corp.	$1,343.88
Konica 2028 Copier	Danka Corp.	852.11
Netscape Licenses (25 seats)	ITS	121.50
Novell Licenses (30 seats)	Novell, Inc.	742.40
Konica 2125 Copier	Commercial Business Mach.	595.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Resources Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service Agreement for Copier	Systel Business Equipment Company	$1,087.00

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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Non-Public Education

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Pitney Bowes, Inc.	$744.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Agency for Public Telecommunications

Type of Maintenance Contract	Vendor	Annual Contract Amount
Software Maintenance	Novell	$763.28
	ITS/Netscape	$90.00
NOTE:		
APT recently purchased a new copier. During the 90 day mfg. Warranty period we are evaluating		
usage for the Agency and will tailor the contract to our usage. This maintenance contract will need to		
be purchased within the next 30 days. Based on sample usage to date, the contract cost should be		
no more than $80.00 per month.		

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Mail Service Center

Type of Maintenance Contract	Vendor	Annual Contract Amount
Postage Meters (9)	The Alternative	$6,426.00
Bar Code Scanners (10)	The Alternative	$1,160.00
Bar Code Scanner/WIN-WITS (1)	The Alternative	$116.00
AH 100 Scales (9)	The Alternative	$4,635.00
AMS24/PC (Acct.Data Device)(10)	The Alternative	$3,260.00
Courier Scales (2)	The Alternative	$262.00
Caere 833 Scanner (1)	The Alternative	$290.00
Conveyor Belts (9)	The Alternative	$1,044.00
Durawand Charger (4)	The Alternative	$184.00
HP High speed Printer (1)	The Alternative	$175.00
Label Matrix Software (1)	The Alternative	$116.00
Eltron Printers for WITS (2)	The Alternative	$232.00
Courier Laser Scanner (1)	The Alternative	$116.00
MMS Win Acct. Software (2)	The Alternative	$416.00
PC-433 WIT Tracking Software (2)	The Alternative	$700.00
PC-450 Acct. Computer (1)	The Alternative	$350.00
WinWits-2 Tracking Software (1)	The Alternative	$420.00
Jetstar 3000 (1)	Bell & Howell	$48,610.82
Compass (1)	Bell & Howell	$2,286.07
J3000 Winsort Software (1)	Bell & Howell	$9,447.73
Incoming Letter Software (1)	Bell & Howell	$1,049.75
Inbound Letter Software (1)	Bell & Howell	$4,198.99
Konica 2028 Copier & Sorter (1)	Danka Office Imaging	$774.63
		Total $86,269.99

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of State Construction

Type of Maintenance Contract	Vendor	Annual Contract Amount
Netscape Licenses (53 seats)	Minolta Corp.	$238.50
Novell Licenses (66 seats)	Danka Corp.	1,531.20
Muratec F46 Fax Machine	Ameritrend Corp.	125.00
Okifax 5300 Fax Machine	KM Data, Inc.	175.00
Pitney Bowes 9346 Copier	Pitney Bowes, Inc.	1,597.32
Mita 1605 Copier	Commercial Equipment, Inc.	720.00
Konica 3035 Copier	Danka Corp.	1,937.32
Castelle Faxpress 3500	Castelle	895.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
4 Konica 2080 Copiers	Commercial Business Machines	$2,380.00
Fire Extinguishers/Recharge/Testing	Wake County Fire Equipment Co.	2,000.00
Omnifax L630 Fax Machine-FMD Lobby	Xerox/Omnifax Corp.	150
Omnifax L621 Fax Machine-Blue Ridge R	Xerox/Omnifax Corp.	100
Omnifax L630 Fax Machine-Construction	Xerox/Omnifax Corp.	150
Elevator - James K. Polk Building	Ace Elevator Co.	5,100.00
Emergency Management Software	Arrow Services	2,160.00
Elevators- State Government Complex	Ask Elevator	156,864.00
Temperature Controls-James K. Polk Bldg	Invensys Bldg. Systems	1,860.00
Okifax 5300 Plus Fax Machine	K M Data	175
Fire Protection System-New SBI Bldg.	Landis and Straefa Inc.	8,640.00
Halon Fire Supression System-NC Museum of Art	NC Fire & Safety Equip. Co.	10,000.00
Automated Building Systems-New SBI	Siemens Bldg.Technologies/Landis	174,120.00
Elevator (1) - State Capital Bldg.	Thyssen Dover Elevator Co.	1,608.00
Elevators (6)-Old Revenue Building	Thyssen Dover Elevator Co.	25,200.00
Elevator (1) Thompson Bldg.	Thyssen Dover Elevator Co.	4,200.00
Elevator (1) Old Textbook Whse.	Thyssen Dover Elevator Co.	1,380.00
ProTrac System(Fire Extinguisher Maint)	Tiscor	1,528.00
Elevators- Old Education Bldg.	Thyssen Dover Elevator Co.	27,672.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
Okifax 5300 Fax Machine-Gov. Mansion	K M Data	175
TM2 Software	FKW Technologies	6,000.00
Hardware - 3 Servers	Alphanumeric Systems, Inc.	2,242.94
UPS - 3 Servers	Alphanumeric Systems, Inc.	104.58
Hardware & UPS - 1 Server	Alphanumeric Systems, Inc.	709.76
HVAC & Related Systems-James K Polk	York Int'l Corp.	5,988.00
Elevators- Archdale Building	Thyssen Dover Elevator Co.	46,800.00
Elevators-Highway Building	Thyssen Dover Elevator Co.	47,760.00
Upgrade System Controls/State Complex	Siebe Environmental	17,312.00
Conveyor/Mail Chute-New Education Bldg	ASK Elevator	2,100.00
		$ 554,479.28

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: State Property Office, April 5, 2001

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service/hardware (fax)	Ameritrend	$294.00
Service/software	ESRI	$8,200.00
Service/hardware (fax)	Getronics	$912.00
Service/hardware/software	Sun Microsystems	$3,907.00
Service/hardware/copier	Systel	$1,255.60
Service/hardware/copier	Xerox	$729.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Systel Office Automation	$874.00
(3) Copiers	Minolta Corp	$4,487.04
Copier	Minolta Corp	1,343.88

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE CAPITOL POLICE

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier (Konica 2028)	Commerical Business Machines	$595.00
Copier (Mita 1415)	Commerical Business Machines	$240.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Council for Women

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier-Raleigh Office	Systel	$3,075
Copier-Greensboro Office	Vision Business Products	$275
Copier-Greenville Office	Carraway Bus. Machines	$594
Copier-Charlotte Office	American Photocopy	$355

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Relations Commission

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier - Konica 3035	Danka Office Imaging	$2,321.24
- Purchased 1993		(Amount is high because of age of copier)

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Veterans Affairs

Type of Maintenance Contract		Vendor	Annual Contract Amount
Mita Copier	District 1	Coastal Office Equipment	$262.50
Xerox Copier	District 5	Xerox	$250.00
Xerox Copier	District 6	Xerox	$250.00
Xerox Copier	District 15	Xerox	$250.00
Xerox Copier	District 13	Xerox	$250.00
Xerox Copier	District 4	Xerox	$250.00
Xerox Copier	District 10	Xerox	$250.00
Mita Copier	District 2	B & B Office Products	$250.00
Konica Copier	SSO	Danka	$683.00
Savin Copier	Spring Lake	Ikon Office Solutions	$87.00
Savin Copier	District 11	Ikon Office Solutions	$81.00
Mita Copier	Black Mtn.	NetSetGo	$250.00
Pitney Bowes Copier	ASO	Pitney Bowes	$372.00
Mita Copier	Jacksonville	B & B Office Products	$225.00
Savin Copier	District 7	Ikon Office Solutions	$134.67
Pitney Bowes Copier	Nursing Hm.	Pitney Bowes	$372.00
Muratec Fax	SSO	KM Data, Inc.	$265.00
We have already dropped 5 maintenance contracts because it was cost prohibitive to cover such old copiers			

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Board of Ethics

Type of Maintenance Contract	Vendor	Annual Contract Amount
Sharp Model SF 2030 Copier	COECO OFFICE SYSTEMS	$285.18
	2525 Atlantic Avenue	
	Raleigh NC 27602	
	5/11/00 - 5/11/01 contract date	
Software Maintenance	Novel and e-mail	$106.30

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: GACPD

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135 Copier	Danka	$1,673.69
Konica 2028 Copier/Dix Office	Danka	$1,259.07
Konica 2028 Copier/Butner	Danka	$1,112.96
Konica 2028 Copier/Morganton	Copy Service & Supply	$915.00
Fax Machine/Morganton	Ameritrend	$125.00
Fax Machine/Dix	Ameritrend	$125.00
Fax Machine/Central Office	Ameritrend	$125.00
Lotus Notes	Alphanumerics	$4,974.80
Netscape Maintenance		$144.00
Novell Netware Licenses		$533.60

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Commission of Indian Affairs

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Danka Corporation	$ 852.06
Telefax	Ameritrend	$ 198.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Board of Science and Technology

Type of Maintenance Contract	Vendor	Annual Contract Amount
Mita DC 1435 Copier	Commercial Equipment Co.	264.00
Cannon L3000 Fax Machine	IKON Office Solutions	390.00
Hp LaserJet DN Hi-speed Printer	Hewlett Packard	384.00
HP Color LaserJet 5M Printer	Hewlett Packard	480.00
Total		1518.00

N.C. Department of Administration
Maintenance Contracts
Fiscal Year 2000-2001

DIVISION: State Energy Office

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135, Serial #25KE04893	Raleigh Typewriter Exchange	$700.00
Compaq, Model #Proliant 2500, Serial #D726BPT10642	Advanced Technology Services	$483.36
Bay Networks, NetWork Switch, MDL#350T, Serial #9080	Advanced Technology Services	$127.20
Bay Networks, Model #Baystack 101, Serial #0236619	Advanced Technology Services	$76.32
Bay Networks, MDL #Baystack 102W/Adv NMM, Serial #0242620	Advanced Technology Services	$101.76
Bay Networks, MDL, BayStack 202, Serial #A23BA4	Advanced Technology Services	$76.32
****** Assigned to Weatherization HP Laserjet 4S1 W/Env. Feeder, Serial #USBB166159***	Advanced Technology Services	$0.00
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USCC014063	Advanced Technology Services	$127.20
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USDK082674	Advanced Technology Services	$127.20
HP Color Laserjet 5 W/Duplexer, Serial #JPGF127678	Advanced Technology Services	$152.64
Muratec Fax, Model #F-60, Serial #D49302-10020275	Ameritrend Corporation	$125.00
	Total	**$2,097.00**

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Motor Fleet Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
MFM has no maintenance contracts.		

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE PARKING SYSTEMS

Type of Maintenance Contract	Vendor	Annual Contract Amount
Photocopier maintenance	Pitney Bowes	$372.00
Parking lot equipment repair		
and maintenance (gates, card		
readers, ticket spitters and		
cash collection units)	Southern Time Inc.	$14,525
Software maintenance		$162.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase & Contract State Surplus Property

Type of Maintenance Contract	Vendor	Annual Contract Amount
F120 Muratech Fax Machine	Ameritrend	$230.00
Minolta Copier	Commercial Equipment Co.	$246.00
2 SilverReed Typewriters	Raleigh Typewriter Exchange	$150.00
2 IBM Typewriters	Commercial Business Machines	$160.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract Federal Property Agency, 1950 Garner Rd.

Type of Maintenance Contract	Vendor	Annual Contract Amount
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
COPY MACHINE	COECO OFFICE SYSTEMS	$370.00

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

OFFICE FURNITURE AND EQUIPMENT
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	3,311.81	297.86	353.00	-	353.00	-
534512 FURN-RESIDENTIAL	-		-	-	-	-
534521 OFFICE EQUIPMENT	-	5,641.08	8,441.00	2,500.00	1,000.00	-
534522 EQUIP-COMPUTERS	4,380.91	6,842.50	(3,128.00)	6,513.00	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	375.24	554.38	(5,752.00)	5,672.00	1,200.00	-
534529 EQUIP-CUSTODY & SECURITY	-	472.71	-	-	-	-
534539 OTHER EQUIPMENT	-	-	1,500.00	400.00	700.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 8,067.96	$ 13,808.53	$ 1,414.00	$ 15,085.00	$ 8,253.00	$ -

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Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	1,157.52	(757.00)	757.00	1,500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	479.01	-	4,766.00	3,423.00	4,766.00	280.41
534522 EQUIP-COMPUTERS	11,799.15	9,572.30	5,547.00	13,565.00	9,770.00	58.30
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,349.38	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 12,278.16	$ 12,079.20	$ 9,556.00	$ 17,745.00	$ 16,036.00	$ 338.71

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	525.29	601.00	500.00	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	8,703.00	282.00	474.00	-
534522 EQUIP-COMPUTERS	-	932.08	700.00	1,000.00	1,200.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	355.42	-	-	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 1,812.79	$ 10,004.00	$ 1,782.00	$ 2,774.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	150.00	600.00	-	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	(3,112.00)	3,872.00	1,200.00	-
534522 EQUIP-COMPUTERS	35,487.03	61,817.40	(4,457.00)	24,403.00	14,000.00	195.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	(4,716.00)	1,146.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 35,487.03	$ 61,967.40	$ (11,685.00)	$ 29,421.00	$ 15,800.00	$ 195.04

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	63.03	-	1,000.00	200.00	1,500.00	1,499.89
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	1,366.00	35.00	4,900.00	-
534522 EQUIP-COMPUTERS	3,567.43	14,071.85	14,642.00	11,505.00	14,100.00	11,360.24
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	8,163.55	184,504.63	170,570.00	76,286.00	170,600.00	63,489.41
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	3,031.60	1,645.84	(14,379.00)	16,669.00	10,100.00	10,841.63
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 14,825.61	$ 200,222.32	$ 173,199.00	$ 104,695.00	$ 201,200.00	$ 87,191.17

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	8,500.00	7,500.00	7,494.82
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	3,171.00	3,171.00	-
534522 EQUIP-COMPUTERS	-	-	-	15,639.00	5,561.00	266.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	1,000.00	2,612.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	(60,177.00)	11,177.00	3,507.00	743.03
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ (60,177.00)	$ 39,487.00	$ 22,351.00	$ 8,503.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	1,004.50	104.50	(7,979.00)	8,400.00	500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	75.26	556.95	9,325.00	91.00	1,000.00	-
534522 EQUIP-COMPUTERS	25,969.16	44,357.54	9,954.00	25,399.00	44,700.00	2,802.64
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	174.37	648.72	200.00	-	500.00	481.24
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	6,860.42	-	82.00	5,000.00	804.49
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 27,223.29	$ 52,528.13	$ 11,500.00	$ 33,972.00	$ 51,700.00	$ 4,088.37

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	108.53	75.00	-	200.00	4,174.00	29,633.07
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	936.30	-	3,015.00	500.00	8,347.00	8,346.40
534522 EQUIP-COMPUTERS	16,431.46	35,037.39	2,517.00	22,500.00	5,239.00	5,238.42
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,889.98	6,152.27	-	500.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	577.70	317.99	-	400.00	278.00	277.72
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 19,943.97	$ 41,582.65	$ 5,532.00	$ 24,100.00	$ 18,038.00	$ 43,495.61

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	477.52	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 477.52	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,749.59	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	305,107.04	85,913.11	32,361.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	70,753.35	347,620.47	137,473.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	**$ 433,689.41**	**$ 543,544.80**	**$ 155,304.00**	**$ 358,458.00**	**$ 241,300.00**	**$ 82,094.21**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,722.14	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	273,634.00	75,151.72	14,287.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	58,184.25	331,882.47	134,781.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 389,647.27	$ 517,017.96	$ 134,538.00	$ 358,458.00	$ 241,300.00	$ 82,094.21

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1423 LANDSCAPE SERVICES

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE		-	-	-	-	-
534512 FURN-RESIDENTIAL		-	-	-	-	-
534521 OFFICE EQUIPMENT		27.45	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL		-	-	-	-	-
534528 EQUIP-COMMUNICATIONS		-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	31,483.04	10,761.39	18,074.00	-	-	-
534541 AUTOS, TRUCKS, & BUSES	12,569.10	15,738.00	2,692.00	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 44,052.14	$ 26,526.84	$ 20,766.00	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	12,240.13	2,597.42	4,000.00	4,000.00	4,000.00	689.00
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	7,984.68	-	16,909.00	7,300.00	34,220.00	-
534522 EQUIP-COMPUTERS	57,715.13	136,983.65	32,972.00	7,055.00	39,266.00	21,494.94
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,702.36	317.95	-	(6,000.00)	400.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	10,685.80	13,978.39	3,090.00	6,339.00	16,229.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 90,328.10	$ 153,877.41	$ 56,971.00	$ 18,694.00	$ 94,115.00	$ 22,183.94

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	816.20	(187.00)	1,863.00	100.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	30.73	400.00	-	200.00	104.75
534522 EQUIP-COMPUTERS	3,671.00	19,218.51	3,000.00	3,000.00	150.00	150.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	2,753.88	7,075.00	3,500.00	1,650.00	746.82
534529 EQUIP-CUSTODY & SECURITY	1,686.11	5,153.82	34,860.00	4,463.00	1,484.00	1,229.02
534539 OTHER EQUIPMENT	713.44	-	2,320.00	(11,447.00)	924.00	923.76
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 6,070.55	$ 27,973.14	$ 47,468.00	$ 1,379.00	$ 4,508.00	$ 3,154.35

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	7,096.08	-	2,561.00	2,600.00	2,573.26
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS		-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 7,096.08	$ -	$ 2,561.00	$ 2,600.00	$ 2,573.26

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	802.00	50.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	8,655.00	5,903.46
534522 EQUIP-COMPUTERS	-	2,344.30	10,300.00	1,307.00	951.00	2,900.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	851.18	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 851.18	$ 2,344.30	$ 10,300.00	$ 2,109.00	$ 9,656.00	$ 8,803.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	2,215.00	2,214.64
534522 EQUIP-COMPUTERS	-	818.80	-	300.00	1,648.00	1,600.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 818.80	$ -	$ 300.00	$ 3,863.00	$ 3,814.64

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	3,904.16	789.00	200.00	1,361.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	2,030.36	-	581.00	-	581.00	-
534522 EQUIP-COMPUTERS	3,244.30	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 5,274.66	$ 3,904.16	$ 1,370.00	$ 200.00	$ 1,942.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	180.00	5,000.00	8,000.00	-
534522 EQUIP-COMPUTERS	-	2,177.22	-	(5,000.00)	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 2,177.22	$ 180.00	$ -	$ 13,000.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	773.80	-	-	1,150.00	343.44
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,803.47	316.94	(7,880.00)	6,830.00	202.00	-
534522 EQUIP-COMPUTERS	3,244.30	6,383.54	6,946.00	17.00	1,447.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 7,047.77	$ 7,474.28	$ (934.00)	$ 6,847.00	$ 2,799.00	$ 343.44

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	9,851.24	9,065.32	1,178.00	1,362.00	2,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,346.40	6,704.25	5,472.00	(280.00)	1,000.00	-
534522 EQUIP-COMPUTERS	11,399.12	11,242.14	1,628.00	1,123.00	1,628.00	191.86
534527 EQUIP-AGRICULTURAL	25,597.19	10,080.24	12,876.00	22,424.00	5,000.00	307.35
534528 EQUIP-COMMUNICATIONS	1,347.46	2,959.26	2,000.00	1,997.00	2,000.00	127.19
534529 EQUIP-CUSTODY & SECURITY	2,746.13	-	-	-	-	-
534539 OTHER EQUIPMENT	53,613.16	10,682.30	4,799.00	5,131.00	5,183.00	117.61
534541 AUTOS, TRUCKS, & BUSES	-	-	-	9,300.00	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	4,835.85	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 112,736.55	$ 50,733.51	$ 27,953.00	$ 41,057.00	$ 16,811.00	$ 744.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROG

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	1,200.00	1,000.00	2,901.39
534512 FURN-RESIDENTIAL	-	-	-	2,000.00	1,000.00	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	710.73
534522 EQUIP-COMPUTERS	-	-	-	1,000.00	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	14,700.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	3,500.00	1,000.00	16,786.24
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 22,400.00	$ 3,000.00	$ 20,398.36

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1781 DOMESTIC VIOLENCE PROGRA

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	(9.00)	825.00	824.26
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	800.90	-	410.00	925.00	923.75
534522 EQUIP-COMPUTERS	-	4,069.86	-	-	2,000.00	1,800.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	296.80	270.00	-	240.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 5,167.56	$ 270.00	$ 401.00	$ 3,990.00	$ 3,648.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1782 DOMESTIC VIOLENCE CENTER

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	352.00	250.12
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	300.00	299.98
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ 652.00	$ 650.10

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	214.12	1,000.00	130.00	1,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	5,972.04	792.00	-	500.00	-
534522 EQUIP-COMPUTERS	-	7,207.63	1,000.00	962.00	1,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,204.58	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 14,598.37	$ 2,792.00	$ 1,092.00	$ 2,500.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	836.35	-	1,082.00	100.00	215.00	(50.10)
534522 EQUIP-COMPUTERS	533.89	6,160.76	1,000.00	950.00	275.00	404.91
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,701.59	277.20	-	(261.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 3,071.83	$ 6,437.96	$ 2,082.00	$ 789.00	$ 490.00	$ 354.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	297.86	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	297.22	-	494.00	370.00	994.00	399.87
534522 EQUIP-COMPUTERS	3,530.52	1,460.68	3,550.00	244.00	3,149.00	10.59
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	851.18	-	(231.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 4,125.60	$ 2,311.86	$ 4,044.00	$ 383.00	$ 4,143.00	$ 410.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	159.20	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	802.67	-	700.00	700.00	700.00	-
534522 EQUIP-COMPUTERS	25,492.85	11,921.71	10,591.00	9,466.00	9,466.00	148.39
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	2,500.00	1,000.00	1,000.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	4,745.35	727.71	-	500.00	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 31,200.07	$ 12,649.42	$ 13,791.00	$ 11,666.00	$ 11,666.00	$ 148.39

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

TRAVEL
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	2,384.80	834.33	1,946.46	1,942.76	2,943.00	618.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	4,751.82	7,138.37	4,559.67	7,083.43	10,083.00	4,455.28
532715	TRANS GRND-OUT STA,IN US	120.00	123.16	280.91	187.50	238.00	93.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	67.92	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	72.00	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,069.53	2,445.33	869.25	2,755.17	5,855.00	1,075.07
532722	LODGING-OUT STATE, IN US	3,309.27	1,252.56	2,996.20	3,715.76	4,715.00	2,233.04
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	522.00	762.00	323.00	1,626.00	3,926.00	534.00
532725	MEALS-OUT OF STATE,IN US	550.00	172.00	259.00	498.00	1,041.00	242.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	131.00	161.61	115.00	615.20	50.00	40.35
532728	MISC - OUT STATE, IN US	25.00	18.00	-	23.00	60.00	58.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	20.00	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	6.20	230.99	231.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	28.00	-	239.15	531.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	900.00
	TOTAL	**$ 12,935.42**	**$ 13,003.28**	**$ 11,355.69**	**$ 18,916.96**	**$ 29,693.00**	**$ 10,248.74**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	18.20	-	2.53	90.00	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	10.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	200.00	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	100.00	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ 18.20	$ -	$ 2.53	$ 400.00	$ -

D-2

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	814.20	646.00	688.00	374.88	444.00	444.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	758.16	421.27	473.24	267.40	2,067.00	595.98
532715	TRANS GRND-OUT STA,IN US	15.15	179.50	224.90	18.00	28.00	28.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	396.38	714.52	77.63	204.68	1,040.00	456.76
532722	LODGING-OUT STATE, IN US	1,282.48	1,009.64	1,585.48	512.40	1,200.00	940.70
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	160.00	147.00	34.00	96.00	500.00	220.00
532725	MEALS-OUT OF STATE,IN US	352.00	334.00	492.00	208.00	500.00	212.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	48.00	10.00	4.00	24.00	120.00	-
532728	MISC - OUT STATE, IN US	7.00	58.00	64.00	20.00	20.00	16.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	64.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	64.14	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 3,833.37**	**$ 3,519.93**	**$ 3,643.25**	**$ 1,789.50**	**$ 6,033.00**	**$ 2,913.44**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	3,642.07	3,864.00	3,864.00	1,617.12
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	1,576.67	2,117.69	2,118.00	1,984.22
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	1,184.00	1,012.00	1,425.00	1,156.00
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ 6,402.74	$ 6,993.69	$ 7,407.00	$ 4,757.34

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	200.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	108.34	32.36	257.33	172.49	200.00	-
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	300.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	-	300.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	200.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	45.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 108.34	$ 32.36	$ 257.33	$ 172.49	$ 1,645.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	1,774.00	2,373.45	1,181.96	906.00	2,500.00	92.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	2,042.25	4,897.64	4,579.15	2,959.31	5,000.00	2,831.87
532715	TRANS GRND-OUT STA,IN US	73.65	106.16	173.66	14.75	150.00	103.96
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	1.00	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	61.04	1,211.29	3,561.25	1,879.06	2,000.00	874.76
532722	LODGING-OUT STATE, IN US	1,709.41	2,233.33	3,066.21	679.00	1,800.00	1,462.33
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	42.00	1,056.01	2,242.00	730.00	1,200.00	328.00
532725	MEALS-OUT OF STATE,IN US	512.00	526.00	684.00	258.00	600.00	242.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	118.50	113.00	55.00	150.00	48.50
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	654.04	940.75	644.53	646.00	950.00	488.81
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	154.77	28.00	106.33	154.83	76.00	69.95
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 7,023.16	$ 13,491.13	$ 16,353.09	$ 8,281.95	$ 14,726.00	$ 6,642.18

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	117.72	500.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	34.00	500.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	15.50	100.00	-
532728 MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	117.72	500.00	-
532722	LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	34.00	500.00	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	15.50	100.00	-
532728	MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	1,120.00	1,530.50	2,600.00	400.00	2,000.00	188.20
532712	TRANS AIR-OUT STATE,IN US	598.00	250.50	3,729.05	817.00	1,500.00	397.20
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	70,275.45	88,626.80	85,544.55	57,887.83	85,898.00	32,973.74
532715	TRANS GRND-OUT STA,IN US	204.12	112.05	706.10	131.38	300.00	30.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	9.20	6.00	-	81.00	100.00	36.00
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	18,481.65	213.54	12,317.22	16,362.93	16,500.00	10,825.94
532722	LODGING-OUT STATE, IN US	1,516.75	-	1,506.39	-	300.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	13,674.00	14,362.00	8,586.00	11,615.52	12,000.00	5,336.28
532725	MEALS-OUT OF STATE,IN US	316.00	56.00	714.97	-	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	38.50	96.54	-	25.00	24.00
532728	MISC - OUT STATE, IN US	-	2.00	13.00	-	25.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	(104.00)	-	99.68	-	500.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	133.86
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 106,091.17**	**$ 105,197.89**	**$ 115,913.50**	**$ 87,295.66**	**$ 119,948.00**	**$ 49,945.22**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	1,183.15	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	207.30	2,703.00	562.00	285.50	300.00	168.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	7,283.59	7,719.56	8,290.24	9,541.34	9,600.00	4,725.03
532715	TRANS GRND-OUT STA,IN US	-	660.78	195.52	432.46	500.00	229.27
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	15.00	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	712.71	1,420.10	3,848.94	2,602.75	2,700.00	1,011.91
532722	LODGING-OUT STATE, IN US	515.28	5,755.48	1,839.07	3,233.32	3,500.00	1,237.35
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,025.00	1,088.00	1,978.00	1,960.90	2,000.00	840.00
532725	MEALS-OUT OF STATE,IN US	132.00	988.00	468.00	650.00	800.00	102.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	30.75	83.00	78.49	100.00	8.00
532728	MISC - OUT STATE, IN US	3.00	10.00	22.00	58.50	100.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	312.00	-	-	500.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 9,878.88	$ 21,885.82	$ 17,286.77	$ 18,843.26	$ 21,000.00	$ 8,321.56

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	150.00	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	50.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	50.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	2,843.92	4,401.86	4,652.66	3,144.03	8,600.00	1,552.20
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	1,300.72	2,082.00	1,576.48	2,842.38	6,109.00	1,275.68
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 4,144.64	$ 6,483.86	$ 6,229.14	$ 5,986.41	$ 15,009.00	$ 2,827.88

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DIVISION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	602.00	2,923.31	141.00	323.59	3,000.00	1,402.50
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	444.72	500.00	-
532714	TRANSP-GRND - IN STATE	9,383.01	15,883.84	15,946.35	10,000.42	14,000.00	9,495.36
532715	TRANS GRND-OUT STA,IN US	223.55	-	43.12	18.00	300.00	297.53
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	40.20	50.00	-
532717	TRANSP OTHER - IN STATE	2.00	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	30.00	30.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,442.63	976.24	264.87	4,001.90	4,100.00	806.81
532722	LODGING-OUT STATE, IN US	853.20	1,986.05	534.00	569.39	1,900.00	1,855.26
532723	LODGING-OUT OF COUNTRY	-	-	-	1,228.50	1,400.00	-
532724	MEALS - IN STATE	1,236.00	820.00	462.13	1,934.00	2,000.00	718.56
532725	MEALS-OUT OF STATE,IN US	280.00	584.00	148.00	158.00	510.00	502.00
532726	MEALS - OUT OF COUNTRY	-	-	-	172.00	200.00	-
532727	MISC - IN STATE	-	4.00	11.00	86.00	100.00	-
532728	MISC - OUT STATE, IN US	-	-	23.00	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	100.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 14,022.39	$ 23,177.44	$ 17,573.47	$ 18,976.72	$ 28,190.00	$ 15,108.02

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712 TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715 TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722 LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725 MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728 MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	**$ 73,825.66**	**$ 75,340.50**	**$ 92,256.34**	**$ 97,259.12**	**$ 102,250.00**	**$ 58,574.12**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712 TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715 TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722 LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725 MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728 MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 73,825.66	$ 75,340.50	$ 92,256.34	$ 97,259.12	$ 102,250.00	$ 68,574.12

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	100.00	-
532712	TRANS AIR-OUT STATE,IN US	-	-	690.00	269.53	300.00	150.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	45,367.41	44,011.90	43,599.80	33,980.64	35,383.00	25,213.04
532715	TRANS GRND-OUT STA,IN US	70.15	-	275.73	273.90	300.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	644.30	1,466.77	1,231.52	2,910.98	3,000.00	711.77
532722	LODGING-OUT STATE, IN US	-	-	1,023.50	785.69	800.00	200.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	590.75	647.05	384.00	1,476.00	1,500.00	362.25
532725	MEALS-OUT OF STATE,IN US	30.00	-	408.00	330.00	400.00	44.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	15.68	50.00	30.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	50.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 46,702.61**	**$ 46,125.72**	**$ 47,612.55**	**$ 40,042.42**	**$ 42,133.00**	**$ 26,711.06**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	633.50	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	542.00	-	945.27	1,627.11	1,825.00	1,820.67
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	(150.00)	-	-
532714	TRANSP-GRND - IN STATE	16,613.30	14,492.87	17,309.60	13,894.07	11,230.00	11,200.20
532715	TRANS GRND-OUT STA,IN US	213.00	50.00	94.00	-	100.00	20.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	113.95	215.00	212.30
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	560.96	663.12	827.61	640.72	700.00	623.29
532722	LODGING-OUT STATE, IN US	685.61	810.92	567.26	1,461.73	2,650.00	2,637.03
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	988.79	833.51	1,028.70	598.13	750.00	746.00
532725	MEALS-OUT OF STATE,IN US	164.00	142.00	76.00	1,423.70	1,500.00	582.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	15.00	52.50	17.25	25.00	100.00	30.25
532728	MISC - OUT STATE, IN US	65.00	12.00	54.00	27.56	60.00	55.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	156.40	321.00	373.70	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	14.00	-	32.00	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 20,018.06	$ 18,011.42	$ 21,325.39	$ 19,661.97	$ 19,130.00	$ 17,926.74

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	194.55	141.00	202.21	394.76	500.00	361.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	253.64	415.00	2,568.56	54.05	550.00	361.10
532715	TRANS GRND-OUT STA,IN US	18.00	40.00	-	-	100.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	31.00	130.00	72.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	38.15	-	223.23	413.58	500.00	66.08
532722	LODGING-OUT STATE, IN US	270.78	467.42	336.33	1,249.27	1,250.00	653.12
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	139.04	28.00	261.45	330.00	450.00	28.00
532725	MEALS-OUT OF STATE,IN US	158.00	92.00	44.00	250.00	300.00	40.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	44.00	40.00	-
532728	MISC - OUT STATE, IN US	4.00	10.00	74.00	8.00	30.00	8.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 1,076.16	$ 1,193.42	$ 3,709.78	$ 2,774.66	$ 3,850.00	$ 1,589.30

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	169.62	-	-	200.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	212.80	817.40	16.90	3.45	400.00	-
532715 TRANS GRND-OUT STA,IN US	-	26.00	-	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	134.61	-	86.00	-	150.00	-
532722 LODGING-OUT STATE, IN US	318.60	445.20	-	-	200.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	215.97	158.00	188.92	-	250.00	-
532725 MEALS-OUT OF STATE,IN US	-	470.00	-	-	200.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	16.00	-	-	25.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 881.98	$ 2,102.22	$ 291.82	$ 3.45	$ 1,475.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	1,443.82	442.00	886.50	-	500.00	456.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	14,463.31	12,679.85	15,171.77	11,581.81	12,265.00	8,573.86
532715	TRANS GRND-OUT STA,IN US	138.54	289.72	44.60	-	300.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	90.00	90.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	3,072.24	3,891.12	4,042.25	4,830.10	4,900.00	1,389.60
532722	LODGING-OUT STATE, IN US	1,957.66	1,253.50	1,539.91	-	1,650.00	1,648.35
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	3,064.00	3,680.00	3,674.00	3,358.00	3,800.00	1,250.00
532725	MEALS-OUT OF STATE,IN US	414.00	262.00	352.00	-	310.00	310.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	33.50	45.67	341.74	48.08	70.00	66.48
532728	MISC - OUT STATE, IN US	66.00	20.00	29.00	-	25.00	1.90
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,594.06	3,589.83	4,152.34	4,224.23	4,400.00	1,409.20
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	3,735.09	2,066.27	3,449.56	1,861.00	2,000.00	1,019.87
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 32,982.22**	**$ 28,219.96**	**$ 33,683.67**	**$ 26,903.22**	**$ 30,310.00**	**$ 16,215.26**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	49.91	-	55.80	283.82	328.00	237.82
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	43.00	-	28.00	248.00	200.00	120.00
532722 LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	57.00	-	-	98.00	100.00	56.00
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	113.00	4.00	10.00	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	1,827.14	2,659.47	3,558.65	2,647.54	5,400.00	2,168.07
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	995.35	1,135.65	2,903.44	1,710.01	2,200.00	1,108.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 2,972.40	$ 3,795.12	$ 6,658.89	$ 4,991.37	$ 8,238.00	$ 3,689.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	160.00	-	309.50	-	450.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,416.60	4,122.14	4,531.11	3,005.53	2,415.00	1,649.05
532715 TRANS GRND-OUT STA,IN US	163.70	76.89	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	1.00	-	-	20.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	1.35	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	753.79	1,283.57	773.18	608.67	675.00	330.73
532722 LODGING-OUT STATE, IN US	652.36	337.48	573.24	-	275.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	698.68	838.00	706.00	508.00	700.00	190.77
532725 MEALS-OUT OF STATE,IN US	172.00	36.00	112.00	-	175.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	35.00	127.10	45.00	100.00	55.43
532728 MISC - OUT STATE, IN US	-	33.00	13.00	-	25.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,611.29	1,642.06	2,594.56	1,668.32	1,670.00	1,365.34
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,114.10	812.63	1,488.04	699.24	930.00	865.16
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 9,742.52	$ 9,219.12	$ 11,227.73	$ 6,534.76	$ 7,485.00	$ 4,456.48

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	300.00	-
532712	TRANS AIR-OUT STATE,IN US	334.20	326.00	255.00	966.00	1,000.00	532.47
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	63,702.64	69,348.04	74,631.24	64,161.95	69,900.00	40,137.53
532715	TRANS GRND-OUT STA,IN US	244.90	134.20	-	35.76	200.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	8,262.07	8,567.38	9,298.36	10,948.24	10,550.00	7,192.28
532722	LODGING-OUT STATE, IN US	1,316.32	769.60	1,054.22	1,343.16	1,400.00	725.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	6,724.60	5,916.37	6,704.74	7,203.02	6,950.00	4,563.41
532725	MEALS-OUT OF STATE,IN US	436.00	377.00	314.00	436.00	500.00	142.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	19.00	87.50	209.50	61.00	100.00	41.00
532728	MISC - OUT STATE, IN US	35.00	46.36	-	59.00	100.00	9.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,982.38	3,765.88	3,906.91	3,682.98	4,000.00	2,506.47
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	3,192.49	2,521.77	2,519.47	2,378.19	2,500.00	1,752.82
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 89,249.60	$ 91,860.10	$ 98,893.44	$ 91,276.30	$ 97,900.00	$ 57,601.98

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722	LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725	MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722	LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725	MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	1,700.00	1,693.50
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	-	396.49	768.00	763.45
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	235.00	35.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	152.90
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	465.00	164.08
532722 LODGING-OUT STATE, IN US	-	-	-	-	1,895.00	1,873.61
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	84.00
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	550.00	448.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	31.53	150.00	125.07
532728 MISC - OUT STATE, IN US	-	-	-	-	35.00	12.75
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	1,026.69	1,005.00	1,003.62
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	326.00	1,500.00	1,487.24
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	80.00	517.09
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 1,780.71	$ 8,783.00	$ 8,360.31

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1803 JUVENILE LAW STUDY COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	(26.50)	-	30.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	(21.00)	-	71.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ (47.50)	$ -	$ 101.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	132.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	32.43	65.72	1,807.90	2,000.00	708.76
532715 TRANS GRND-OUT STA,IN US	-	-	163.68	-	500.00	103.23
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	458.14	800.00	147.15
532722 LODGING-OUT STATE, IN US	-	-	140.80	-	800.00	385.53
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	23.27	312.00	500.00	106.00
532725 MEALS-OUT OF STATE,IN US	-	-	60.00	-	300.00	16.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	1.00	50.00	24.00
532728 MISC - OUT STATE, IN US	-	-	-	-	100.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	200.20	747.50	403.62	1,000.00	584.36
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	215.00	922.20	346.34	900.00	437.44
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ 447.63	$ 2,123.17	$ 3,329.00	$ 7,450.00	$ 2,644.47

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIES

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	348.70	-	-	47.00	110.00	106.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	1,928.60	5,041.40	3,177.65	1,035.86	2,000.00	220.01
532715	TRANS GRND-OUT STA,IN US	26.00	12.00	-	-	50.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	6.00	-	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	20.00	5.50	-	127.00	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,052.09	1,718.03	850.87	697.61	1,000.00	74.12
532722	LODGING-OUT STATE, IN US	1,565.90	61.76	-	-	100.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,016.00	1,042.00	800.00	563.06	900.00	92.00
532725	MEALS-OUT OF STATE,IN US	268.00	46.00	56.00	196.00	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	32.11	-	130.62	383.28	415.00	5.00
532728	MISC - OUT STATE, IN US	26.00	-	-	6.00	50.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,312.37	1,559.53	727.42	468.31	1,000.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	2,335.87	892.39	380.31	310.05	1,000.00	160.25
532732900	WORKSHOP/CONF-SUBSIS	-	542.84	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 12,931.64	$ 10,927.45	$ 6,122.87	$ 3,834.17	$ 7,075.00	$ 657.38

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1857 STUDENTS AGST DRIV DRUNK

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	720.62	802.00	294.00	863.00	1,420.00	1,416.01
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,435.00	3,821.06	3,882.02	3,524.06	3,590.00	2,373.75
532715 TRANS GRND-OUT STA,IN US	27.00	55.50	13.50	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	58.00	60.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	675.76	825.47	1,228.21	687.81	700.00	276.82
532722 LODGING-OUT STATE, IN US	394.28	1,308.39	428.33	246.40	700.00	693.88
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	344.00	518.00	1,415.50	812.06	1,200.00	1,165.36
532725 MEALS-OUT OF STATE,IN US	220.00	394.00	178.00	96.00	140.00	138.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	18.50	28.00	106.70	29.18	65.00	60.36
532728 MISC - OUT STATE, IN US	-	10.00	3.00	-	20.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	5,071.26	5,290.65	6,005.34	3,144.45	3,500.00	1,552.52
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,992.12	4,448.07	5,082.80	12,789.51	15,180.00	11,319.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 16,898.54	$ 17,501.14	$ 18,637.40	$ 22,250.47	$ 26,625.00	$ 18,995.70

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	20.00	131.00	73.00	100.00	-
532712	TRANS AIR-OUT STATE,IN US	1,531.10	6,333.76	5,325.68	3,316.15	3,400.00	2,869.69
532713	TRANSP AIR-OUT OF COUNTRY	-	2,495.17	844.19	3,306.12	500.00	341.75
532714	TRANSP-GRND - IN STATE	3,254.34	3,123.52	3,132.37	4,698.03	2,300.00	2,289.04
532715	TRANS GRND-OUT STA,IN US	697.59	828.95	656.40	750.95	400.00	222.30
532716	TRANS GRND-OUT OF COUNTRY	-	191.98	641.69	111.48	200.00	40.47
532717	TRANSP OTHER - IN STATE	272.66	-	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	584.41	1,106.30	1,399.09	3,365.26	1,682.00	1,436.76
532722	LODGING-OUT STATE, IN US	2,968.06	2,668.98	2,348.16	2,625.47	2,000.00	1,324.22
532723	LODGING-OUT OF COUNTRY	-	1,439.72	1,436.90	2,129.36	948.00	805.28
532724	MEALS - IN STATE	324.00	550.00	859.23	1,158.93	1,400.00	1,318.94
532725	MEALS-OUT OF STATE,IN US	894.00	601.98	752.80	567.35	600.00	340.00
532726	MEALS - OUT OF COUNTRY	-	404.82	566.75	457.41	500.00	230.32
532727	MISC - IN STATE	-	71.25	213.60	204.20	250.00	123.00
532728	MISC - OUT STATE, IN US	28.00	7.00	147.99	64.72	200.00	134.06
532729	MISC - OUT OF COUNTRY	-	41.00	129.56	27.63	50.00	31.00
532731	BD/NON-EMPLOYEE TRANSP	1,825.47	1,501.98	1,090.93	1,396.30	1,400.00	1,078.02
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	811.17	1,434.62	2,438.17	5,264.96	1,500.00	1,203.91
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	500.00	486.38
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 13,190.80	$ 22,821.03	$ 22,114.51	$ 29,517.32	$ 18,130.00	$ 14,275.14

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1872 LOW-LEVEL RADIOACTIVE WASTE MGT

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	5,837.20	5,001.60	4,321.50	378.00	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	2,839.51	5,055.50	5,660.96	3,052.90	-	-
532715	TRANS GRND-OUT STA,IN US	1,070.21	1,784.13	1,199.49	234.68	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	110.88	247.52	-	177.76	-	-
532722	LODGING-OUT STATE, IN US	996.86	2,002.48	2,343.86	360.90	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	48.00	132.00	-	100.00	-	-
532725	MEALS-OUT OF STATE,IN US	728.00	1,054.00	810.00	130.00	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	61.50	57.00	-	-
532728	MISC - OUT STATE, IN US	4.00	16.00	118.00	26.00	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	3,699.27	4,032.05	1,255.25	820.20	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	1,014.99	1,467.06	789.70	256.94	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 16,348.92	$ 20,792.34	$ 16,560.26	$ 5,594.38	$ -	$ -

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

SPAN OF CONTROL DATA
FISCAL YEAR 2000-2001

DEPARTMENT OF ADMINISTRATION SPAN OF CONTROL DATA

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Agency for Public Telecommunications	8	18	2.1	8	17	2.1
Board of Ethics		1		2	3	1.5
Board of Science & Technology	2	6	2.5	2	5	2.5
Council for Women	4	14	4.0	5	18	3.6
Domestic Violence Commission	n/a	n/a	n/a	1	3	3.0
Facility Management	34	191	5.6	32	203	6.3
Fiscal Management	5	26	5.0	5	29	5.8
Federal Surplus Property	4	13	3.0	3	11	3.6
GACPD	3	38	12.3	5	36	7.2
Historically Underutilized Businesses	n/a	n/a	n/a	1	5	5.0
Human Relations Commission	4	17	4.0	3	17	5.6
Human Resources Management	3	12	4.0	3	15	5.0
Indian Affairs	9	33	3.6	9	33	3.6
Mail Service Center (Courier in 1997)	5	46	9.0	7	83	11.8
Management Information Systems	3	8	2.3	3	10	3.3
Motor Fleet Management	8	47	5.9	8	50	6.2
Non-Public Education (in Gov's Office in '97)				1	3	3.0

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Parking	1	14	13.0	2	11	5.5
Purchase & Contract	10	66	6.8	10	60	6.0
Secretary's Office	11	29	3.9	7	27	3.8
State Capitol Police	12	52	4.3	12	65	5.4
State Construction Office	7	56	8.0	7	56	8.0
State Energy Office (in Commerce in '97)				3	14	4.6
State Property Office	5	22	4.2	6	21	3.5
State Surplus Property	3	13	3.7	3	16	5.3
Veterans Affairs	24	90	3.7	26	91	3.5
Youth Advocacy & Involvement Office	4	11	2.7	3	12	4.0
Departmental Average Span			4.81			5.16

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 2, 2001

The Joint Appropriations Subcommittee on General Government met Wednesday May 2, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Gene Wilson, and Marvin Lucas. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

Senator Ed Warren chaired the meeting. He recognized the Pages Allison Freuler from Greenville sponsored by Senator Warren, Brian DeLuca from Raleigh sponsored by Representative West, and Cindy Eubanks from Garner, sponsored by Representative Ellis.

The continuation of the Department of Administration Budge Review began with Gene Benfield, Director of the Mail Service Center. Mr. Benfield reviewed the portion of the report pertaining to his department beginning on page 49 of the report and including pages A8 and A34. (attachment 1). There were no questions.

The meeting continued with John Massey, Director of the Motor Fleet Management. Mr. Massey reviewed the portion of the report pertaining to his department beginning on page 53 and including A32 which are attached.

Senator Kinnaird commented on being "out-in-front" as a well run department.

Senator Warren asked, "how many miles before you trade vehicles"? 90,000 miles and certain categories of very heavy equipment are rebuilt after about 140,000.

Senator Harris asked, "how many pieces of equipment to you average buying a year"? Normally about a thousand, but this year 423 have been ordered. About four years ago when the 90,000 miles turn around was established was the last time for an independent study. Inflated gas prices will be managed because of the curtail in equipment purchases. Purchases have been delayed for one year to the extent possible.

Senator Kinnard commented that it seems like 90,000 is very low mileage. An explanation followed that vehicles are not pulled out of the fleet automatically at 90,000 miles. They are run until they start to give trouble.

Representative Sherrill asked for a breakdown on gas, insurance, repair maintenance, washing the cars and all other expenses. A report will be provided to members at a later time.

It was also noted that there has not been an increased cost to agencies since 1982. There was no more discussion.

The next agenda item is the Division of Purchase and Contract beginning on page 59 and including A13. Mr. John Leaston, Director reviewed the report.

Senator Warren asked Mr. Leaston to explain how the bids are awarded for goods and services of NC. Mr. Leaston responded that when there is a need for a good or service we put a bid on the street. We allow vendors to submit bids or proposals. We evaluate the proposals or bids and make recommendations to the Board of Awards of which Senator Warren is a member. The Board of Awards chooses the successful vendor. In answer to a question, Mr. Leaston stated that they also purchase for the Department of Transportation.

It was noted that in 1999 and 2000 that Department of Administration had $119,000 and then the budget through out $11,813. A large portion of the $119,000 was carry-over from previous years for IT projects. The $11,813 receipts are those that come from state and federal supplement and we provide and ship to them as well.

Next on the agenda is the Mr. Speros Fleggas, Director of State Construction. Mr. Fleggas reviewed that part of the report that begins on page 79 and includes A9.

In response to a question, Mr. Fleggas explained that they do a comprehensive check of buildings at the end of a job, which is called a final and comprehensive inspection, to be sure that all building systems work. They check such systems as the fire alarm systems, and heating and air conditioning systems to be sure they are in compliance with specifications. They also work with the Department of Insurance who also does inspections but are not redundant. The Department of Insurance has the statutory authority regarding fire protection. Under the statutes they are allowed to perform only an electrical inspection. The Construction Department performs a through inspection of all aspects of the building.

Representative Sherrill asked if the Department of Insurance fire inspection could be combined with the Construction Department and if Mr. Fleggas could recommend how that might be done. Mr. Fleggas will get back to the members within a week.

The meeting continued with Mr. Larry Shirley, Director of State Energy. Mr. Shirley reviewed the portion of the report beginning on page 85 and including A31. Mr. Shirley explained that they do not get in State funds. They operate on Federal Funds of two different kinds and annual appropriation from the department of energy and secondly petroleum violation escrow funds. These are funds that were court settlements in the 1970s and 1980s against major oil companies for over charging consumers at the pump. These funds were redistributed to the states for energy programs. These are the funds that have been operating state energy for the past two decades. The Federal funds are held in escrow until allocated by the legislature. Currently approximately $13,000,000 has been allocated to this agency, which will be used for operating over the next couple of years

for programs and to operate the office. They are not currently asking for additional funds. There is an additional $11,000,000 still being held in the State Treasury for distribution in the future. They encourage the Legislature to have a moratorium on these funds and hold them because that is the future of our energy program and they may last another two years before they have to ask for state funds.

Senator Allrand asked why are all the lights left on in some state buildings? The response is that conserving energy is important and they are checking to identify where that has been happening. They think it is an important issue to address right away.

There are 18 members of the council. The council is essentially an advisory council. The agency would like to see them have more interaction and oversight with our agencies in the future. It is a good cross-section of membership and they would like to have more input from them than there has been in the past. The Legislative council members are appointed by the President Pro Tempore of the Senate and Speaker of the House. The cabinet secretaries are designated in the statute. The department members are appointed by the Governor to represent the industrial, environmental community and the alternative energy community.

Estimated figure of state expense is about $200,000,000. A savings of 5% would be about $10,000,000. Senator Warren asked that they try to work it out.

The Federal money is an appropriation from Congress that is called the State Energy Program and it is a fixed formula.

The meeting continued with Mr. Joe Henderson, Director of State Property Office. Mr. Henderson reviewed the State Property section of the report that begins on page 91, and includes A10. The State Property Office is essentially the State's Real Estate Office. Mr. Henderson also reviewed the budget. (attachment 2)

Senator Harris asked what the implication would be if we did not have an independent controller's office. Mr. Henderson replied that he did not see any savings to be gained by changing the housing or the job. If there was not an independent controller there would be one less salary, but someone would have to do the work. Mr. Henderson does not see substantial savings in merging the controller's office.

The Span of Control data was reviewed and begins on page E1.

The meeting adjourned.

Respectfully submitted,

Senator Ed Warren, Chair

Delores Ledford Clerk

MAIL SERVICE CENTER

Summary

The Governor made the decision in October 1997 that cost savings could be realized by consolidating the various mailrooms in state government into one centralized operation, the Mail Service Center (MSC). As a result of the consolidation, 26 out of 39 state agency mailrooms were closed, and 35 of the 69 positions in those mailrooms were transferred to the MSC. Most of the employees not transferred remained in their respective agencies in other positions.

Savings were also realized in the number of postage meters being used, a reduction from 50 to 12. This decrease has resulted in savings of $30,000 annually in lease and maintenance costs. Also, a cost avoidance of $49,000 was established when the MSC began processing mail by automatic, not mechanical, postage meters.

A unique zip code established by the US Postal Service for MSC clients has further centralized mail service for state government and will remain permanent even in the event of a change in the agency's location. A well-designed Web site has established a successful communications link for MSC clients. This includes general information about the service and a list of the MSC addresses.

Accomplishments

Renovations for New Facility

In January 1999 renovation was started on a 28,000-sq. ft. section of the textbook warehouse at 3905 Reedy Creek Road to house the centralized facility. The State Courier Service was combined into this operation and became the Mail Service Center (MSC) Division. Renovations were completed in April 1999.

Postage Metering Machines

The postage metering machines mentioned above, as well as the employees, are utilized a full eight hours per day compared to a maximum of three hours a day before consolidation. The JetStar sorter, a high speed mail sorter, which has a specification rate of 36,000 pieces per hour, was being used by a single agency sorting approximately 30,000 pieces of mail per day. The Mail Service Center now utilizes this machine to sort an average of 1,500,000 pieces of mail monthly. The functions of this sorter is to sort properly addressed outgoing and incoming mail which saves man-hours and creates less manual sorting. The sorter is used to produce a $0.073 per piece savings on all outbound USPS mail when properly addressed.

Daily Processing

Daily, MSC processes and delivers three types of mail - USPS, interoffice mail within Wake County and courier mail daily between Raleigh and over 4,000 agencies in all counties. Drivers

log over 140,000 miles monthly making mail deliveries. MSC reevaluated its fleet of vehicles and downsized five vehicles, realizing a cost saving of approximately $26,000 per year.

Currently most to the Governor's cabinet and one Council of State agency have taken advantage of the savings that can be realized through MSC.

In the first year of operation, July 1999 – June 2000, MSC processed and delivered over 27,000,000 pieces of mail. During the six-month period of July 2000 – December 2000 MSC has processed and delivered 16,000,000 pieces of mail. It is projected that by June 2001 MSC will have increased the processing and deliver by 20% over last year.

Savings

After the first year MSC has saved the taxpayers over $1 million, primarily through reduction in manpower. In addition, the State Courier Service of MSC continues to save taxpayers approximately $1.5 million annually by delivering mail to over 4,000 different addresses on 17 routes throughout all counties in North Carolina.

MOTOR FLEET MANAGEMENT

Summary

The Motor Fleet Management Division was created by the legislature in January 1982 as the central fleet agency for all of state government. The purpose of Motor Fleet Management is to serve North Carolina state employees by acquiring, maintaining, storing, repairing, replacing and supplying passenger vehicular transportation needed in the performance of official duties, in the most efficient and cost effective way. All state agencies, including universities -- except for the State Bureau of Investigation and the State Highway Patrol -- are required to utilize Motor Fleet Management for their passenger vehicle transportation needs.

As of June 30, 2000, Motor Fleet Management had 8,209 active vehicles in its fleet, an increase of 251 vehicles over the previous year. Over the past ten years, Motor Fleet Management has had an average vehicle increase of 310 units a year. Projecting at 310 vehicles per year, by the June 2001 there will be 8,519 active vehicles in the state fleet.

Motor Fleet Management charges agencies for the use of vehicles on a per mile basis. The largest group of vehicles (compact, sedan, four cylinders) are charged out at a 23 cents per mile rate. Mileage rates range as high as 38 cents per mile for a four-wheel drive Suburban. All rates include gas, oil, tires, repairs and insurance. Motor Fleet Management rates are very low when compared to the per mile driving costs, based on a composite national average of three domestically built cars: a subcompact, a mid-size and a full-size, issued by the American Automobile Association in for model year 2000 vehicles. According to the American Automobile Association, "motorists now spend an average of 61.7 cents per mile in vehicle related costs" (gasoline, oil maintenance, depreciation and insurance). When compared with Motor Fleet Management's average rate of 31.7 cents per mile for compact, mid-size and full-size vehicles, the Motor Fleet Management is providing passenger vehicles at approximately 49 per cent of the national average cost.

Accomplishments

Automobile Rebuild Program

Sixty 1993 to 1996 Chevrolet Caprices were rebuilt in a pilot project. The average cost of rebuilding each initial vehicle was $12,845. The rebuild is comprehensive and includes new engine, transmission, brakes, suspension, new seats, carpets, dash pads and other items. New vehicles (Ford Crown Victoria) would have cost $1,245,540 ($20,909 ea. for 60 vehicles). Savings of $474,860 in new vehicle purchase costs were realized.

Asheville Chevrolet is now under contract to rebuild vehicles. To date, 410 vehicles have been rebuilt by Asheville Chevrolet. For the first 410 vehicles rebuilt on the contract, the average cost of rebuilding has been $10,535. Under this contract, the average purchase cost savings per vehicle has been $10,374. The savings from not having to purchase new vehicles has been $4,319,350. The total cost saved by not having to purchase new vehicles has been $4,794,210 for the 470 rebuilt vehicles.

Alternative Fuel Vehicles

Motor Fleet Management (MFM) has 914 flexible-fuel vehicles that are capable of running on gasoline or E-85 (Ethanol at 85%) fuel. Additionally, we have another 15 vehicles that operate on other alternative fuels such as electricity, propane, or compressed natural gas (CNG). The 230 standard fleet sedans (Ford Taurus), located at the motor pool facilities on Peace Street, are E-85 flex-fueled vehicles. In addition, 8 mini-vans are E-85 mini-vans. There are also electric, propane and CNG vehicles available. MFM has ethanol dispensing facilities at the motor pool and uses E-85 fuel in motor pool vehicles. The Department of Transportation also has an ethanol fueling site on Beryl Road near the State Fairgrounds. To remind drivers to use E-85 fuel, MFM provides green electronic fueling keys for the E-85 powered vehicles instead of the more usual black keys. The current price for E-85 is $1.28 per gallon and gasoline is $0.96 per gallon.

For the 2000 vehicle model year, MFM purchased 130 Ford Explorers that were designated as low- emission vehicles. MFM has ordered an additional 230 2001 Ford Taurus sedans that are flex-fuel E-85 vehicles.

CNG, Electric, Propane, E-85 (Ethanol) Fueling Sites

The motor pool on Peace Street will soon have all the major alternative fuels available with plans underway to install a CNG fueling site in addition to propane, electric, E-85, and gasoline currently available. Electric power supply lines and gas lines are being installed, with the installed underground piping. Concrete pads have been put in place for the gas containers and the compressor. The Motor Fleet Management facility at 1915 Blue Ridge Road has E-85 and gasoline available.

Hybrid Vehicles

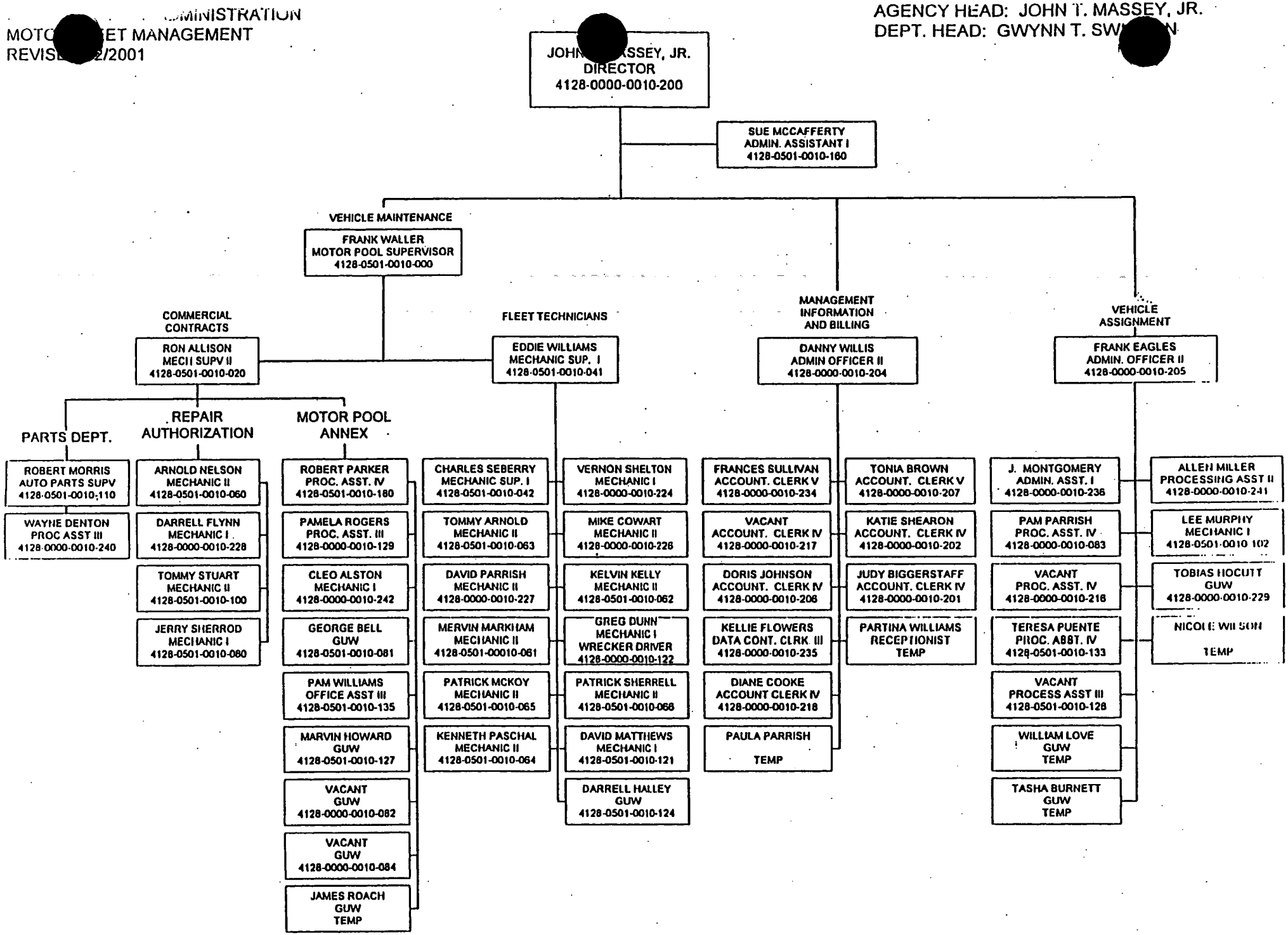
MFM has two Toyota and five Honda hybrid vehicles to dispatch from the motor pool, and one Honda Insight which is permanently assigned. The Toyota hybrid gasoline engine/electric motor vehicles are capable of achieving 52 mpg in the city and 45 mpg on the highway. The Honda hybrid gasoline engine/electric motor vehicles are capable of achieving 61 mpg in the city and 70 mpg on the highway

"Right Size" Vehicles

Motor Fleet Management has identified 256 permanently assigned vehicles that are being replaced by buying smaller cars. Whenever there is a possibility, the division replaces full-size cars with mid-size cars, full-size vans with mini-vans, and full-size, 4-wheel drives with

compact, 4-wheel drives. Savings of $650,332 will be realized in decreased purchase costs and $102,768 will be saved in lifetime fuel costs.

AGENCY HEAD: JOHN T. MASSEY, JR.
DEPT. HEAD: GWYNN T. SW...N



DIVISION OF PURCHASE AND CONTRACT

Summary

The Division of Purchase and Contract (P&C) serves as the central purchasing authority for state government and certain other entities. Contracts are established for the purchase, lease, lease-purchase of the goods and services required by all state agencies, institutions, universities, community colleges, and city and county boards of education amounting to approximately $4.07 billion annually (7/1/2000). In addition, the Federal Surplus Property and State Surplus Property agencies manage the placement and disposition of surplus properties.

The primary mission of the agency is to provide effective and efficient acquisition and disposal services for the State of North Carolina. This mission equates to savings to taxpayers and good customer service relationships. Long-term strategies include improved accessibility to purchasing and materials management information, improved accountability, reduced costs, reduced processing time and enabling of employees. Short-term strategies include improved communications and increased use of technology to perform work.

Accomplishments

Hurricane Floyd Involvement

September 1999 and into 2000 – Provided dedicated purchasing support during the emergency created by Hurricane Floyd through critical purchases and contracts especially for securing mobile homes, travel trailers, equipment and supplies.

Year 2000 Project (Y2K)

Successfully led Supplier Chain Management through the Y2K project. At the Information Management Resource Commission (IRMC) meeting on February 1, 2000, Percy Richardson accepted a Resolution of Appreciation Certificate on behalf of the Division's outstanding contributions.

Vendor Link NC

Implemented Vendor Link NC on April 30, 1999. This web-based system works in conjunction with our Statewide Interactive Purchasing System (IPS). In twenty months, 15,000 vendors have registered and are receiving the benefits of this technology which includes on-line vendor registration, automatic e-mail notification of bidding opportunities, sophisticated search capabilities for location of vendors in many ways including small and HUB vendors for Agency quotes. Agencies can use the IPS Vendor Link NC system for electronically advertising their requirements for goods and services within their delegation.

Recycling and Sustainability

The Department of Administration expanded its efforts of promoting the purchase and use of reusable, refillable, repairable, more durable, and less toxic supplies and products to meet the State's 40 percent waste reduction goal by the year 2001.

Ninety-six (96) contracts were awarded that support environmental purchasing. These have included used equipment, packaging materials that contain post consumer recycled content, carpet, background on companies efforts to help protect the environment and others.

Laser printers with duplex capabilities were purchased, reinforcing the use of two-sided copying for items that are needed in hard copy. Reduced copies by 35%, or 11,000 sheets of paper.

The use of a web-based vendor registry and notification system allowed the elimination of a seven-page hard copy application form, registered 15,000 vendors and sent electronically over 1,000,000 messages to vendors.

Reusable items processed at State Surplus Property included plastic drums, oil and antifreeze, pallets and computer equipment. The computer recycling program at State Surplus refurbishes surplus computers for reuse by schools in North Carolina. Computers not refurbished are broken down into components that can be recycled.

P&C eliminated faxing and mailing fuel prices on a weekly basis to agencies and vendors.
The Carolina Recycling Association presented the Division a "Buy Recycled" award in 1999 for Excellence in Waste Reduction and Recycling.

P&C established a "new" Term Contracts team on April 1, 2000. The team was charged with researching agency needs, analyzing benefits and return on investment, and implementing appropriate new statewide term contracts. Five new contracts were established.

One purchasing position was redirected to a Staff Development & Training Specialist to lead our Statewide Training effort for public purchasing certification and enhancement of purchasing skills.

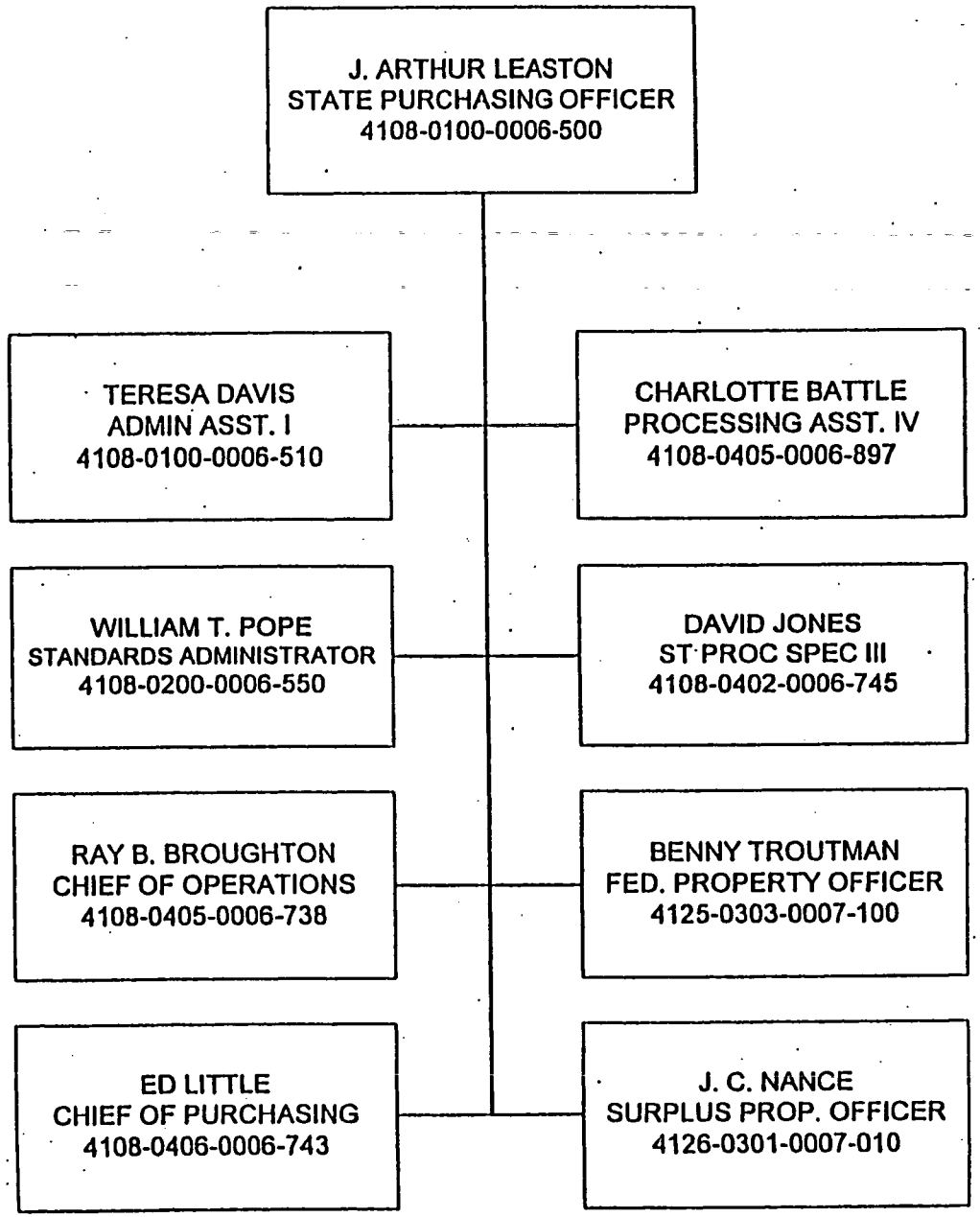
Computer recycling expanded in July 2000 to include a program at Harnett Correctional Facility where inmates receive hands-on job skills training in computer refurbishment.

A drug seizure program was transferred from the Dept. of Revenue to the State Surplus Property program to allow for a more centralized and consistent approach to auctioning surplus goods seized in drug raids and forfeited to the state.

The "Blue Bird Project" was successfully implemented in the summer of 2000 to build blue bird nesting boxes, involving 5th grade students in education, and providing focus to sustainability efforts in North Carolina.

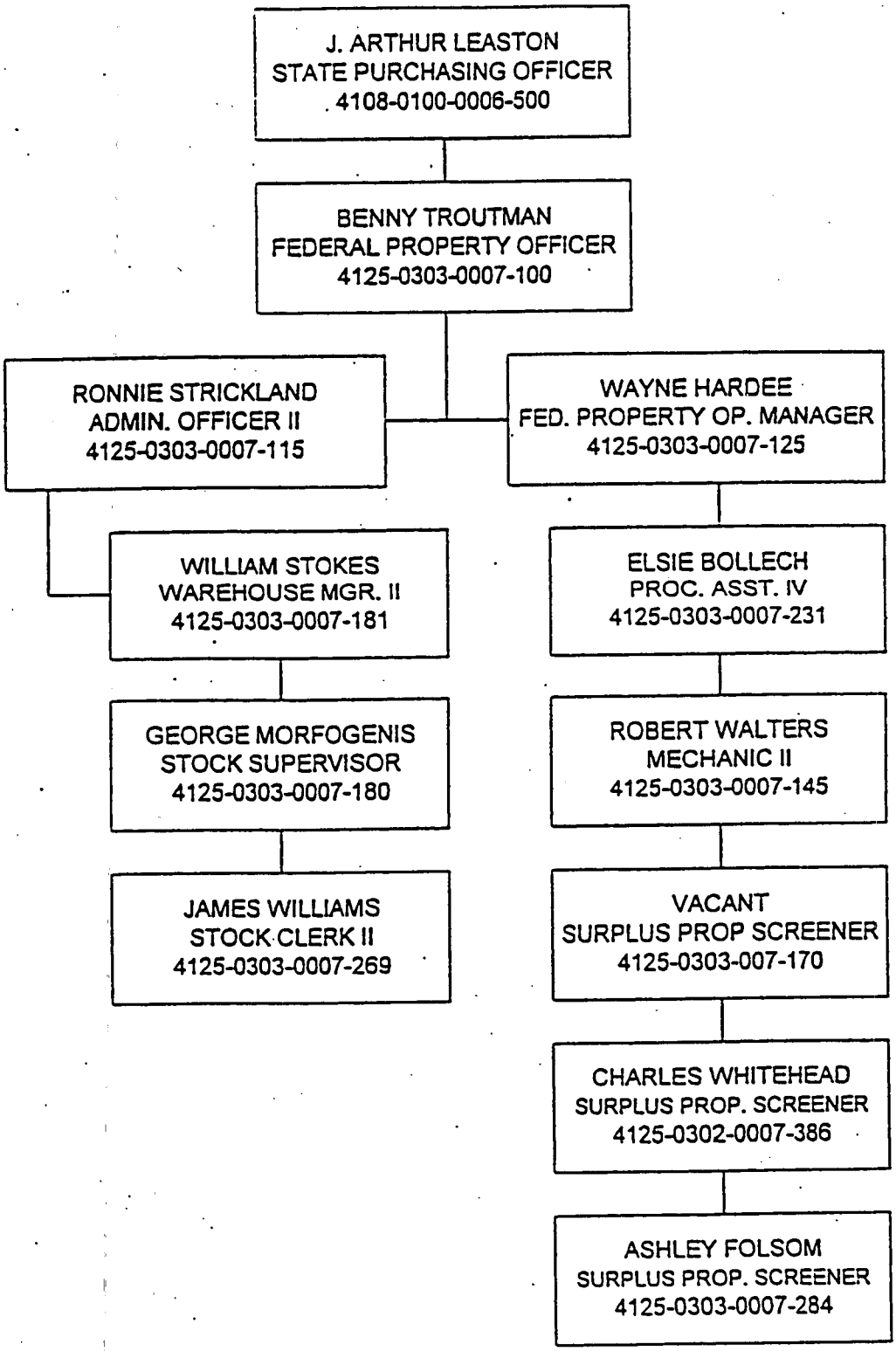
DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 2/2001
1PC

AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
FEDERAL SURPLUS PROPERTY
REVISED 02/2001
FSP

AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE AND CONTRACT DIVISION
STATE SURPLUS
REVISED 02/2001

AGENCY HEAD: J. ARTHUR LEASTON
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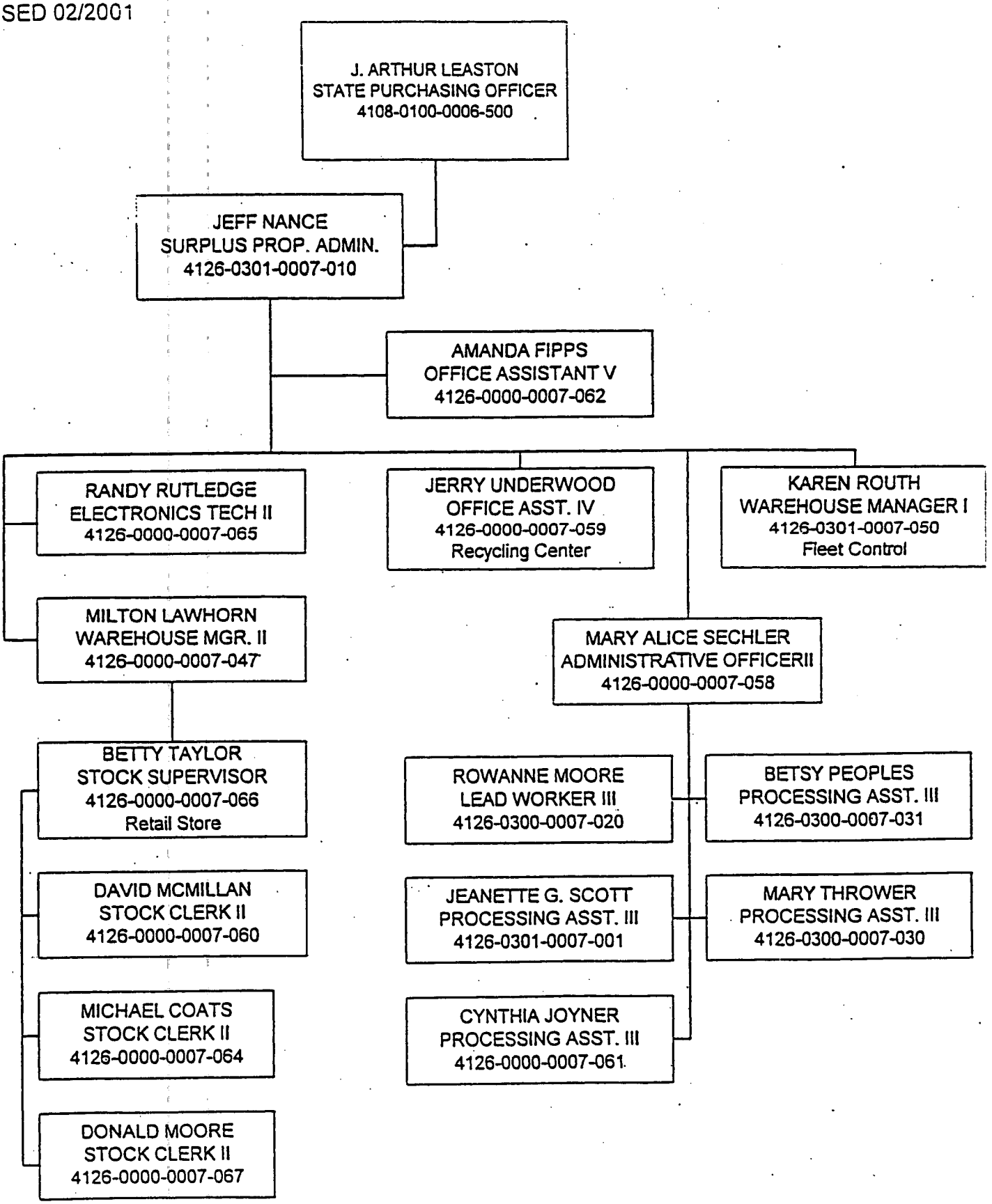
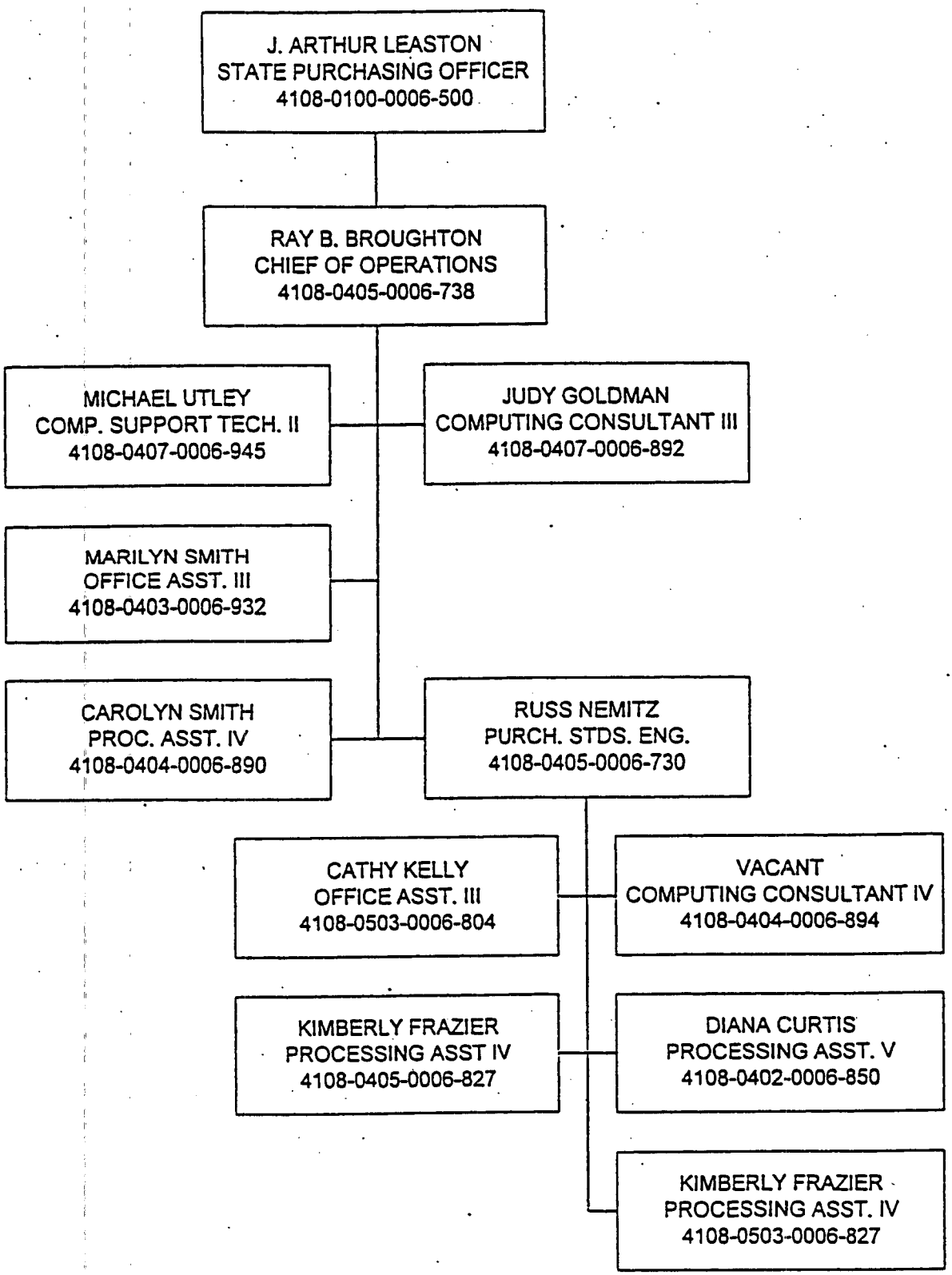


DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
OPERATIONS
REVISED 02/2001
3PC

AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T SWINSON



DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 02/2001
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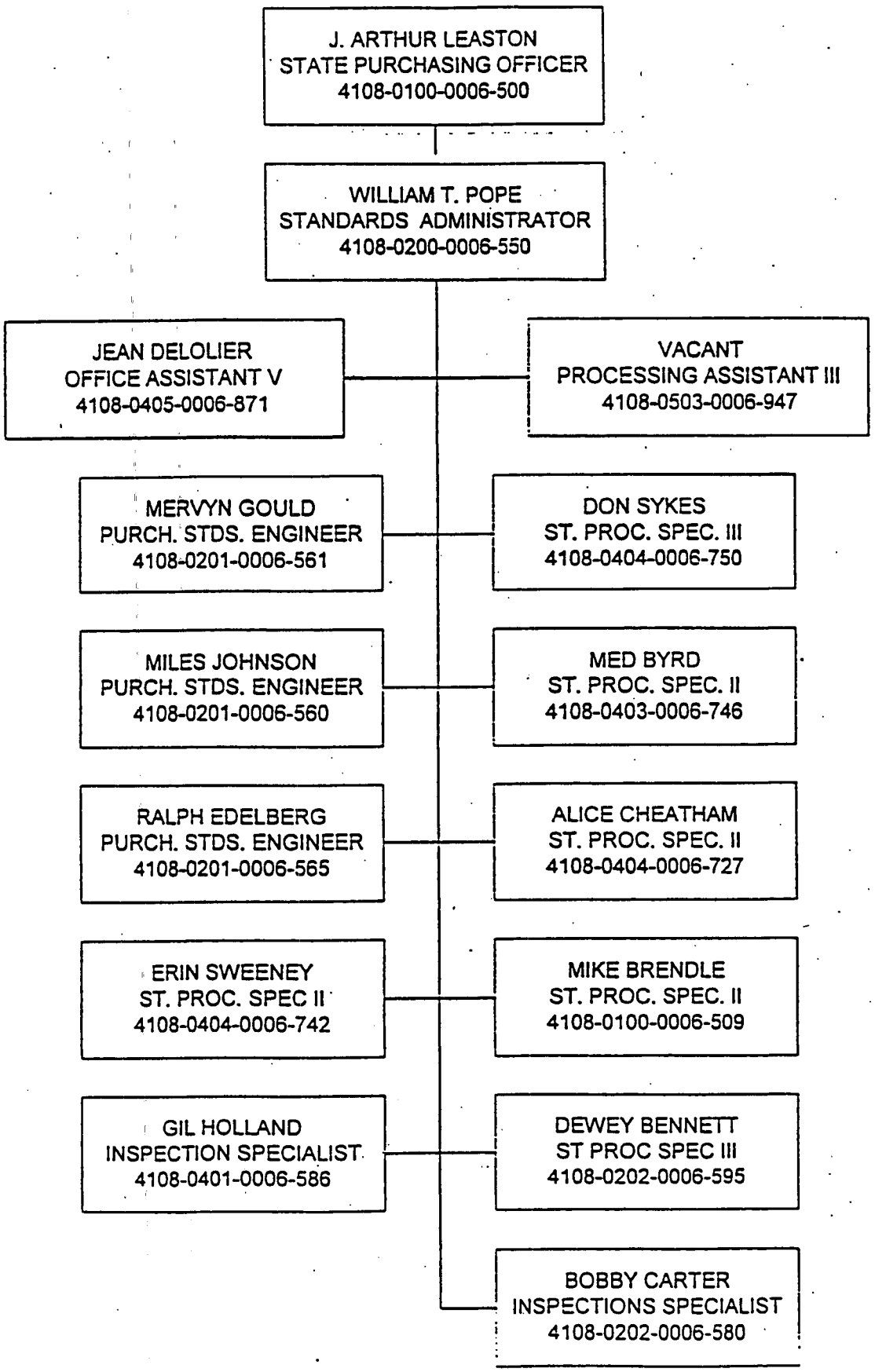
AGENCY HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T. SWINSON



QUALITY COORDINATOR

Summary

The Quality Coordinator is charged with providing technical assistance to leadership in leading, directing, and developing Continuous Improvement in the Department of Administration. Continuous Improvement is a structured effort designed to re-focus the Department's commitment to provide outstanding service to its customers through continually improving the way business is conducted. Under the Secretary's leadership, the Department is raising awareness of "customer service" throughout its ranks.

Accomplishments

Administered the second Workplace Assessment Survey and used the results for improvements within the divisions.

Developed a three hour Continuous Improvement Awareness Training class, provided 30 training sessions, and video taped presentation resulting in all DOA employees receiving the awareness training.

Developed a four-hour Strategic Continuous Improvement Planning Training class and provided the training to all division directors.

Trained 15 division directors to be team facilitators.

Compiled all improvements within the department in a Report of Improvements that was published in 1999 and 2000. This publication was shared with all divisions for benchmarking purposes.

Expanded the Quality Leadership Team from 10 to 13 thus including more senior leadership and division directors on the team.

Started shifting from a departmental emphasis on implementation to a division emphasis thus increasing the end user impact of the effort.

Increased the linkage between the Continuous Improvement and State Employee Incentive Bonus Program.

STATE-LOCAL RELATIONS

Summary

The State-Local Relations Section works with local governments, regional and multi-state organizations, the public, as well as state and federal agencies, in a variety of areas involving intergovernmental cooperation. The section manages the Appalachian Regional Commission (ARC) grant program, coordinates interagency project reviews required by the North Carolina and National Environmental Policy Acts, assists the Governor and his staff in issues involving local governments, and operates a project notification, review, and comment system to provide state and local agencies and the public with information about projects supported with public funds. Environmental and project notification processes are coordinated through this unit's Intergovernmental Review clearinghouse.

Accomplishments

Secured 50 Appalachian Regional Commission grants for North Carolina's ARC counties, directly benefiting 25 of the 29 eligible counties. Total ARC investment of funds was $8.3 million. The ARC dollars were part of projects that invested $26.8 million in the region and leveraged an additional $26 million from private sources. As a result of the ARC projects, the region will gain 866 new jobs and retain 3,445. Other benefits include 1800 at risk children received fluoride tooth varnishing applications; 450 residences were surveyed for straight piping/failing septic systems and 275 remedial systems were designed and permitted; model information technology training programs were established at a high school and at a community college; laptop computers were acquired for the lowest performing elementary schools in a Tier 1 county; a downtown revitalization revolving loan fund was established; and pilot projects to implement recommendations of the Rural Prosperity Task Force were initiated in broadband access, sustainable community development, and developmental venture capital.

Coordinated review of 659 notices by state and local entities of their intention to apply for federal grants and loans. The documents supported requests in excess of $1 billion. To enhance the functioning of this review system authorized by federal executive order, staff converted the State Clearinghouse form (CH-1, the intake document for notices of intent to apply for federal funding) to a digital document and began disseminating the form electronically.

Coordinated the review by state and local entities of 739 environmental documents prepared in compliance with state and national environmental policy acts. Information about the documents is contained in *The North Carolina Environmental Bulletin* which now is posted on the DOA web site so a broader audience can access the information and the information available is up to date.

Developed a standard format for state environmental assessments/findings of no significant impact (EA/FONSI) and posted the guidelines for the assessments on the department's web site.

Worked with other state agencies to facilitate environmental reviews for water and sewer bond funds, flood relief projects, and significant economic development projects (such as Nucor).

Developed special rules for handling environmental reviews during emergencies (including natural disasters).

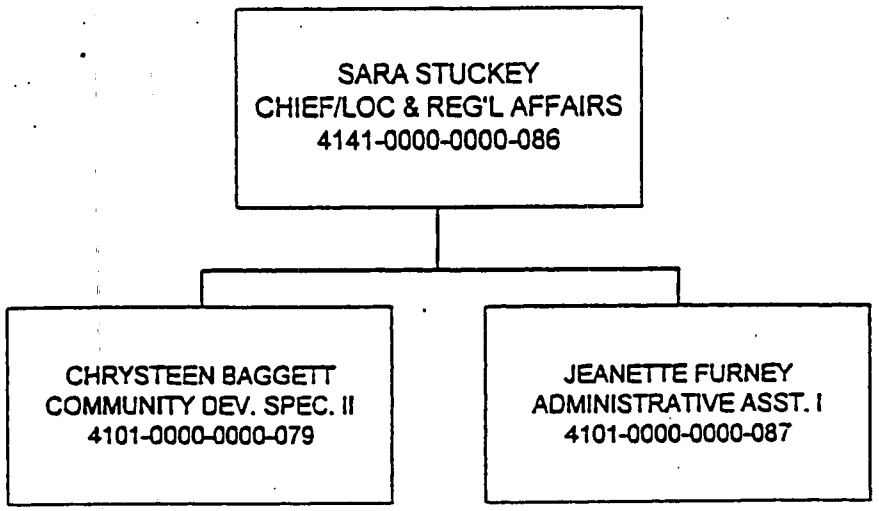
Established DOA employee recognition awards for environmental sustainability.

Conducted a process to change a multi-county planning district boundary (only the second time in 30 years the boundaries have changed).

Aided in the development of the Emergency Congressional Appropriation Package for Floyd Recovery.

DEPARTMENT OF ADMINISTRATION
STATE & LOCAL GOVERNMENT AFFAIRS
REVISED 02/2001

AGENCY HEAD: SARA STUCKEY
DEPT. HEAD: GWYNN T. SWINSON



STATE CONSTRUCTION OFFICE

Summary

The responsibilities of the State Construction Office can be summarized by the overall coordination and management for implementation of the state's capital improvement program. Under the historical formation of the office, two primary statutes G.S. 143-31.1, the Executive Budget Act, and G.S. 143-341, the Department of Administration Act, serve as the basis to define the duties and the responsibilities of the office. Under the Executive Budget Act, the Governor is required to have performed a study and review of plans and specifications to determine whether buildings, repairs, alterations, additions or improvements to physical properties for which appropriations of state funds are made have been designed for the specific purposes for which such appropriations are made; and that such projects have been designed giving proper consideration to economy in first cost, in maintenance cost, in materials and type of construction; and that architectural features are selected which give proper consideration to economy in design.

The authority for design review and overall management responsibility is further defined under the Department of Administration Act. In addition to having the responsibility of examining and approving all plans and specifications, the State Construction Office assists all agencies in the preparation of requests for appropriations for the construction or renovation of all state buildings, and must issue a certification that the project is sufficiently defined in overall scope, building program, site development, detailed design, construction and equipment budgets and comprehensive project scheduling so as to reasonably ensure that it may be completed with the amount of funds requested. Further, the State Construction Office supervises the letting of all contracts for the design, construction or renovation of all state buildings and supervises and inspects all work done and materials used in the construction or renovation of all state buildings. No such work may be accepted by the state or by any state agency until it has been approved by the department. N.C.G.S. § 143-341(3)(d). In addition, the Facility Condition Assessment Program (FCAP) is administered by the State Construction Office. This program is responsible for identifying deficiencies in all state facilities over 3000 gross square feet.

A capital facilities project usually starts with the identification of a need by a state agency or institution. The concept of the need is further defined by the agency through a study of the program requirements that establishes a general scope of work, the size of the facility, nature of the improvements, infrastructure requirements (parking, water, sewer, steam, utilities, etc), any special requirements and schedule. The agency or institution submits this information and budget estimate to the State Construction Office for review and certification. Chapter 45 of the 1998 Session Laws requires the Department of Administration to certify the feasibility of state construction projects and makes that certification a prerequisite to funding by the General Assembly.

After the General Assembly appropriates or authorizes funding, by law the agency or institution has sixty days to select a design firm to provide design services for the project. Designers are selected in accordance with qualifications-based procedures adopted by the State Building Commission that requires advertisement and screening before three firms are submitted to the

Commission for a final decision. The State Construction Office serves as staff to the State Building Commission. For University system projects, the selection of design firms is by the Boards of Trustees. A fixed fee, lump sum design agreement for execution by the agency or institution is negotiated by the State Construction Office for the design and general supervision of the construction work.

For most projects, the design progresses through three phases of development -schematic design, design development, and construction documents. Each phase of design is reviewed and the design does not proceed into the next phase until appropriate approvals have been obtained for previously submitted work. There are some 40 possible state reviews, permits and approvals that may be required on a project and the review process may involve up to 17 different state agencies. Of course, most projects do not require nearly that number of review agency approvals. To many outside of the construction industry, this may seem like a cumbersome and overextended process to get a project from design to active construction. However, each review requirement is based on legislative authority granted to the individual review agencies involved and are complementary to each other. Agency reviews are often very specific following statutory responsibility and occur concurrently so as not to delay the progress of the project.

The State Construction Office is the only agency that conducts a broad-based comprehensive review of the entire project to ensure value for the public funds committed for the project and enhance the success of the project through compliance with statutory requirements. The office deals with contractual issues such as budget, design and construction contracts, statutory and procedural issues for public work and the sufficiency of bid and contract documents. The State Construction Office essentially serves as a clearinghouse for review comments generated by other agencies and checks to see that comments and concerns are resolved prior to approval for receipt of bids. As of December 2000, the State Construction Office currently oversees on a statewide basis a total of 1030 projects in various stages of design or construction valued at approximately $2.1 billion dollars.

Accomplishments

Summary of Y2K Efforts

Beginning in the fall of 1998, and continuing into the year 2000, the State Construction Office (SCO) was instrumental in a program to ensure that the State's many building systems in its facilities in all State agencies and institutions were year 2000 compliant. This program, known as the Year 2000 Facilities Readiness Program, was coordinated through the Department of Commerce and its Year 2000 Statewide Project Office. It involved a multi-step process performed by staff from each agency and institution, beginning with an inventory of all critical building systems throughout all State-owned buildings. This inventory was originally proposed to be performed by the staff of an outside consultant at a cost of approximately $1.5 million, but that proposal was rejected by the SCO. It was instead performed by State forces within each agency and institution at a cost of only $50,000, in which a separate consultant was authorized to manage the State's inventory and assessment efforts, and to determine the compliance status of all critical building systems.

The SCO assumed the role of contacting and informing the management and physical plant directors of each agency and institution of the compliance status of their critical building systems. It was then the responsibility of each agency and institution to ensure that each of their non-compliant systems was either upgraded or replaced in order to be compliant, or that the system controls could be manually overridden. By the end of 1999, all critical systems were ensured to be compliant, and there were no reports of malfunctions or problems following the date change into the year 2000.

Temporary Housing Assistance in Eastern N.C. Due to Flooding from Hurricane Floyd

Since September 22, 1999 several State Construction Office employees have worked many long hours assisting FEMA and the Division of Emergency Management with planning and administering contracts for the design, construction, and site monitoring of eleven temporary housing sites in four Eastern NC counties. This effort has involved attending numerous meetings, contacting designers, contractors, and inspectors, making site visits, administering contracts, and approving invoices. Through early February of 2001, three of the eleven sites have been vacated. Contracts for those three sites are being developed for restoration to their original condition. To date, the State Construction Office has administered invoices totaling nearly $11.8 million for the design, construction, inspection and restoration of all temporary housing sites.

Sir Walter Raleigh Awards Community Appearance

The Department of Administration received two awards from the City of Raleigh Appearance Commission for projects under the supervision of the State Construction Office. The awards were for outstanding contribution toward enhancing the beauty of the City of Raleigh. The Museum of Natural Sciences received the award under the Institutional category and the Heck-Andrews House Renovation received an award under the Historic Preservation category.

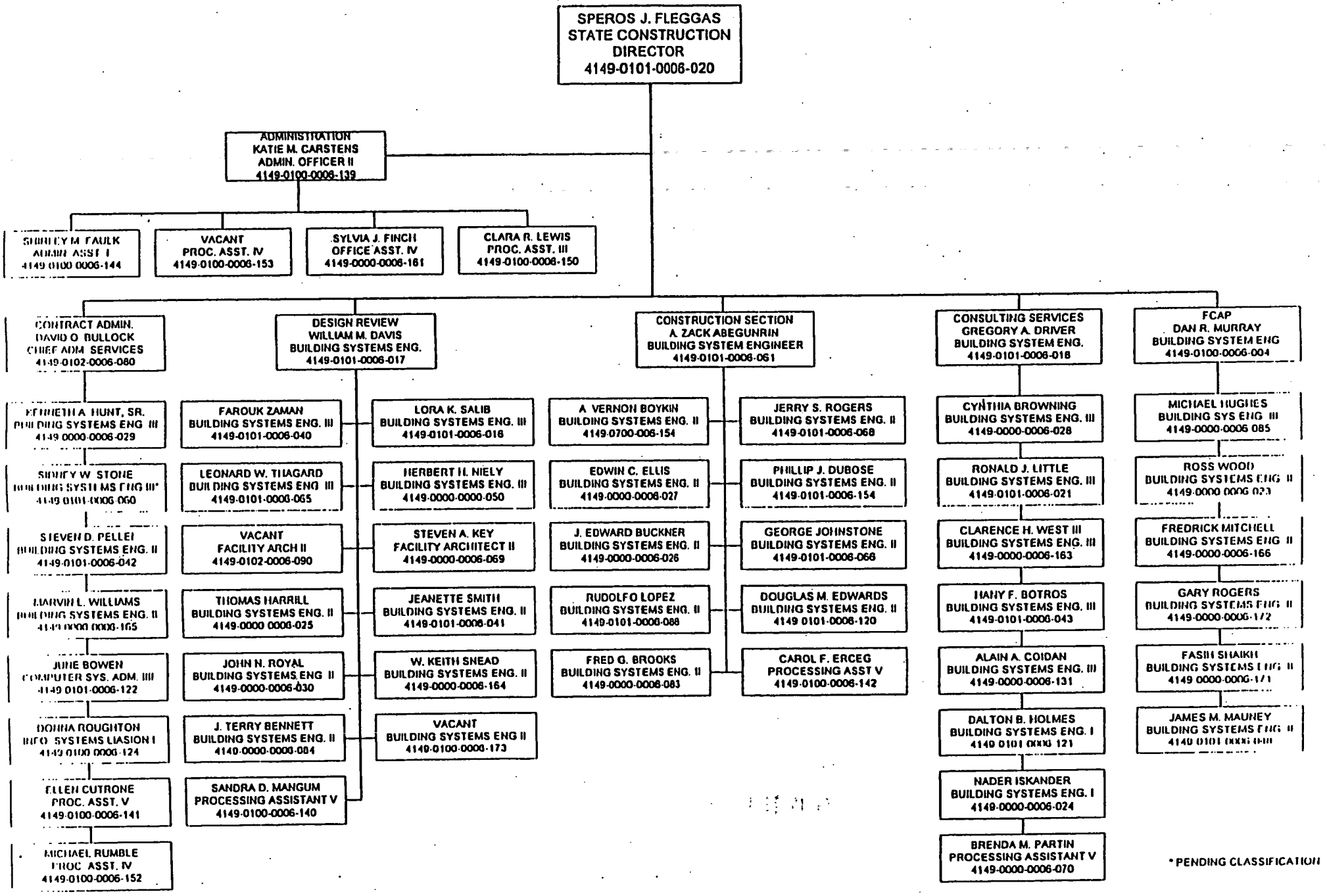
In making the award to the Museum of Natural Sciences, the awards jury commented, "This wonderfully exciting facility could have been just another state building downtown, but instead it contributes both a creative and dignified presence to Jones Street." Regarding the Heck-Andrews House, the jury stated, "Bravo! Thanks to an exquisite restoration, this grand structure can now reclaim its place as one of the city's most eye-catching buildings. The dedication to quality renovation work shows throughout."

Special Fund for Energy Conservation Projects

A special appropriation of $1 million was made available in the year 2000 to the State Energy Office for funding a sampling of energy conservation projects within State-owned facilities. In order to determine which projects should be selected for this fund, the State Construction Office, in cooperation with the State Energy Office, contacted the Capital Project Coordinators and Facility Managers within state agencies and institutions to ask for a list of prioritized projects recommended as resulting in the greatest benefit through energy savings, if chosen for this program. Upon receiving that information, combined with a database of previously identified energy projects from the State Construction Office FCAP Section, a final list of seven projects was identified and approved for participation in this fund. These projects, which are located on four university campuses and three state agency sites, involve lighting retrofits, HVAC system upgrades, and chilled water system improvements. Upon completion, each of these projects is estimated to result in immediate cost-savings in operation costs, which also will result in a relatively short payback period. The State Construction Office will be reviewing the design, and monitoring the construction until those projects are complete.

DEPA[redacted]NT OF ADMINISTRATION
STATE[redacted]STRUCTION OFFICE
REVISED 2/2001

AGENCY HEAD: SPEROS J. FLEG[redacted]
DEPT. HEAD: GWYNN T. SWINSC[redacted]



*PENDING CLASSIFICATION

STATE ENERGY OFFICE

Summary

The North Carolina Energy Division was created in 1973 under the Department of Military and Veteran Affairs to handle emergency energy issues, including oversight of the allocations of petroleum that occurred during the Arab Oil Embargo. Thereafter, the agency was transferred to the Department of Commerce where it operated until September 30, 2000. As a result of legislative action during the 2000 session of the General Assembly, the Energy Division was transferred to the Department of Administration on October 1, 2000. At this time, it was renamed as the State Energy Office (SEO). In addition to this transfer, the low-income weatherization programs were also moved to the Department of Health and Human Services.

The State Energy Office is primarily funded using Petroleum Violation Escrow funds that arose out of a series of federal court settlements involving petroleum companies in the 1970's and 1980's. The funds are returned to consumers and other affected groups by dividing them among the states for distribution through energy efficiency and renewable energy programs. The U.S. Department of Energy provides additional funding. Currently, no state-appropriated funds are provided to the State Energy Office.

The mission of the State Energy Office centers on three key elements:

Coordinating the state's response to energy-related emergencies (e.g. the energy aspects of floods, hurricanes, supply shortages and other disasters)

Working to make all aspects of North Carolina as energy efficient as possible to bolster the state's economy, protect its environment and lower energy costs; and

Developing the state's indigenous renewable resources---solar, wind, biomass and water----to create jobs and develop the state's economy, sustain its environment, and protect citizens from the impacts of supply disruptions and escalating energy prices.

To accomplish its work, the SEO uses both its internal resources and external contractors, such as the state's public universities and many nonprofit organizations, to provide energy-related services for industry, transportation, agriculture, utilities, local and state government agencies, schools and general consumers. These services include a wide variety of training programs, energy surveys and audits, demonstration projects, research and development support for technologies nearing commercialization, public awareness efforts, and loans for energy efficiency measures in business and industry.

Since joining the Department of Administration in October 2000, some of the recent activities and accomplishments of the State Energy Office include the following items:

Administrative

NC Energy Policy Council (EPC): The EPC is charged with overseeing the state's energy policies and providing recommendations for policy changes to the Governor and General Assembly. The EPC is composed of representatives from the General Assembly appointed by the Speaker of the House and Senate President Pro Tem, as well as cabinet Secretaries and Gubernatorial appointments for specific slots (e.g. alternative energy, industrial, environmental, etc.). The 18-member body has recently been reorganized and is expected to take on a much greater role in developing a comprehensive energy policy for the state.

DOE Grant Award: The Department of Energy awarded the SEO a new umbrella grant through June 30, 2005, under which most of its programs are undertaken and its administrative costs covered.

Selected Programs

Energy Management Diploma Series: State employees were provided with the opportunity to earn an energy management diploma by attending 14 days of intensive training provided by the SEO and NC State University's Office of Continuing and Professional Education.

Clean Cities: In November 2000, the Triangle region received notification that it had officially received designation as a member of the Clean Cities program. This important designation will be recognized in a special ceremony on March 19, 2001 in Raleigh. A direct benefit will be the expansion that numerous avenues for the funding of alternative fueled vehicles, fueling stations and related infrastructure in the Triangle region.

NC Solar Center: Operated by the College of Engineering at NC State University, the NC Solar Center has become one of the premier solar energy institutes in the nation, providing a multitude of training, information, demonstration and research programs centered around solar technologies. The Center has placed great emphasis in 2000 on support and expansion of the Million Solar Roofs Initiative, a major national effort to install one million solar systems on rooftops by 2010. Active programs are underway in Guilford, Watauga, Durham and Orange Counties with further expansion slated for 2001.

Center for Energy Research and Technology (CERT): Operated by NC A&T State University, CERT has a Manufactured Housing Initiative that resulted in the construction of two manufactured homes on campus, one being super energy efficient and the other of traditional design, that will be compared, tested and evaluated during the coming year. A special ceremony and ribbon cutting ceremony was held and attended by Secretary Dorsett and Deputy Secretary Myrick.

Swine and Poultry Waste: The SEO is funding multiple efforts to better develop methods to use swine and poultry waste as an energy source while reducing the environmental impacts of this waste. Included among these are the gasification and burning of turkey litter, the production of ethanol from swine waste, and the production of methane from animal waste for use in making electricity or providing heat for agricultural facilities.

Emergency Preparedness: The SEO has begun to revamp its emergency procedures for responding to energy crises and natural disasters, beginning with development of a new energy emergency plan for the State of North Carolina. Most of the existing plans are outdated and recent disasters, high energy prices and tight supplies have highlighted the need for new procedures to be put in place.

Energy Codes: The SEO and US Department of Energy have been working diligently to provide training to local building inspectors and utility officials on the latest energy code elements that have been upgraded and updated. Final discretion on interpretation and enforcement rests with local officials. Therefore, their knowledge and comfort with administering these new energy code provisions is critical to their use and acceptance in the field.

Hurricane Floyd Recovery Effort: As part of the Hurricane Floyd recovery effort, the SEO coordinated the construction of a model energy home in Kinston to demonstrate the energy efficiency and resulting cost savings that can accrue from "building back better." Workshops for contractors, community organizations, housing organizations and industry have been held throughout the eastern region, highlighting the demonstration home in Kinston. Three developments currently are planned to be energy efficient and borrow many of the practices demonstrated in the Kinston home. Partners in this effort include: Advanced Energy Corporation, NC Division of Emergency Management, NC Solar Center, Eastern NC Sustainable Development Center, and the City of Kinston.

Business Energy Improvement Program: The SEO is currently revamping its low-interest loan program for commercial and industrial firms. Recommendations will be presented to the General Assembly in the spring of 2001 that are expected to make the loan fund more attractive to customers and available to an expanded number of organizations, such as schools and local governments.

National Energy Education Development Program (NEED): The NEED program provides K-12 energy education in a number of participating public school systems around the state. Excellent teacher training and high levels of student participation are hallmarks of the program. Programs in Currituck and Wake Counties, as well as the statewide program, have won national honors.

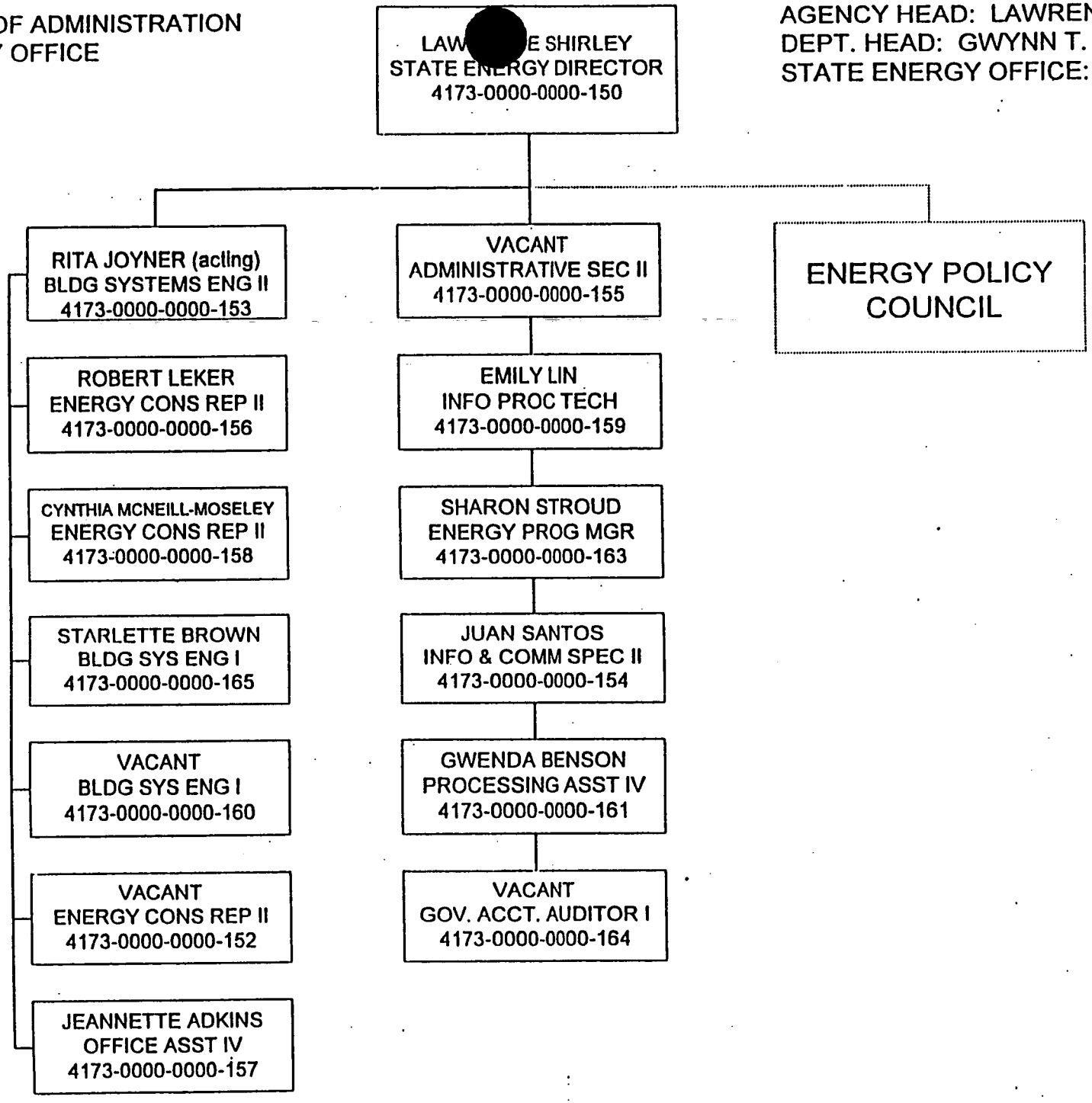
Alternative Fuels: The SEO is active in several projects designed to advance the use of alternative fuels and alternative-fueled vehicles in NC. In addition to funding and strongly supporting the Clean Cities programs in the Triangle and Metrolina regions, the SEO serves as the coordinator of the State of North Carolina's AFV roundtable of agencies engaged in AFV activities (NCDOT, Motor Fleet, DENR, etc.). In this role, it also gathers data on the purchase of AFVs in NC for submission to the federal government as part of the state's responsibility under the National Energy Policy Act of 1992. In the summer or fall of 2001, the SEO has been asked by the US Department of Energy to hold a state ethanol conference to advance knowledge and use of that fuel. The SEO also sponsors the Electric Vehicle Challenge, a statewide program that works with public high schools to develop electric vehicle training and promotion programs.

Energy Management Program and Related Industrial Services: The SEO is the principal sponsor of one of the nation's most comprehensive training and technical assistance programs for industrial energy efficiency. Operated through the Industrial Extension Service at NC State University, the Energy Management Program has recently expanded to include commercial, local government and hospital facilities. Plant and facility surveys are conducted for nominal fees, and training programs are provided for plant and facility personnel.

Landfill Gas: Many of the landfills in local areas are flaring off and wasting the methane contained in those landfills that could otherwise be converted to useful renewable energy. The SEO is sponsoring the capture of methane gas from abandoned landfills in Yancey/Mitchell and Avery Counties, where the methane is used to heat food-producing greenhouses operated by Mayland Community College and utilized by local area high schools for training programs. The program appears to be highly replicable in other areas of the state. Methane gas from landfills has clearly become a valuable renewable energy resource that can be tapped for heat and electricity uses at very reasonable costs.

DEPARTMENT OF ADMINISTRATION
STATE ENERGY OFFICE
2/2001

AGENCY HEAD: LAWRENCE SHIRLEY
DEPT. HEAD: GWYNN T. SYKES ON
STATE ENERGY OFFICE:



STATE PROPERTY OFFICE

Summary

The State Property Office is the administering agency in state government for the acquisition and disposition of all state land or any interest therein in deed, lease, easement or allocation. It is responsible for administering the allocation and reallocation of land, buildings or space in buildings by and between agencies, institutions or departments of the state. It is responsible for maintaining a complete and accurate inventory of state lands and buildings. The Office is also responsible for the management of the state's submerged lands.

Accomplishments

Property Acquisitions (March 1, 1999- February 7, 2001)

Acquisition by Deed 176 total transactions

50,038 acres
$62,362,354 total acquisition cost
Includes 85 transactions for conservation purposes totaling 58,063 acres.

Acquisition by Easement 40 transactions
3,714 acres
$407,240 total acquisition cost
Includes 22 conservation easement transactions totaling 3,327 acres.

Other (acquisition by license, allocation, etc). 37 transactions
6,681 acres

Acquisition by Lease 30 transactions – land
18,125.85 acres
$269,424 rent

89 transactions – buildings
325,449 sq. ft.
$1,123,869 rent

495 transactions – office/warehouse space
1,602,290 sq. ft.
$16,723,543 annual rent

Technology Improvements

Transitioned from complex UNIX workstations to personal computers to improve staff efficiency and reduce hardware costs. (1999)

Implemented a project tracking system that enables staff to easily input/update project records due to automatic data integration. The system also allows for quick retrieval of information by management and staff and assists with monitoring and managing the project load. (2000)

Developed feature in website that allows client agencies to update the facilities inventory and produce reports. (1999)

Interfaced facilities inventory database with DOI to provide electronic updating and improve accuracy of inventory. (2000)

Developed an AutoCAD repository for floor plans of buildings maintained by DOA that is accessible by State Construction and Facility Management. (2000)

Delegation of Authority to Handle Certain Property Transactions

Delegated authority to DENR to enter into conservation easement agreements for the Conservation Reserve Enhancement Program (CREP) and the Confined Animal Operations Program (CAOP) within certain guidelines. This streamlines the acquisition process for the thousands of easements anticipated under these programs. (2000)

Collaboration with Non-Profit Organizations

Held round table discussions with land trust organizations and historic/preservation groups on ways to promote their involvement in State land acquisition projects. (1999-2000)

Developed procedures for state land acquisitions to be negotiated by non-profits. These procedures provide guidance and insure compliance with applicable statutes and policies. (2000)

Efficiency Improvements/Sustainability Initiatives

Added Lease Advertisements and Specifications to the website. Forms and documents needed to submit a proposal to lease have been added to the website and can be downloaded. (2000)

Added language to the lease specifications which encourages proposers to submit proposals for lease space having energy, conservation efficient and "green building" components, to provide recyclable bins, and to establish a temperature range in office space of 68 – 78 degrees. (1999-2000)

Developed an informational brochure about the office functions for distribution, upon request, to the general public and other government entities. (2000)

Converted to a high-density file system to accommodate more files in the same amount of space and for better organization and preservation of files. (2000)

Created four (4) time-limited real property agent positions funded by specific

acquisition programs to address the increased volume of transactions in those programs (Wildlife Resources Commission, State Parks and Wetlands Restoration Program). (1999-2000)

Initiated changes in legislation to (a) increase advertisement benchmark for advertising for lease proposal; (b) clarify when property can be transferred to non-profit organizations at less than fair market value; and (c) allow an exemption to advertising leases requiring unique locations. Bill chaptered under G.S.146. (1999)

Hub Outreach/Activity

Developed a database of HUB vendors available for property appraisals, surveys and environmental assessments. (2000)

Revised the Request for Lease Proposal form to explain the HUB program classifications and to encourage HUB's to respond to the proposal requests. (2000)

Participated in the HUB Advisory Council and the Accountability Sub-Committee. Both groups are charged with the responsibility of increasing and tracking HUB participation in the state's procurement process. (1999-2000)

Hurricane Relief Effort

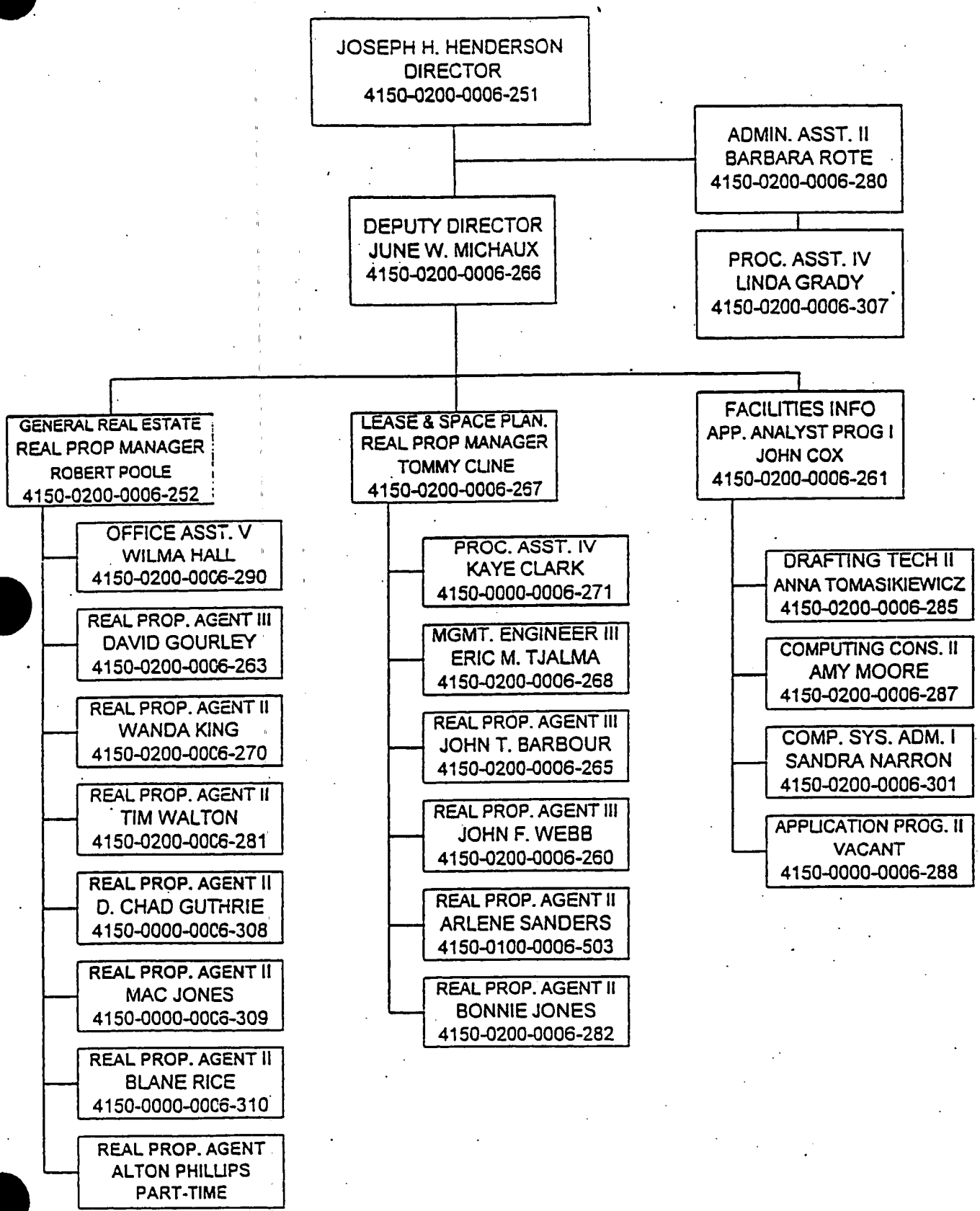
Located and leased sites for temporary housing for the victims of Hurricane Floyd and leased offices for the Disaster Recovery Centers (where victims apply for FEMA assistance). (1999-2000)

Policy Issues

In conjunction with the State Construction Office and the Office of State Budget and Management, developed a Cost- Benefit Analysis model for comparing the cost of constructing new state-owned facilities versus leasing space. (2000)

DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
REVISED 2/2001

AGENCY HEAD: JOSEPH HENDERSON
DEPT. HEAD: GWYNN T. SWINSON



DEPUTY SECRETARY FOR INTERNAL SERVICES AND PROGRAMS

McKinley Wooten

Facility Management

Management Information Systems

State Capitol Police

State Parking Office

Office of the Americans with Disabilities Act

Commission of Indian Affairs

Council for Women

Domestic Violence Commission

Governor's Advocacy Council for Persons with Disabilities

Human Relations Commission

Youth Advocacy and Involvement Office

FACILITY MANAGEMENT DIVISION

Summary

Facility Management Division (FMD) provides maintenance and repair services to the state government complex and other facilities in outlying areas, such as the Highway Patrol and SBI complexes on Garner Road and the Museum of Art complex on Blue Ridge Road. Also, FMD maintains the James K. Polk Building in Charlotte and provides support to the three aquariums on the coast. Services include minor new construction, renovation, carpentry, painting, housekeeping, steam plant operation, HVAC, electrical, plumbing, welding, elevator maintenance, lock shop operation, fire and pest services. Maintenance to the Capitol complex parking facilities, which includes snow and ice removal in the winter, is included in the function of FMD.

Accomplishments

FMD is continuing its preventative maintenance program that has been in place since July 1, 1996. This program involves the maintenance and repair of 146 buildings and over 1950 pieces of equipment. Over the last five years there have been fewer breakdowns of equipment resulting in significant savings. In the Program Statistics report to State Budget, maintenance costs have been reduced as follows:

1996-97 . 41 cents per square foot
1997-98 . 35 cents per square foot
1998-99 . 30 cents per square foot
1999-00 . 40 cents per square foot
(cost increase attributed to replacing two chillers)
2000-01 . 25 cents per square foot (projection of cost this fiscal year)

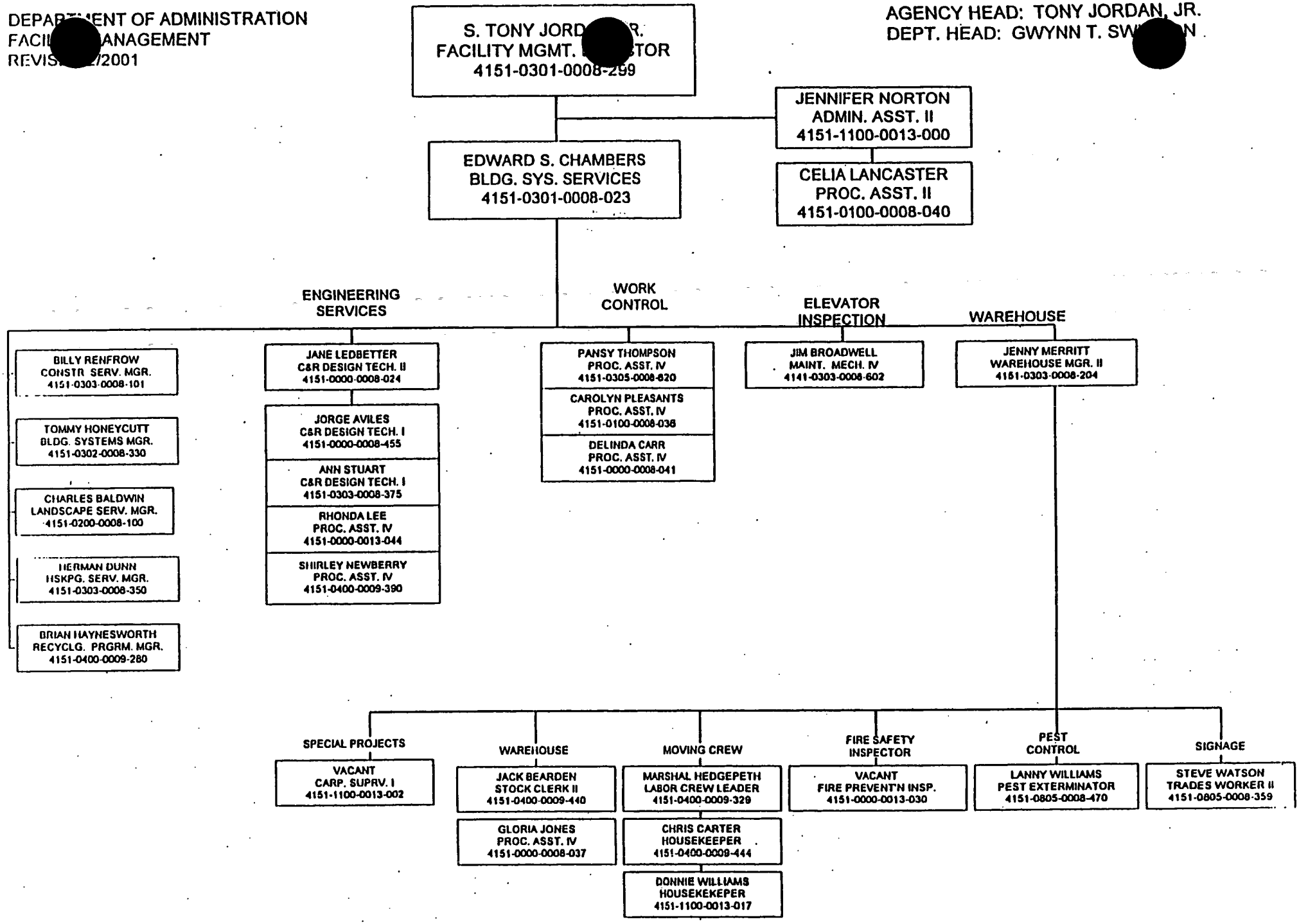
Energy costs have been reduced as follows:

1996-97 1.55 cents per square foot
1997-98 1.68 cents per square foot
1998-99 1.53 cents per square foot
1999-00 1.41 cents per square foot
2000-01 1.39 cents per square foot
(projection of cost this fiscal year)

Energy costs can be further reduced through the reduction of lighting costs in buildings in the state government complex as well as through the installation of more energy efficient equipment.

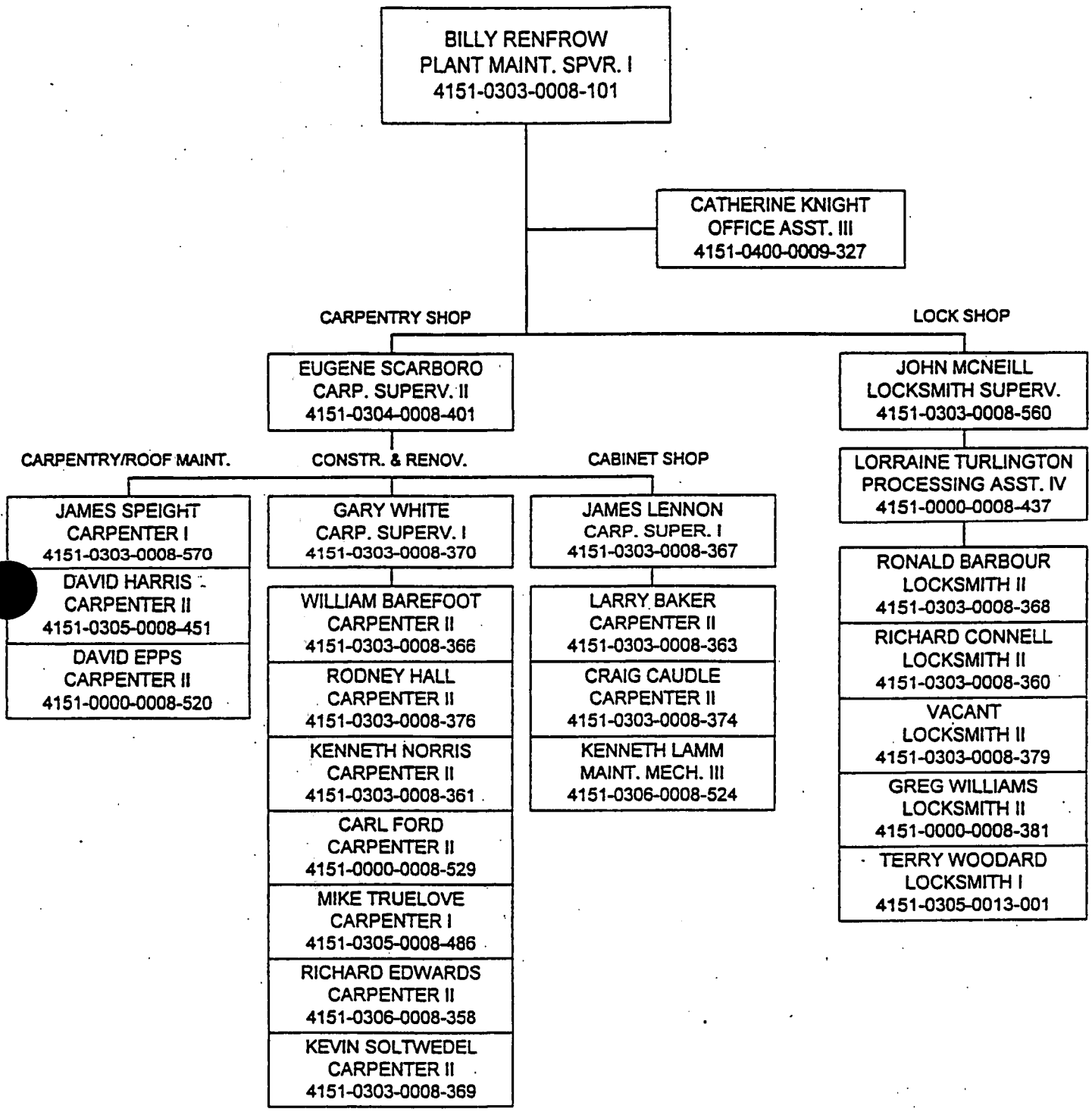
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWANN



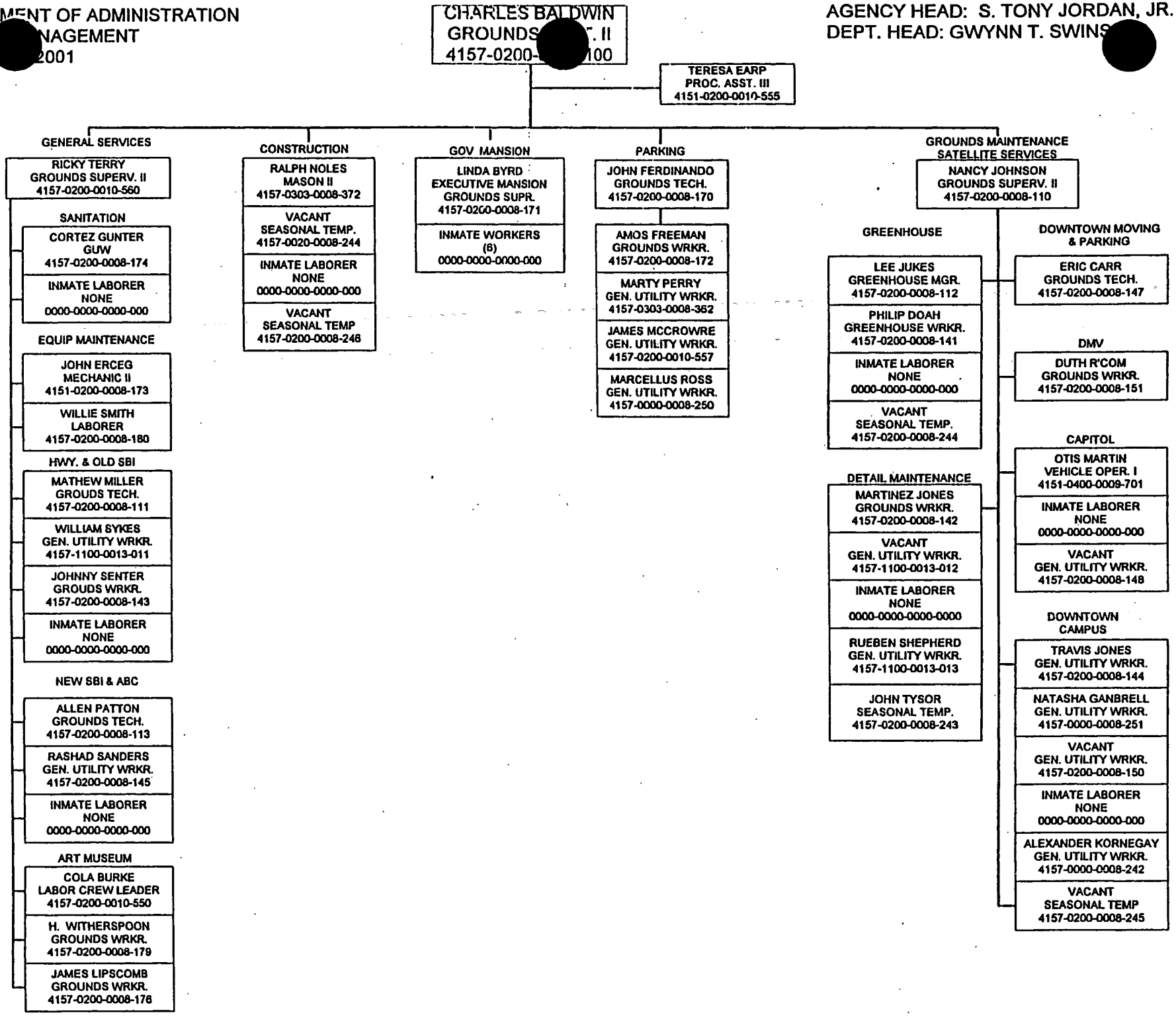
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 2/2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITIES MANAGEMENT
REVISED 2001

AGENCY HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPAR[redacted]NT OF ADMINISTRATION
FACILI[redacted]ANAGEMENT
REVISED 02/2001

AGENCY HEAD: S. TONY JORD[redacted]JR.
DEPT. HEAD: GWYNN T. SWIN[redacted]

BUILDING S[redacted]

HERMAN DUNN
HSKPG. SERVICES MGR.
4151-0303-0008-350

INHOUSE DAY BUILDING SERVICES

GEORGE MORFOGENIS
HSKPG. SUPERV. II
4151-0400-0009-336

DOWNTOWN CAMPUS

- JOSHUA MCCORMICK HOUSEKEEPER 4151-0400-0009-451
- LAKISHA JOHNSON HOUSEKEEPER 4151-0400-0009-404
- KAREN WILLIAMS HOUSEKEEPER 4151-0400-0009-773
- VACANT HOUSEKEEPER 4151-0400-0009-376
- C. HORTON HOUSEKEEPER 4151-0400-0009-361
- RUBY SMITH TEMPORARY 4151-0400-0009-284
- ERIC CAZE TEMPORARY 4151-0400-0009-
- CURTIS REID TEMPORARY 4151-0400-0009-285
- VACANT HOUSEKEEPER 4151-0400-0009-049
- LOIS WILLIAMS HOUSEKEEPER 4151-0400-0009-493
- JOHN J. JOHNSON HSKPG. SUPERV. I 4151-0400-0009-330

ARCHIVES & HISTORY STATE RECORDS CENTER

- JANET THORPE HOUSEKEEPER 4151-0400-0009-416
- MARTHA HINES HOUSEKEEPER 4151-0400-0009-405

SPECIALITY CLEANING TEAM

- WANDA MERRITT HOUSEKEEPER 4151-0400-0009-419
- VACANT HOUSEKEEPER 4151-0400-0009-434
- ROSLYN FOWLER HOUSEKEEPER 4151-0400-0009-283

FACILITY MGMT. & WOMACK BLDG.

- LOUISE WATKINS HOUSEKEEPER 4151-0400-0009-510

STATE CAPITOL

- JOHN E. JOHNSON HSKPG. SUPV. I 4151-1100-0013-024
- BETTY MORRISON HOUSEKEEPER 4151-0400-0009-453
- PATRICIA MERRITT HOUSEKEEPER 4151-0400-0009-328
- VACANT TEMPORARY 4151-0400-0009-287

ADMINISTRATION BUILDING

- LEROY LESANE HOUSEKEEPER 4151-0400-0009-466
- DOROTHY JONES HOUSEKEEPER 4151-0400-0009-281

GOV. GUEST HOUSE

- JEAN ALSTON HOUSEKEEPER 4151-0400-0009-405

INHOUSE NIGHT BUILDING SERVICE

GEORGE MULDROW
HSKPG. SUPERV. III
4151-0304-0008-422

POWER TEAM

- FELIX LETT HSKPG. SUPERV. I 4151-0400-0009-335
- INMATES (4) NONE 0000-0000-0000-000

AGRICULTURE & MUSEUM OF NAT. SCIENCE

- MAGALENE WATSON HSKPG. SUPERV. I 4151-0400-0009-750
- WILLIAM JONES HOUSEKEEPER 4151-0400-0009-512
- JOHN YOUNG TEMPORARY 4151-0400-0009-283

LABOR BUILDING

- CLARA KNIGHT HOUSEKEEPER 4151-0304-0008-418

ARCHIVES & HISTORY STATE RECORDS CENTER

- VACANT HOUSEKEEPER 4151-0400-0009-480
- HOWARD ROSS HOUSEKEEPER 4151-0400-0009-474
- VACANT HOUSEKEEPER 4151-0400-0009-426
- DARRYL MITCHELL HOUSEKEEPER 4151-0400-0009-383

FLOOR CREW

- VACANT GUW 4151-0400-0009-604
- VACANT HOUSEKEEPER 4151-0400-0009-504

CONTRACT MANAGEMENT

SHARON CAMERON
ADMIN. ASSST. II
4151-0301-0008-390

CONTRACT INSPECTORS

- JAMES CROWDER HSKPG. SUPERV. II 4141-0400-0009-332
- LEWIS COTTON HSKPG. SUPERV. II 4151-0400-0009-300
- KENNETH GRISSON HSKPG. SUPERV. II 4151-0000-0009-338

LO7

MANAGEMENT INFORMATION SYSTEMS

Summary

The primary purpose of the Management Information Systems (MIS) Division is to support the 24 agencies within the Department of Administration in the use of mainframe and microcomputer applications, Local Area Networks (LAN) and microcomputers. MIS is responsible for devising creative solutions for the department's computing needs, developing or acquiring solutions, and implementing those solutions. Those solutions include the development and programming of client/server, PC and LAN based application when appropriate. MIS is responsible for training assessment, answering questions, trouble shooting, evaluating and recommending new/upgraded computer hardware and software. MIS is also charged with installing new/upgraded hardware and software, modifying current computer configurations to meet customer needs and coordinating the deployment of new technologies.

Accomplishments

Token Ring to Ethernet Conversion

Management Information Systems converted the Administration building from token ring to switched Ethernet in the spring of 1998. DOA has experienced multiple problems with our token ring local area network (LAN) within the Administration building for multiple years. As more computer devices were added to the network, technical problems increased and reliability decreased. The LAN was one large segment that was over its rated capacity. There was a need to break the LAN into smaller segments to eliminate most of the local network traffic from other floors. MIS also completed a similar conversion for Facility Management, Council for Women, and State Surplus, agencies outside the Administration Building.

Year 2000 Projects

Management Information Systems has corrected several DOA LAN-based accounts receivable systems and inventory tracking systems that were not year 2000 compliant. MIS has also implemented an asset management system from the ITS Year 2000 committee and is in the process of upgrading the system to provide better reporting and management of DOA IT assets.

Interactive Purchasing System

MIS has re-designed the functionality of the Interactive Purchasing System (IPS) for Purchasing and Contracts. MIS Staff has completed the application development of the new design with assistance from contract staff. This new system allows agencies to electronically track the status of bids with more detail information. Vendor registration (Vendor Link) is also a part of the re-design allowing the IPS system to automatically notify qualified vendors via e-mail when new bids are electronically posted. Vendors may then choose to download the bid document from the IPS Web server, print the bid, fill it out and mail it back to Purchasing and Contracts. This eliminates mass paper mailings to vendors that may not be interested in bidding. IPS and

Vendor Link may interface with a new e-procurement system being planned for the State by ITS, the Office of the State Controller and Purchase and Contract.

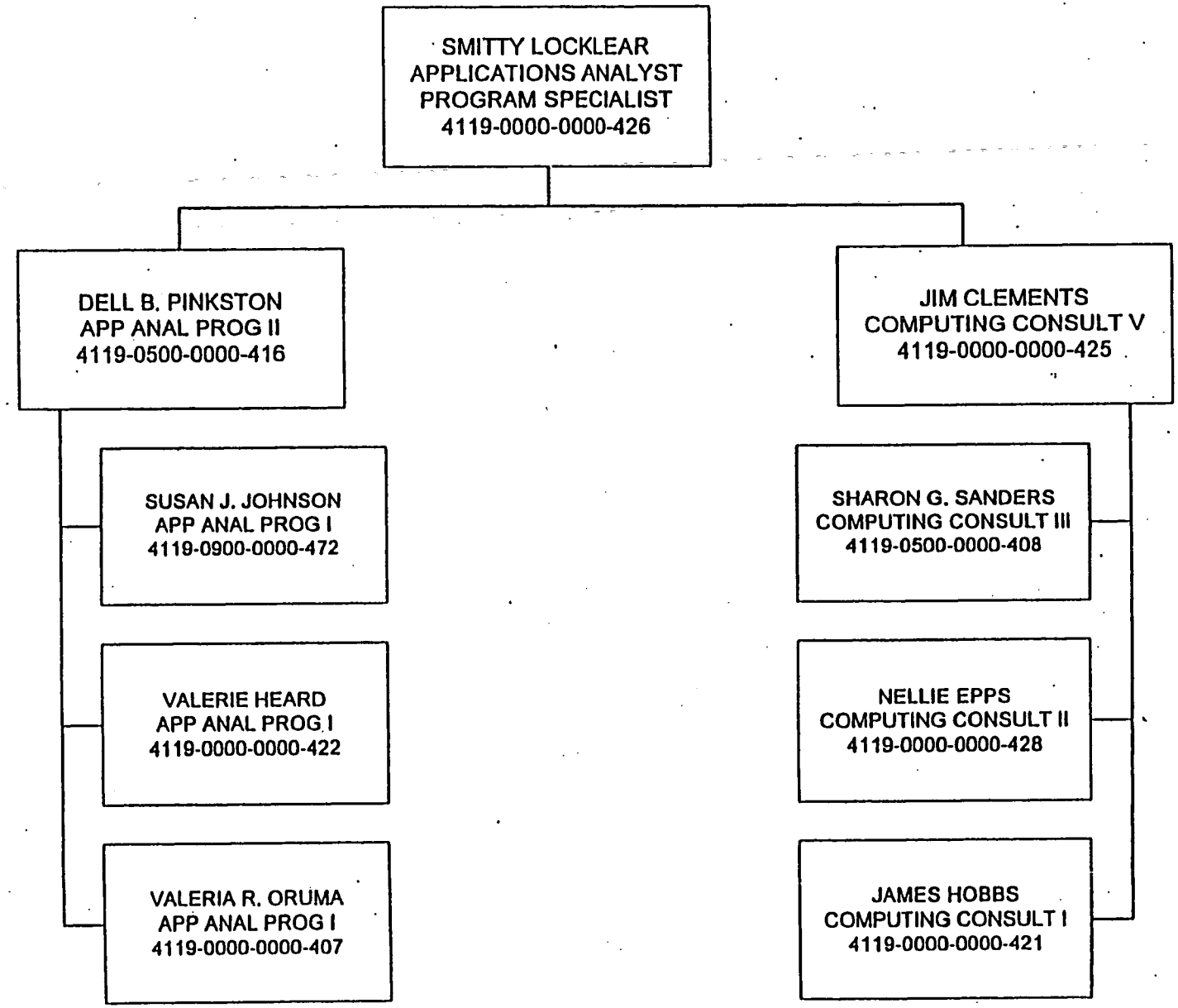
State Surplus Bids

MIS has added additional functionality to the State Surplus System that automatically updates its web page with surplus information for public bids. The public can access items for bidding by downloading the system-generated PDF document, printing it out, and mailing it back to State Surplus. After bid openings, the bids are then tabulated and displayed on the Web site for the public viewing.

MIS is in the process of re-designing and developing a replacement for the existing dBase IV system at State Surplus with new web-based technology. The new system will streamline business processes, reduce time to bid, provide additional functionality, allow for growth, and save paper and postal costs. This new system may interface with an e-Auction system in the future.

DEPARTMENT OF ADMINISTRATION
MANAGEMENT INFORMATION SYSTEMS
REVISED 02/2001

AGENCY HEAD: SMITTY LOCKLEAR
DEPT. HEAD: GWYNN T. SWINSON



STATE CAPITOL POLICE

Summary

The State Capitol Police Division (SCP), a law enforcement agency with police powers throughout Raleigh and state property in Wake County, provides security and property protection for state government facilities in Raleigh and other areas of Wake County. The division protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assists visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarm systems statewide.

Accomplishments

Safety Assistance

SCP places an emphasis on assisting persons and motorists with armed special details. It investigates suspected unauthorized entries and suspicious persons throughout the state government complex and outlying facilities. Since July 1999, 20,101 calls have been received and addressed by SCP. The division monitors fire, burglar and mechanical alarms for government facilities throughout the state at no charge. Today, there are over 500 alarm accounts being monitored by State Capitol Police.

New Facility

In January 2000, SCP moved to a new facility at 417 N. Salisbury Street. This move has allowed the expansion of operations and provides a secure area for the Communications Center. Also, this new facility has increased visibility to customers and has had a positive effect on the morale among SCP employees, resulting in higher productivity.

New Safety Programs

Certified child car seat inspectors are now available to state employees through State Capitol Police. Officers can advise the employee if a car seat is secured properly and if it is in the safest place in a vehicle. State employees are encouraged to call SCP for an inspection. Also, officers are now certified through the Automated External Defibrillator (AED) Program, with the goal that all state buildings will have AEDs in case of emergencies involving heart attacks.

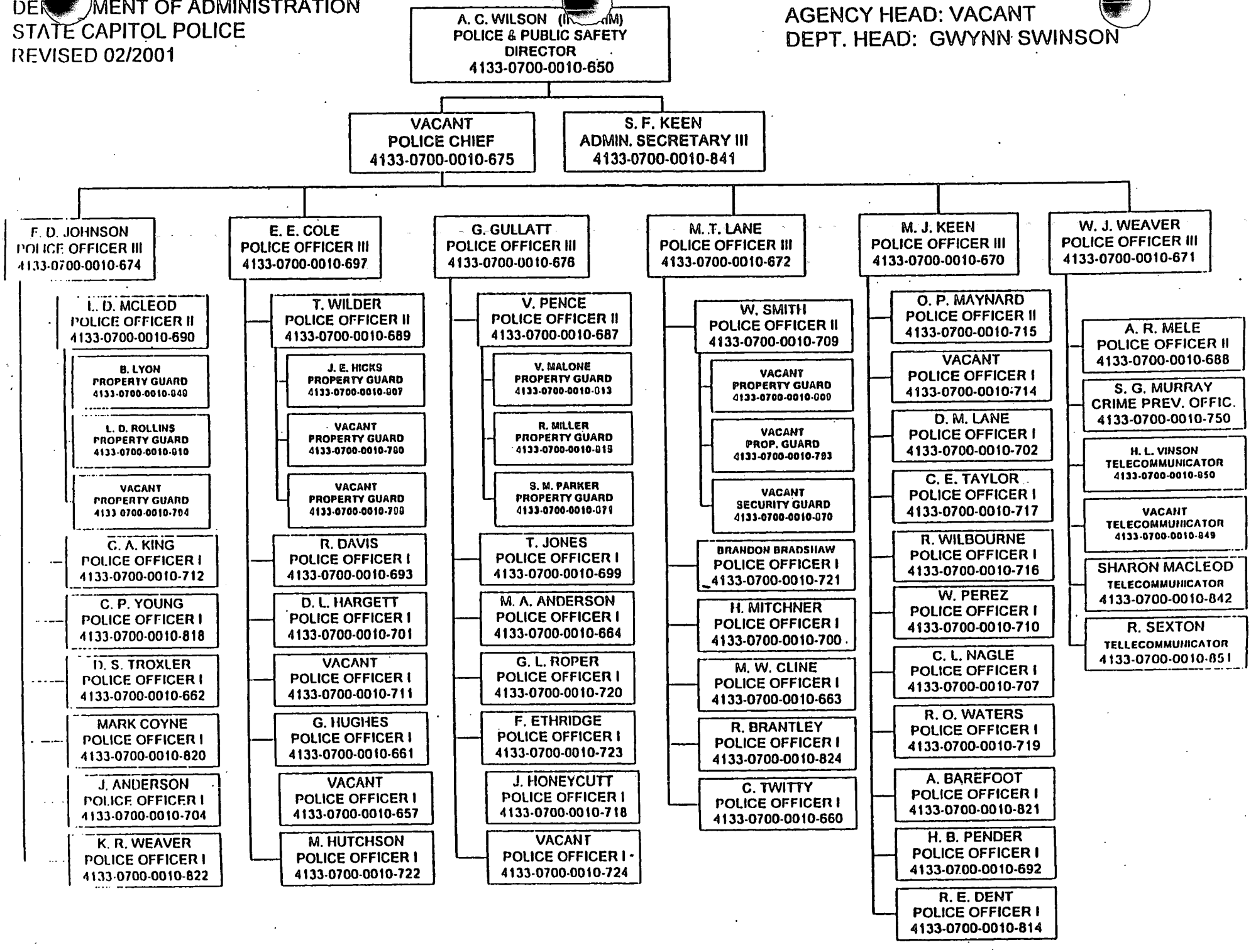
Electric Truck

In December 2000, SCP acquired an electric Chevy S-0 pickup truck. A grant from Carolina Power and Light Company funded State Capitol Police's electric vehicle charging station that is also available for use by other state-owned vehicles. The new truck is an official police vehicle easily recognizable with the State Capitol Police decal as well as the N.C. Project Green's "environmental sustainability" logo. The truck is used on the night shift by an officer who monitors state offices several miles from the downtown state government complex. When the

shift is over, the truck is returned to headquarters where it is recharged and is available for regular patrol or other duties during the day. The procurement of this vehicle is not only cost effective but also environmentally sound.

DEPARTMENT OF ADMINISTRATION
STATE CAPITOL POLICE
REVISED 02/2001

AGENCY HEAD: VACANT
DEPT. HEAD: GWYNN SWINSON



STATE PARKING SYSTEMS

Summary

In March 1999 the State Parking Systems was created to establish a professional office to standardize, administer and improve parking operations and facilities. All Parking System revenues are generated through assessment of user fees in the visitor lots and the leasing of all remaining spaces.

The Division is responsible for directing and administrating the state governmental parking system (8200 spaces) and coordinating the state employees transportation and commuting programs in the downtown state government complex. The division is active in researching and planning for expansion and/or modifications to operating systems; developing and implementing improvements to processes; and developing, establishing and administering policies and procedures, fees assessment, collections and facility maintenance and enhancement. State Parking Systems manages three pay lot facilities located within the state complex.

Accomplishments

Accessible Parking

The division addressed, clarified and/or resolved handicap accessibility parking issues within the complex. The accessibility issues involved employees being assigned into spaces with signage designating public availability and employees not being given accessibility as required by the ADA. Excess accessible spaces that were unusable by visitors were converted to employee spaces, and other inconsistencies in designation signage were corrected. Additional public accessible handicapped parking spaces were provided at locations where a need was assessed.

Visitor Parking Facilities

The division eliminated the practice of allowing state employees housed outside of the complex to park free in visitor lots; developed a process for following up on vehicles parking in the lot and leaving after operational hours without rendering payment; developed a program to allow state-sponsored groups to park at a 50% discount rate; instituted a system for identifying Natural Science Museum volunteers who are provided free parking by the Administrative Code; and addressed operational security issues in operations as noted in a study performed by State Capitol Police.

Alternative Transportation Subsidy Programs

The division centralized the Capital Area Transit pass program fee collection and distribution processes into its operation; worked with Triangle Transit Authority (TTA) officials to refine paper process for TTA participation; and linked TTA officials with parking coordinators to assist them in conducting a survey of downtown commuters' transportation habits. This information will be utilized to develop effective alternative transportation options.

Computerized Parking Database System

The division completed on site inventory of the parking lots, verifying field reality to the parking system database and corrected discrepancies; restored integrity to financial database records through reentering and correcting payroll error data and reconciling individual account receivables; standardized invoice and payment for spaces allocated; and leased to outside groups such as UNC-TV, UNC General Administration and other media.

Sign Study

The office completed a study of parking-related signage within the complex through use of an outside consulting company with intent to replace all existing signs to improve aesthetics and the ability of visitors to navigate the state complex.

Space Management

The office identified spaces not leased for a period of two months or more and reallocated to agencies with waitlists, unless space was tied to a managerial level position or higher and documented in writing.

Facility Maintenance/Enhancement

The office developed and financed construction of a loading/unloading zone for the new Archaeology operations site; resurfaced ten parking lots; restriped and/or renumbered seven lots; completed phase I of bus parking lot expansion; began integrating parking lot designations to simplify and reduce the number of separate designations; reconfigured parking next to State Capitol Police to allow for installation of electrical vehicle charging stations; assessed and graded condition of all surface lots developing a priority plan for paving and painting; strategically mounted space locator signs within all parking decks.

Collaboration

Provided participation on Downtown Raleigh Alliance visitors' team, a forum to discuss ongoing visitors' issues in downtown Raleigh; joined the Carolina Parking Association and attended two conferences/vendor shows; and instituted regular meetings with departmental parking coordinators providing a forum for ongoing dialogue and problem resolution. With coordinators' input, a comprehensive parking system procedures manual was developed and distributed.

Strategic Planning

The office developed mission and vision statements, identified broad divisional goals and developed a long-term strategic plan for improving parking policies and operations, using an integrated team approach to managing day-to-day affairs of the Division.

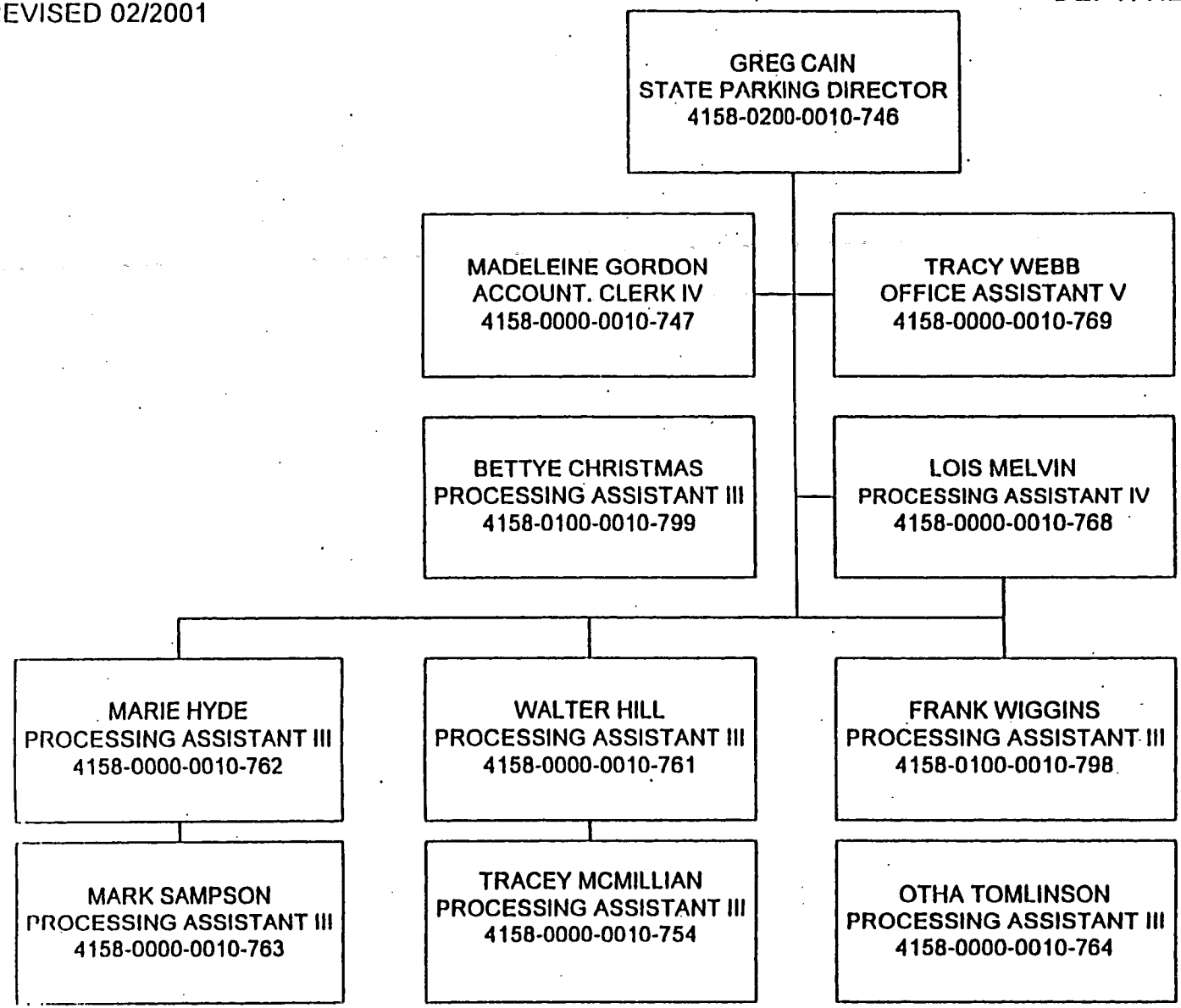
Safety

The division addressed a variety of safety issues in parking facilities including adding outdoor carpet at all elevator access areas in two decks due to slippery tiled surfaces installed during original construction.

DEPARTMENT OF ADMINISTRATION
PARKING
REVISED 02/2001

STATE PARKING SERVICES

AGENCY HEAD: GREG CAIN
DEPT. HEAD: GWYNN T. SWINSON



NC OFFICE ON THE AMERICANS WITH DISABILITIES ACT

Summary

From January 1999 to November 2000, the NC Office on the ADA (ADA) responded to almost 1100 requests for information, referrals and/ or technical assistance and distributed over 700 pieces of literature in response to compliance issues. The office also served as a resource for federal, state, county and local government entities. The office provided technical assistance and consultation to the public university system, the Governor's Conference on Race Initiatives, the community college system, private colleges, businesses and local advocacy and special interest groups.

Accomplishments

ADA Training Sessions

The office obtained continued funding in September 1999 from the Southeastern Disability and Technical Assistance Center to expand outreach opportunities and to provide training on the ADA and related compliance issues. This grant allowed the office to increase training activities from 17 such activities in 1998 to over 50 between July 1999 and October 2000.

The training workshops were presented to more than 1000 participants including those in historically economically disadvantaged and isolated rural counties with large minority populations (the so called "double minorities" who are both disabled and members of a racial minority). Additional funding is anticipated for 2001-2002.

The list of entities to whom training was provided includes the following: the Raleigh Arts Council, NC Division of Vocational Rehabilitation, NCSU Department of Recreation, Human Relations offices in Wilson and Fayetteville, NC Assistive Technology Expo, NC Department of Public Instruction, the NC Association of Educators, NC Association of Museum Curators, NC Indian Unity Conference, Social Security offices, State Conference on Aging, and Mental Health Centers and consumers from a number of counties.

ADA Ninth and Tenth Anniversary Celebrations

The ADA Office promoted and assisted in 17 observances in 1999 and 20 ceremonies and observances across the state in 2000. The office distributed materials, gave interviews, presented speeches and provided publicity and assistance to the promoters of the National Torch Run in observance of the tenth anniversary of the ADA in July 2000.

Conferences

The ADA Office obtained funding, coordinated and staffed three very successful conferences (November 1999, May 2000 and October 2000) that brought together state and local officials, advocacy groups and consumers for compliance updates on the ADA. Interactive workshop topics included Emergency Preparedness, Electronic Access, Special Education Issues and

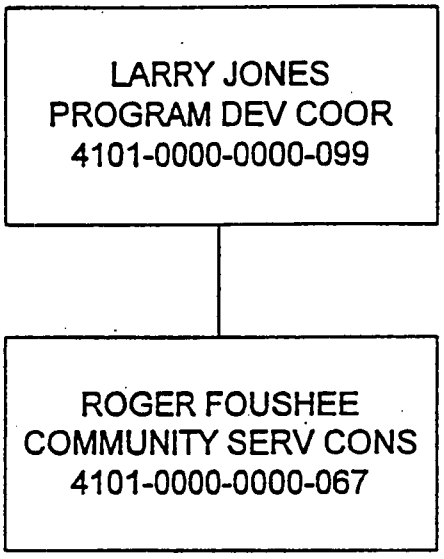
current ADA Litigation issues. The attendance at the conferences rose from approximately 40 in 1998 to almost 170 in 2000, and the organizers were able to present the three conferences at no expense to the Department of Administration.

ADA Compliance

The ADA resumed compliance in September 2000 with Executive Order 15 that required an annual report to the Governor and a quarterly report to the Legislature on state agency efforts to accomplish or assure compliance with transition plan. The document has been completed and submitted for review.

DEPARTMENT OF ADMINISTRATION
AMERICANS WITH DISABILITIES ACT OFFICE (ADA)
SECRETARY'S OFFICE
REVISED 2/2001

AGENCY HEAD: LARRY JONES
DEPT. HEAD: GWYNN T. SWINSON



NORTH CAROLINA COMMISSION OF INDIAN AFFAIRS

Summary

The mission of the North Carolina Commission of Indian Affairs (CIA) is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life. The Commission's goals for American Indians in North Carolina are as follows: to increase and maximize educational opportunities; to increase the economic self-sufficiency and maximize Indian economic development initiatives; to achieve parity in employment; to improve health status; to increase public awareness of American Indians; to provide for state and/or federal recognition of North Carolina Indian tribes; to promote recognition of and the right of Indians to pursue cultural and religious traditions considered by them to be sacred and meaningful; and to promote public understanding and appreciation of American Indian culture.

Accomplishments

Z. Smith Reynolds Grant

The commission received a $30,000 grant from the Z. Smith Reynolds Foundation to develop capacity building of the commission membership, commission staff, and community Indian leaders for the N. C. Commission of Indian Affairs. The purpose of this project is to implement a strategic plan for the Year 2000. The plan requires the commission to establish a partnership with key non-Indian stakeholders in Indian communities, to bring additional resources and expertise to the commission in attempt to serve the future needs of North Carolina's American Indian communities.

American Indian License Plate

The legislature authorized the first American Indian Insignia license plate in 1999. In addition to generating new revenue, the plates bring a new sense of pride and recognition to American Indian citizens of North Carolina.

Culturally Responsive Care Initiative – American Indian Perspective on Key Issues

The Commission received $75,000 from the Division of Social Services (DSS) to implement a culturally responsive care initiative created and established by the Department of Health and Human Services. The Commission, in conjunction with Triangle Native American Society, was responsible for conducting a needs assessment of the American Indian communities statewide. The outcome of this initiative has been the production of a document which provides an overview and initial assessment of needs, accessibility and utilization of services, lack of accurate data, and identification of problems around public policies and practices that omit the state's American Indian community.

Legislation Requiring Consideration of Indian Child Welfare Act for American Indian Children

The Adoption and Safe Families Act was amended by the legislature requiring DSS to consider the Indian Child Welfare Act when placing Indian children into foster care or adoptive services.

NC Health Choice for Families

The Commission was instrumental in partnering with N. C. Health Choice for children in securing approximately $120,000 in outreach funds to encourage enrollment in the program by American Indian tribes and organizations.

Rural Development Initiative – $1,000,000 in Funds

The Commission worked in partnership with the US Department of Agriculture and its Rural Development Program to develop a special set aside Home Loan Program for American Indian citizens in North Carolina. As a result of this effort, the Rural Development Program has set aside $1 million dollars in home loan funds for American Indian families living in rural North Carolina.

Strategic Plan

The Commission adopted a Strategic Plan. Priorities set forth include economic development, Indian education, Indian health and the establishment of an American Indian Scholarship Foundation.

Diabetes Project

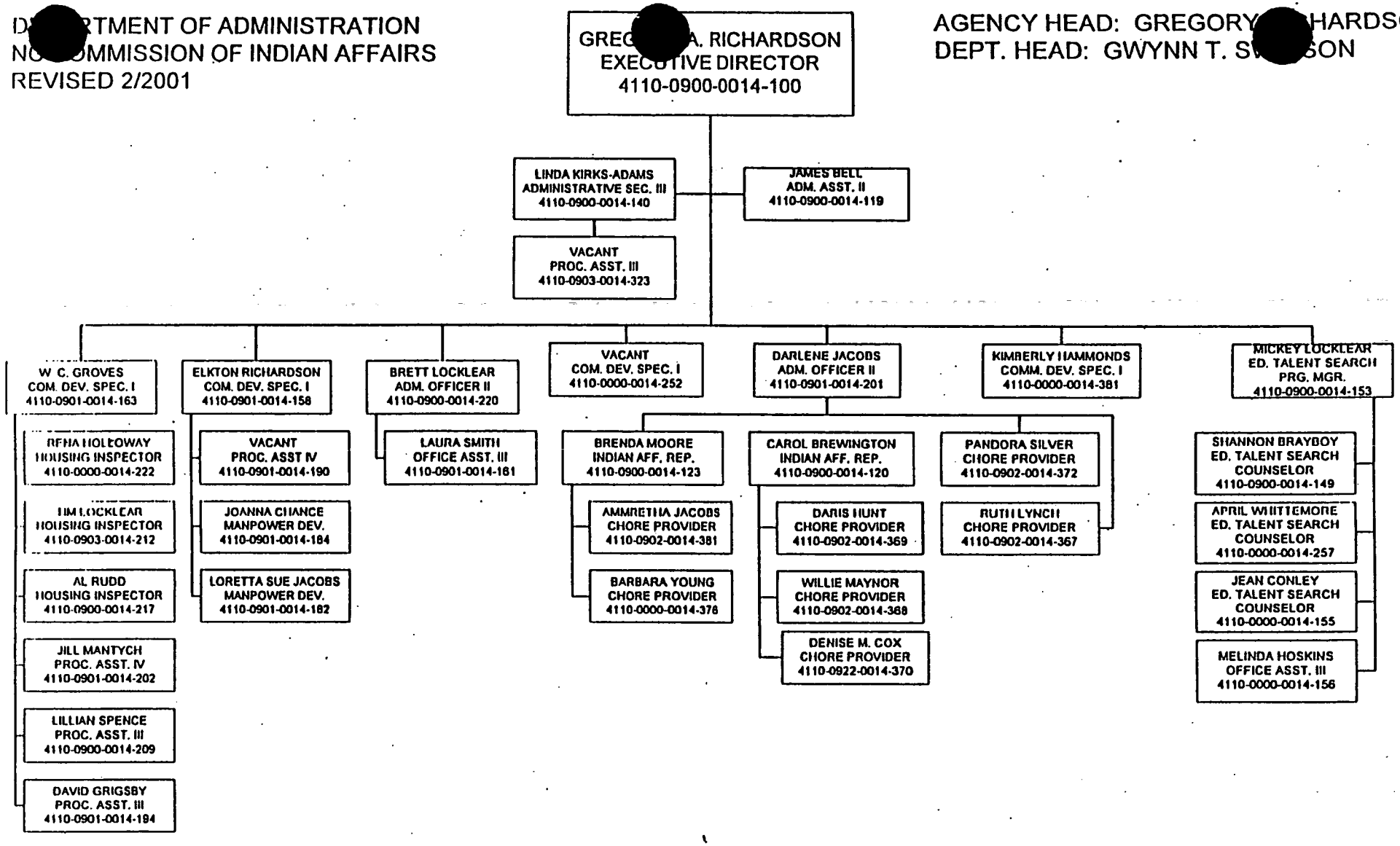
The Commission received a contract in the amount of $20,000 from the Center for Disease Control for this Program. The project will fund diabetes screening efforts in Indian communities.

Indian Education Forum

The Commission staff participated in the National Indian Education Association's Regional Indian Education forum in cooperation with the US Department of Education to comply with President Clinton's Executive Order regarding Indian Education. The forum was held in Raleigh and was attended by about 40 representatives of tribes, Indian organizations and others associated with Indian Education. The NIEA will issue a final report that will include a summary of recommendations from the other Regional Forums held in the United States. The Forum held in North Carolina was the last of the regional forums to be held.

DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA COMMISSION OF INDIAN AFFAIRS
REVISED 2/2001

AGENCY HEAD: GREGORY A. RICHARDSON
DEPT. HEAD: GWYNN T. SWINSON



COUNCIL FOR WOMEN

Summary

The North Carolina Council for Women (CFW) is the only state agency that advocates exclusively on behalf of women. Its mission is to advise the governor, the North Carolina Legislature and the principal state departments on the special needs of women in North Carolina. CFW annually awards over $6,000,000 in grants to displaced homemaker programs, domestic violence and sexual assault agencies and rape prevention education programs.

Accomplishments

Displaced Homemakers

In July 2000, the thirtieth displaced homemaker program began, and the programs now serve over 30,000 men and women.

Domestic Violence

In 1999 and 2000, the General Assembly appropriated $1,000,000 in non-recurring funds for assisting domestic violence programs. These funds enabled the CFW (which administers state funds for these programs) to increase the amount of grants to each of 77 local programs and fund 16 additional counties with small grants to provide victim assistance.

Rape Prevention Education/Sexual Assault Programs

Since 1999, the council has been very active in establishing sexual assault protocols on college campuses and providing community rape prevention education. Currently 64 local sexual assault programs receive an annual grant ($14,000 for 2000-2001) to be used only for prevention and education in their areas of service.

Conference

The conference entitled "N.C. Women Coming Together for a Brighter Future" sponsored by the CFW was held in April 1999 with over 300 participants. The conference focused on women in business, councils and commissions, displaced homemakers, domestic violence, sexual assault and women's health issues.

Other Activities

The council has three annual activities that promote good will among the citizens of North Carolina and are primarily funded through corporate donations.

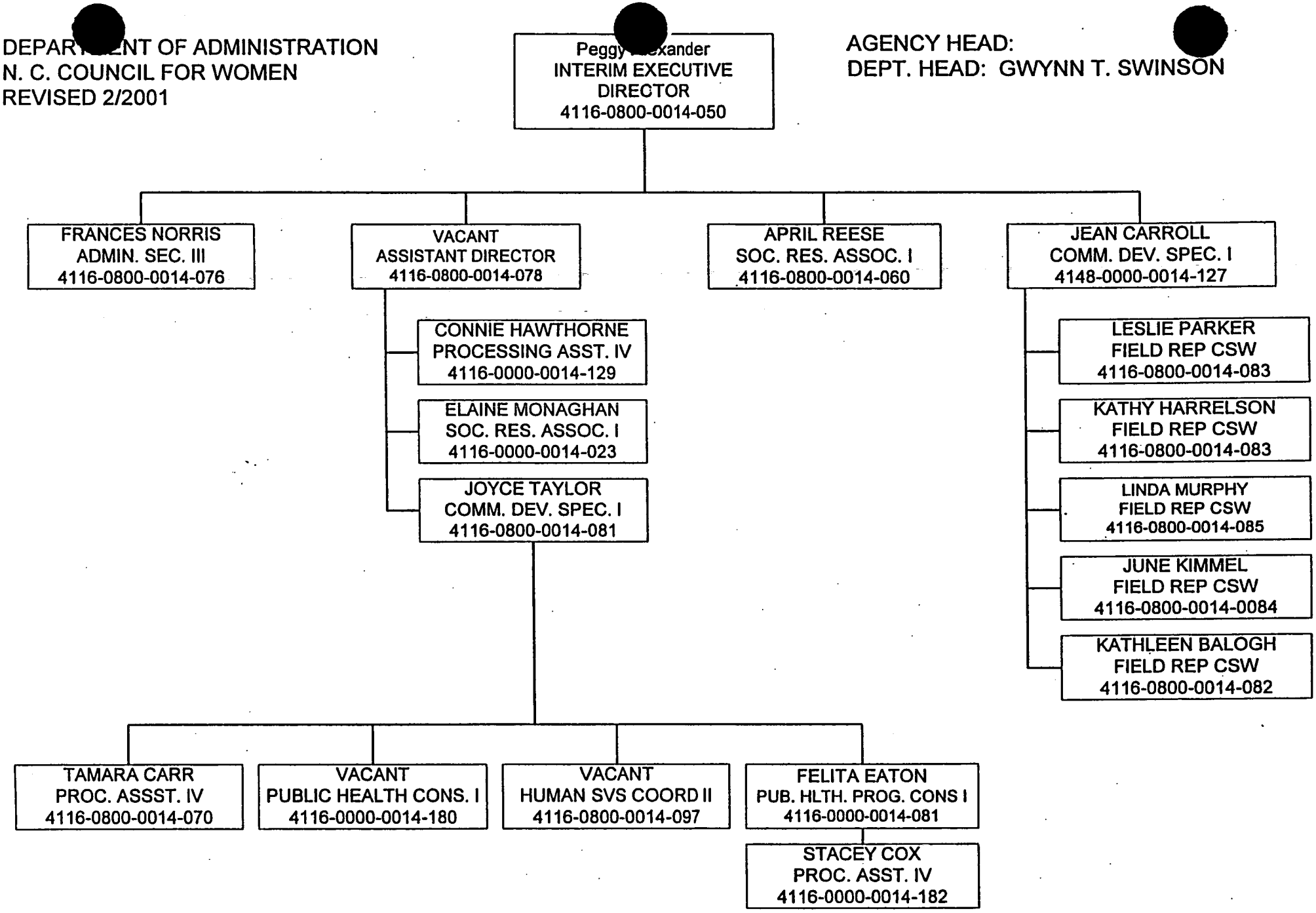
The Distinguished Women of North Carolina Awards banquet is held in March to coincide with National Women's History Month.

Leadership CONNECTIONS provides teenage girls from disadvantaged backgrounds mentoring assistance and an annual retreat on a college campus.

Luncheons entitled "Salutes to Women in the Military" honor women currently serving in the military and female veterans.

DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
REVISED 2/2001

AGENCY HEAD:
DEPT. HEAD: GWYNN T. SWINSON



DOMESTIC VIOLENCE COMMISSION

Summary

The Domestic Violence Commission is an outgrowth of a temporary Task Force convened by Governor Hunt in October 1998. The Commission was created by Executive Order #145 in February of 1999 and placed into the Department of Administration. In July of 1999, the General Assembly made the Commission permanent and granted it an appropriation. The Commission is comprised of 39 members and is staffed by an Executive Director and Administrative Secretary. In addition, the Commission has a federal grant to support the costs of a Training Director.

Policy Initiatives

Proposed statutory changes to clarify Full Faith and Credit provisions under the federal Violence Against Women Act (legislation passed).

Proposed DOA be given temporary rule-making authority governing the operation of abuser treatment programs, and, expand applicability of these rules to referrals from District as well as Criminal Courts (legislation passed).

In collaboration with the Office of State Personnel, focused on improving the state's response to workplace violence by redrafting current personnel policy (adopted 8/17/00); developed a 2-hour training module for supervisors on recognizing and responding to workplace violence, including domestic violence; and sponsored a statewide conference for state human resource professionals.

Proposed making a number of changes to criminal and civil statutes, including making violation of an out-of-state protective order a crime; adding domestic violence crimes to crimes for which warrantless arrest is allowable. Current proposals include two additional changes to enhance victim safety.

Proposed changes to Domestic Violence Protective Form, via the Administrative Office of the Courts, to increase victim safety.

Currently encouraging the adoption of written pro arrest policies for domestic violence by all law enforcement agencies in the state by working closely with law enforcement leadership, drafting models and providing training.

Currently encouraging private industry to adopt policies on domestic violence in the workplace to protect victims and hold perpetrators accountable by drafting materials and working with leadership.

Currently assessing adequacy and accessibility of services to victims across the state. Have recommended changes to data collection efforts that identify prevalence and establish a baseline to measure the success of our efforts to prevent domestic violence.

Currently drafting "best practices" for abuser treatment programs in the state.

Coordinating research conducted by the Governor's Crime Commission to provide information regarding court outcomes related to custody decisions made in the course of protective order hearings.

Currently collaborating with the Department of Public Instruction to develop school policies that address dating violence and sexual assault between students. Proposed the addition of a domestic violence specialist to the Safe Schools Committee.

Convening leaders to discuss the establishment of domestic violence fatality review teams, and to identify elements of an effective North Carolina-based model.

Training Initiatives

Redrafted training curriculum for School Resource Officers to include a chapter on dating violence and sexual assault. Currently assisting the Justice Academy in delivering that training.

Co-sponsored regional training for journalists on covering domestic violence and sexual assault.

Consulting with Division of Social Services on a variety of issues including training for CPS workers and Work First workers, and Child Support Enforcement on domestic violence.

Currently designing a statewide public awareness campaign.

Currently identifying training needs for a variety of professional areas, including the legal system, health care professionals, children's services, and others.

Currently consulting with the Division of Community Corrections to improve probation officer's knowledge of domestic violence and intervention programs for probationers, and develop ways to enhance the safety of victimized partners of probationers.

Will provide (3) 1-day training sessions to domestic violence service providers on the implementation of welfare reform in North Carolina as it relates to victims of domestic violence and the role of Departments of Social Services.

Services

Conducted needs assessment in 25 counties. As a result, expanded services so that 99 out of 100 counties provide direct services to victims.

Propose funding for domestic violence service providers (ongoing legislative agenda item).

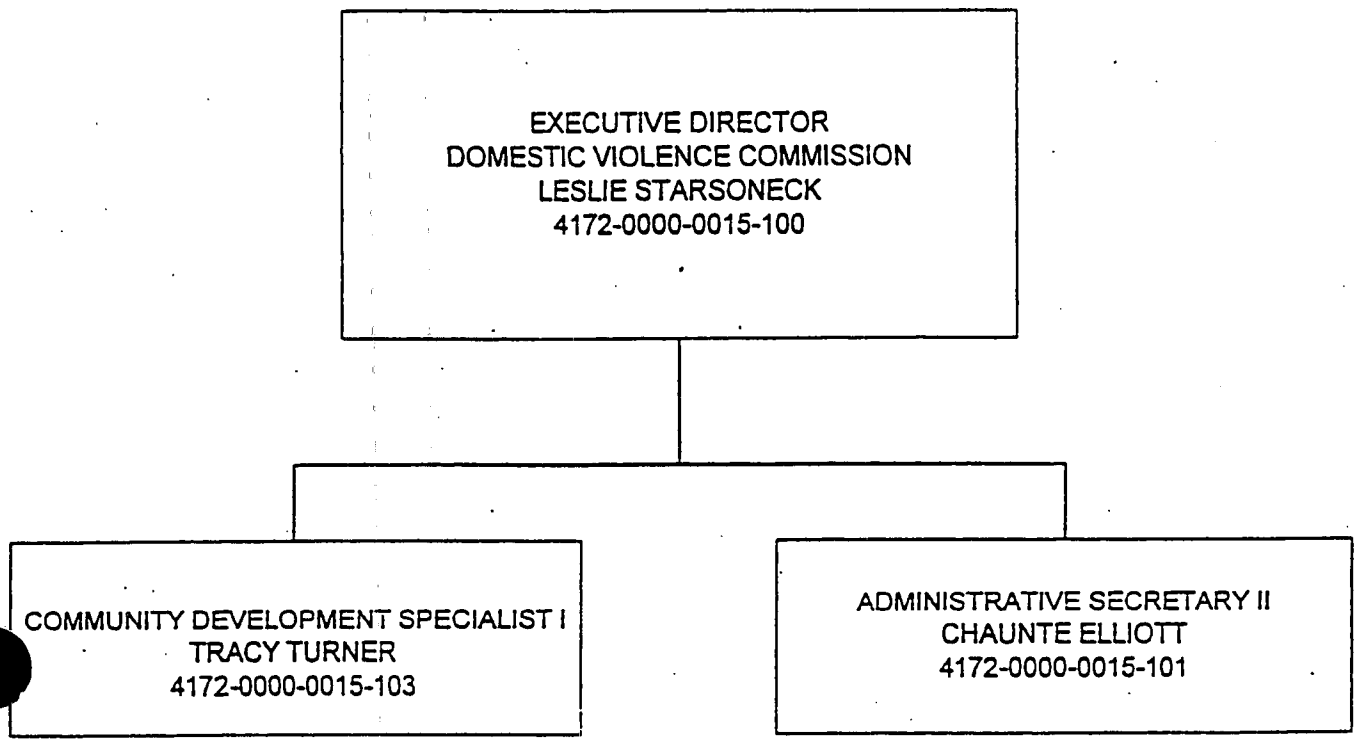
Recommended earmarking of TANF dollars for services to domestic violence victims who are WorkFirst clients to address their ability to become self-sufficient.

Have conducted 3 statewide surveys to determine gaps in services to victims.

Currently collaborating with the DHHS section on substance abuse services on the service needs of substance-abusing victims of domestic violence as well as professional training needs of both communities.

DEPARTMENT OF ADMINISTRATION
DOMESTIC VIOLENCE COMMISSION
REVISED 02/2001

AGENCY HEAD: LESLIE STARSONECK
DEPT. HEAD: GWYNN T. SWINSON



GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Summary

The Governor's Advocacy Council for Persons with Disabilities (GACPD) is the state's Protection and Advocacy agency (P&A). It is a disability civil rights protection agency committed to serving North Carolina's citizens with disabilities and is part of a nationwide system of such agencies. It is guided by a Board of 21 volunteers appointed by the Governor, President Pro Tem of the Senate and the Speaker of the House of Representatives. GACPD is responsible for providing a statewide advocacy program in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, the Protection and Advocacy for Individuals with Mental Illness Act and the Protection and Advocacy for Individual Rights Act and is independent of any agency which provides services to individuals with disabilities. In accordance with those Acts, GACPD investigates complaints of discrimination and rights violations made by or on behalf of North Carolina citizens with disabilities; and has the authority and pursues legal, administrative, and other appropriate remedies to ensure the protection of the rights of persons with disabilities with particular attention to members of underserved, ethnic and racial minority groups. Further, GACPD reviews and recommends changes in all laws, rules, regulations, programs and policies of the state or any agency or subdivision which impacts the lives of citizens with disabilities.

GACPD is guided by a federally mandated three-year priority plan, which is reviewed each year. Key projects include enforcing the rights of persons with disabilities to live in an integrated community setting of their choice with appropriate supports and services; protecting birth through grade 12 students with disabilities from disability related exclusion from a free appropriate public education in the least restrictive environment; enforcing the rights of individuals to live in a safe environment, free from abuse/neglect/exploitation/death in public and private community settings; advocating for the rights of persons with disabilities in accessing electronic and information technology; and, protecting the rights of individuals with disabilities whose needs do not fall within the scope of the other four priorities with emphasis on accessibility and employment.

Accomplishments

Enforcement of right to receive services and supports which are free from abuse and neglect, and which provides access to due process, informed consent, confidentiality and privacy in 24 hour facilities

Investigated 475 cases of abuse and 193 cases of neglect in 24-hour residential facilities including state facilities with significant results of change in areas of substantiation.

Investigated the death of 71 individuals in 24-hour private and public facilities with significant results of change in areas of substantiation of abuse or neglect. In one of the deaths, a GACPD advocate appeared in an interview with Ed Bradley in April 1999 on the nationally televised program, *60 Minutes II.*

Investigated additional 153 cases of alleged client rights violations and initiated change in substantiated areas.

Investigated the death of a nine-year-old at Grandfather Academy in Avery County. After the investigation, provided training to staff on client rights and how to set up a client rights committee, working closely with the Division of Social Services and the Division of Facility Services. Grandfather Academy was granted a provisional license contingent upon the home not reinstating use of the "basket " hold as a physical restraint technique.

Led effort in the passage of HB1520 that provides containment of the responsible use of patient restraints and emphatically devises a system of patient death reporting. GACPD has access to receiving notification of all deaths reported in state facilities.

Elimination of disability-based discrimination in education, transportation and employment

Represented 434 clients in education cases to ensure that North Carolina's children with disabilities receive a free appropriate education in the least restrictive environment.

Provided assistance to 117 persons with disabilities in employment cases in negotiating and mediating with employers, referring to appropriate state and federal agencies and empowering the individual with foundations of law and rights protections to act.

In April 1999, the final group of curb cuts promised by DOT in a 1997 agreement was completed. Through GACPD's efforts, 2,016 curb cuts were completed for the benefit of the citizens of North Carolina and installation became automatic in all future DOT paving contracts.

GACPD has worked with municipal transit authorities regarding the revision of policies to ensure that people with disabilities have access to the fixed route and paratransit services, including the provision of printed information in alternate formats upon request and web page access.

Enforcement of the rights of people with disabilities to choose where they live, work and recreate

Provided training to 1,917 persons with disabilities, family members and service providers on the rights of persons with disabilities including the Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act and particularly Section 504.

Mailed and otherwise distributed 144,250 brochures on rights of persons with disabilities and on the Governor's Advocacy Council for Persons with Disabilities. These posters and brochures were mailed to 1,658 adult care homes and 2,000 specialized foster care homes (supervised living facilities and therapeutic homes) throughout the State. Agency posters and brochures were also mailed to all 100 county health departments and all 440 public libraries throughout the state. In addition, literature and posters were sent to all 40 area mental health centers. The agency brochures were available in alternate formats and in Spanish. The agency posters were also available in Spanish. A method for contracting with a person fluent in Spanish was established to respond to inquiries.

Established an agency-staffed team dedicated to the implementation of rights established by the US Supreme Court case of *Olmstead et.al. v. L.C. and E.W.*, a case brought under the community integration standards of Title II of the Americans with Disabilities Act. The team has and continues to organize grassroots individuals and organizations for pro-active involvement in the establishment and monitoring of the State's compliance plan. It also is involved in the identification of and assistance to institutionalized persons as well as persons at risk of institutionalization who have the right to community services.

GACPD has taken the lead in electronic access for the state of North Carolina, playing a major role in bringing to the attention of state government the lack of and need for accessibility to technology for persons with disabilities. Following a presentation by GACPD in June 1999 before the state Information Resource Management Commission (IRMC), then Lt. Gov. Dennis Wicker appointed a task force. The task force, which included industry representatives, advocates for the disabled and state officials, developed standards for computers used both by state employees and the public to make sure the disabled can carry out their jobs or have access to government information. GACPD has requested introduction of legislation during the 2001-02 session in accordance with recommendations of the task force.

Wrote and actively pursued statutory changes to NCGS168-A, "Handicapped Persons Protection Act" – now "Persons with Disabilities Protection Act." It increases the statute of limitations on filing complaints of discrimination from 180 days to 2 years; adds "working" as example of major life activities; and replaces the term "handicapped" with "person(s) with a disability". GACPD has received a request from another state for a copy of this state legislation to be used as a guide when crafting rights protection legislation.

Actively pursued the passage of Health Care Personnel Registry legislation, which passed in October 1998 and May 1999. The registry is a listing of all hands-on health care workers in 24-hour facilities in the state who have had allegation of abuse, neglect or exploitation substantiated against them. This information is available to prospective employers through a 24-hour toll-free hotline. Changes advocated by GACPD strengthened the statute and will better protect the rights of clients in North Carolina. This legislation has also been requested by another state for assistance for writing legislation.

Provision of accurate and consistent intake, information and referral services and outreach services

Consolidated and centralized all intake, information and referral services. Toll free numbers are provided so any client or potential client can call and receive prompt and consistent service.

Provided information and referral services and technical assistance to 10,812 callers.

Conducted seven regional forums during this two-year period in Washington, Franklin, Lumberton, Reidsville, Manteo, Boone and Rockingham. Four of the public forums were held in small towns in isolated rural areas, one with a majority of Native American and African-American residents and two others with a high African-American population. The forums enabled the office to reach consumers who might not otherwise have contact.

HUMAN RELATIONS COMMISSION

Summary

The purpose of the North Carolina Human Relations Commission is to advocate, enforce, and promote equality of opportunity in the areas of housing, fair employment practices, public accommodations, education, justice and governmental services for all people in North Carolina. The division serves as a focal point for developing, maintaining and improving human relations by fostering communication and encouraging the establishment of local human relations councils. The division also provides crisis intervention in potentially disruptive situations and promotes the right of every person in the state to live and work in peace and to be free of violence and intimidation.

Accomplishments

Fair Housing Law Enforcement

The North Carolina Human Relations Commission is charged with the administration and enforcement of the fair housing law, including the investigation, mediation, and litigation of fair housing cases and the provision of fair housing education and training for the state. Since March 1999, the Commission received approximately 766 housing inquiries. One hundred fifty-nine cases alleging housing discrimination were dual-filed with the US Department of Housing and Urban Development, and the Commission closed 122 cases. The Commission also successfully conciliated four cases in which a reasonable grounds determination had been made following investigation, enabling these to be settled. Currently, the Commission has 14 cases in litigation and approximately 38 under investigation.

Fair Housing Outreach

In an effort to increase the attention to the program of fair housing, the Commission conducted approximately 43 outreach seminars and upon requests distributed approximately 7,159 pieces of fair housing literature in English and Spanish. The Commission, in an outreach effort, maintained a web page making available the State Fair Housing Act in English and Spanish and allowing access to the complaint forms for use by the public. The Commission has also printed for distribution the State Fair Housing Act booklets, brochures, and posters in English and Spanish.

Police-Community Relations

The Commission has trained 1077 law enforcement officers in 56 training sessions since March 1999. The purpose of this training is to improve law enforcement officers' community relation skills and help them sharpen their skills needed in interacting with the public. With this training, these officers also learn to develop an appreciation for the cultural diversity of the residents of their communities.

Cultural Diversity Training

Since March 1999, the Commission has conducted 16 diversity training sessions with 307 participants. The objectives for these sessions are to increase multicultural/ethnic understanding and appreciation, reduce prejudice and stereotyping, discuss cause/effect-stimulus/response, and address problem-solving techniques.

Crisis Response Teams

The Commission received a grant of $40,0000 from the Z. Smith Reynolds Foundation to develop crisis response teams throughout the state. The purpose of these teams will be to involve themselves in community situations that have the potential for civil disorder in order for the trained team members to quickly respond to crisis in their communities and work together across county lines. These team members will also be able to serve as mediators and help to normalize events as needed. To date, 104 people have participated in the initial three training sessions.

Hate Violence Reporting/Investigation

The Human Relations Commission established and trained 40 Hate Violence Information Network affiliates across North Carolina. These affiliates signed a memorandum of understanding stating that they would contact the Commission when a "hate incident" occurs in their community. One hundred-nine hate/violence incidents were reported and investigated since March 1999. "Hate incidents" refer to crimes, harassment or intimidation committed out of hatred of the victim because of his or her race, religion, ethnic or cultural background, etc.

Local Human Relations Commissions

The Human Relations Commission seeks to help establish and/or revitalize local human relations councils/commissions within every county. The goal for local human relations councils/commissions is to resolve community problems at the local level. Since March 1999, the Commission has helped to establish six new local commissions. The Commission has also developed orientation training sessions for new commissions and provides continuous assistance, advice and training to all local commissions.

Employment/Public Accommodations

Since March 1999, the Human Relations Commission has answered approximately 1521 telephone and written inquiries concerning employment and public accommodations concerns. When the Commission does not provide directs assistance, referrals are made to other agencies.

Martin Luther King, Jr. Commission

The purpose of the Martin Luther King, Jr. Commission is to provide assistance and advice to local governments and private organizations across the state with respect to the observance of the Martin Luther King holiday and year-round activities regarding the philosophy of Dr. King. The

Commission promotes an awareness and appreciation for the life and work of Martin Luther King, Jr. and awards mini-grants to organizations that promote the philosophies of Dr. King.

Annual Bell Ringing Ceremony

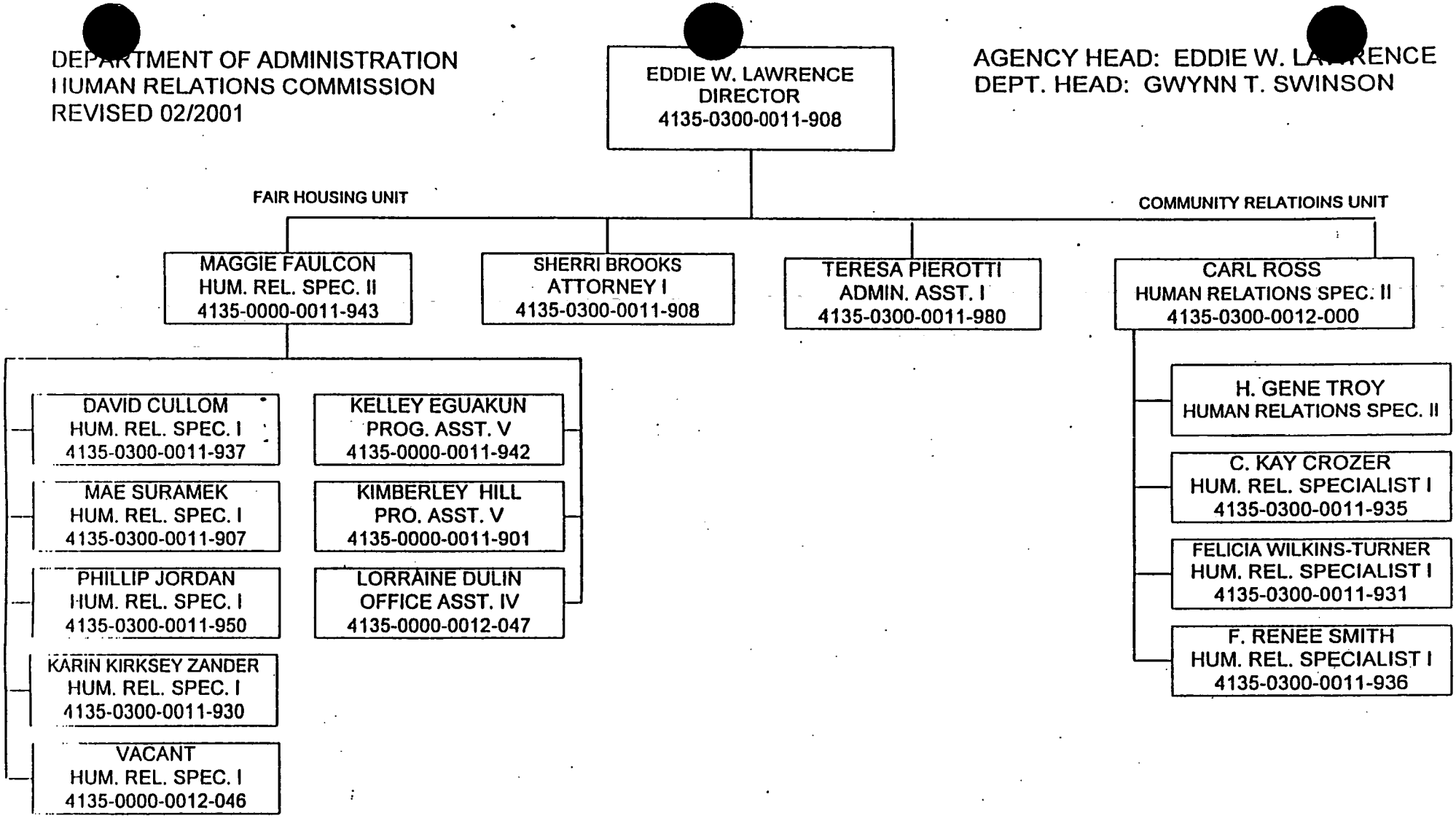
Each year on the official Martin Luther King, Jr. holiday, the Commission sponsors a Bell Ringing Ceremony at the Bicentennial Plaza. Several hundred people observe the ceremony and public officials participate in the program each year.

Martin Luther King Mini-Grants

In December 1999, the Martin Luther King, Jr. Commission awarded $46,050 in mini-grants to 29 non-profit organizations. In December 2000, the Commission awarded $46,050 in mini-grants to 26 non-profit organizations. These mini-grant proposals are geared to organizing, promoting and implementing programs that reflect the philosophy of Dr. King throughout the year.

DEPARTMENT OF ADMINISTRATION
HUMAN RELATIONS COMMISSION
REVISED 02/2001

AGENCY HEAD: EDDIE W. LAWRENCE
DEPT. HEAD: GWYNN T. SWINSON



YOUTH ADVOCACY AND INVOLVEMENT OFFICE

Summary

The Youth Advocacy and Involvement Office (YAIO), under the leadership of four advisory councils and in cooperation with public and private agencies, serves as an advocate for the 2 million people in the state under the age of 18. YAIO seeks to enhance the quality of lives of children and youth through individual and class advocacy intervention and by offering opportunities for leadership development and experiential education.

The advocacy staff handled 196 new cases (and referred 78 additional ones) involving 64 counties and 13 states in the last year and one half. Staff has been involved in working on and researching issues such as infant protection, home schooling, child drownings, foster care and emancipation. A funding resource library/database for youth programs and services has been developed to offer assistance to both public and private agencies and individuals seeking resources to operate their programs.

Accomplishments

Youth Survey and Summit

Last year the office received a grant from Z. Smith Reynolds Foundation and the Civic Education Consortium to examine the impact of the hurricanes on students in the eastern part of the state. Over 12,000 surveys were sent to middle and high school students in the 25 counties most impacted. The results of the surveys were used to develop a videoconference, which was held with students and elected officials in Columbus, Duplin, Edgecombe, and Pitt Counties. A final report entitled "Youth Survey and Summit on Hurricane Disaster Relief and Recovery" was published and presented to local officials, legislators, and emergency management personnel outlining recommendations from the students.

Students Against Destructive Decisions

Students Against Destructive Decisions (SADD) supports chapters in over 300 middle and high schools in the state. Recent accomplishments include securing underage alcohol prevention grants to offset the cost of participation in both the 1999 and 2000 SADD conferences. Student participation increased in the conferences from 240 to 371 attendees during the last year. College-to-high school and high school-to-middle school mentoring projects are currently being promoted.

Youth Legislative Assembly

The 30TH session of the Youth Legislative Assembly (YLA) convened in March 2000 with approximately 225 youth legislators from across the state. The weekend mock assembly, patterned after the NC General Assembly, debated numerous issues, including mandating school uniform policies in all North Carolina public schools and limiting the number of days the NC General Assembly is in session.

Mini-Grant Program for Youth Organizations

The Mini-Grant Program received a record number of grant applications this past year. Fifty-five youth organizations sought funds to conduct youth inspired and driven projects in local communities around the state. An average of $450 was awarded to each of twenty-five projects to help support programs such as after school youth tutorials and drug prevention workshops.

State Youth Council

The State Youth Council (SYC) of North Carolina, whose intent it is to promote youth involvement in community affairs, conducted quarterly conferences throughout the state in the recent program year. Local youth councils, which comprise SYC, reviewed grant applications, conducted and planned major community projects and served as an advisory group to State Superintendent Mike Ward.

Publications

Thanks to a grant from the Governor's Crime Commission, 20,000 copies of two publications, *Youth Rights and Responsibilities* and *You and the Juvenile Justice System* were updated and printed. They are being distributed to schools, training schools, court counselors and teen courts across the state. With additional grant monies, these publications will be printed in Spanish this year. An office newsletter and SADD newsletter are also published periodically.

AmeriCorps Serving North Carolina Youth

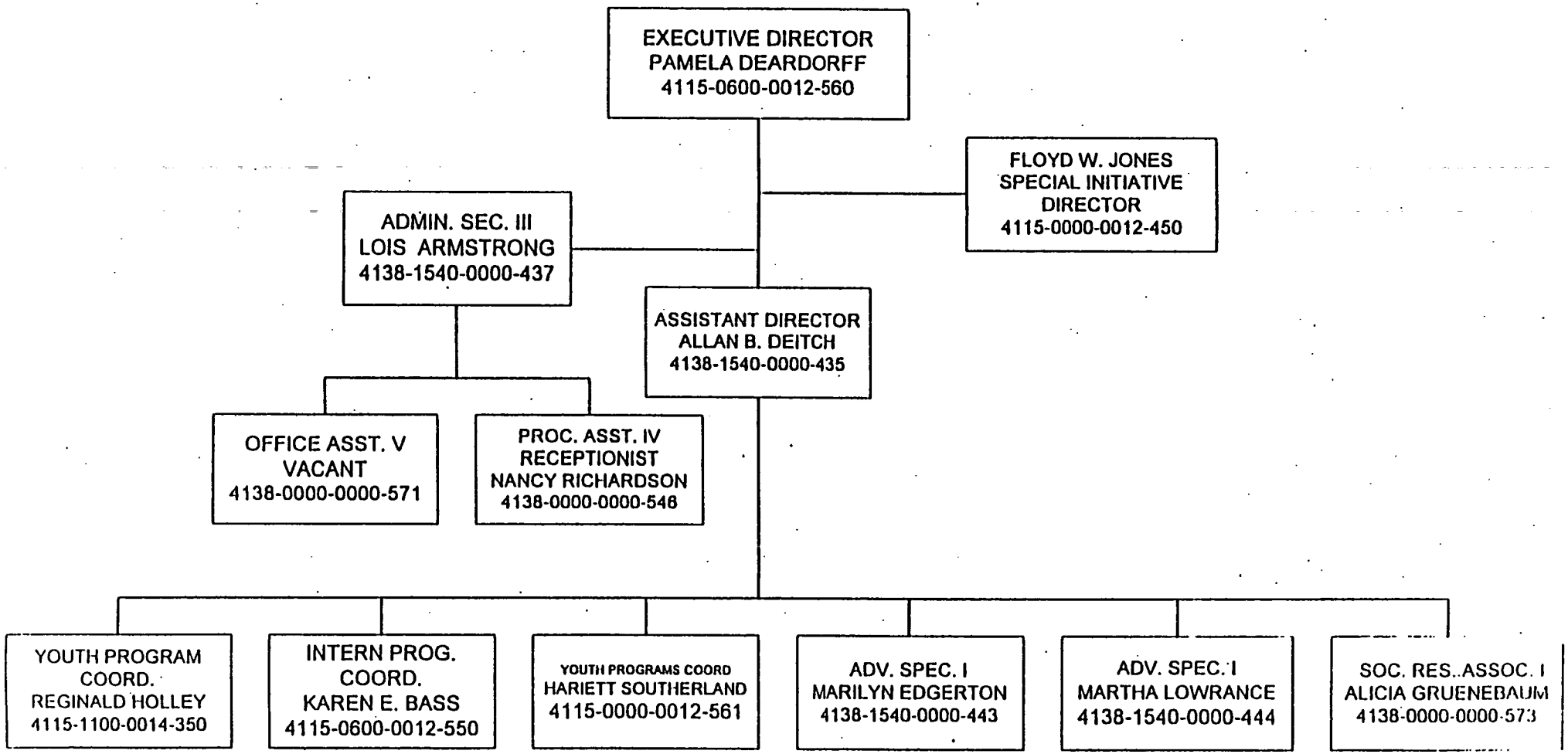
Effective November 2000, the AmeriCorps Serving North Carolina Youth project was transferred from the Governor's Office to YAIO. This project is designed to strengthen the partnerships between schools, volunteer centers, and other community youth-serving agencies to ensure that all children that need a mentor or tutor gets one. AmeriCorps members are serving in 12 NC counties and have recruited, trained, and matched more than 400 volunteer mentors with at-risk youth.

State Government Internship Program

YAIO administers the State Government Internship Program for college students. Summer interns work 40-hour weeks for 10 weeks and are paid $6.75/hour. Since March 1999, 196 interns have been placed in state government jobs across the state.

DEPARTMENT OF ADMINISTRATION
YOUTH ADVOCACY & INVOLVEMENT OFFICE
REVISED 02/2001

AGENCY HEAD: PAMELA DEARDORFF
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
Summary of Budget

	1999-00 Actual	2000-01 Authorized	2001-2002 FISCAL YEAR 2001-02 Base Line Recommended	Recommended Reduction	Recommendec Expansion	2001-02 Recommended Revised	2002-2003 FISCAL YEAR 2002-03 Recommended	Recommended Reduction	Recommendec Expansion	2002-03 Recommended Revised
otal Requirements	$ 129,777,613	$ 143,897,143	$ 143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034	$143,897,143	$ (262,109)	$ 1,225,000	$ 144,860,034
otal Estimated Receipts	70,995,743	90,875,799	90,875,799			90,875,799	90,875,799			90,875,799
eginning Cash Balance	9,988,789	6,150,623	5,925,836			5,925,836	5,925,836			5,925,836
nding Cash Balance	6,150,623	5,925,836	5,890,836			5,890,836	5,890,836			5,890,836
ıcrease/Decrease Cash Bal	(3,838,166)	(224,787)	(35,000)			(35,000)	(35,000)			(35,000)
et Appropriations	$ 54,943,704	$ 52,796,557	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448	$ 52,796,557	$ (262,109)	$ 1,225,000	$ 53,759,448
umber of Positions	882.00	936.00	935.00	-5.00		930.00	935.00	-5.00		930.00

Notes:

38% of the budgeted appropriations is for Fund 1421 Facility Management

18% of the budgeted appropriations are "pass through" monies for grants, scholarships, aid to local governments, etc.

22% of the budgeted positions are supported from receipts

Cash balance reflected for Special Fund Codes only.

Above Summary Excludes Office of State Personnel housed in the Dept. of Administration for reporting purposes.

DOA Office of the Secretary
FUND 1111
Summary of Budget

	1999-00 Actual	2000-01 Authorized	Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$2,126,092	$	2,102,977	$ 2,102,977	$ (41,456)	$ 2,061,521	$ 2,102,977	$ (41,456)	$ 2,061,521
Total Estimated Receipts	113,994		56,565	56,565		56,565	56,565		56,565
Net Appropriations	$2,012,098	$	2,046,412	$ 2,046,412	$ (41,456)	$ 2,004,956	$ 2,046,412	$ (41,456)	$ 2,004,956
Number of Positions	26.75		26.75	26.75	(1.00)	25.75	26.75	(1.00)	25.75

Notes:

81% of Budgeted Appropriations is Personnel Cost

14% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

68% of Budgeted Receipts is Personnel Cost

32% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Fiscal Management
FUND 1121
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,287,558	$ 1,446,947	$ 1,446,947	$ 1,446,947
Total Estimated Receipts	315,443	360,002	360,002	360,002
Net Appropriations	$ 972,115	$ 1,086,945	$ 1,086,945	$ 1,086,945
Number of Positions	27.00	27.00	27.00	27.00

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

77% of Budgeted Receipts is Personnel Cost

23% of Budgeted Receipts is Operating Expenses

76% of Budgeted Positions is Supported from Appropriation

24% of Budgeted Positions is Supported from Receipts

DOA Personnel Office
FUND 1122
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 607,881	$ 717,733	$ 717,733	$ 717,733
Total Estimated Receipts	18,145	7,641	7,641	7,641
Net Appropriations	$ 589,736	$ 710,092	$ 710,092	$ 710,092
Number of Positions	12.75	13.00	13.00	13.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

98% of Budgeted Positions is Supported from Appropriation

2% of Budgeted Positions is Supported from Receipts

DOA Non-Public Education
FUND 1230
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 220,751	$ 190,055	$ 190,055	$ 190,055
Number of Positions	3.00	3.00	3.00	3.00

Notes:

84% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

16% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Management Information Systems
FUND 1241
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 564,521	$ 613,818	$ 613,818	$ 613,818
Total Estimated Receipts	56,897	55,414	55,414	55,414
Net Appropriations	$ 507,624	$ 558,404	$ 558,404	$ 558,404
Number of Positions	9.00	9.00	9.00	9.00

Notes:

92% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

89% of Budgeted Positions is Supported from Appropriation

11% of Budgeted Positions is Supported from Receipts

DOA Agency for Public Telecommuncations
FUND 1264
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,291	$ 1,569,742	$ 1,569,742	$ 1,569,742
Total Estimated Receipts	548,754	504,858	504,858	504,858
Net Appropriations	$ 796,537	$ 1,064,884	$ 1,064,884	$ 1,064,884
Number of Positions	18.00	18.00	18.00	18.00

Notes:

58% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

42% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Mail Service Center
FUND 1280
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,809,580	$ 1,703,682	$ 1,703,682	$ 1,703,682
Total Estimated Receipts	1,099,524	1,200,966	1,200,966	1,200,966
Net Appropriations	$ 710,056	$ 502,716	$ 502,716	$ 502,716
Number of Positions	43.00	41.49	41.49	41.49

Notes:

77% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

23% of Budgeted Appropriations is Operating Expenses

64% of Budgeted Receipts is Personnel Cost

36% of Budgeted Receipts is Operating Expenses

48% of Budgeted Positions is Supported from Appropriation

52% of Budgeted Positions is Supported from Receipts

DOA State Construction Office
FUND 1411
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,562,123	$ 3,737,433	$ 3,737,433	$ 3,737,433
Total Estimated Receipts	220,410	950	950	950
Net Appropriations	$ 3,341,713	$ 3,736,483	$ 3,736,483	$ 3,736,483
Number of Positions	56.00	57.00	57.00	57.00

Notes:

90% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

10% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA State Property Office
FUND 1412
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,251,301	$ 1,397,845	$ 1,397,845	$ 1,397,845
Total Estimated Receipts	165,720	191,825	191,825	191,825
Net Appropriations	$ 1,085,581	$ 1,206,020	$ 1,206,020	$ 1,206,020
Number of Positions	21.00	21.00	21.00	21.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

85% of Budgeted Receipts is Personnel Cost

15% of Budgeted Receipts is Operating Expenses

94% of Budgeted Positions is Supported from Appropriation

6% of Budgeted Positions is Supported from Receipts

DOA State Building Commission
FUND 1416
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 12,275	$ 24,835	$ 24,835	$ 24,835
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

100% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Facility Management
FUND 1421
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 21,203,650	$ 23,198,766	$ 23,198,766	$ 23,198,766
Total Estimated Receipts	3,901,124	3,225,016	3,225,016	3,225,016
Net Appropriations	$ 17,302,526	$ 19,973,750	$ 19,973,750	$ 19,973,750
Number of Positions	199.00	210.00	210.00	210.00

Notes:

32% of Budgeted Appropriations is Personnel Cost

40% of Budgeted Appropriations is "Pass Through" Monies for Utilities (Electric, Gas, Fuel Oil & Water)

28% of Budgeted Appropriations is Operating Expenses

11% of Budgeted Receipts is Personnel Cost

89% of Budgeted Receipts is Operating Expenses

95% of Budgeted Positions is Supported from Appropriation

5% of Budgeted Positions is Supported from Receipts

DOA Purchase and Contract
FUND 1511
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 3,739,807	$ 3,833,455	$ 3,833,455	$ 3,833,455
Total Estimated Receipts	119,432	11,813	11,813	11,813
Net Appropriations	$ 3,620,375	$ 3,821,642	$ 3,821,642	$ 3,821,642
Number of Positions	61.00	60.00	60.00	60.00

Notes:

88% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

12% of Budgeted Appropriations is Operating Expenses

90% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA State Capitol Police
FUND 1623
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,314,584	$ 2,588,202	$ 2,588,202	$ 2,588,202
Total Estimated Receipts	370,195	443,742	443,742	443,742
Net Appropriations	$ 1,944,389	$ 2,144,460	$ 2,144,460	$ 2,144,460
Number of Positions	62.00	65.00	65.00	65.00

Notes:

94% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

95% of Budgeted Receipts is Personnel Cost

5% of Budgeted Receipts is Operating Expenses

83% of Budgeted Positions is Supported from Appropriation

17% of Budgeted Positions is Supported from Receipts

DOA Council for Women
FUND 1731
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 560,564	$ 581,013	$ 581,013	$ 581,013
Number of Positions	11.00	11.00	11.00	11.00

Notes:

89% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

11% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Displaced Homemakers Program
FUND 1732
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,161,180	$ 1,186,009	$ 1,186,009	$ 1,186,009
Total Estimated Receipts	814,282	800,000	800,000	800,000
Net Appropriations	$ 346,898	$ 386,009	$ 386,009	$ 386,009
Number of Positions	1.00	1.00	1.00	1.00

Notes:

7% of Budgeted Appropriations is Personnel Cost

87% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

6% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

10% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Rape Crisis Program
FUND 1734
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,146,578	$ 928,952	$ 928,952	$ 928,952
Total Estimated Receipts	-	200	200	200
Net Appropriations	$ 1,146,578	$ 928,752	$ 928,752	$ 928,752
Number of Positions	0.75	0.75	0.75	0.75

Notes:

3% of Budgeted Appropriations is Personnel Cost

96% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

1% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Human Relations Commission
FUND 1741
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 575,576	$ 674,050	$ 674,050	$ 674,050
Number of Positions	13.00	13.00	13.00	13.00

Notes:

93% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

7% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Martin Luther King
FUND 1742
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 58,061	$ 74,882	$ 74,882	$ 74,882
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

66% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

34% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Youth Involvement Office
FUND 1761
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 862,686	$ 871,342	$ 871,342	
Total Estimated Receipts	83,426	32,000	32,000	32,000
Net Appropriations	$ 779,260	$ 839,342	$ 839,342	$ 839,342
Number of Positions	11.00	10.75	10.75	10.75

Notes:

91% of Budgeted Appropriations is Personnel Cost

1% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

8% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Veteran Affairs
FUND 1771
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 8,026,234	$ 8,607,137	$ 8,607,137	$ 8,607,137
Total Estimated Receipts	171,227	82,064	82,064	82,064
Net Appropriations	$ 8,694,349	$ 8,525,073	$ 8,525,073	$ 8,525,073
Number of Positions	89.00	89.00	89.00	89.00

Notes:

41% of Budgeted Appropriations is Personnel Cost

54% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

5% of Budgeted Appropriations is Operating Expenses

97% of Budgeted Receipts is Personnel Cost

3% of Budgeted Receipts is Operating Expenses

97% of Budgeted Positions is Supported from Appropriation

3% of Budgeted Positions is Supported from Receipts

DOA State Veterans Home
FUND 1772
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,726,959	$ 3,139,406	$ 3,139,406	$ 3,139,406
Total Estimated Receipts	2,726,959	3,139,406	3,139,406	3,139,406
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	1.00	1.00	1.00	1.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

2% of Budgeted Receipts is Personnel Cost

98% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

100% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Program
FUND 1781
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,794,310	$ 1,808,270	$ 1,808,270	$ 1,808,270
Total Estimated Receipts	9,499	8,500	8,500	8,500
Net Appropriations	$ 2,784,811	$ 1,799,770	$ 1,799,770	$ 1,799,770
Number of Positions	2.25	2.25	2.25	2.25

Notes:

5% of Budgeted Appropriations is Personnel Cost

93% of Budgeted Appropriations is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

2% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Domestic Violence Centers
FUND 1782
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,345,280	$ 1,350,000	$ 1,350,000	$ 1,350,000
Total Estimated Receipts	1,345,280	1,350,000	1,350,000	1,350,000
Net Appropriations	$ -	$ -	$ -	$ -
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Receipts is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Commission on Domestic Violence
FUND 1783
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 66,158	$ 172,040	$ 172,040	$ (109,639)	$ 62,401	$ 172,040	$ (109,639)	$ 62,401
Total Estimated Receipts	-	27,152	27,152		27,152	27,152		27,152
Net Appropriations	$ 66,158	$ 144,888	$ 144,888	$ (109,639)	$ 35,249	$ 144,888	$ (109,639)	$ 35,249
Number of Positions	4.00	3.00	3.00	(2.00)	1.00	3.00	(2.00)	1.00

Notes:

55% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

45% of Budgeted Appropriations is Operating Expenses

100% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

<1% of Budgeted Positions is Supported from Appropriation

50% of Budgeted Positions is Supported from Receipts

DOA Board of Ethics
FUND 1810
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 194,619	$ 228,651	$ 228,651	$ 228,651
Number of Positions	3.00	3.00	3.00	3.00

Notes:

80% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

20% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Governor's Advocacy Council for Persons with Disabilities
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 501,689	$ 531,594	$ 531,594	$ 531,594
Number of Positions	8.61	8.61	8.61	8.61

Notes:

86% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

14% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Pension - Spouse of Former Governors
FUND 1811
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Total Estimated Receipts	-	-	-	-
Net Appropriations	$ 16,000	$ 12,000	$ 12,000	$ 12,000
Number of Positions	0.00	0.00	0.00	0.00

Notes:

0% of Budgeted Appropriations is Personnel Cost

100% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

0% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

0% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Commission on Indian Affairs
FUND 1861
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 370,159	$ 371,453	$ 371,453	$ 371,453
Total Estimated Receipts	17,314	2,000	2,000	2,000
Net Appropriations	$ 352,845	$ 369,453	$ 369,453	$ 369,453
Number of Positions	7.00	7.00	7.00	7.00

Notes:

85% of Budgeted Appropriations is Personnel Cost

0% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

15% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

100% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

DOA Board of Science and Technology
FUND 1871
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	Recommended Reduction	2001-02 Recommended Revised	2002-03 Recommended	Recommended Reduction	2002-03 Recommended Revised
Total Requirements	$ 696,365	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712
Total Estimated Receipts	14,227	-	-			-		
Net Appropriations	$ 682,138	$ 637,726	$ 637,726	$ (111,014)	$ 526,712	$ 637,726	$ (111,014)	$ 526,712
Number of Positions	6.00	6.00	6.00	(2.00)	4.00	6.00	(2.00)	4.00

Notes:

50% of Budgeted Appropriations is Personnel Cost

24% of Budgeted Appropriation is "Pass Through" Monies for Grants, Scholarships, Aid to Local Governments, etc.

26% of Budgeted Appropriations is Operating Expenses

0% of Budgeted Receipts is Personnel Cost

0% of Budgeted Receipts is Operating Expenses

100% of Budgeted Positions is Supported from Appropriation

0% of Budgeted Positions is Supported from Receipts

STATE ENERGY OFFICE
FUND 2466
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	Dept. of Commerce	$ 15,907,965	$ 15,907,965	$ 15,907,965
Total Estimated Receipts:	"			
Dept. of Energy		2,505,753	2,505,753	2,505,753
PVE		13,402,212	13,402,212	13,402,212
Number of Positions	"	14.00	14.00	14.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

88% of Budgeted Funds represents Grants

8% of BudgetedFunds represents Operating Expenses

DIVISION OF MOTOR FLEET MANAGEMENT
FUND 7211
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Total Estimated Receipts:	$ 42,987,362	$ 41,389,548	$ 41,389,548	$ 51,389,548
Number of Positions	48.00	48.00	48.00	48.00

Notes:

4% of the Budgeted Funds represents Personnel Cost

62% of Budgeted Funds represents Car Puuchases

34% of BudgetedFunds represents Operating Expenses

STATE SURPLUS PROPERTY
FUND 7215
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Total Estimated Receipts:	$ 942,013	$ 938,383	$ 938,383	$ 938,383
Number of Positions	17.00	17.00	17.00	17.00

Notes:

54% of the Budgeted Funds represents Personnel Cost

56% of Budgeted Funds represents Operating Expenses

MSC - COURIER SERVICE
FUND 7218
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Total Estimated Receipts:	$ 2,343,781	$ 2,083,140	$ 2,397,911	$ 2,397,911
Number of Positions	44.00	44.00	44.00	44.00

Notes:

64% of the Budgeted Funds represents Personnel Cost

26% of Budgeted Funds represents Operating Expenses

STATE PARKING OFFICE
FUND 7251
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Total Estimated Receipts:	$ 1,360,488	$ 1,444,936	$ 1,476,316	$ 1,476,316
Number of Positions	24.50	24.50	24.50	24.50

Notes:

55% of the Budgeted Funds represents Personnel Cost

45% of Budgeted Funds represents Operating Expenses

FEDERAL SURPLUS PROPERTY
FUND 7310
Summary of Budget

	1999-00 Actual	2000-01 Authorized Base Line	2001-02 Recommended	2002-03 Recommended
Total Requirements	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Total Estimated Receipts:	$ 514,707	$ 688,822	$ 688,822	$ 688,822
Number of Positions	7.00	7.00	7.00	7.00

Notes:

67% of the Budgeted Funds represents Personnel Cost

33% of Budgeted Funds represents Operating Expenses

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

MAINTENANCE CONTRACT
FISCAL YEAR 2000-2001

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of the Secretary

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 4355 Copier	Danka	$1,219.68
Panasonic 7750 Copier	Systel Business Equip. Co.	1,087.00
Netscape Licenses (25 seats)	ITS	112.50
Novell Licenses (30 seats)	Novell, Inc.	696.00

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of Fiscal Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Minolta DI520 Copier	Minolta Corp.	$1,343.88
Konica 2028 Copier	Danka Corp.	852.11
Netscape Licenses (25 seats)	ITS	121.50
Novell Licenses (30 seats)	Novell, Inc.	742.40
Konica 2125 Copier	Commercial Business Mach.	595.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Resources Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service Agreement for Copier	Systel Business Equipment Company	$1,087.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Non-Public Education

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Pitney Bowes, Inc.	$744.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Agency for Public Telecommunications

Type of Maintenance Contract	Vendor	Annual Contract Amount
Software Maintenance	Novell	$763.28
	ITS/Netscape	$90.00
NOTE:		
APT recently purchased a new copier. During the 90 day mfg. Warranty period we are evaluating		
usage for the Agency and will tailor the contract to our usage. This maintenance contract will need to		
be purchased within the next 30 days. Based on sample usage to date, the contract cost should be		
no more than $80.00 per month.		

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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Mail Service Center

Type of Maintenance Contract	Vendor	Annual Contract Amount
Postage Meters (9)	The Alternative	$6,426.00
Bar Code Scanners (10)	The Alternative	$1,160.00
Bar Code Scanner/WIN-WITS (1)	The Alternative	$116.00
AH 100 Scales (9)	The Alternative	$4,635.00
AMS24/PC (Acct.Data Device)(10)	The Alternative	$3,260.00
Courier Scales (2)	The Alternative	$262.00
Caere 833 Scanner (1)	The Alternative	$290.00
Conveyor Belts (9)	The Alternative	$1,044.00
Durawand Charger (4)	The Alternative	$184.00
HP High speed Printer (1)	The Alternative	$175.00
Label Matrix Software (1)	The Alternative	$116.00
Eltron Printers for WITS (2)	The Alternative	$232.00
Courier Laser Scanner (1)	The Alternative	$116.00
MMS Win Acct. Software (2)	The Alternative	$416.00
PC-433 WIT Tracking Software (2)	The Alternative	$700.00
PC-450 Acct. Computer (1)	The Alternative	$350.00
WinWits-2 Tracking Software (1)	The Alternative	$420.00
Jetstar 3000 (1)	Bell & Howell	$48,610.82
Compass (1)	Bell & Howell	$2,286.07
J3000 Winsort Software (1)	Bell & Howell	$9,447.73
Incoming Letter Software (1)	Bell & Howell	$1,049.75
Inbound Letter Software (1)	Bell & Howell	$4,198.99
Konica 2028 Copier & Sorter (1)	Danka Office Imaging	$774.63
	Total	$86,269.99

Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Office of State Construction

Type of Maintenance Contract	Vendor	Annual Contract Amount
Netscape Licenses (53 seats)	Minolta Corp.	$238.50
Novell Licenses (66 seats)	Danka Corp.	1,531.20
Muratec F46 Fax Machine	Ameritrend Corp.	125.00
Okifax 5300 Fax Machine	KM Data, Inc.	175.00
Pitney Bowes 9346 Copier	Pitney Bowes, Inc.	1,597.32
Mita 1605 Copier	Commercial Equipment, Inc.	720.00
Konica 3035 Copier	Danka Corp.	1,937.32
Castelle Faxpress 3500	Castelle	895.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
4 Konica 2080 Copiers	Commercial Business Machines	$2,380.00
Fire Extinguishers/Recharge/Testing	Wake County Fire Equipment Co.	2,000.00
Omnifax L630 Fax Machine-FMD Lobby	Xerox/Omnifax Corp.	150
Omnifax L621 Fax Machine-Blue Ridge R	Xerox/Omnifax Corp.	100
Omnifax L630 Fax Machine-Construction	Xerox/Omnifax Corp.	150
Elevator - James K. Polk Building	Ace Elevator Co.	5,100.00
Emergency Management Software	Arrow Services	2,160.00
Elevators- State Government Complex	Ask Elevator	156,864.00
Temperature Controls-James K. Polk Bldg	Invensys Bldg. Systems	1,860.00
Okifax 5300 Plus Fax Machine	K M Data	175
Fire Protection System-New SBI Bldg.	Landis and Straefa Inc.	8,640.00
Halon Fire Supression System-NC Museum of Art	NC Fire & Safety Equip. Co.	10,000.00
Automated Building Systems-New SBI	Siemens Bldg.Technologies/Landis	174,120.00
Elevator (1) - State Capital Bldg.	Thyssen Dover Elevator Co.	1,608.00
Elevators (6)-Old Revenue Building	Thyssen Dover Elevator Co.	25,200.00
Elevator (1) Thompson Bldg.	Thyssen Dover Elevator Co.	4,200.00
Elevator (1) Old Textbook Whse.	Thyssen Dover Elevator Co.	1,380.00
ProTrac System(Fire Extinguisher Maint)	Tiscor	1,528.00
Elevators- Old Education Bldg.	Thyssen Dover Elevator Co.	27,672.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: FACILITY MANAGEMENT

Type of Maintenance Contract	Vendor	Annual Contract Amount
Okifax 5300 Fax Machine-Gov. Mansion	K M Data	175
TM2 Software	FKW Technologies	6,000.00
Hardware - 3 Servers	Alphanumeric Systems, Inc.	2,242.94
UPS - 3 Servers	Alphanumeric Systems, Inc.	104.58
Hardware & UPS - 1 Server	Alphanumeric Systems, Inc.	709.76
HVAC & Related Systems-James K Polk	York Int'l Corp.	5,988.00
Elevators- Archdale Building	Thyssen Dover Elevator Co.	46,800.00
Elevators-Highway Building	Thyssen Dover Elevator Co.	47,760.00
Upgrade System Controls/State Complex	Siebe Environmental	17,312.00
Conveyor/Mail Chute-New Education Bldg	ASK Elevator	2,100.00
		$ 554,479.28

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: State Property Office, April 5, 2001

Type of Maintenance Contract	Vendor	Annual Contract Amount
Service/hardware (fax)	Ameritrend	$294.00
Service/software	ESRI	$8,200.00
Service/hardware (fax)	Getronics	$912.00
Service/hardware/software	Sun Microsystems	$3,907.00
Service/hardware/copier	Systel	$1,255.60
Service/hardware/copier	Xerox	$729.00

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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Systel Office Automation	$874.00
(3) Copiers	Minolta Corp	$4,487.04
Copier	Minolta Corp	1,343.88

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE CAPITOL POLICE

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier (Konica 2028)	Commerical Business Machines	$595.00
Copier (Mita 1415)	Commerical Business Machines	$240.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Council for Women

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier-Raleigh Office	Systel	$3,075
Copier-Greensboro Office	Vision Business Products	$275
Copier-Greenville Office	Carraway Bus. Machines	$594
Copier-Charlotte Office	American Photocopy	$355

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Human Relations Commission

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier - Konica 3035	Danka Office Imaging	$2,321.24
- Purchased 1993		(Amount is high because of age of copier)

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Veterans Affairs

Type of Maintenance Contract		Vendor	Annual Contract Amount
Mita Copier	District 1	Coastal Office Equipment	$262.50
Xerox Copier	District 5	Xerox	$250.00
Xerox Copier	District 6	Xerox	$250.00
Xerox Copier	District 15	Xerox	$250.00
Xerox Copier	District 13	Xerox	$250.00
Xerox Copier	District 4	Xerox	$250.00
Xerox Copier	District 10	Xerox	$250.00
Mita Copier	District 2	B & B Office Products	$250.00
Konica Copier	SSO	Danka	$683.00
Savin Copier	Spring Lake	Ikon Office Solutions	$87.00
Savin Copier	District 11	Ikon Office Solutions	$81.00
Mita Copier	Black Mtn.	NetSetGo	$250.00
Pitney Bowes Copier	ASO	Pitney Bowes	$372.00
Mita Copier	Jacksonville	B & B Office Products	$225.00
Savin Copier	District 7	Ikon Office Solutions	$134.67
Pitney Bowes Copier	Nursing Hm.	Pitney Bowes	$372.00
Muratec Fax	SSO	KM Data, Inc.	$265.00
We have already dropped 5 maintenance contracts because it was cost prohibitive to cover such old copiers			

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Board of Ethics

Type of Maintenance Contract	Vendor	Annual Contract Amount
Sharp Model SF 2030 Copier	COECO OFFICE SYSTEMS	$285.18
	2525 Atlantic Avenue	
	Raleigh NC 27602	
	5/11/00 - 5/11/01 contract date	
Software Maintenance	Novel and e-mail	$106.30

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: GACPD

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135 Copier	Danka	$1,673.69
Konica 2028 Copier/Dix Office	Danka	$1,259.07
Konica 2028 Copier/Butner	Danka	$1,112.96
Konica 2028 Copier/Morganton	Copy Service & Supply	$915.00
Fax Machine/Morganton	Ameritrend	$125.00
Fax Machine/Dix	Ameritrend	$125.00
Fax Machine/Central Office	Ameritrend	$125.00
Lotus Notes	Alphanumerics	$4,974.80
Netscape Maintenance		$144.00
Novell Netware Licenses		$533.60

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Commission of Indian Affairs

Type of Maintenance Contract	Vendor	Annual Contract Amount
Copier	Danka Corporation	$ 852.06
Telefax	Ameritrend	$ 198.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: NC Board of Science and Technology

Type of Maintenance Contract	Vendor	Annual Contract Amount
Mita DC 1435 Copier	Commercial Equipment Co.	264.00
Cannon L3000 Fax Machine	IKON Office Solutions	390.00
Hp LaserJet DN Hi-speed Printer	Hewlett Packard	384.00
HP Color LaserJet 5M Printer	Hewlett Packard	480.00
Total		1518.00

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N.C. Department of Administration
Maintenance Contracts
Fiscal Year 2000-2001

DIVISION: State Energy Office

Type of Maintenance Contract	Vendor	Annual Contract Amount
Konica 3135, Serial #25KE04893	Raleigh Typewriter Exchange	$700.00
Compaq, Model #Proliant 2500, Serial #D726BPT10642	Advanced Technology Services	$483.36
Bay Networks, NetWork Switch, MDL#350T, Serial #9080	Advanced Technology Services	$127.20
Bay Networks, Model #Baystack 101, Serial #0236619	Advanced Technology Services	$76.32
Bay Networks, MDL #Baystack 102W/Adv NMM, Serial #0242620	Advanced Technology Services	$101.76
Bay Networks, MDL, BayStack 202, Serial #A23BA4	Advanced Technology Services	$76.32
****** Assigned to Weatherization HP Laserjet 4S1 W/Env. Feeder, Serial #USBB166159***	Advanced Technology Services	$0.00
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USCC014063	Advanced Technology Services	$127.20
HP Laserjet 5SI W/Env. Feeder & Duplexer Serial #USDK082674	Advanced Technology Services	$127.20
HP Color Laserjet 5 W/Duplexer, Serial #JPGF127678	Advanced Technology Services	$152.64
Muratec Fax, Model #F-60, Serial #D49302-10020275	Ameritrend Corporation	$125.00
	Total	**$2,097.00**

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N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Motor Fleet Management

Type of Maintenance Contract	Vendor	Annual Contract Amount
MFM has no maintenance contracts.		

B-21

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: STATE PARKING SYSTEMS

Type of Maintenance Contract	Vendor	Annual Contract Amount
Photocopier maintenance	Pitney Bowes	$372.00
Parking lot equipment repair		
and maintenance (gates, card		
readers, ticket spitters and		
cash collection units)	Southern Time Inc.	$14,525
Software maintenance		$162.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase & Contract State Surplus Property

Type of Maintenance Contract	Vendor	Annual Contract Amount
F120 Muratech Fax Machine	Ameritrend	$230.00
Minolta Copier	Commercial Equipment Co.	$246.00
2 SilverReed Typewriters	Raleigh Typewriter Exchange	$150.00
2 IBM Typewriters	Commercial Business Machines	$160.00

N.C. Department of Administration
Maintenance Contracts
Fiscal year 2000-2001

DIVISION: Purchase and Contract Federal Property Agency, 1950 Garner Rd.

Type of Maintenance Contract	Vendor	Annual Contract Amount
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
TYPEWRITER	RALEIGH TYPEWRITER EX	$75.00
COPY MACHINE	COECO OFFICE SYSTEMS	$370.00

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

OFFICE FURNITURE AND EQUIPMENT
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	3,311.81	297.86	353.00	-	353.00	-
534512 FURN-RESIDENTIAL	-		-	-	-	-
534521 OFFICE EQUIPMENT	-	5,641.08	8,441.00	2,500.00	1,000.00	-
534522 EQUIP-COMPUTERS	4,380.91	6,842.50	(3,128.00)	6,513.00	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	375.24	554.38	(5,752.00)	5,672.00	1,200.00	-
534529 EQUIP-CUSTODY & SECURITY	-	472.71	-	-	-	-
534539 OTHER EQUIPMENT	-	-	1,500.00	400.00	700.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 8,067.96	$ 13,808.53	$ 1,414.00	$ 15,085.00	$ 8,253.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	1,157.52	(757.00)	757.00	1,500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	479.01	-	4,766.00	3,423.00	4,766.00	280.41
534522 EQUIP-COMPUTERS	11,799.15	9,572.30	5,547.00	13,565.00	9,770.00	58.30
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,349.38	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 12,278.16	$ 12,079.20	$ 9,556.00	$ 17,745.00	$ 16,036.00	$ 338.71

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	525.29	601.00	500.00	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	8,703.00	282.00	474.00	-
534522 EQUIP-COMPUTERS	-	932.08	700.00	1,000.00	1,200.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	355.42	-	-	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 1,812.79	$ 10,004.00	$ 1,782.00	$ 2,774.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	150.00	600.00	-	600.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	(3,112.00)	3,872.00	1,200.00	-
534522 EQUIP-COMPUTERS	35,487.03	61,817.40	(4,457.00)	24,403.00	14,000.00	195.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	(4,716.00)	1,146.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 35,487.03	$ 61,967.40	$ (11,685.00)	$ 29,421.00	$ 15,800.00	$ 195.04

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	63.03	-	1,000.00	200.00	1,500.00	1,499.89
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	1,366.00	35.00	4,900.00	-
534522 EQUIP-COMPUTERS	3,567.43	14,071.85	14,642.00	11,505.00	14,100.00	11,360.24
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	8,163.55	184,504.63	170,570.00	76,286.00	170,600.00	63,489.41
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	3,031.60	1,645.84	(14,379.00)	16,669.00	10,100.00	10,841.63
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 14,825.61	$ 200,222.32	$ 173,199.00	$ 104,695.00	$ 201,200.00	$ 87,191.17

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	8,500.00	7,500.00	7,494.82
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	3,171.00	3,171.00	-
534522 EQUIP-COMPUTERS	-	-	-	15,639.00	5,561.00	266.04
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	1,000.00	2,612.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	(60,177.00)	11,177.00	3,507.00	743.03
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ (60,177.00)	$ 39,487.00	$ 22,351.00	$ 8,503.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFIC

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	1,004.50	104.50	(7,979.00)	8,400.00	500.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	75.26	556.95	9,325.00	91.00	1,000.00	-
534522 EQUIP-COMPUTERS	25,969.16	44,357.54	9,954.00	25,399.00	44,700.00	2,802.64
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	174.37	648.72	200.00	-	500.00	481.24
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	6,860.42	-	82.00	5,000.00	804.49
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 27,223.29	$ 52,528.13	$ 11,500.00	$ 33,972.00	$ 51,700.00	$ 4,088.37

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	108.53	75.00	-	200.00	4,174.00	29,633.07
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	936.30	-	3,015.00	500.00	8,347.00	8,346.40
534522 EQUIP-COMPUTERS	16,431.46	35,037.39	2,517.00	22,500.00	5,239.00	5,238.42
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,889.98	6,152.27	-	500.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	577.70	317.99	-	400.00	278.00	277.72
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 19,943.97	$ 41,582.65	$ 5,532.00	$ 24,100.00	$ 18,038.00	$ 43,495.61

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	477.52	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 477.52	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,749.59	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	305,107.04	85,913.11	32,361.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	70,753.35	347,620.47	137,473.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 433,689.41	$ 543,544.80	$ 155,304.00	$ 358,458.00	$ 241,300.00	$ 82,094.21

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	404.58	8,210.78	(9,231.00)	17,341.00	9,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	4,446.64	9,722.14	448.00	13,191.00	19,700.00	19,621.46
534522 EQUIP-COMPUTERS	12,421.32	76,671.04	(5,747.00)	50,260.00	54,600.00	54,529.58
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	40,556.48	15,379.81	-	110.00	4,000.00	3,652.76
534529 EQUIP-CUSTODY & SECURITY	-	-	-	(19.00)	-	-
534539 OTHER EQUIPMENT	273,634.00	75,151.72	14,287.00	215,552.00	38,000.00	4,290.41
534541 AUTOS, TRUCKS, & BUSES	58,184.25	331,882.47	134,781.00	62,023.00	116,000.00	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 389,647.27	$ 517,017.96	$ 134,538.00	$ 358,458.00	$ 241,300.00	$ 82,094.21

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1423 LANDSCAPE SERVICES

						Current Fiscal Year	
		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511	FURN-OFFICE		-	-	-	-	-
534512	FURN-RESIDENTIAL		-	-	-	-	-
534521	OFFICE EQUIPMENT		27.45	-	-	-	-
534522	EQUIP-COMPUTERS		-	-	-	-	-
534527	EQUIP-AGRICULTURAL		-	-	-	-	-
534528	EQUIP-COMMUNICATIONS		-	-	-	-	-
534529	EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539	OTHER EQUIPMENT	31,483.04	10,761.39	18,074.00	-	-	-
534541	AUTOS, TRUCKS, & BUSES	12,569.10	15,738.00	2,692.00	-	-	-
534541001	AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544	TRAILERS	-	-	-	-	-	-
534549	OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
	TOTAL	$ 44,052.14	$ 26,526.84	$ 20,766.00	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	12,240.13	2,597.42	4,000.00	4,000.00	4,000.00	689.00
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	7,984.68	-	16,909.00	7,300.00	34,220.00	-
534522 EQUIP-COMPUTERS	57,715.13	136,983.65	32,972.00	7,055.00	39,266.00	21,494.94
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,702.36	317.95	-	(6,000.00)	400.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	10,685.80	13,978.39	3,090.00	6,339.00	16,229.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 90,328.10	$ 153,877.41	$ 56,971.00	$ 18,694.00	$ 94,115.00	$ 22,183.94

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	816.20	(187.00)	1,863.00	100.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	30.73	400.00	-	200.00	104.75
534522 EQUIP-COMPUTERS	3,671.00	19,218.51	3,000.00	3,000.00	150.00	150.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	2,753.88	7,075.00	3,500.00	1,650.00	746.82
534529 EQUIP-CUSTODY & SECURITY	1,686.11	5,153.82	34,860.00	4,463.00	1,484.00	1,229.02
534539 OTHER EQUIPMENT	713.44	-	2,320.00	(11,447.00)	924.00	923.76
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 6,070.55	$ 27,973.14	$ 47,468.00	$ 1,379.00	$ 4,508.00	$ 3,154.35

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	7,096.08	-	2,561.00	2,600.00	2,573.26
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS		-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 7,096.08	$ -	$ 2,561.00	$ 2,600.00	$ 2,573.26

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	802.00	50.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	8,655.00	5,903.46
534522 EQUIP-COMPUTERS	-	2,344.30	10,300.00	1,307.00	951.00	2,900.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	851.18	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 851.18	$ 2,344.30	$ 10,300.00	$ 2,109.00	$ 9,656.00	$ 8,803.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	2,215.00	2,214.64
534522 EQUIP-COMPUTERS	-	818.80	-	300.00	1,648.00	1,600.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 818.80	$ -	$ 300.00	$ 3,863.00	$ 3,814.64

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSI

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	3,904.16	789.00	200.00	1,361.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	2,030.36	-	581.00	-	581.00	-
534522 EQUIP-COMPUTERS	3,244.30	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 5,274.66	$ 3,904.16	$ 1,370.00	$ 200.00	$ 1,942.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	180.00	5,000.00	8,000.00	-
534522 EQUIP-COMPUTERS	-	2,177.22	-	(5,000.00)	5,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 2,177.22	$ 180.00	$ -	$ 13,000.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	773.80	-	-	1,150.00	343.44
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,803.47	316.94	(7,880.00)	6,830.00	202.00	-
534522 EQUIP-COMPUTERS	3,244.30	6,383.54	6,946.00	17.00	1,447.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 7,047.77	$ 7,474.28	$ (934.00)	$ 6,847.00	$ 2,799.00	$ 343.44

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	9,851.24	9,065.32	1,178.00	1,362.00	2,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	3,346.40	6,704.25	5,472.00	(280.00)	1,000.00	-
534522 EQUIP-COMPUTERS	11,399.12	11,242.14	1,628.00	1,123.00	1,628.00	191.86
534527 EQUIP-AGRICULTURAL	25,597.19	10,080.24	12,876.00	22,424.00	5,000.00	307.35
534528 EQUIP-COMMUNICATIONS	1,347.46	2,959.26	2,000.00	1,997.00	2,000.00	127.19
534529 EQUIP-CUSTODY & SECURITY	2,746.13	-	-	-	-	-
534539 OTHER EQUIPMENT	53,613.16	10,682.30	4,799.00	5,131.00	5,183.00	117.61
534541 AUTOS, TRUCKS, & BUSES	-	-	-	9,300.00	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	4,835.85	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 112,736.55	$ 50,733.51	$ 27,953.00	$ 41,057.00	$ 16,811.00	$ 744.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROG

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	1,200.00	1,000.00	2,901.39
534512 FURN-RESIDENTIAL	-	-	-	2,000.00	1,000.00	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	710.73
534522 EQUIP-COMPUTERS	-	-	-	1,000.00	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	14,700.00	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	3,500.00	1,000.00	16,786.24
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 22,400.00	$ 3,000.00	$ 20,398.36

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1781 DOMESTIC VIOLENCE PROGRA

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	(9.00)	825.00	824.26
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	800.90	-	410.00	925.00	923.75
534522 EQUIP-COMPUTERS	-	4,069.86	-	-	2,000.00	1,800.00
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	296.80	270.00	-	240.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 5,167.56	$ 270.00	$ 401.00	$ 3,990.00	$ 3,648.01

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1782 DOMESTIC VIOLENCE CENTER

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	-	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	352.00	250.12
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	-	-	-	-	-
534522 EQUIP-COMPUTERS	-	-	-	-	300.00	299.98
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ 652.00	$ 550.10

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	214.12	1,000.00	130.00	1,000.00	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	-	5,972.04	792.00	-	500.00	-
534522 EQUIP-COMPUTERS	-	7,207.63	1,000.00	962.00	1,000.00	-
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	1,204.58	-	-	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ -	$ 14,598.37	$ 2,792.00	$ 1,092.00	$ 2,500.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	-	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	836.35	-	1,082.00	100.00	215.00	(50.10)
534522 EQUIP-COMPUTERS	533.89	6,160.76	1,000.00	950.00	275.00	404.91
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	1,701.59	277.20	-	(261.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 3,071.83	$ 6,437.96	$ 2,082.00	$ 789.00	$ 490.00	$ 354.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	297.86	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	297.22	-	494.00	370.00	994.00	399.87
534522 EQUIP-COMPUTERS	3,530.52	1,460.68	3,550.00	244.00	3,149.00	10.59
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	851.18	-	(231.00)	-	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	-	-	-	-	-	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 4,125.60	$ 2,311.86	$ 4,044.00	$ 383.00	$ 4,143.00	$ 410.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Equipment Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
534511 FURN-OFFICE	159.20	-	-	-	-	-
534512 FURN-RESIDENTIAL	-	-	-	-	-	-
534521 OFFICE EQUIPMENT	802.67	-	700.00	700.00	700.00	-
534522 EQUIP-COMPUTERS	25,492.85	11,921.71	10,591.00	9,466.00	9,466.00	148.39
534527 EQUIP-AGRICULTURAL	-	-	-	-	-	-
534528 EQUIP-COMMUNICATIONS	-	-	2,500.00	1,000.00	1,000.00	-
534529 EQUIP-CUSTODY & SECURITY	-	-	-	-	-	-
534539 OTHER EQUIPMENT	4,745.35	727.71	-	500.00	500.00	-
534541 AUTOS, TRUCKS, & BUSES	-	-	-	-	-	-
534541001 AUTOS/TRUCK/BUS/REFURBISH	-	-	-	-	-	-
534544 TRAILERS	-	-	-	-	-	-
534549 OTHER MOTORIZED VEHICLES	-	-	-	-	-	-
TOTAL	$ 31,200.07	$ 12,649.42	$ 13,791.00	$ 11,666.00	$ 11,666.00	$ 148.39

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

TRAVEL
DETAILED LINE ITEMS

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1111 OFFICE OF THE SECRETARY

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	2,384.80	834.33	1,946.46	1,942.76	2,943.00	618.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	4,751.82	7,138.37	4,559.67	7,083.43	10,083.00	4,455.28
532715 TRANS GRND-OUT STA,IN US	120.00	123.16	280.91	187.50	238.00	93.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	67.92	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	72.00	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	1,069.53	2,445.33	869.25	2,755.17	5,855.00	1,075.07
532722 LODGING-OUT STATE, IN US	3,309.27	1,252.56	2,996.20	3,715.76	4,715.00	2,233.04
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	522.00	762.00	323.00	1,626.00	3,926.00	534.00
532725 MEALS-OUT OF STATE,IN US	550.00	172.00	259.00	498.00	1,041.00	242.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	131.00	161.61	115.00	615.20	50.00	40.35
532728 MISC - OUT STATE, IN US	25.00	18.00	-	23.00	60.00	58.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	20.00	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	6.20	230.99	231.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	28.00	-	239.15	531.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	900.00
TOTAL	$ 12,935.42	$ 13,003.28	$ 11,355.69	$ 18,916.96	$ 29,693.00	$ 10,248.74

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1121 DOA-FISCAL MANAGEMENT

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	18.20	-	2.53	90.00	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	10.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	200.00	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	100.00	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ 18.20	$ -	$ 2.53	$ 400.00	$ -

D-2

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1122 DOA PERSONNEL

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	814.20	646.00	688.00	374.88	444.00	444.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	758.16	421.27	473.24	267.40	2,067.00	595.98
532715 TRANS GRND-OUT STA,IN US	15.15	179.50	224.90	18.00	28.00	28.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	396.38	714.52	77.63	204.68	1,040.00	456.76
532722 LODGING-OUT STATE, IN US	1,282.48	1,009.64	1,585.48	512.40	1,200.00	940.70
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	160.00	147.00	34.00	96.00	500.00	220.00
532725 MEALS-OUT OF STATE,IN US	352.00	334.00	492.00	208.00	500.00	212.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	48.00	10.00	4.00	24.00	120.00	-
532728 MISC - OUT STATE, IN US	7.00	58.00	64.00	20.00	20.00	16.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	64.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	64.14	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 3,833.37	$ 3,519.93	$ 3,643.25	$ 1,789.50	$ 6,033.00	$ 2,913.44

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1230 NON-PUBLIC EDUCATION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	3,642.07	3,864.00	3,864.00	1,617.12
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	1,576.67	2,117.69	2,118.00	1,984.22
532722 LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	1,184.00	1,012.00	1,425.00	1,156.00
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 6,402.74	$ 6,993.69	$ 7,407.00	$ 4,757.34

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1241 MANAGEMENT INFORMATION SYSTEMS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	200.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	108.34	32.36	257.33	172.49	200.00	-
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	300.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	-	300.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	200.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	45.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 108.34	$ 32.36	$ 257.33	$ 172.49	$ 1,645.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1264 TELECOMMUNICATIONS OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	1,774.00	2,373.45	1,181.96	906.00	2,500.00	92.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	2,042.25	4,897.64	4,579.15	2,959.31	5,000.00	2,831.87
532715	TRANS GRND-OUT STA,IN US	73.65	106.16	173.66	14.75	150.00	103.96
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	1.00	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	50.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	61.04	1,211.29	3,561.25	1,879.06	2,000.00	874.76
532722	LODGING-OUT STATE, IN US	1,709.41	2,233.33	3,066.21	679.00	1,800.00	1,462.33
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	42.00	1,056.01	2,242.00	730.00	1,200.00	328.00
532725	MEALS-OUT OF STATE,IN US	512.00	526.00	684.00	258.00	600.00	242.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	118.50	113.00	55.00	150.00	48.50
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	654.04	940.75	644.53	646.00	950.00	488.81
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	154.77	28.00	106.33	154.83	76.00	69.95
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 7,023.16**	**$ 13,491.13**	**$ 16,353.09**	**$ 8,281.95**	**$ 14,726.00**	**$ 6,642.18**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	117.72	500.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	34.00	500.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	15.50	100.00	-
532728 MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1280 CENTRAL MAIL SERVICE

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	217.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	92.07	168.39	500.00	293.39
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	50.00	25.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	117.72	500.00	-
532722 LODGING-OUT STATE, IN US	-	-	-	747.44	1,000.00	784.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	34.00	500.00	-
532725 MEALS-OUT OF STATE,IN US	-	-	-	70.00	500.00	116.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	15.50	100.00	-
532728 MISC - OUT STATE, IN US	-	-	-	24.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 92.07	$ 1,177.05	$ 3,650.00	$ 1,435.39

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1411 STATE CONSTRUCTION OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	1,120.00	1,530.50	2,600.00	400.00	2,000.00	188.20
532712	TRANS AIR-OUT STATE,IN US	598.00	250.50	3,729.05	817.00	1,500.00	397.20
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	70,275.45	88,626.80	85,544.55	57,887.83	85,898.00	32,973.74
532715	TRANS GRND-OUT STA,IN US	204.12	112.05	706.10	131.38	300.00	30.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	9.20	6.00	-	81.00	100.00	36.00
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	18,481.65	213.54	12,317.22	16,362.93	16,500.00	10,825.94
532722	LODGING-OUT STATE, IN US	1,516.75	-	1,506.39	-	300.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	13,674.00	14,362.00	8,586.00	11,615.52	12,000.00	5,336.28
532725	MEALS-OUT OF STATE,IN US	316.00	56.00	714.97	-	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	38.50	96.54	-	25.00	24.00
532728	MISC - OUT STATE, IN US	-	2.00	13.00	-	25.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	(104.00)	-	99.68	-	500.00	133.86
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 106,091.17	$ 105,197.89	$ 115,913.50	$ 87,295.66	$ 119,948.00	$ 49,945.22

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1412 STATE PROPERTY OFFICE

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	1,183.15	-	-	200.00	-
532712	TRANS AIR-OUT STATE,IN US	207.30	2,703.00	562.00	285.50	300.00	168.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	7,283.59	7,719.56	8,290.24	9,541.34	9,600.00	4,725.03
532715	TRANS GRND-OUT STA,IN US	-	660.78	195.52	432.46	500.00	229.27
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	15.00	-	-	100.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	712.71	1,420.10	3,848.94	2,602.75	2,700.00	1,011.91
532722	LODGING-OUT STATE, IN US	515.28	5,755.48	1,839.07	3,233.32	3,500.00	1,237.35
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,025.00	1,088.00	1,978.00	1,960.90	2,000.00	840.00
532725	MEALS-OUT OF STATE,IN US	132.00	988.00	468.00	650.00	800.00	102.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	30.75	83.00	78.49	100.00	8.00
532728	MISC - OUT STATE, IN US	3.00	10.00	22.00	58.50	100.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	500.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	312.00	-	-	500.00	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 9,878.88	$ 21,885.82	$ 17,286.77	$ 18,843.26	$ 21,000.00	$ 8,321.56

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1416 STATE BUILDING COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	150.00	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	50.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	50.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	2,843.92	4,401.86	4,652.66	3,144.03	8,600.00	1,552.20
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	1,300.72	2,082.00	1,576.48	2,842.38	6,109.00	1,275.68
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 4,144.64	$ 6,483.86	$ 6,229.14	$ 5,986.41	$ 15,009.00	$ 2,827.88

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1421 FACILITIES MANAGEMENT DIVISION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	602.00	2,923.31	141.00	323.59	3,000.00	1,402.50
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	444.72	500.00	-
532714	TRANSP-GRND - IN STATE	9,383.01	15,883.84	15,946.35	10,000.42	14,000.00	9,495.36
532715	TRANS GRND-OUT STA,IN US	223.55	-	43.12	18.00	300.00	297.53
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	40.20	50.00	-
532717	TRANSP OTHER - IN STATE	2.00	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	30.00	30.00
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,442.63	976.24	264.87	4,001.90	4,100.00	806.81
532722	LODGING-OUT STATE, IN US	853.20	1,986.05	534.00	569.39	1,900.00	1,855.26
532723	LODGING-OUT OF COUNTRY	-	-	-	1,228.50	1,400.00	-
532724	MEALS - IN STATE	1,236.00	820.00	462.13	1,934.00	2,000.00	718.56
532725	MEALS-OUT OF STATE,IN US	280.00	584.00	148.00	158.00	510.00	502.00
532726	MEALS - OUT OF COUNTRY	-	-	-	172.00	200.00	-
532727	MISC - IN STATE	-	4.00	11.00	86.00	100.00	-
532728	MISC - OUT STATE, IN US	-	-	23.00	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	100.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 14,022.39	$ 23,177.44	$ 17,573.47	$ 18,976.72	$ 28,190.00	$ 15,108.02

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712 TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715 TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722 LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725 MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728 MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 73,825.66	$ 75,340.50	$ 92,256.34	$ 97,259.12	$ 102,250.00	$ 58,574.12

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1511 PURCHASING AND CONTRACTS

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	500.00	-
532712	TRANS AIR-OUT STATE,IN US	3,380.96	1,708.15	3,477.80	491.00	2,000.00	899.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	26,070.04	28,500.87	33,747.95	31,997.66	33,000.00	24,470.55
532715	TRANS GRND-OUT STA,IN US	543.15	463.10	1,103.95	1,564.88	1,700.00	142.72
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	3.00	-	-	111.00	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	17,216.04	17,412.57	25,618.23	28,421.82	28,500.00	14,788.55
532722	LODGING-OUT STATE, IN US	2,433.97	2,816.72	4,702.48	4,694.91	4,700.00	2,574.56
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	14,889.48	13,136.91	17,946.53	17,870.12	17,900.00	8,636.00
532725	MEALS-OUT OF STATE,IN US	792.00	838.00	1,406.00	1,028.43	1,100.00	468.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	12.00	44.70	73.18	199.70	300.00	55.56
532728	MISC - OUT STATE, IN US	52.00	127.50	42.50	76.00	150.00	8.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	2,505.02	3,323.98	1,225.72	2,795.60	4,000.00	2,059.18
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	5,928.00	6,968.00	2,912.00	8,008.00	8,000.00	4,472.00
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 73,826.66	$ 75,340.50	$ 92,256.34	$ 97,259.12	$ 102,250.00	$ 58,574.12

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1623 STATE CAPITAL POLICE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	100.00	-
532712 TRANS AIR-OUT STATE,IN US	-	-	690.00	269.53	300.00	150.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	45,367.41	44,011.90	43,599.80	33,980.64	35,383.00	25,213.04
532715 TRANS GRND-OUT STA,IN US	70.15	-	275.73	273.90	300.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	100.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	644.30	1,466.77	1,231.52	2,910.98	3,000.00	711.77
532722 LODGING-OUT STATE, IN US	-	-	1,023.50	785.69	800.00	200.00
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	590.75	647.05	384.00	1,476.00	1,500.00	362.25
532725 MEALS-OUT OF STATE,IN US	30.00	-	408.00	330.00	400.00	44.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	15.68	50.00	30.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	50.00	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	50.00	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 46,702.61	$ 46,125.72	$ 47,612.55	$ 40,042.42	$ 42,133.00	$ 26,711.06

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1731 N.C. COUNCIL FOR WOMEN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	633.50	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	542.00	-	945.27	1,627.11	1,825.00	1,820.67
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	(150.00)	-	-
532714	TRANSP-GRND - IN STATE	16,613.30	14,492.87	17,309.60	13,894.07	11,230.00	11,200.20
532715	TRANS GRND-OUT STA,IN US	213.00	50.00	94.00	-	100.00	20.00
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	113.95	215.00	212.30
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	560.96	663.12	827.61	640.72	700.00	623.29
532722	LODGING-OUT STATE, IN US	685.61	810.92	567.26	1,461.73	2,650.00	2,637.03
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	988.79	833.51	1,028.70	598.13	750.00	746.00
532725	MEALS-OUT OF STATE,IN US	164.00	142.00	76.00	1,423.70	1,500.00	582.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	15.00	52.50	17.25	25.00	100.00	30.25
532728	MISC - OUT STATE, IN US	65.00	12.00	54.00	27.56	60.00	55.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	156.40	321.00	373.70	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	14.00	-	32.00	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 20,018.06	$ 18,011.42	$ 21,325.39	$ 19,661.97	$ 19,130.00	$ 17,926.74

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1732 DISPLACED HOMEMAKERS PROGRAM

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	194.55	141.00	202.21	394.76	500.00	361.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	253.64	415.00	2,568.56	54.05	550.00	361.10
532715 TRANS GRND-OUT STA,IN US	18.00	40.00	-	-	100.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	31.00	130.00	72.00
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	38.15	-	223.23	413.58	500.00	66.08
532722 LODGING-OUT STATE, IN US	270.78	467.42	336.33	1,249.27	1,250.00	653.12
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	139.04	28.00	261.45	330.00	450.00	28.00
532725 MEALS-OUT OF STATE,IN US	158.00	92.00	44.00	250.00	300.00	40.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	44.00	40.00	-
532728 MISC - OUT STATE, IN US	4.00	10.00	74.00	8.00	30.00	8.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 1,076.16	$ 1,193.42	$ 3,709.78	$ 2,774.66	$ 3,850.00	$ 1,689.30

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1734 RAPE CRISIS PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	169.62	-	-	200.00	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	212.80	817.40	16.90	3.45	400.00	-
532715	TRANS GRND-OUT STA,IN US	-	26.00	-	-	50.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	134.61	-	86.00	-	150.00	-
532722	LODGING-OUT STATE, IN US	318.60	445.20	-	-	200.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	215.97	158.00	188.92	-	250.00	-
532725	MEALS-OUT OF STATE,IN US	-	470.00	-	-	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	16.00	-	-	25.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 881.98	$ 2,102.22	$ 291.82	$ 3.45	$ 1,475.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1741 HUMAN RELATIONS COMMISSION

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	1,443.82	442.00	886.50	-	500.00	456.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	14,463.31	12,679.85	15,171.77	11,581.81	12,265.00	8,573.86
532715 TRANS GRND-OUT STA,IN US	138.54	289.72	44.60	-	300.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	90.00	90.00
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	3,072.24	3,891.12	4,042.25	4,830.10	4,900.00	1,389.60
532722 LODGING-OUT STATE, IN US	1,957.66	1,253.50	1,539.91	-	1,650.00	1,648.35
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	3,064.00	3,680.00	3,674.00	3,358.00	3,800.00	1,250.00
532725 MEALS-OUT OF STATE,IN US	414.00	262.00	352.00	-	310.00	310.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	33.50	45.67	341.74	48.08	70.00	66.48
532728 MISC - OUT STATE, IN US	66.00	20.00	29.00	-	25.00	1.90
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	4,594.06	3,589.83	4,152.34	4,224.23	4,400.00	1,409.20
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	3,735.09	2,066.27	3,449.56	1,861.00	2,000.00	1,019.87
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 32,982.22	$ 28,219.96	$ 33,683.67	$ 25,903.22	$ 30,310.00	$ 16,215.26

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1742 MARTIN LUTHER KING COMM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	49.91	-	55.80	283.82	328.00	237.82
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	43.00	-	28.00	248.00	200.00	120.00
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	57.00	-	-	98.00	100.00	56.00
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	113.00	4.00	10.00	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	1,827.14	2,659.47	3,558.65	2,647.54	5,400.00	2,168.07
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	995.35	1,135.65	2,903.44	1,710.01	2,200.00	1,108.00
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 2,972.40	$ 3,795.12	$ 6,658.89	$ 4,991.37	$ 8,238.00	$ 3,689.89

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1761 YOUTH INVOLVEMENT OFFICE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	160.00	-	309.50	-	450.00	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,416.60	4,122.14	4,531.11	3,005.53	2,415.00	1,649.05
532715 TRANS GRND-OUT STA,IN US	163.70	76.89	-	-	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	1.00	-	-	20.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	1.35	-	-	50.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	753.79	1,283.57	773.18	608.67	675.00	330.73
532722 LODGING-OUT STATE, IN US	652.36	337.48	573.24	-	275.00	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	698.68	838.00	706.00	508.00	700.00	190.77
532725 MEALS-OUT OF STATE,IN US	172.00	36.00	112.00	-	175.00	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	35.00	127.10	45.00	100.00	55.43
532728 MISC - OUT STATE, IN US	-	33.00	13.00	-	25.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	2,611.29	1,642.06	2,594.56	1,668.32	1,670.00	1,365.34
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,114.10	812.63	1,488.04	699.24	930.00	865.16
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 9,742.52	$ 9,219.12	$ 11,227.73	$ 6,534.76	$ 7,485.00	$ 4,456.46

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1771 VETERANS AFFAIRS - ADMIN

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	300.00	-
532712	TRANS AIR-OUT STATE,IN US	334.20	326.00	255.00	966.00	1,000.00	532.47
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	63,702.64	69,348.04	74,631.24	64,161.95	69,900.00	40,137.53
532715	TRANS GRND-OUT STA,IN US	244.90	134.20	-	35.76	200.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	200.00	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	8,262.07	8,567.38	9,298.36	10,948.24	10,550.00	7,192.28
532722	LODGING-OUT STATE, IN US	1,316.32	769.60	1,054.22	1,343.16	1,400.00	725.00
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	6,724.60	5,916.37	6,704.74	7,203.02	6,950.00	4,563.41
532725	MEALS-OUT OF STATE,IN US	436.00	377.00	314.00	436.00	500.00	142.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	19.00	87.50	209.50	61.00	100.00	41.00
532728	MISC - OUT STATE, IN US	35.00	46.36	-	59.00	100.00	9.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,982.38	3,765.88	3,906.91	3,682.98	4,000.00	2,506.47
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	3,192.49	2,521.77	2,519.47	2,378.19	2,500.00	1,752.82
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	**$ 89,249.60**	**$ 91,860.10**	**$ 98,893.44**	**$ 91,275.30**	**$ 97,900.00**	**$ 57,601.98**

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722 LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725 MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	-	-	-
532728 MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1772 STATE VETERANS HOME PROGRAM

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	206.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	(415.98)	503.10	2,016.91	2,500.00	151.34
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	300.00	278.50
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	392.19	700.00	523.47
532722	LODGING-OUT STATE, IN US	-	-	205.79	-	500.00	475.50
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	248.00	500.00	312.00
532725	MEALS-OUT OF STATE,IN US	-	-	76.00	-	300.00	112.00
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	100.00	36.00
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ (415.98)	$ 784.89	$ 2,657.10	$ 5,400.00	$ 2,094.81

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1783 GOV COM DOMESTIC VIOLENCE

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	1,700.00	1,693.50
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	-	-	396.49	768.00	763.45
532715 TRANS GRND-OUT STA,IN US	-	-	-	-	235.00	35.00
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	200.00	152.90
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	-	465.00	164.08
532722 LODGING-OUT STATE, IN US	-	-	-	-	1,895.00	1,873.61
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	-	-	200.00	84.00
532725 MEALS-OUT OF STATE,IN US	-	-	-	-	550.00	448.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	31.53	150.00	125.07
532728 MISC - OUT STATE, IN US	-	-	-	-	35.00	12.75
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	-	-	1,026.69	1,005.00	1,003.62
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	-	-	326.00	1,500.00	1,487.24
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	80.00	517.09
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 1,780.71	$ 8,783.00	$ 8,360.31

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1803 JUVENILE LAW STUDY COMMISSION

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	30.00	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	(26.50)	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	71.00	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	(21.00)	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ (47.50)	$ -	$ 101.00	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1810 ETHICS BOARD

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	-	-	-	-	500.00	132.00
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	-	32.43	65.72	1,807.90	2,000.00	708.76
532715 TRANS GRND-OUT STA,IN US	-	-	163.68	-	500.00	103.23
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	-	-	-	458.14	800.00	147.15
532722 LODGING-OUT STATE, IN US	-	-	140.80	-	800.00	385.53
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	-	-	23.27	312.00	500.00	106.00
532725 MEALS-OUT OF STATE,IN US	-	-	60.00	-	300.00	16.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	-	1.00	50.00	24.00
532728 MISC - OUT STATE, IN US	-	-	-	-	100.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	-	200.20	747.50	403.62	1,000.00	584.36
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	-	215.00	922.20	346.34	900.00	437.44
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ -	$ 447.63	$ 2,123.17	$ 3,329.00	$ 7,450.00	$ 2,644.47

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1811 PERSONS WITH DISABILITIES

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	348.70	-	-	47.00	110.00	106.00
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	1,928.60	5,041.40	3,177.65	1,035.86	2,000.00	220.01
532715	TRANS GRND-OUT STA,IN US	26.00	12.00	-	-	50.00	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	6.00	-	-	50.00	-
532718	TRANS OTH-OUTSTATE, IN US	20.00	5.50	-	127.00	200.00	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	1,052.09	1,718.03	850.87	697.61	1,000.00	74.12
532722	LODGING-OUT STATE, IN US	1,565.90	61.76	-	-	100.00	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	1,016.00	1,042.00	800.00	563.06	900.00	92.00
532725	MEALS-OUT OF STATE,IN US	268.00	46.00	56.00	196.00	200.00	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	32.11	-	130.62	383.28	415.00	5.00
532728	MISC - OUT STATE, IN US	26.00	-	-	6.00	50.00	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	4,312.37	1,559.53	727.42	468.31	1,000.00	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	2,335.87	892.39	380.31	310.05	1,000.00	160.25
532732900	WORKSHOP/CONF-SUBSIS	-	542.84	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ 12,931.64	$ 10,927.45	$ 6,122.87	$ 3,834.17	$ 7,075.00	$ 657.38

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1857 STUDENTS AGST DRIV DRUNK

		Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
						Authorized Budget	Actual Expend.
Travel Expenditure Accounts		FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2001	7/1/00-12/31/00
532711	TRANSP AIR - IN STATE	-	-	-	-	-	-
532712	TRANS AIR-OUT STATE,IN US	-	-	-	-	-	-
532713	TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714	TRANSP-GRND - IN STATE	-	-	-	-	-	-
532715	TRANS GRND-OUT STA,IN US	-	-	-	-	-	-
532716	TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717	TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718	TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719	TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721	LODGING - IN STATE	-	-	-	-	-	-
532722	LODGING-OUT STATE, IN US	-	-	-	-	-	-
532723	LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724	MEALS - IN STATE	-	-	-	-	-	-
532725	MEALS-OUT OF STATE,IN US	-	-	-	-	-	-
532726	MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727	MISC - IN STATE	-	-	-	-	-	-
532728	MISC - OUT STATE, IN US	-	-	-	-	-	-
532729	MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731	BD/NON-EMPLOYEE TRANSP	-	-	-	-	-	-
532731900	WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732	BD/NON-EMPLOYEE SUBSIS	-	-	-	-	-	-
532732900	WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799	TRAVEL ADVANCES	-	-	-	-	-	-
	TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1861 COMMISSION ON INDIAN AFFAIRS

						Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	720.62	802.00	294.00	863.00	1,420.00	1,416.01
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	3,435.00	3,821.06	3,882.02	3,524.06	3,590.00	2,373.75
532715 TRANS GRND-OUT STA,IN US	27.00	55.50	13.50	-	50.00	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	58.00	60.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	675.76	825.47	1,228.21	687.81	700.00	276.82
532722 LODGING-OUT STATE, IN US	394.28	1,308.39	428.33	246.40	700.00	693.88
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	344.00	518.00	1,415.50	812.06	1,200.00	1,165.36
532725 MEALS-OUT OF STATE,IN US	220.00	394.00	178.00	96.00	140.00	138.00
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	18.50	28.00	106.70	29.18	65.00	60.36
532728 MISC - OUT STATE, IN US	-	10.00	3.00	-	20.00	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	5,071.26	5,290.65	6,005.34	3,144.45	3,500.00	1,552.52
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	5,992.12	4,448.07	5,082.80	12,789.51	15,180.00	11,319.00
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 16,898.64	$ 17,501.14	$ 18,637.40	$ 22,250.47	$ 26,625.00	$ 18,995.70

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1871 SCIENCE & TECH. RESEARCH

					Current Fiscal Year	
	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	20.00	131.00	73.00	100.00	-
532712 TRANS AIR-OUT STATE,IN US	1,531.10	6,333.76	5,325.68	3,316.15	3,400.00	2,869.69
532713 TRANSP AIR-OUT OF COUNTRY	-	2,495.17	844.19	3,306.12	500.00	341.75
532714 TRANSP-GRND - IN STATE	3,254.34	3,123.52	3,132.37	4,698.03	2,300.00	2,289.04
532715 TRANS GRND-OUT STA,IN US	697.59	828.95	656.40	750.95	400.00	222.30
532716 TRANS GRND-OUT OF COUNTRY	-	191.98	641.69	111.48	200.00	40.47
532717 TRANSP OTHER - IN STATE	272.66	-	-	-	100.00	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	100.00	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	584.41	1,106.30	1,399.09	3,365.26	1,682.00	1,436.76
532722 LODGING-OUT STATE, IN US	2,968.06	2,668.98	2,348.16	2,625.47	2,000.00	1,324.22
532723 LODGING-OUT OF COUNTRY	-	1,439.72	1,436.90	2,129.36	948.00	805.28
532724 MEALS - IN STATE	324.00	550.00	859.23	1,158.93	1,400.00	1,318.94
532725 MEALS-OUT OF STATE,IN US	894.00	601.98	752.80	567.35	600.00	340.00
532726 MEALS - OUT OF COUNTRY	-	404.82	566.75	457.41	500.00	230.32
532727 MISC - IN STATE	-	71.25	213.60	204.20	250.00	123.00
532728 MISC - OUT STATE, IN US	28.00	7.00	147.99	64.72	200.00	134.06
532729 MISC - OUT OF COUNTRY	-	41.00	129.56	27.63	50.00	31.00
532731 BD/NON-EMPLOYEE TRANSP	1,825.47	1,501.98	1,090.93	1,396.30	1,400.00	1,078.02
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	811.17	1,434.62	2,438.17	5,264.96	1,500.00	1,203.91
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	500.00	486.38
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 13,190.80	$ 22,821.03	$ 22,114.51	$ 29,517.32	$ 18,130.00	$ 14,275.14

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

1872 LOW-LEVEL RADIOACTIVE WASTE MGT

	Actual Expend.	Actual Expend.	Actual Expend.	Actual Expend.	Current Fiscal Year	
					Authorized Budget	Actual Expend.
Travel Expenditure Accounts	**FY 1996-97**	**FY 1997-98**	**FY 1998-99**	**FY 1999-00**	**FY 2001**	**7/1/00-12/31/00**
532711 TRANSP AIR - IN STATE	-	-	-	-	-	-
532712 TRANS AIR-OUT STATE,IN US	5,837.20	5,001.60	4,321.50	378.00	-	-
532713 TRANSP AIR-OUT OF COUNTRY	-	-	-	-	-	-
532714 TRANSP-GRND - IN STATE	2,839.51	5,055.50	5,660.96	3,052.90	-	-
532715 TRANS GRND-OUT STA,IN US	1,070.21	1,784.13	1,199.49	234.68	-	-
532716 TRANS GRND-OUT OF COUNTRY	-	-	-	-	-	-
532717 TRANSP OTHER - IN STATE	-	-	-	-	-	-
532718 TRANS OTH-OUTSTATE, IN US	-	-	-	-	-	-
532719 TRANS OTH-OUT OF COUNTRY	-	-	-	-	-	-
532721 LODGING - IN STATE	110.88	247.52	-	177.76	-	-
532722 LODGING-OUT STATE, IN US	996.86	2,002.48	2,343.86	360.90	-	-
532723 LODGING-OUT OF COUNTRY	-	-	-	-	-	-
532724 MEALS - IN STATE	48.00	132.00	-	100.00	-	-
532725 MEALS-OUT OF STATE,IN US	728.00	1,054.00	810.00	130.00	-	-
532726 MEALS - OUT OF COUNTRY	-	-	-	-	-	-
532727 MISC - IN STATE	-	-	61.50	57.00	-	-
532728 MISC - OUT STATE, IN US	4.00	16.00	118.00	26.00	-	-
532729 MISC - OUT OF COUNTRY	-	-	-	-	-	-
532731 BD/NON-EMPLOYEE TRANSP	3,699.27	4,032.05	1,255.25	820.20	-	-
532731900 WORKSHOP/CONF-TRANSP	-	-	-	-	-	-
532732 BD/NON-EMPLOYEE SUBSIS	1,014.99	1,467.06	789.70	256.94	-	-
532732900 WORKSHOP/CONF-SUBSIS	-	-	-	-	-	-
532799 TRAVEL ADVANCES	-	-	-	-	-	-
TOTAL	$ 16,348.92	$ 20,792.34	$ 16,560.26	$ 5,594.38	$ -	$ -

NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

SPAN OF CONTROL DATA
FISCAL YEAR 2000-2001

DEPARTMENT OF ADMINISTRATION SPAN OF CONTROL DATA

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Agency for Public Telecommunications	8	18	2.1	8	17	2.1
Board of Ethics		1		2	3	1.5
Board of Science & Technology	2	6	2.5	2	5	2.5
Council for Women	4	14	4.0	5	18	3.6
Domestic Violence Commission	n/a	n/a	n/a	1	3	3.0
Facility Management	34	191	5.6	32	203	6.3
Fiscal Management	5	26	5.0	5	29	5.8
Federal Surplus Property	4	13	3.0	3	11	3.6
GACPD	3	38	12.3	5	36	7.2
Historically Underutilized Businesses	n/a	n/a	n/a	1	5	5.0
Human Relations Commission	4	17	4.0	3	17	5.6
Human Resources Management	3	12	4.0	3	15	5.0
Indian Affairs	9	33	3.6	9	33	3.6
Mail Service Center (Courier in 1997)	5	46	9.0	7	83	11.8
Management Information Systems	3	8	2.3	3	10	3.3
Motor Fleet Management	8	47	5.9	8	50	6.2
Non-Public Education (in Gov's Office in '97)				1	3	3.0

Division	1997 Number of Supervisors	1997 Total Staff	1997 Average Span	2001 Number of Supervisors	2001 Total Staff	2001 Average Span
Parking	1	14	13.0	2	11	5.5
Purchase & Contract	10	66	6.8	10	60	6.0
Secretary's Office	11	29	3.9	7	27	3.8
State Capitol Police	12	52	4.3	12	65	5.4
State Construction Office	7	56	8.0	7	56	8.0
State Energy Office (in Commerce in '97)				3	14	4.6
State Property Office	5	22	4.2	6	21	3.5
State Surplus Property	3	13	3.7	3	16	5.3
Veterans Affairs	24	90	3.7	26	91	3.5
Youth Advocacy & Involvement Office	4	11	2.7	3	12	4.0
Departmental Average Span			4.81			5.16

DEPARTMENT OF ADMINISTRATION

Budget Presentation
Modified Zero-Based Budgeting

Attachment # 2

Budget Presentation
Modified Zero-Based Budgeting

Summary of Expenditure Account

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Contracted Personal Services (531321)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non-Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411						
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421						
Purchase and Contract	1511			N/A			
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Science and Tech. Research	1871						

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Miscellaneous Contracted Services (532199)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	4,002	12,278	80,119	22,047	18,800	1,881
DOA - Fiscal Management	1121			8,195	6,556	17,228	9,834
DOA - Personnel	1122					5,000	-
Non–Public Education	1230					-	-
Management Information	1241			35,506		2,250	-
Telecommunications Office	1264	39,619	68,883	79,966	52,955	56,909	41,653
Central Mail Service	1280				224,717	-	-
State Construction Office	1411		4,011			35,577	-
State Property Office	1412					5,425	5,229
State Building Commission	1416					-	-
Facility Management Division	1421	3,430	572			4,200	-
Purchase and Contract	1511	4,550	12,711	37,890	145,165	2,280	2,280
State Capitol Police	1623		4,938	5,207	5,124	11,000	3,221
N.C. Council for Women	1731					200	-
Displaced Homemakers Program	1732					-	-
Human Relations Commission	1741	3,584	6,332			400	-
Martin Luther King Commission	1742	21,584	9,984			-	-
Youth Involvement Office	1761				100	750	-
Veterans Affairs - Admin.	1771	202	552	2,443	375	360	150
State Veterans Nursing Home	1772		3,690			-	-
Domestic Violence Program	1781				6,159	7,000	-
Gov. Comm. On Domestic Violence	1783					20,700	2,500
Ethics Board	1810					10,000	-
Persons with Disabilities	1811	904	328			1,000	-
Comm. On Indian Affairs	1861					-	-
Science and Tech. Research	1871	38,648		7,577	26,621	66,160	27,053
Total Misc. Contracted Services		116,523	124,279	256,903	489,819	265,239	93,801

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Rental/Lease of Equipment (532521-532525)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	2,283	2,252	3,439	7,153	7,138	7,138
DOA - Fiscal Management	1121						
DOA - Personnel	1122				2,417	2,417	2,417
Non--Public Education	1230						
Management Information	1241				3,636	3,636	3,636
Telecommunications Office	1264	2,059	10,780	5,210	3,006	888	888
Central Mail Service	1280				10,161	21,808	8,066
State Construction Office	1411			-	-		-
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421		4,630	13,340	12,921	14,100	1,381
Purchase and Contract	1511	7,178	2,582	-	-		-
State Capitol Police	1623	3,600	3,600	3,600	3,600	4,000	1,800
N.C. Council for Women	1731			-	-		-
Displaced Homemakers Program	1732				-		
Rape Crisis Program	1734						
Human Relations Commission	1741			-	-		-
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771			-	9,065	9,065	9,065
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811	53	35	142	780	1,050	672
Comm. On Indian Affairs	1861				-		
Science and Tech. Research	1871						
Total Rental/Lease of Equipment		15,173	23,879	25,731	52,739	64,102	35,063

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Travel and Other Employee Expenses (532711 - 532799)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	12,935	13,003	11,356	18,917	29,693	10,249
DOA - Fiscal Management	1121		18		3	400	-
DOA - Personnel	1122	3,833	3,520	3,643	1,790	6,033	2,913
Non–Public Education	1230			6,403	6,994	7,407	4,757
Management Information	1241	108	32	257	173	1,645	-
Telecommunications Office	1264	7,023	13,491	16,353	8,282	14,726	6,542
Central Mail Service	1280			92	1,177	3,650	1,435
State Construction Office	1411	106,091	125,071	115,914	87,296	119,948	55,095
State Property Office	1412	9,879	21,886	17,287	18,843	21,000	8,322
State Building Commission	1416	4,145	6,484	6,229	5,986	15,009	2,828
Facility Management Division	1421	17,947	23,419	18,847	18,977	28,190	16,257
Purchase and Contract	1511	73,826	75,341	92,256	97,259	102,250	60,120
State Capitol Police	1623	46,703	46,126	47,613	40,042	42,133	27,661
N.C. Council for Women	1731	20,018	18,011	21,325	19,662	19,130	17,927
Displaced Homemakers Program	1732	1,076	1,193	3,710	2,775	3,850	1,839
Rape Crisis Program	1734	882	2,102	292	3	1,475	-
Human Relations Commission	1741	32,982	28,220	33,684	25,903	30,310	16,990
Martin Luther King Commission	1742	2,972	3,795	6,659	4,991	8,238	3,690
Youth Involvement Office	1761	9,743	9,219	11,228	6,535	7,485	4,456
Veterans Affairs - Admin.	1771	89,250	91,860	98,893	91,275	97,900	57,602
State Veterans Nursing Home	1772		-	785	2,657	5,400	2,095
Domestic Violence Program	1781	496	4,253	3,431	1,246	2,830	1,243
Gov. Comm. On Domestic Violence	1783			-	1,781	8,783	8,504
Ethics Board	1810		448	2,123	3,329	7,450	2,644
Persons with Disabilities	1811	17,478	10,927	6,123	3,834	7,075	657
Comm. On Indian Affairs	1861	16,899	17,501	18,637	22,250	26,625	18,996
Science and Tech. Research	1871	13,191	22,821	22,115	29,517	18,130	15,946
Total Travel and Other Employee Expenses		487,477	538,741	565,255	521,497	636,765	348,768

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Cellular Phone Services (532814)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12-31/00
Office of the Secretary	1111	834	330	120	612	1200	362
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264	131	214	298	173	250	62
Central Mail Service	1280				210	1000	534
State Construction Office	1411		32	147	481	1600	1009
State Property Office	1412		436	494	935	1000	741
State Building Commission	1416						0
Facility Management Division	1421	150	352			500	0
Purchase and Contract	1511		597	1834	2905	3000	1888
State Capitol Police	1623		49		933	1200	676
N.C. Council for Women	1731	681	723	397	428	500	213
Displaced Homemakers Program	1732				51	100	0
Human Relations Commission	1741	103				500	0
Martin Luther King Commission	1742					0	0
Youth Involvement Office	1761					0	0
Veterans Affairs - Admin.	1771		31	116	42	50	0
State Veterans Nursing Home	1772				60	200	58
Domestic Violence Program	1781	58				250	0
Gov. Comm. On Domestic Violence	1783					0	0
Ethics Board	1810					0	0
Persons with Disabilities	1811					0	0
Comm. On Indian Affairs	1861				3	0	
Science and Tech. Research	1871		42	635	4065	800	668
Total Cellular Phone Services		1957	2806	4041	10898	12150	6211

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Furniture and Equipment Replacement Schedules (534500 - 534550)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12-31-00
Office of the Secretary	1111	8,068	13,809	8,707	15,084	8,253	-
DOA - Fiscal Management	1121	12,278	12,079	15,052	26,067	16,036	339
DOA - Personnel	1122		1,813	8,976	463	2,774	-
Non–Public Education	1230			4,607	5,776	1,819	1,819
Management Information	1241	35,487	61,967	11,939	29,083	15,800	195
Telecommunications Office	1264	14,826	200,222	194,160	104,911	201,200	88,876
Central Mail Service	1280			60,686	39,853	22,351	8,504
State Construction Office	1411	27,223	52,528	94,745	32,170	51,700	4,088
State Property Office	1412	19,944	41,583	43,268	15,757	43,446	43,496
State Building Commission	1416	478		-	-	-	-
Facility Management Division	1421	433,697	543,546	635,229	438,646	341,300	82,094
Purchase and Contract	1511	90,328	153,877	84,603	18,782	94,115	22,184
State Capitol Police	1623	6,071	27,973	40,052	9,506	4,508	3,154
N.C. Council for Women	1731		7,096	2,042	3,421	2,600	2,573
Displaced Homemakers Program	1732	851	2,344	20,371	2,786	9,656	8,803
Rape Crisis Program	1734		819	2,885	300	3,863	3,815
Human Relations Commission	1741	5,275	3,904	1,345		1,942	-
Martin Luther King Commission	1742		2,177	4,519		13,000	-
Youth Involvement Office	1761	7,048	7,474	10,633	6,747	2,799	343
Veterans Affairs - Admin.	1771	112,738	50,734	50,875	32,166	16,811	744
State Veterans Nursing Home	1772	412		22,933	24,390	20,398	20,398
Domestic Violence Program	1781		5,168	4,454	401	3,990	3,548
Gov. Comm. On Domestic Violence	1783					652	550
Ethics Board	1810		14,598	16,855	10,073	2,500	-
Persons with Disabilities	1811	3,072	6,438	3,460	5,859	400	355
Comm. On Indian Affairs	1861	4,126	2,312	1,845	14,371	4,143	410
Science and Tech. Research	1871	31,200	12,649	12,336	4,434	11,666	148
Total Equipment Purchases		813,122	1,225,110	1,356,577	841,046	897,722	296,436

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Discretionary Grants (5354AA)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411						
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Science and Tech. Research	1871						

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Loans (5367AA)

Division or Program:	Fund		Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111							
DOA - Fiscal Management	1121							
DOA - Personnel	1122							
Non–Public Education	1230							
Management Information	1241							
Telecommunications Office	1264							
Central Mail Service	1280							
State Construction Office	1411							
State Property Office	1412							
State Building Commission	1416							
Facility Management Division	1421				N/A			
Purchase and Contract	1511							
State Capitol Police	1623							
N.C. Council for Women	1731							
Displaced Homemakers Program	1732							
Human Relations Commission	1741							
Martin Luther King Commission	1742							
Youth Involvement Office	1761							
Veterans Affairs - Admin.	1771							
State Veterans Nursing Home	1772							
Domestic Violence Program	1781							
Gov. Comm. On Domestic Violence	1783							
Ethics Board	1810							
Persons with Disabilities	1811							
Comm. On Indian Affairs	1861							
Science and Tech. Research	1871							

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Other Aids and Grants (5369AA)

Division or Program:	Fund	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Office of the Secretary	1111	141,402	157,103	182,103	267,626	198,973	198,973
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411	25,000					
State Property Office	1412						
State Building Commission	1416						
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732	314,995	314,995	701,164	1,055,152	1,051,140	359,200
Rape Crisis Program	1734	892,500	892,500	892,500	1,117,500	1,117,500	490,500
Human Relations Commission	1741						
Martin Luther King Commission	1742	62,000	49,107	54,709	46,050	46,050	46,050
Youth Involvement Office	1761	12,500	12,500	13,500	12,997	65,000	1,000
Veterans Affairs - Admin.	1771	184,234	180,327	182,473	176,576	580,000	512,000
State Veterans Nursing Home	1772						
Domestic Violence Program	1781	1,682,430	2,782,500	2,674,100	2,682,500	2,682,500	1,325,500
Domestic Violence Center	1782	1,311,423	1,287,101	1,340,180	1,345,280	1,350,000	435,882
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861			10,000		100,000	100,000
Science and Tech. Research	1871	117,611	165,840	163,557	118,674	117,291	13,783
Total Other Aids and Grants		4,744,095	5,841,973	6,214,286	6,822,355	7,308,454	3,482,888

Budget Presentation
Modified Zero-Based Budgeting

Summary By Division

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Office of the Secretary **Fund 1111**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	4,002	12,278	80,119	22,047	18,800	1,881
Rental/Lease of Equipment	532525	2,283	2,252	3,439	7,153	7,138	7153
Travel and Other Employee Expense	5327XX	12,935	13,003	11,356	18,917	29,693	10,249
Cellular Phone Service	532814	834	330	120	612	1,200	362
Furniture and Equipment	534500-4550	8,068	13,809	8,707	15,084	8,253	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	141,402	157,103	182,103	267,626	198,973	198,973

The Secretary's Office provides direction for the management of all divisions of the department. Operations within the Secretary's Office include the Office for Historically Underutilized Businesses (HUB Office), Public Information Office, the N.C. Office on the Americans with Disabilities Act, Quality Improvement Operations and the N.C. State Clearinghouse.

Miscellaneous Contractual Services - (532199) - Current funding level is requested to support occasional conference speaker, departmental studies such as efficiency, quality improvement, etc. that may be required of the Department. Prior year studies included the consolidation of the Mail Service Center and others.

Rental/Lease of Equipment - (532525) - Funding requested to support three-year lease of new computers acquired to replace outdated computers. Sufficient equipment funds were not available to purchase the necessary equipment.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested to support the travel expenses associated with the varied assignments and tasks of the Secretary's Office. These funds not only support the travel of the Secretary and her immediate staff but the travel of the HUB Coordinator, the ADA Officer, the Quality Improvement Coordinator, etc.

Cellular Phone Services - (532814) - Current funding is requested to support cellular phone for the Secretary of the Department. This position is on-call on a moments notice and must be accessible at all time.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. Computer equipment must be replaced on a three year average cycle to adhere to DOA's replacement schedule. Copiers, printers, and fax machines also must be replaced on a less frequent replacement schedule.

Other Aid and Grants - (5369XX) - Current funding level requested to fund the Appalachian Regional Commission (ARC) Assessment to North Carolina. This assessment is based on the amount of ARC grants allocated to North Carolina.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Fiscal Management **Fund 1121**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	8,195	6,556	17,228	9,834
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	18	0	3	400	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	12,278	12,079	15,052	26,067	16,036	339
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Office of Fiscal Management accounts for all fiscal activity within the Department of Administration in accordance with requirements of the Office of State Budget, Planning and Management, the Office of the State Controller, the Department of State Auditor and federal agencies. It files timely financial reports and invoices for central receipt-supported services.

Miscellaneous Contractual Services - (532199) - Expenditures in this category are supported by receipts generated from indirect cost. These expenditures represent a contractual agreement with a firm to prepare the indirect cost plan for the Department of Administration.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested in order to support minimal travel by this agency to attend training workshops, etc.

Furniture and Equipment - (534500 - 534550) - Current level of funding is necessary to have the ability to replace essential equipment. Computer equipment is used to perform the majority of the task within this office through the North Carolina Accounting System and various other systems. We must have the ability to replace equipment in accordance with the existing replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Human Resources Managem **Fund 1122**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	2,417	2,417	2,417
Travel and Other Employee Expense	5327XX	3,833	3,520	3,643	1,790	6,033	2,913
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	1,813	8,976	463	2,774	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Human Resources Management Office (HRM) provides a range of service for the Department of Administration. The Human Resources Management Office's services encompass all major areas of personnel administration in accordance with the requirements of the State Personnel Act. The division is responsible for employee selection and recruitment, position management, training and development, employee and management relations, and health benefits administration. The office also administers the State Employee Incentive Bonus Program and the department's Safety and Health Program.

Rental/Lease of Equipment - (532525) Budgeted to support three-year lease of new computers to replace outdated computers. The HRM office did not have sufficient funds to purchase the replacement computers. Without the computers and technology available the office would not be able to provide expected services.

Travel and Other Employee Expenses - (5327XX) - Travel is budgeted to provide training to department employees mandated by the Office of State Personnel; to analyze statewide employee suggestions sent from departments to the state coordinator of the State Employees Incentive Bonus Program; to provide training to State Employee Incentive Bonus Program coordinators; to provide staff training offered outside the Raleigh area, and to attend State Personnel Roundtable Meetings not offered in the Raleigh area.

Furniture and Equipment - (534500-534550) - Computer equipment must be replaced on a three-year average cycle to adhere to DOA's replacement schedule. Copiers and fax machines also need to be replaced on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Non-Public Education **Fund 1230**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	Gov. Office Budget		0	0	0	0
Miscellaneous Contractual Service	532199	Gov. Office Budget		0	0	0	0
Rental/Lease of Equipment	532525	Gov. Office Budget		0	0	0	0
Travel and Other Employee Expense	5327XX	Gov. Office Budget		6,403	6,994	7,407	4,757
Cellular Phone Service	532814	Gov. Office Budget		0	0	0	0
Furniture and Equipment	534500-4550	Gov. Office Budget		4,607	5,776	1,819	1,819
Discretionary Grants	5364XX	Gov. Office Budget		0	0	0	0
Loans	5367XX	Gov. Office Budget		0	0	0	0
Other Aids and Grants	5369XX	Gov. Office Budget		0	0	0	0

The Division of Non-Public Education was established in 1961 as a regulatory agency within the Dept. of Public Instruction. In 1979, the General Assembly enacted legislation requiring the Governor to designate a duly authorized representative of the State of NC to receive notice of intent to operate and to terminate certain private schools. It operated as a monitoring agency under the direct jurisdiction of the Office of the Governor from October 1979 until July 1, 1998, when Governor Hunt transferred it to the Dept. of Administration.

Travel and Other Employee Expenses - (5327XX) DNPE travel is confined entirely to in-state, non-public school visitation. GS115C-548 thru 562 requires that non-public schools meet certain requirements - including keeping and maintaining certain records which must be made available to a DNPE representative. The DNPE staff member must also check at the time of each visit to make certain that the facility's state and local fire safety and sanitation requirements are being satisfied.

Furniture and Equipment (534500-4550) - The perpetual growth, the maintaining of home school registration records and information is a constant challenge for our equipment and staff. The number of 99-00 home schools totaled 16,623 while the 90-91 total was 2,479. Computer equipment must be replaced on a three year average cycle to adhere to DOA's replacement schedule. Copiers and fax machines also need to be replaced on a less frequent replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Management Information Ser **Fund 1241**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	35,506	0	2,250	0
Rental/Lease of Equipment	532525	0	0	0	3,636	3,636	3,636
Travel and Other Employee Expense	5327XX	0	108	32	257	1,645	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	35,487	61,967	11,939	29,083	15,800	195
Discretionary Grants	5364XX			0	0	0	0
Loans	5367XX			0	0	0	0
Other Aids and Grants	5369XX			0	0	0	0

The Management Information Systems Division provides the Department of Administration with quality computer services for technical support and business process re-engineering.

Miscellaneous Contracted Services - (532199) - Current funding is requested to provide temporary assistance from the Office of Information Technology Services (ITS) or contractor services. These funds are necessary when specialized expertise is required in resolving highly technical problems for the Department or assistance in planning new statewide automation initiatives required by ITS and the IRMC.

Rental/Lease of Equipment (532522) - Current funding is requested to support current lease of computer equipment leased to replace outdated computers. The Division did not have sufficient funds to buy the replacement equipment. Without the computers and technology available, the office would not be able to provide expected services.

Travel and Employee Expenses - (5327XX) - Current funding level is necessary to support expenses of e-commerce initiatives. Travel funds are necessary to attend required classes in support of this effort. These funds are also required to support staff travel to client sites to provide technical computer support.

Furniture and Equipment - (534500 - 534550) - Request current level funding to replace outdated computer equipment that is vital to the division. The Division has the responsibility of providing automation leadership, computer programming, and computer support to the Department. In order for this Division to support new computer hardware and software purchases throughout the department, we must have compatible equipment.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Agency For Public Telecom. Fund 1264

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	39,619	68,883	79,966	52,955	56,909	41,653
Rental/Lease of Equipment	532525	2,059	10,780	5,210	3,006	888	888
Travel and Other Employee Expense	5327XX	7,023	13,491	16,353	8,282	14,726	6,542
Cellular Phone Service	532814	131	214	298	173	250	62
Furniture and Equipment	534500-4550	14,826	200,222	194,160	104,911	201,200	88,876
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Agency for Public Telecommunications (APT) was founded in 1979 to serve as the media production facility for state government and to provide satellite-based teleconferencing and live, interactive public affairs programs via cable to increase citizen access to government and to improve government efficiency through telecommunications.

Miscellaneous Contractual Services - (532199) - Funding is requested at the current level for this line item to support miscellaneous contracts with producers and talent necessary for the production of video projects, for teleconferences and for client-sponsored call-in hours on the Open Public Events Network. Using contractors for these purposes and for hosts on appropriated supported OPEN programs makes it unnecessary to add permanent employees to the APT staff. Future need for these services will vary, based on the kind and complexity of our clients' projects. **Note**:Majority of this line item is supported by client receipts.

Rental/Lease of Equipment - (532525) - Funding for this line item is supported by receipts received from clients. As part of the cost of production, our public agency clients pay us for the special communication and production equipment we rent, as needed, for their projects. Future needs will vary based on the kind and complexity of client projects.

Travel and Other Employee Expenses - (5327XX) - Funding is requested at the current level for this line item due to travel being necessary as a part of production. **Note**: Majority of this line item is supported by receipts from clients. Clients pay APT for the travel required for their projects. The need for travel will vary, based on the requirements of each production. The small amount of funds budgeted in this line item not supported by receipts, covers the cost of employee travel to annual cable meetings, etc.

Cellular Phone Service - (532814) - Funding for this line item is supported by receipts received from our clients. As part of the cost of productions, our clients pay for our cell phone connections with field locations while we are videotaping, uplinking for satellite teleconferences, or shooting video for OPEN programs. Cell phone usage in the future will vary, based on the amount of on-location shooting required for clients' production.

Furniture and Equipment - (534500-534550) - Funding for this line item is supported by both appropriation and receipts. Continual funding is necessary in order to replace equipment when it can no longer be maintained in good working order and is no longer compatible with the rest of the video production industry. In order to produce high quality products equipment must be in good working order. Without adequate funding and a timely schedule of replacements, cameras, studio and field gear, and other critical production equipment will gradually become obsolete, beyond repair, and impossible to maintain and operate over the next few years, making it necessary to rent more gear or fail to provide services our mandate requires.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Mail Service Center **Fund 1280**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	224,717	0	0	0
Rental/Lease of Equipment	532525	0	0	0	10,161	21,808	8,066
Travel and Other Employee Expense	5327XX	0	0	92	1,177	3,650	1,435
Cellular Phone Service	532814	0	0	0	210	1,000	534
Furniture and Equipment	534500-4550	0	0	60,686	39,853	22,351	8,504
Discretionary Grants	5364XX			0	0	0	0
Loans	5367XX			0	0	0	0
Other Aids and Grants	5369XX			0	0	0	0

The Mail Service Center provides mail services with the highest quality in the most cost-effective manner.

Rental/Lease of Equipment - (532525) - Current funding is requested to support the cost of leasing twelve (12) postage-metering machines. USPS regulations do not allow a company or agency to own postage-meters that will process USPS mail. These machines must be leased through a USPS approved vendor. The number of machines being leased was reduced by approximately 40 machines with the consolidation of numerous mailrooms into the centralized mail facility at the Mail Service Center.

Travel and Other Employee Expenses - (5327XX) - Current funding is necessary to fund the director of the Mail Service Center's attendance at the annual USPS Postal Forum. This forum is specifically designed for the professional mail managers and deals with industry concerns and the latest technological advances in the mailing industry.

Cellular Phone Services - (532814) - Current funding is necessary to allows for the leasing of the phones for the inter-city (Wake County) mail carriers. This allows for voice communication between the Mail Service Center and the carriers on their respective routes.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to have the ability to replace essential equipment based on an established replacement schedule.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Construction Office **Fund 1411**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	4,011	0	0	35,577	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	106,091	125,071	115,914	87,296	119,948	55,095
Cellular Phone Service	532814	0	32	147	481	1,600	1,009
Furniture and Equipment	534500-4550	27,223	52,528	94,745	32,170	51,700	4,088
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	25,000	0	0	0	0	0

The State Construction Office is responsible for the review and approval of all plans and specifications for the construction or renovation of all state buildings; preparation of cost estimates relating to appropriation requests for the construction or renovation of state buildings; supervision of the letting of all contracts for the design, construction or renovations of all state buildings; and inspection and acceptance of all work done and materials used in the construction or renovation of all state buildings.

Miscellaneous Contracted Services - (532199) - Funding of this line item is necessary in order to contract for technology services. Such Services are necessary when specialized expertise is needed in technology services. Such services are necessary when specialized expertise is needed in conducting highly technical maintenance to our internal database InterSCOPE. This system was written and developed by contracted technical experts under the Y2K efforts. It will be necessary for this office to contract for necessary repairs and modifications to the system on an as needed basis. This system is essential due to the fact that the General Assembly and public access this database and rely on it for status reports of construction projects.

Travel and Other Employee Expenses - (5327XX) - Current level funding is requested for this line item in order to fulfill the duties and responsibilities of the State Construction Office in accordance with G.S. 143-341 and G.S. 143-34-44. Travel is an inherent and vital part of staff's job responsibilities. In order to complete the tasks in an efficient and timely manner, overnight and sometimes extended travel is necessary. It is not possible to inspect construction of state facilities and resolve problems without on-site visits.

Cellular Phone Services - (532814) - Current level funding for cellular phones is being requested. Since travel is such a vital role in fulfilling the duties and responsibilities of the State Construction Office, it is equally important to be able to contact field staff in a timely manner. The ability to have cellular and/or radio contact with field staff allows for a more effective and efficient use of staff and customer time. It is necessary to be able to communicate with architects, engineers and other state officials to timely resolve problems and give directions to expedite the construction of facilities.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. All information regarding capital improvement projects is maintained on the State Construction Office central database, InterSCOPE. In order to fulfill the requirements of the statutes governing the duties of this office, it must have the capability to keep up to date with advances in computer technology. Our customers depend on our database to be accurate. The office must have the ability to stay in line with the private sector's technological level in order to serve our customers in the most efficient manner possible.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Property Office **Fund 1412**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	6,425	5,229
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,879	21,886	17,287	18,843	21,000	8,322
Cellular Phone Service	532814	0	436	494	935	1,000	741
Furniture and Equipment	534500-4550	19,944	41,583	43,268	15,757	43,496	43,496
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Property Office in accordance with G.S. 143-341 and 146 is the administering agency in state government for: the acquisition and disposition of real property or any interest therein; the allocation and reallocation of land, buildings or space in buildings among agencies, institutions or departments of the state; management of the state's vacant and unappropriated lands and submerged lands. It is also responsible for maintaining a complete and accurate inventory of all state lands and buildings.

Miscellaneous Contracted Services - (532199) - Continuation funding is not requested for this line item. This expense was a onetime expense for the conversion of 12,000 files from standard file cabinets to an high-density file system.

Travel and Other Employee Expenses - (5327XX) - The budgeted amount is being requested to make site visits, inspections, conduct negotiations and for education purposes. The One Million AcresInitiative and expected workload associated with the Wetlands Restoration Program and the Clean Water Management Trust Fund will put additional pressure on the travel budget.

Cellular Phone Services - (532814) - Cellular phones provide efficient use of staff time when traveling. Staff is able to negotiate property transactions, arrange appointments and keep in contact with client agencies and the office while traveling. The budgeted amount is actually less than needed, but we will limit use as necessary to stay within the budget.

Furniture and Equipment Schedule - (534500-4550) - The budgeted amount includes nonrecurring expenditures supported by receipts from the land fund to purchase a copier and a high density filing system. Continuation funds are being requested to replace computers as recommended by Management Information Systems, a fax machine, and other miscellaneous furniture.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Building Commission **Fund 1416**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	4,145	6,484	6,229	5,986	15,009	2,829
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	478	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Building Commission was established to develop procedures to direct and guide the State's capital facilities development and management program.

Travel and Other Employee Expense (5327XX) - Current funding is requested to support the travel expenses associated with monthly commission meetings scheduled for the fiscal year.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Facility Management **Fund 1421**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,430	572	0	0	0	0
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expense	5327XX	17,947	23,419	18,847	18,977	28,190	16,257
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	433,697	543,546	635,229	438,646	241,300	82,094
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Facility Management is responsible for performing prompt maintenance and repair to all assigned state properties and insuring a safe and healthful work environment for employees and the general public. The division employees perform renovations and improvements to properties, operate support shops, maintain support equipment, and maintain warehouse operations of materials and supplies inventory for the various craft shops, housekeeping and landscape.

Travel and Other Employee Expenses - (5327XX) - Funding is requested at the current level to support vehicle operating expense and transportation for employees to perform their job responsibilities. Travel funds are also required to maintain the James K. Polk Building in Charlotte.

Furniture and Equipment - (534500-4550) - Continuation funding is necessary to support the replacement of twenty computers in order to adhere to the three-year replacement schedule in the Dept. of Administration. A minimum of four vehicles also need to be replace in accordance with Division's vehicle replacement schedule.

- 26 cell phones - need to be replaced -

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Purchase and Contract **Fund 1511**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year: Authorized Budget FY 2001	Current Fiscal Year: Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	4,550	12,711	37,890	145,165	2,280	2,280
Rental/Lease of Equipment	532525	7,178	2,582	0	0	0	0
Travel and Other Employee Expens	5327XX	73,826	75,341	92,256	97,259	102,250	60,120
Cellular Phone Service	532814	0	597	1,834	2,905	3,000	1,888
Furniture and Equipment	534500-4550	90,328	153,877	84,603	18,782	94,115	22,184
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Division of Purchase and Contract is the central purchasing authority for all state departments, institutions, agencies, community colleges, technical institutes, and city or local boards of education. It also makes purchasing services available to local governments, charitable non-project hospitals, local non-profit community sheltered workshops, volunteer fire departments, and rescue squads. The Division establishes term contracts and disseminates information on these contracts via the Internet to all agencies that are required to buy commonly used products or services. By combining commonly used items into one contract, the division eliminates the need for each agency to independently solicit bids for these products and services, thereby saving millions of dollars to the citizens of this State.

Miscellaneous Contracted Services - (532199) - Current funding is requested to support statewide E-Procurement initiative that began February 8, 2001. Once the project is fully implemented, it is projected that contractual services may be necessary to perform some of the tasks associated with the project.

Travel and Other Employee Expenses - (5327XX) - Current funding level is requested to support the responsibilities required by statute, rule and/or procurement process. Among these include (1) the purchasing compliance team that conduct in-depth reviews and audits of purchasing transactions and processes for State Purchasing entities. This team also provides assistance by reviewing and assisting with development of purchasing procedures that comply with State Purchasing statutes, with education and training of purchasing personnel, (2) Quality Control Inspectors who travel throughout the State primarily inspecting goods that have been purchased to ensure compliance with purchase contracts prior to release of payment to vendor, (3) attendance at pre-bid conferences to ensure a clear understanding of the bid solicitation document, site conditions, special equipment, and installation requirements, (4) Travel and subsistence provided to Advisory Budget Commission members who participate in the weekly Board of Awards, (5) travel expenses associated with participation in local, state and national purchasing organization meetings which provide for continuing communication and improvements in State purchasing, (6) continuing education and training of professional purchasing personnel.

Cellular Telephone Services - (532814) - Current funding is requested to support telephones for designated employees in full time travel status authorized for efficiency in work assignments and safety while traveling.

Furniture and Equipment - (534500 - 534550) - Current funding is requested for the periodic replacement of equipment to support the needs of sixty-one employees. As a leader in the use of technology, we must purchase and maintain adequate equipment for communicating and performing job responsibilities. The Department recommends a three year replacement schedule for all computers and software. Copy machines, printers, faxes and telephone systems must also be replaced periodically.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Capitol Police **Fund 1623**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
* Miscellaneous Contractual Service	532199	0	4,938	5,207	5,124	11,000	3,221
Rental/Lease of Equipment	532525	3,600	3,600	3,600	3,600	4,000	1,800
Travel and Other Employee Expense	5327XX	46,703	46,126	47,613	40,042	42,133	27,661
Cellular Phone Service	532814	0	0	0	933	1,200	676
Furniture and Equipment	534500-4550	6,071	27,973	40,052	9,506	4,508	3,154
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The State Capitol Police is a law enforcement agency with police powers throughout Raleigh and state property in Wake County and provides security and property protection for state government facilities in Raleigh, Garner, Cary and Wake County. The agency protects employees and visitors; secures state-owned property; provides security for demonstrations, inaugurations, prison executions, personnel hearings; assist visitors to state facilities; investigates crimes committed on state property; and monitors burglar and fire alarms statewide.

Miscellaneous Contractual Services (532199) - Funding is needed to have background investigation done on prospective employees and when the need arises to do internal investigations of a sensitive nature. This allows our investigators to concentrate on their ever-increasing case load. It is more cost efficient to the Division to contract for these services than to hire a full-time employee.

Rental/Lease of Equipment - (532525) - Funding is necessary to support expense of accessing the Division of Criminal Information. This enables State Capitol Police to access vehicle registration, drivers history and license information. This is the link with other law enforcement agencies.

Travel and Other Employee Expenses - (5327XX) - These funds are necessary to support expense of leasing vehicles from the Division of Motor Fleet Management.

Cellular Phone Service - (532814) - Phones are installed in the patrol vehicles for officers to conduct official business. These phones insure that the officer will have contact with communications when in a dead spot.

Furniture and Equipment - (534500-4550) - These funds are necessary to replace at least two computers in order to adhere to the Dept. of Administration's three-year replacement schedule and update current software to keep up with changing technology.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: N.C. Council for Women **Fund 1731**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	200	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expens	5327XX	20,018	18,011	21,325	19,662	19,130	17,927
Cellular Phone Service	532814	681	723	397	428	500	213
Furniture and Equipment	534500-4550	0	7,096	2,042	3,421	2,600	2,573
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

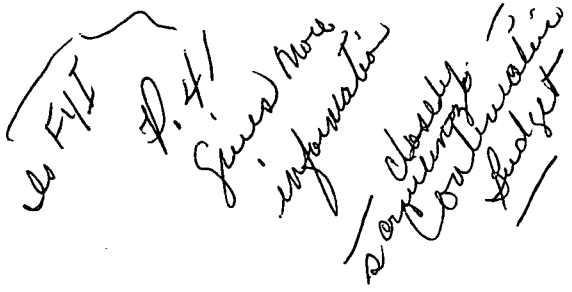
The North Carolina Council for Women is the official state advocacy agency for women. The mission of the Council for Women is to advise the Governor and the N.C. Legislature on special needs of women in North Carolina. The N.C. Council for Women administers state and federal funding to local programs across the state addressing abuser treatment, displaced homemakers, domestic violence, rape prevention and sexual assault. The Council is composed of a twenty-member Board, and seventeen staff members, twelve located in Raleigh and five in other regional offices across the State.

Miscellaneous Contractual Services - (532199) - Current funding necessary to support conference speaker presentation fee.

Travel and Other Employee Expenses - (5327XX) - Current funding necessary to support staff of seventeen and council members' travel and subsistence to accomplish themission of the Council. The five region directors located in New Bern, Greenville, Greensboro, Charlotte and Asheville use permanently assigned state cars to travel extensively in their respective regions to serve their clients across the state.

Cellular Phone Service - (532814) - Current funding necessary to support cost of cellular phones. These phones are needed primarily for the five region directors who travel extensively. Much of their travel is done in rural areas at night and these phones are needed in case of an emergency.

Furniture and Equipment - (534500 - 534550) - The budgeted amount will allow for the replacement of outdated computer equipment and related software in order to adhere to the Department's three year replacement schedule. The Council will also need to replace copiers and fax machines on a less frequent replacement schedule.



Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Displaced Homemakers Proc **Fund 1732**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	22	0	0
Travel and Other Employee Expense	5327XX	1,076	1,193	3,710	2,775	3,850	1,839
Cellular Phone Service	532814	0	0	0	51	100	0
Furniture and Equipment	534500-4550	851	2,344	20,371	2,786	9,656	8,803
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	314,995	314,995	701,164	1,055,152	1,051,140	359,200

G.S. 143B0-394 requires that the Council for Women provide grants to displaced homemaker programs throughout the state. (A displaced homemaker is defined as an adult who is working primarily without remuneration to care for the home and family and, for that reason, has diminished marketable skills, or is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.)

Travel and Other Employee Expenses - (5327XX) - Current funding is essential to support the state displaced homemaker coordinator. This coordinator must be able to help monitor the 30 displaced homemaker programs across the state when there is a problem with a program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on displaced homemakers.

Other Aids and Grants - (5369XX) - These grants provide funds to displaced homemaker programs throughout the state. Currently there are thirty (30) displaced homemaker programs throughout the state which served nearly 6000 clients in 1999-2000 with counseling, job placement, health education, financial management, educational services, tuition assistance, and daycare assistance. The state saves thousands of dollars as a result of investing in the displaced homemaker programs as the clients become self-sufficient by going to work and leaving public assistance.

* **Note**: $314,995 of these funds represent state appropriation and the balance supported by $20 of each individual divorce fee collected statewide.

How much was brought in state receipts during Continuation budget —

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Rape Crisis Program **Fund 1734**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	882	2,102	292	3	1,475	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	819	2,885	300	3,863	3,815
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	892,500	892,500	892,500	1,117,500	* 1,117,500	490,500

In accordance with G.S. 143B-394.2 the rape crisis program supports rape crisis programs in all 100 counties for men, women and children victims, and the establishment of a network of coordinated public and private services for victims of sexual assault, incorporating existing programs as well as aiding in the development of new programs. To accomplish this, the Council for Women provides regional workshops and technical assistance necessary to create and find funding for local rape crisis programs with the goal of increasing the number of local areas with the identified mix of services for rape victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the travel expense for the coordinator of this program.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on sexual assault victims.

Other Aids and Grants (5369XX) - These grant funds are awarded to rape crisis programs across the state that provide services for victims of sexual assault.

* **Note:** $225,000 of these funds were allocated as non-recurring. These funds were allocated as follows:
- 57 programs received an additional allocation of $1,181 making the total grant funding for each program $21,000
- The Coalition Against Sexual Assault received $50,000 to provide training and information to local programs.
- New services were extended to (13) thirteen additional undeserved counties.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Human Relation Commissior **Fund 1741**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	3,584	6,332	0	0	400	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	32,982	28,220	33,684	25,903	30,310	16,990
Cellular Phone Service	532814	103	0	0	0	500	0
Furniture and Equipment	534500-4550	5,275	3,904	1,345	0	1,942	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The North Carolina Human Relations Commission provides services and programs aimed at improving relationships among all citizens of the state, while seeking to ensure equal opportunities in the areas of employment, housing, public accommodations, recreation, education, justice and governmental services. The commission also enforces the North Carolina Fair Housing Act and is fully substantially equivalent with the Division of Fair Housing within the U.S. Department of Housing and Urban Development. The commission participated in writing and implementing the Fair Housing goals for the Comprehensive Housing Affordability Strategy and the Consolidated Housing Plan required by the federal government. The commission also serves as a resource to Community Development Block Grant recipients in helping them develop adequate Fair Housing plans.

Miscellaneous Contractual Services - (532199) - Funding requested at current level to engage an occasional conference speaker.

Travel and Other Employee Expenses - (5327XX) - Funding requested at current level to allow state to establish and assist local human relations commissions, respond to crisis in the community, conduct community relations training, or solicit hate violence information network participants.

Cellular Phone Service - (532814) - Funding requested at current level. These phones are used to assist employees for emergency use when traveling in community relations roles. statewide.

Furniture and Equipment - (534500 - 534550) - Current funding is required to replace existing computer equipment and office equipment on periodic basis. Current budgeted funds are sufficient to replace one computer per year.

No cell phones

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Martin Luther King Comm. **Fund 1742**

~~for Person with Disabilities~~

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	21,584	9,984	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	2,972	3,795	6,659	4,991	8,238	3,690
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	2,177	4,519	0	13,000	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	62,000	49,107	54,709	46,050	46,050	46,050

The Martin Luther King Jr. Commission was established to encourage appropriate ceremonies and activities throughout the state relating to the observance of the legal holiday honoring Martin Luther King Jr's birthday and to provide assistance to local governments and private organizations across the state with respect to the observance of such holiday. The commission also promotes among the people of North Carolina an awareness and appreciation of the life and work of Martin Luther King Jr.

Travel and Other Employee Expenses - (5327XX) - Current funding is necessary for staff and Board members to meet and carry out its statutory mandates.

Furniture and Equipment - (534500 - 534550) - Current funding is required to purchase data projector and laptop to conduct training and workshops for the upcoming year. Funding is also required to replace existing computer equipment on a three year replacement schedule according to the departmental MIS Division.

Other Aids and Grants - (5369XX) - The General Assembly, when creating the commission, allocated $50,000 of the $75,000 appropriation to be spent on min-grants. To date, 223 grants with a total amount of $370,566 have been awarded. Many of the programs that promote the philosophy of Dr. King on a year-round basis depend on state funds as start-up money. Loss of these funds would prevent the commission from carrying out its statutory mandate of promoting the philosophy of Dr. King on a year-round and statewide basis.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Youth Involvement Office **Fund 1761**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	100	360	150
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	9,743	9,219	11,228	6,535	7,485	4,456
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	7,048	7,474	10,633	6,747	2,799	343
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	12,500	12,500	13,500	12,997	6,500	1,000

The Youth Advocacy and Involvement Office, under the leadership and directives of councils and advisory groups and in cooperation with public and private agencies, serves as an advocate for children and youth. Through these collaborative efforts, this agency seeks to enhance the quality of life for North Carolina's children and youth through policy reviews, legislative recommendations, and positive intervention through leadership development and experiential educational opportunities.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference speaker presentation fee.

Travel and Other Employee Expense - (5327XX) - Budgeted funds to support eleven staff and council members travel and subsistence.

Furniture and Equipment - (534500-4550) - The office will need funding to replace at least one computer in order to adhere to the Dept. of Administration's three year replacement schedule. There is also a need to lease or purchase a small fax machine to replace current seven year old machine.

Other Aids and Grants - (5369XX) - The state appropriates $6,500 each year to support the mini-grant program (grants to local youth councils). The Youth Endowment Funds provides the additional $6,000 to $7,000 funding.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Veterans Affairs - Admin. **Fund 1771**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	202	552	2,443	375	360	150
Rental/Lease of Equipment	532525	0	0	0	9,065	9,065	9,065
Travel and Other Employee Expense	5327XX	89,250	91,860	98,893	91,275	97,900	57,602
Cellular Phone Service	532814	0	31	116	42	50	0
Furniture and Equipment	534500-4550	112,738	50,734	50,875	32,166	16,811	744
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	184,234	180,327	182,473	176,576	580,000	512,000

The responsibilities of the Division of Veterans Affairs are to assist veterans and their families in the presentation, processing, proof, and establishment of claims, privileges, rights and benefits as they may be entitled to under federal, state or local laws. the division also cooperates with the various governmental units and veterans organizations in seeking to serve veterans.

Miscellaneous Contractual Services - (532199) - Funding is requested at current level to support inmate labor contracted for at the Veteran Cemetery at Black Mountain.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to provide expected services.

Travel and Other Employee Expenses - (5327XX) - Current funding is requested to support responsibilities of the Division as specified in G.S. 165-6 to assist veterans and their dependents, to aid persons in active military service and to train, supervise and assist any county, city or town that is engaged in veterans services. The Division has fifteen district offices that provide the assistance to veterans and provide training and supervision to county veteran service officers.

Furniture and Equipment - (534500 - 534550) - Current funding level is necessary to have the ability to replace essential equipment. In order to fulfill the requirements of the statutes governing the responsibilities of this office, we must have the capability to replace old equipment. Most computers have been in place for over five years, the copy machine is over 10 years old

Other Aids and Grants - (5369XX) - Current funding level is required to support G.S. 165-6(9) that allows the Division to contribute to each county an amount not to exceed $2,000 on a matching basis for any fiscal year of the operation of a county service program.
The additional amount for FY 2000/01 was a one-time contribution of $392,000 to the National World War II Memorial Fund.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: State Veteran Nursing Home **Fund 1772**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2000	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	3,690	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	785	2,657	5,400	2,095
Cellular Phone Service	532814	0	0	0	60	200	58
Furniture and Equipment	534500-4550	412	50,734	22,933	24,390	20,398	20,398
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The operation of the North Carolina State Veterans Nursing Home is funded solely upon receipts.
There are no appropriated funds for this program.

Federal Money

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Program Fund 1781

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	6,159	7,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	496	4,253	3,431	1,246	2,830	1,243
Cellular Phone Service	532814	58	0	0	0	250	0
Furniture and Equipment	534500-4550	0	5,168	4,454	401	3,990	3,548
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,682,430	2,782,500	2,674,100	2,682,500	* 2,682,500	1,325,500

The Domestic Violence Program provides grants and technical assistance to community groups providing services to victims of domestic violence. It makes available domestic violence programs for men, women, and children in all 100 counties. The goal of these programs is to decrease the incidence of domestic violence and increase help to victims.

Miscellaneous Contacted Services - (532199) - Current funding is essential to contract with miscellaneous employees when necessary to provide administrative support.

Travel and Other Employee Expenses (5327XX) - Current funding for travel is essential to support the Domestic Violence Coordinator. This employee must be able to monitor the ninety-three Domestic Violence Programs across the state when there is a problem with the program. This employee also plays an active role in the state Domestic Violence Coalition which results in additional travel.

Furniture and Equipment - (534500 - 534550) - Current funding is necessary to replace outdated equipment such as computers, copiers and fax machines that are essential to the operation of the Council for Women. Current technology is necessary to implement and develop statistical data and maintain accurate data on domestic violence victims.

Other Aids and Grants (5369XX) - These funds along with the marriage license fee funds (1782 fund) provide grants to ninety-three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The safety of the victims is paramount and elimination of these grant funds could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

* Note: $1,000,000 of these grant fund were allocated in as non-recurring funds. These additional funds were allocated as follows:
- 77 Programs received an additional appropriation of $9,520 making their total grant $31,500.
- 16 programs received start-up funds to provide a portion of services provided by the other 77 programs.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Domestic Violence Centers **Fund 1782**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	0	0	0
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	0	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	1,311,423	1,287,101	1,340,180	1,345,280	1,350,000	435,882

In accordance with S.B. 935, Ch. 693, this fund was created as the Domestic Violence Fund supported by receipts from the Marriage License Fees. There are no state dollars appropriated to this fund but rather supported by a fee attached to each marriage license. Elimination of these funds will result in an unfunded mandate. These funds along with domestic violence funds in (Fund 1781 budget) provide grants to ninety three (93) domestic violence programs across the state in order to serve victims of domestic violence by providing safe shelters, hospital accompaniment, court accompaniment, support groups and community education and awareness. The programs that serve multiple counties receive a portion of the marriage license fees for each county they serve. The N.C. Coalition Against Domestic Violence also receives a share according to SB 935. The safety of the victims is paramount and elimination of the marriage license fees could cause programs to close their doors thereby compromising the safety of the victims, putting program employees out of work and could also result in these crimes not being reported.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Comm. On Domestic V Fund 1783

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	20,700	2,500
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	0	0	1,781	8,783	8,504
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	0	0	0	652	550
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Commission on Domestic Violence was created by executive order to improve the state's response to domestic violence. It's mission is to coordinate strategy, policy, programs and services to conduct domestic violence.

Miscellaneous Contractual Services - (532199) - Current funding is requested to contract with consultants to provide consultation in such areas as the state workplace violence policy, review and provide consultation to the training curriculum related to the workplace violence policy of the state and to assist in conferences planned for resource professionals in state government.

Travel and Other Employee Expenses: - (5327XX) - Current funding is requested for travel to support quarterly commission meetings, occasional travel to attend conferences associated with domestic violence programs, and local travel that is essential in order to participate in committee meetings and regular speaking engagements across the state.

Furniture and Equipment - (534500 - 4550) - Prior expenditures included the purchase of a work table and several file cabinets. This minimal amount should be retained in the budget for miscellaneous small purchases as they occur.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Ethics Board **Fund 1810**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	10,000	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	0	448	2,123	3,329	7,450	2,644
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	0	14,598	16,855	10,073	2,500	0
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	0	0	0	0

The Board of Ethics operates under Executive Order 1. The members are appointed by the governor and serve four year terms. The current Board, appointed in 1993, has a membership of seven. Gubernatorial and legislative appointees to boards which are not advisory and state employees serving in policy-making, exempt positions are required to file statements of economic interest annually with the Board. The Board reviews the statements for actual or potential conflict of interest and notifies the proper officials. The Board renders advisory opinions and hears complaints.

Miscellaneous Contractual Services - (532199) - The Agency proposes the elimination of this budgeted $10,000. These funds were initially budgeted to support the expenses of a private investigator during any needed complaint investigation. Currently, the board has no pending complaint investigations requiring the use of these funds. Future need is unpredictable.

Travel and Other Employee Expense - (5327XX) - The Board request continuation of travel at the current level to support (1) travel for in-state ethics education and awareness presentations, (2) Board members' travel for Board Meetings, and (3) out-of-state travel to ethics meetings/conferences. The Agency recommends a possible reduction in the travel budget in the amount of $2,950. This can be accomplished by eliminating the out-of-state amount budgeted of approximately $2,200 and approximately $750 in budgeted funds associated with education.

Furniture and Equipment - (534500-4550) - The continuation of these budgeted funds are necessary to accommodate the replacement of computer and office equipment on an as needed reoccurring bas

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Gov. Advocacy Council for Person with Disabilities **Fund 1811**

Expenditure Account	Account No.		Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321		0	0	0	0	0	0
Miscellaneous Contractual Service	532199		904	328	0	0	1,000	0
Rental/Lease of Equipment	532525		53	35	142	780	1,050	672
Travel and Other Employee Expens	5327XX		17,478	10,927	6,123	3,834	7,075	657
Cellular Phone Service	532814		0	0	0	0	0	0
Furniture and Equipment	534500-4550		3,072	6,438	3,460	5,859	400	355
Discretionary Grants	5364XX		0	0	0	0	0	0
Loans	5367XX		0	0	0	0	0	0
Other Aids and Grants	5369XX		0	0	0	0	0	0

The Governor's Advocacy Council for Persons with Disabilities is mandated by State and Federal Law to protect and advocate for the rights of persons with disabilities. The Governor has under authority of these laws designated the council to be the Protection and Advocacy Agency for North Carolinians with disabilities. Mandated to work with and for persons with disabilities,, the GACPD staff go into the community and into twenty four hour treatment and residential facilities to investigate allegations of abuse, neglect and exploitation.

Miscellaneous Contractual Services - (532199) - Budgeted funds to support conference presentation fees.

Rental/Lease of Equipment - (532525) - Funding is requested to support lease of new computers to replace outdated computers. The Division did not have sufficient funds to purchase the replacement computers. Without the computers and technology available, the office would not be able to maintain and track necessary data.

Travel and Other Employee Expenses - (5327XX) - Travel funds at the existing level are necessary to maintain adequate coverage of these statewide responsibilities.

Furniture and Equipment - (534500-534550) - Equipment funds are necessary at the budgeted level to maintain computer and software on a three year replacement schedule in order to maintain essential databases and to ensure the capacity to track, monitor and deliver services within statutory guidelines.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Commission on Indian Affairs **Fund 1861**

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Current Fiscal Year Authorized Budget FY 2001	Current Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	0	0	0	0	0	0
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	16,899	17,501	18,637	22,250	26,625	18,996
Cellular Phone Service	532814	0	0	0	0	0	0
Furniture and Equipment	534500-4550	4,126	2,312	1,845	14,371	4,143	410
Discretionary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	0	0	10,000	0	100,000	100,000

The NC Commission of Indian Affairs was created in 1971 by the NC General Assembly in response to the requests of concerned Indian citizens from across the state. The Commission's mission is to instill a positive vision for American Indians through preserving cultural identity by promoting and advocating the rights, beliefs and opportunities which impact quality of life.

Travel and Other Employee Expenses - (5327XX) - As per NCGS 143B-408, the Commission is required to hold quarterly meeting as part of its legislative mandate. The Commission membership administers state recognition procedures under NCGS 143B-406. The Commission also serves as an advisory body over federal and state programs administrated by the Commission. Budgeted travel is required to meet these legislative mandates.

Furniture and Equipment - (534500-4550) - The Commission will need funding to replace outdated computer equipment and related software in order to adhere to the Dept. of Administration's three-year replacement schedule. The Commission will also need to replace copiers and fax machines on a less frequent replacement schedule.

Other Aids and Grants - (5369XX) - The budgeted amount of $100,000 was a one time appropriation to provide funding to the Lumbee Indian Tribe regarding a tribal governance matter.

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Division: Science and Tech. Research Fund 1871

Expenditure Account	Account No.	Actual Expend. FY 1996-97	Actual Expend. FY 1997-98	Actual Expend. FY 1998-99	Actual Expend. FY 1999-00	Curent Fiscal Year Authorized Budget FY 2001	Curent Fiscal Year Actual Expend. 7/1/00-12/31/00
Contracted Personal Service	531321	0	0	0	0	0	0
Miscellaneous Contractual Service	532199	38,648	0	7,577	26,621	66,160	27,053
Rental/Lease of Equipment	532525	0	0	0	0	0	0
Travel and Other Employee Expense	5327XX	13,191	22,821	22,115	29,517	18,130	15,946
Cellular Phone Service	532814	0	42	635	4,065	800	668
Furniture and Equipment	534500-4550	31,200	12,649	12,336	4,434	11,666	148
Discretioinary Grants	5364XX	0	0	0	0	0	0
Loans	5367XX	0	0	0	0	0	0
Other Aids and Grants	5369XX	117611	165840	163557	118674	117291	3783

The N.C. Board of Science and Technology, established in 1963 has been modified over the years and most recently under Governor Hunt began to concentrate on strengthening research and education base in fields important to our state's economic growth. The powers and duties of the Board are to identify, support and foster the identification of important research needs of our public and private agencies, institutions and organizations in North Carolina. The Board has the responsibility of allocating funds available to the Board to support research projects, to purchase research equipment and supplies and to construct or modify research facilities.

Budget Presentation
Modified Zero-Based Budgeting

Summary of Other Aids and Grants

By Division

Department of Administration/Council for Women

Fund 1731

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$468,011	$504,779	$525,215	$560,546	$582,309
Administrative Expenditures					
Personal Services	$408,342	$431,561	$458,800	$496,603	$518,655
Purchased Services	$56,230	$62,102	$60,065	$56,261	$56,046
Equipment	$0	$7,238	$2,042	$3,747	$2,677
Supplies	$2,890	$2,851	$3,276	$3,127	$4,206
Etc.	$762	$1,038	$706	$456	$725
Total # of Positions	11	11	11	11	11
Total Grant Expenditures Categories:	$0	$0	$0	$0	$0
Other Sources of Funding	$213	$11	$13	$18	$0
Prior Year Carry-Forward	$0	$0	$1,026	$0	$0
Total Available	**$468,224**	**$504,790**	**$525,928**	**$560,564**	**$582,309**
Total Actual Expenditures	**$468,224**	**$504,790**	**$525,928**	**$560,564**	** **$ 395,011**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$4,218**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Displaced Homemakers Program

Fund 1732

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$372,779	$368,631	$368,295	$319,896	$386,252
Administrative Expenditures					
Personal Services	$51,785	$56,510	$52,181	$55,868	$77,504
Purchased Services	$11,809	$4,020	$17,250	$21,941	$26,889
Equipment	$851	$2,690	$21,842	$3,305	$10,456
Supplies	$48	$410	$4,656	$7,262	$6,060
Etc.	$136	$220	$355	$1,504	$30,348
Total # of Positions	1	1	1	1	1
Total Grant Expenditures Categories:	$314,995	$314,995	$701,164	$1,055,152	$1,034,995
Other Sources of Funding	$6,846	$10,214	$463,940	$841,282	$800,000
Prior Year Carry-Forward	$0	$0	$34,788	$16,145	$16,145
Total Available	**$379,624**	**$378,845**	**$867,023**	**$1,177,323**	**$1,202,397**
Total Actual Expenditures	**$379,624**	**$378,845**	**$867,023**	**$1,177,323**	**$713,589**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Rape Crisis Program

Fund 1734

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$921,598	$921,927	$924,577	$1,146,578	$1,153,970
Administrative Expenditures					
Personal Services	$24,763	$25,786	$26,728	$27,184	$28,366
Purchased Services	$4,574	$2,696	$2,211	$212	$3,684
Equipment	$0	$819	$2,885	$300	$363
Supplies	$39	$125	$36	$1,380	$600
Etc.	$38	$1	$218	$3	$157
Total # of Positions	0.75	0.75	0.75	0.75	0.75
Total Grant Expenditures	$892,500	$892,500	$892,500	$1,117,500	$1,117,500
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$0	$0	$0	$0	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$921,914**	**$921,927**	**$924,578**	**$1,146,579**	**$1,150,670**
	$0				
Total Actual Expenditures	**$921,914**	**$921,927**	**$924,578**	**$1,146,579**	** **$ 1,087,148**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Domestic Violence Program

Fund 1781

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$1,744,292	$2,841,059	$2,773,181	$2,784,809	$2,800,323
Administrative Expenditures					$1
Personal Services	$50,944	$41,680	$81,711	$94,581	$96,646
Purchased Services	$10,145	$9,691	$16,968	$14,429	$20,542
Equipment	$0	$5,820	$4,454	$471	$4,010
Supplies	$681	$1,069	$2,893	$2,058	$2,058
Etc.	$128	$330	$260	$256	$2,015
Total # of Positions	1.25	1.25	2.25	2.25	2.25
Total Grant Expenditures	$1,682,430	$2,782,430	$2,780,391	$2,682,500	$2,682,500
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$36	$31	$113,496	$9,486	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$1,744,328**	**$2,841,090**	**$2,886,677**	**$2,794,295**	**$2,807,771**
Total Actual Expenditures	**$1,744,328**	**$2,841,090**	**$2,886,677**	**$2,794,295**	** **$2,747,633**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

** Actual Figures as of 2/28/01

Department of Administration/Marriage Lic.Fees

Fund 1782

Receipts and Operating Expenses	FY 1996-97	FY 1997-98	FY 1998-99	FY 1999-00	FY 2000-01*
State Appropriation	$0	$0	$0	$0	$0
Administrative Expenditures					$1
Personal Services	$0	$0	$0	$0	$0
Purchased Services	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0
Supplies	$0	$0	$0	$0	$0
Etc.	$0	$0	$0	$0	$0
Total # of Positions	0	0	0	0	0
Total Grant Expenditures	$1,311,423	$1,289,101	$1,340,180	$1,345,280	$1,350,000
Categories:					
Rape Crisis Grants					
Other Sources of Funding	$0	$0	$0	$0	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$1,311,423**	**$1,289,101**	**$1,340,180**	**$1,345,280**	**$1,350,000**
Total Actual Expenditures	**$1,311,423**	**$1,289,101**	**$1,340,180**	**$1,345,280**	**** $ 751,286**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

* Projected figures for FY 2000-01

**** Actual Figures as of 2/28/01**

Budget Presentation
Modified Zero-Based Budgeting

Summary of Publications

By Division

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Office of the Secretary

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
DOA - Employee Newsletter	-----	975/month	$0.18	$2,134	975/month	$ 0.22	$ 2,539
The DOA Record					400	$1.92	$766.67

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Division of Non-Public Education

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
NC Directory of Non-Public Schools	None	1500	$2	$2,765.00	1000	$2.85	$2,851.80
NOTE: Since this pub. Is now available at our web site, plans are to cut the 00-01 number down to 500 and to eliminate hard copies completely starting with 01-02							

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Telecommunications Office -- 1264

	G.S. Citation		Fiscal Year 1999-00 Number of Copies	Cost Per Copy	Total Cost Per Year		Fiscal Year 2000-01 Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:									
APT Connections	143B-426.10		12,600	$0.377	$4,750.00 *		8400 **	$0.359	$3,020.00 *
bi-monthly publication									
with 2100 copies per run									

* Costs for printing and bulk mail distribution

** We printed the January/February issue before budget cuts were announced. In order to save money, we did not send it out by bulk mail. We will distribute issues of the newsletter by hand, by interoffice mail and on our web site, http://www.doa.state.nc.us/doa/apt/apt.htm

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program State Construction Office

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
Instructions to Bidders	n/a	250	0.74	185.4			
CPC Manuals	n/a	98manuals	29.2	2,861.60	50	29.2	1,460

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program N.C. Council for Women

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
Vol. 7 No. 2 Newsletter		7,000	$0.37	$2,567.60			
Vol. 7 No. 3 Newsletter		7,000	$0.31	$2,184.00			
Vol. 8 No. 1 Newsletter		7,000	$0.43	$2,982.00			
Vol. 8 No. 2 Newsletter					6,400	$0.23	$1,440.00
Vol. 8 No. 3 Newsletter					6,400	$0.23	$1,502.72

*The council published other documents during this specified period which are not listed here because they were published through corporate donations.

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Human Relations Commission

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
Human Relations brochure	----	2500	0.115	$289.80			
Biennial Report 98-99	----	1000	1.528	$1,528.64			

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Martin Luther King, Jr. Commission

		Fiscal Year 1999-00			Fiscal Year 2000-	
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy
Publication:						
MLK Six-Year Report	-----	500	$3.14	$1,570.25		

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program YOUTH ADVOCACY and INVOLVEMENT OFFICE

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:							
1999 Legislative Update	G.S.143B-414	2,359	$ 0.23	$ 548.00			
2000 Newsletter (Spring)	"	2,400	$ 0.31	$ 724.01			
2000 Newsletter (Summer)	"	2,400	$ 0.24	$ 528.49			
2000 Internship Brochure	G.S.143B-417	2,500	$ 0.07	$ 174.35			
2000 Intern Project Book	"	650	$ 1.26	$ 816.52			
2001 Intern Project Book	"				1,000	$ 1.41	$ 1,410.44

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program Board of Ethics

			Fiscal Year 1999-00				Fiscal Year 2000-01		
	G.S. Citation		Number of Copies	Cost Per Copy	Total Cost Per Year		Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:	Executive								
	Order One		9500	0.0962	915		4099	0.1228	503
Newsletters	(no GS)								
(approximately quarterly)									

Department of Administration

Publication Inventory and Expenditures

FY 1999-00 and FY 2000-01

		FY 99-00					FY 00-01				
	G.S. Citation	# of Copies	Cost Per Copy	Total Cost Per Year	State Cost	Federal Cost	# of Copies	Cost Per Copy	Total Cost Per Year	State Cost	Federal Cost
Division: Governor's Advocacy Council for Persons with Disabilities	**N.C.G.S. 143B-403.1**										
Publications:	**Invoice Date**										
GACPD Brochures	05/04/2000	3,000	$0.1205	$361.36	$0.00	$361.36					
Rights Brochure	05/21/2000	10,000	$0.0592	$591.57	$0.00	$591.57					
GACPD Brochures	07/31/2000						15,000	$0.0479	$719.15	$0.00	$719.15
GACPD Rights Brochure	07/31/2000						15,000	$0.0431	$645.92	$0.00	$645.92
GACPD Brochures	07/31/2000						3,000	$0.1098	$329.48	$0.00	$329.48
GACPD Brochures	08/31/2000						10,000	$0.0518	$517.55	$0.00	$517.55
GACPD Rights Brochure	08/31/2000						20,000	$0.0474	$948.25	$0.00	$948.25
Olmstead Brochure	09/30/2000						1,000	$0.0770	$77.00	$77.00	$0.00
Olmstead Brochure	10/20/2000						23,100	$0.0303	$698.88	$0.00	$698.88
Olmstead Brochure	10/31/2000						1,000	$0.0774	$77.41	$0.00	$77.41
ADA Brochure	10/31/2000						200	$0.0879	$17.58	$17.58	$0.00
Brochure	10/31/2000						1,000	$0.0774	$77.41	$77.41	$0.00
GACPD Newsletter	11/17/2000						3,700	$0.3071	$1,136.35	$301.13	$835.22
GACPD Newsletter	01/05/2001						3,700	$0.1077	$398.57	$0.00	$398.57
Olmstead Spanish Brochure	01/05/2001						16,200	$0.0301	$487.37	$0.00	$487.37
GACPD Picture Spanish Brochure	01/05/2001						16,100	$0.0308	$495.16	$0.00	$495.16
TOTAL				$952.93	$0.00	$952.93			$6,626.08	$473.12	$6,152.96

Department of Administration
Publication Inventory and Expenditures
FY 1999-00 and FY 2000-01

Division or Program NC COMMISSION OF INDIAN AFFAIRS

		Fiscal Year 1999-00			Fiscal Year 2000-01		
	G.S. Citation	Number of Copies	Cost Per Copy	Total Cost Per Year	Number of Copies	Cost Per Copy	Total Cost Per Year
Publication:	§143B-409.	150	$1.32	$197.22	NOT YET PRINTED		
ANNUAL REPORT							

Budget Presentation
Modified Zero-Based Budgeting

Summary of Salary Reserve

By Division

- In Range Salary Adjustment Based On Job Change Or Labor Market
- Reallocation From Class To Class Not Associated With State Personnel Commission Actions
- State Personnel Commission – Approved Actions

DEPARTMENT OF ADMINISTRATION SALARY RESERVE EXPENDITURES

IN RANGE SALARY ADJUSTMENTS BASED ON JOB CHANGE OR LABOR MARKET

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1111	$1,415.00	
1122	$3,845.00	
1264	$12,887.00	$5,308.00
1280	$7,966.00	
1411	$8,688.00	$3,703.00
1412	$10,691.00	$1,516.00
1421	$5,078.00	$10,743.00
1511	$2,005.00	$4,900.00
1771		$2,849.00
1810		$1,589.00
1872	$2,622.00	
SUBTOTAL:	**$55,197.00**	**$30,608.00**

REALLOCATIONS FROM CLASS TO CLASS NOT ASSOCIATED WITH STATE PERSONNEL COMMISION ACTIONS

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1111	$2,393.00	$3,219.00
1121	$2,991.00	
1122		$2,093.00
1241	$1,393.00	
1280	$33,635.00	
1411	$7,394.00	
1412	$13,474.00	
1421	$12,311.00	$1,362.00
1511	$1,972.00	$1,918.00
1761		$2,303.00
SUBTOTAL:	**$75,563.00**	**$10,895.00**

STATE PERSONNEL COMMISSION APPROVED ACTIONS & ASSOCIATED SPECIAL ENTRY RATES

FUNDING SOURCE	07/01/99 - 06/30/00 RESERVE USED	07/01/00 - 02/28/01 RESERVE USED
1412	$11,846.00	
1421	$5,159.00	$3,792.00
SUBTOTAL	**$17,005.00**	**$3,792.00**
GRAND TOTALS:	**$147,765.00**	**$45,295.00**

VISITOR REGISTRATION SHEET

Name of Committee

May 8, 2001
Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
John Morgan	OSC
Gwen Canady	OSC
Zeke Partin	OSC
Don Waugh	OSC
Ed Renfroe	OSC
Carl Eberlein	OSP
Willie Riddick	DOR
Byron Harris	OSBPM
Thomas Cheek	OSBPM
Martin Cohen	DOR
Kathie Austin	OSBPM

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 2, 2001

The Joint Appropriations Subcommittee on General Government met Wednesday May 2, 2001 at 1:00 p.m. in Room 425 of the Legislative Office Building. Four of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Gene Wilson, Marvin Lucas and Mitchell Setzer. Michele Nelson and Marilyn Chism from the fiscal staff were also present.

Senator Ed Warren chaired the meeting that is a continuation of today's morning meeting. The meeting continued with the State Controller, Mr. Ed Renfrow.

Mr. Renfrow reviewed the handout "Office of the State Controller" dated April 24, 2001 (attachment 1).

Senator Allrand asked about the implementation of a new computer system that cost fifty million dollars. Mr. Renfrow said that the system is the corporate transportation system and that it is immensely efficient and cost effective. He explained that the cost includes the software, hardware, staff and internal organization of installing and implementing the system. It was also noted that the work done in the Controller's office is extremely important and cost effective to North Carolina and the financial statements must be accurate. The new system picks up intricate pieces of information that could not be picked up by the old system.

It was pointed out that if the bond rate changed the slightest amount that the expense would be enormous.

The span of control was reviewed and is found on page 10.

The organization and structure were reviewed (pages 23 - 25). On page 23 shows today's organization and structure. The next page shows how it might be changed for future improvement.

Senator Allrand asked how electronic deposit saves money. Writing checks and paying postage for mailing is an additional expense. Direct deposit saves money because it eliminates the writing and dispersing of checks. Electronic deposit puts money in the individual's bank account and cuts out time and manpower spent in manual procedure.

The budget is found on pages 12- 16. These pages were reviewed and there was some general discussion.

Senator Harris asked what the implication would be if we didn't have an independent controllers office? There was discussion about what would be the implication if the independent controller's office was abolished and the duties were combined with another operation. Line items have been looked at with this regard. The manpower would have to be in place in order to get the job done, as well as, the other expenses incurred wherever the work takes place. Abolishing the controller's office would serve no purpose in savings.

The 1% and 2% Budget Reductions were reviewed and are found on page 29. There was general discussion.

Mr. Don Waugh, Assistant State Controller reviewed the Annual Report on Accounts Receivable. (attachment 2) This report gives a narrative and also shows the balance sheet. Mr. Waugh briefly commented on the contents of the report. The big figures can be seen in the pie chart on page 2, showing a total of $5.627 billion in accounts receivable. In another pie chart on page 4 are the write-offs. There is an explanation included. The debt setoff is on page 5 and is also explained.

Ms. Zeke Partin, assistant State Controller reviewed the February 28, 2001 Report of Overpayment Recover Program. She noted that at the end of this contract the State will not need to renew.

The meeting concluded at 2:35 p.m.

Respectfully submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

State of North Carolina

Office of the State Controller

Edward Renfrow
State Controller

Joint Appropriations Subcommittee on General Government

April 24, 2001

Attachment # 1

Office of the State Controller

Major Duties and Responsibilities

- *Maintain a statewide accounting system - policies, procedures and system processes*
- *Provide business direction for statewide eCommerce initiatives, such as credit card acceptance, ePayments and eProcurement*
- *Maintain a statewide cash management system*
- *Maintain a central payroll system*
- *Coordinate central compliance of federal/state programs*
- *Provide comprehensive and timely financial information*

OSC2

Office of the State Controller

Which Agencies are Included in the NCAS ?

- *Primary Users (74 Agencies)*
  - *General Government*
  - *Human Resources*
- *Secondary Users*
  - *Automated Monthly Update*
    - *Universities*
    - *Transportation*
    - *Employment Security Commission*
  - *Manual Annual Update*
    - *Community Colleges*
    - *Boards, Commissions, Others*

Office of the State Controller

Management Team:

Edward Renfrow, State Controller

Gwen Canady, Chief Deputy State Controller

Zeke Partin, Assistant State Controller

Don Waugh, Assistant State Controller

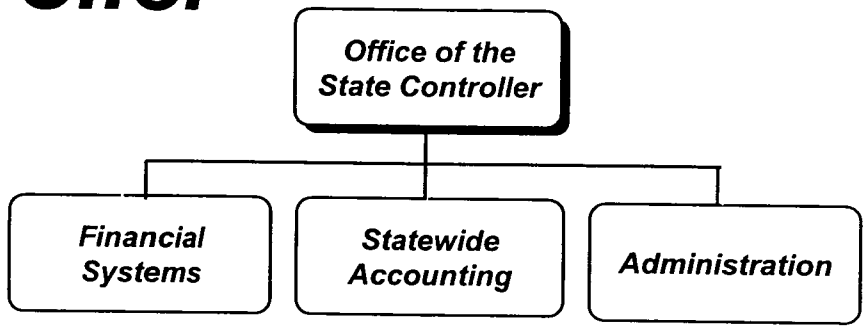
John Morgan, Business Services Manager

Jan Matthews, Personnel Officer

OSC 4

State of North Carolina

Office of the State Controller

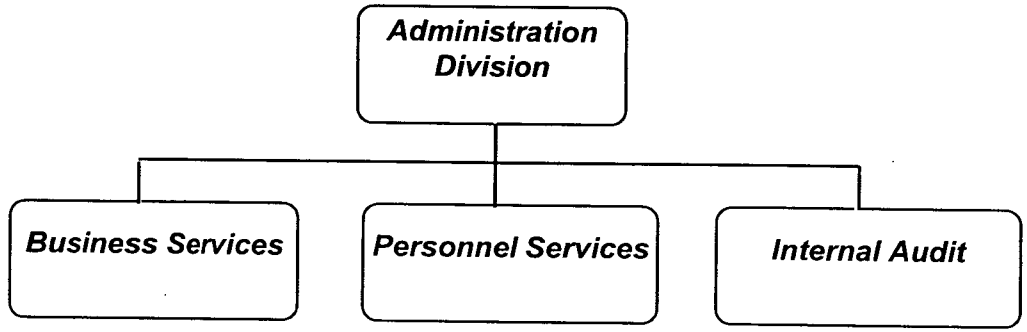


OSC Mission Statement :

Ensure proper financial reporting and accounting of all state agencies and institutions by providing leadership, guidance, and policies in all accounting matters.

Office of the State Controller

OSC Administration Division



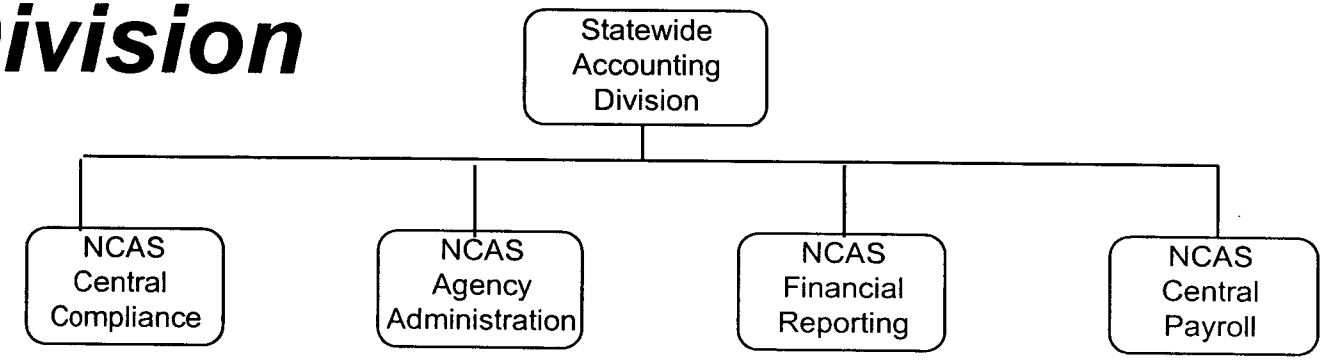
Division Mission Statement :

The Administration Division is responsible for the overall support for the Office of the State Controller. Service areas include: (1) Business Services represents a broad range of accounting functions including accounts payable, accounts receivable, fixed assets, budgeting, purchasing, maintenance of the accounting system, financial reporting, switchboard operator/receptionist duties and building security and maintenance; (2) Personnel Services includes recruitment/selection, employee benefits, maintenance of personnel records, employee relations and personnel policies and procedures; (3) Internal Audit Services includes performing internal audits on OSC operations to determine areas of inefficiency and potential for improvement and statewide monitoring of internal controls to ensure compliance with policies, procedures and guidelines issued by other regulatory authorities.

OSC 6

Office of the State Controller

Statewide Accounting Division

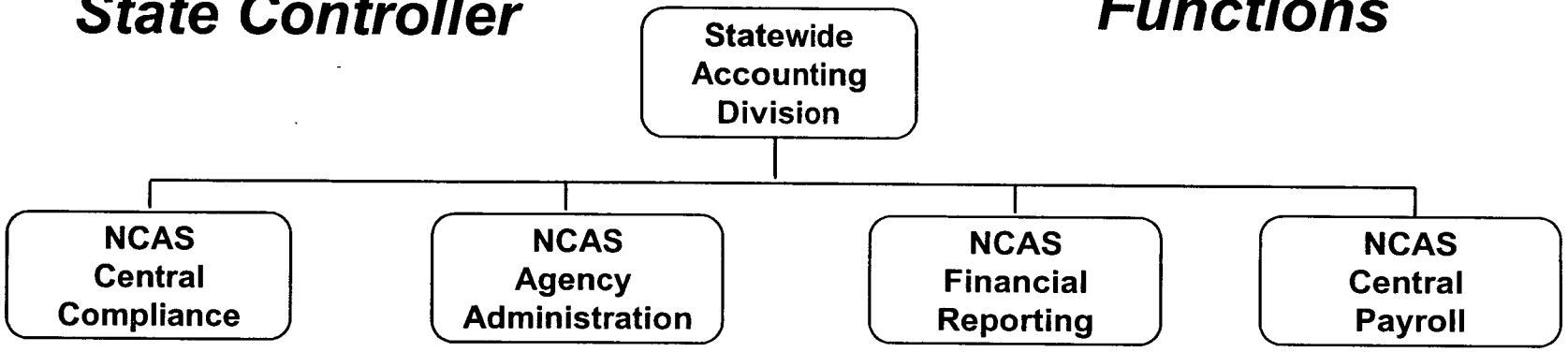


Mission Statement :

The Office of the State Controller (OSC) has the responsibility to operate the North Carolina Accounting System (NCAS). The Statewide Accounting Division is responsible for the day-to-day policy and procedural control of agencies operating within the NCAS environment. The Division establishes and provides systems control over the NCAS to ensure that all financial transactions are entered, balanced, and reconciled. The division also researches technical accounting standards and incorporates these standards into financial reporting on the State entity and provides daily, monthly, quarterly, and annual reporting on the financial condition and results of operations of the State entity. Another major responsibility involves the administration of the statewide cash management program which includes statewide appropriation and allotment control. In addition, the division operates a central payroll system, a Flexible Benefit Program and also provides tax compliance, cost allocation and disbursing services to agencies.

State of North Carolina
Office of the State Controller

Statewide Accounting Division
Functions



NCAS Central Compliance

- Statewide Compliance Policies
- Central Accounts Control
- Inter/intra Fund Transfer Control
- Federal Funds Control
- Statewide Cash Management Plan
- Agency Cash Management Plans
- Coordinate Federal Cash Mgmt. Improvement Act Requirements
- Coordinate Cash Management/ Allotment Control System
- Flexible Benefit Plan
- Agency Disbursing Services
- Indirect Costs Compliance (SWCAP)
- Program Costs Analysis
- IRS Tax Compliance

NCAS Agency Administration

- NCAS Accounting Policy
- NCAS Accounting Procedures
- NCAS Chart of Accounts
- NCAS Internal Controls
- NCAS Reporting Standards
- Agency Accounting Assistance
- Interface Agency Coordination
- Statewide Reconciliations
- Annual GAAP Conversion
- Agency Annual Financial Stmts.
- CAFR Funds & Footnote Compilation
- NCAS Policy/Procedure Agency Implementation Support

NCAS Financial Reporting

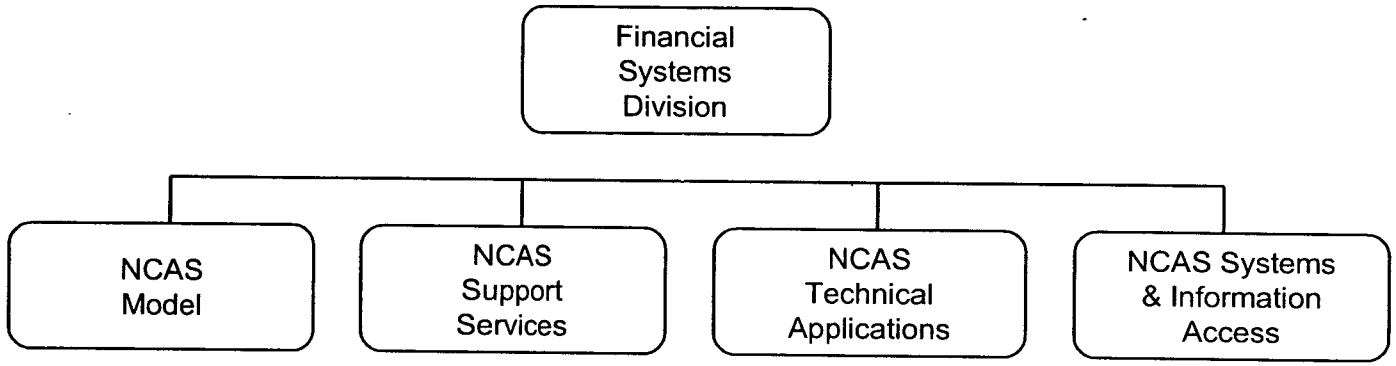
- Monthly Statewide Reporting
- Quarterly/Special Reporting
- Comprehensive Annual Financial Report (CAFR)
- CAFR Funds and Footnote Compilation
- Schedule of Federal Financial Assistance
- Statewide Accounts Receivable Report
- GFOA Certificate of Achievement Coordination
- Financial Trend Analysis
- Respond to GASB Exposure Drafts, Discussion Memorandum, etc.
- Research Technical Accounting Standards
- Continuing Professional Education

NCAS Central Payroll

- Central Payroll Services
  - Monthly Payrolls
  - Additional Payroll Cycles
  - Deferred Income Options
  - Legally Mandated Deductions
  - Authorized Voluntary Deductions
  - Payroll Expenditure Distribution
  - Direct Deposit (EFT)
- Payroll System Maintenance
  - Leg., Admin., Tax Law Changes
  - Organizational or Leg.
- Payroll Reporting
  - IRS
  - Social Security Admn
  - NC Dept. of Revenue
  - Employment Security Com
  - State Agencies

Office of the State Controller

Financial Systems Division



Mission Statement :

The Financial Systems Division designs, develops, implements and maintains the policies, procedures and software that form the North Carolina Accounting System (NCAS). It provides agency implementation, functional and technical systems administration, client support, and maintenance of the NCAS. The NCAS utilizes the Geac Enterprise Server (formally Dun and Bradstreet Software MARS/G "E" series) financial software and includes the following modules: General Ledger, Budgetary Control, Purchasing, Inventory, Accounts Payable, Accounts Receivable, Fixed Assets, Project Tracking and Financial Controller. The NCAS provides information access through the use of the mainframe based on-line real-time inquiries, Geac Information Expert (IE) report generator, Systemware on-line report viewing and printing, and client/server based Geac SmartStream Decision Support System.

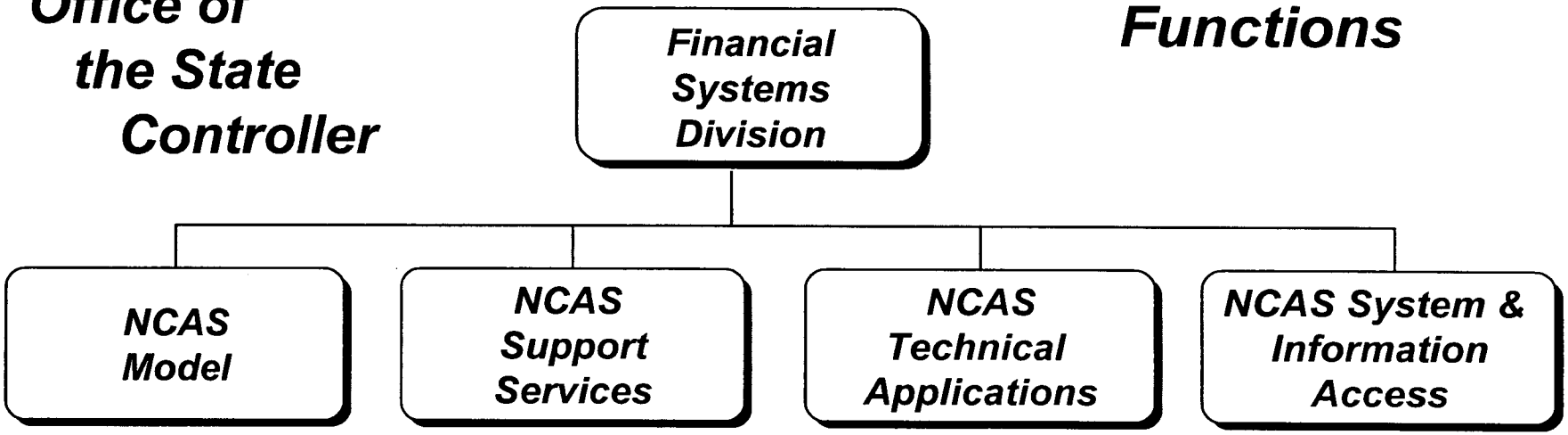
Personnel: 46
(No Change)

OSC 9

State of North Carolina

Office of the State Controller

Financial Systems Division Functions



NCAS Model
- *Development*
- *Maintenance*
- *Enhancements*
- *Documentation*

System Upgrades Plan & Testing
GEAC Module Functions Support
Central System Process Control
NCAS System Balancing
NCAS Implementations
- *Project Management*
- *Agency Operations Analysis*
- *Agency Detail Design*
- *Agency Implementations*
- *Agency Training*
- *Agency Impact Assessment*
- *Post Implementation Reviews*

Disaster Recovery Plan Management
- *Business Process Recovery*

NCAS Client Support Systems
- *Call Management System*
- *Automated Call Distributor Unit*

Service Request Management
Statewide Help Desk Coordination
Central Files Management
- *Vendor File QA / Update*
- *Item File QA / Update*

Application Security Control
NCAS Documentation Maintenance
Training Development/Coordination
Training Scheduling
Web Development/Design/Maintenance
- *Intranet/Internet Monitoring*

PO Faxing Support
Month End Certification
Records Retention

NCAS Application Software
- *Production Support*
- *Technical Client Support*
- *System Upgrades*
- *System Maintenance*

NCAS Data Base Administration
- *Tuning, File Sizing, & Dataframes*

NCAS System Security
- *RACF & Geac On-line Security*

System Libraries
Technical Disaster Recovery

NCAS System Access
- *Agency Connectivity Support*
- *NCAS Hardware Support*

NCAS Information Access Tools
- *Production Support*
- *Technical Client Support*
- *System Upgrades*
- *System Maintenance*

Information Expert Administration
Report Distribution
Agency Reporting Support
Technical Disaster Recovery

Office of the State Controller

Span of Control Department Wide Summary Comparisons 1997 to 2001			
Data Item	1997	2001	% Change
Number of Employees (Total)	101	96	-4.95%
Number of Supervisors	15	15	0.00%
Percentage of Supervisors to Total	15%	16%	5.21%
Average Span Agency-Wide	6.7	6.4	-4.95%
Ratio of Span to Benchmark	6.2	6.2	0.00%
Number of 1:1 Spans	1	1	0.00%
Percentage of 1:1 Spans	7%	7%	0.00%
Number of 1:2 Spans	1	1	0.00%
Percentage of 1:2 Spans	7%	7%	0.00%
Number of 1:3 Spans	1	1	0.00%
Percentage of 1:3 Spans	7%	7%	0.00%
Total "Low" Spans	3	3	0.00%
Percentage of "Low" Spans (To Total No. Supervisors)	20%	20%	0.00%
Number of Supervisory Levels	5	5	0.00%
Average Supervisor Level	3.4	3.5	2.94%

OSC 11

Office of the State Controller

Number of Employees by Span, Division, Section (OSC)

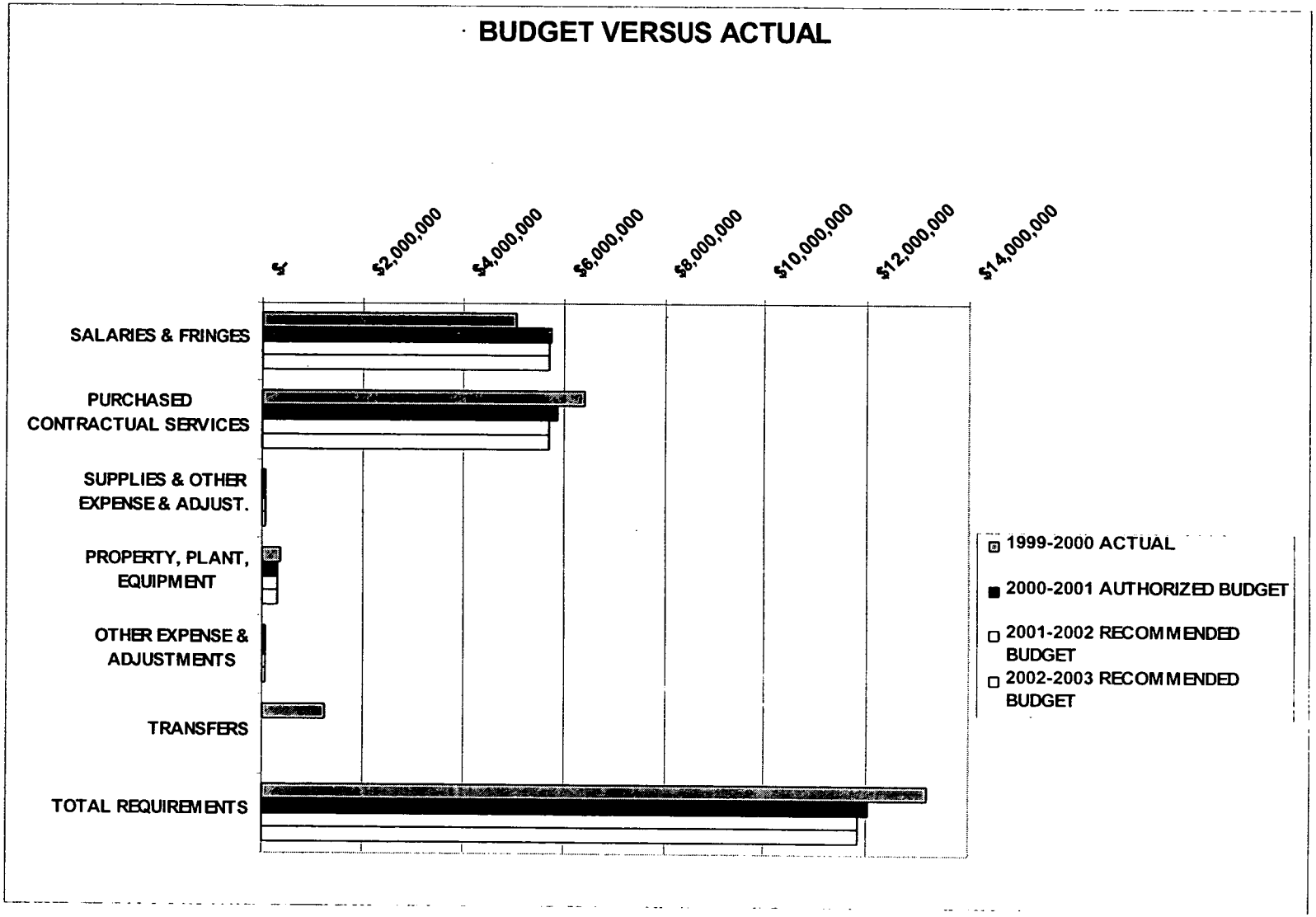
		Number Supervised													
Division	Section	0	1	2	3	4	5	6	7	8	9	10	11	12	Grand Totals
Financial Systems Division		1					1								2
	NCAS Model	12												1	13
	NCAS Technical Applications	11											1		12
	NCAS Support Services	11											1		12
	NCAS Systems & Information Access	6						1							7
Financial Systems Division Total		41	0	0	0	0	1	1	0	0	0	0	2	1	46
Statewide Accounting Division						1									1
	NCAS Agency Administration	9									1				10
	NCAS Central Payroll	8								1					9
	NCAS Financial Reporting	5					1								6
	NCAS Central Compliance	11			1						1				13
Statewide Accounting Division Total		33	0	0	1	1	1	0	0	1	2	0	0	0	39
Administration		2		1			1								4
	Business Services	5	1			1									7
Administration Total		7	1	1	0	1	1	0	0	0	0	0	0	0	11
Grand Total		81	1	1	1	2	3	1	0	1	2	0	2	1	96

Office of the State Controller

Budget 2001-2003 Biennium

	1999-2000 ACTUAL	2000-2001 AUTHORIZED BUDGET	2001-2002 RECOMMENDED BUDGET	2002-2003 RECOMMENDED BUDGET
Salaries & Fringes	$ 5,061,032	$ 5,738,008	$ 5,738,008	$ 5,738,008
Purchased Contratual Service	$ 6,397,828	$ 5,866,502	$ 5,866,502	$ 5,866,502
Supplies & Other Expense & Adjust.	$ 52,552	$ 52,074	$ 52,074	$ 52,074
Property, Plant, Equipment	$ 344,424	$ 310,974	$ 310,974	$ 310,974
Other Expense & Adustments	$ 73,643	$ 49,325	$ 49,325	$ 49,325
Transfers	$ 1,243,695	$ -	$ -	$ -
Sub-Total	$ 13,173,174	$ 12,016,883	$ 12,016,883	$ 12,016,883
Governor's Recommended Reductions			$ (177,000)	$ (177,000)
TOTAL REQUIREMENTS	$ 13,173,174	$ 12,016,883	$ 11,839,883	$ 11,839,883
LESS: RECEIPTS	$ 1,877,991	$ 199,612	$ 199,612	$ 199,612
NET APPROPRIATION	$ 11,295,183	$ 11,817,271	$ 11,640,271	$ 11,640,271

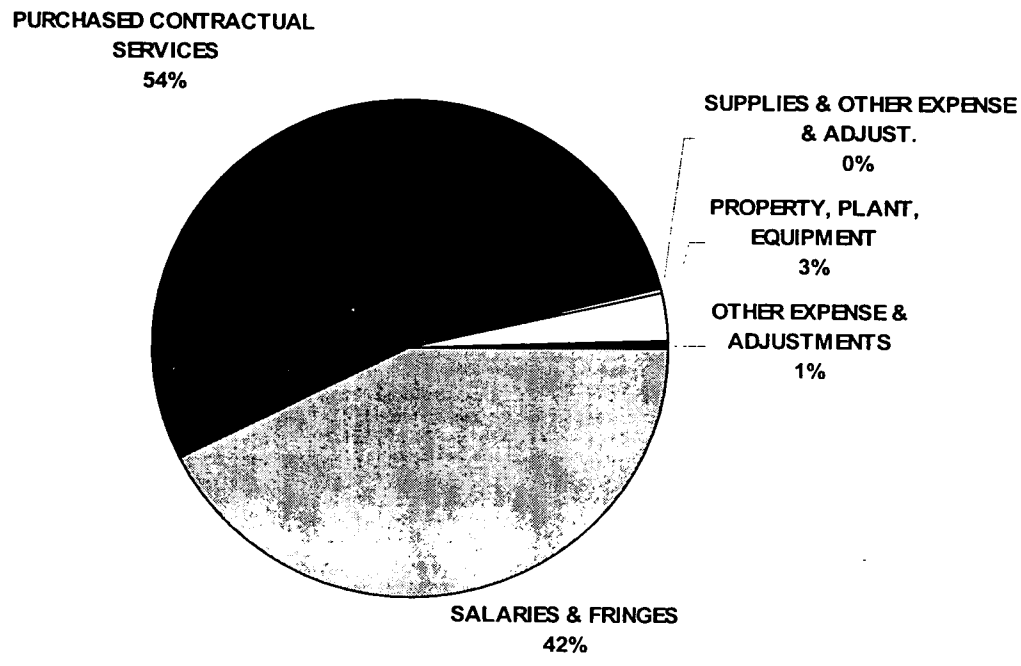
Office of the State Controller



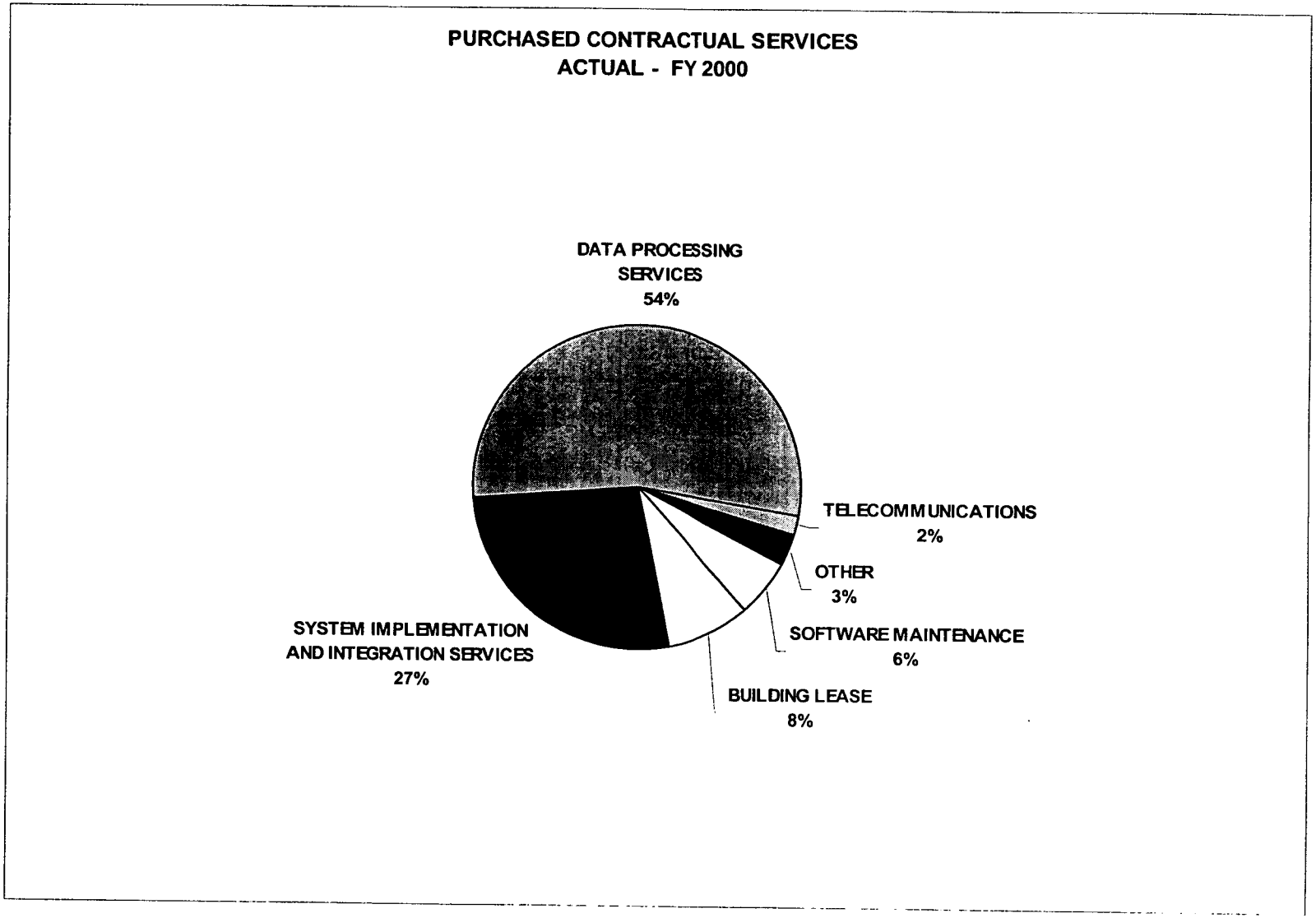
OSC 14

Office of the State Controller

FY 1999-2000 ACTUAL

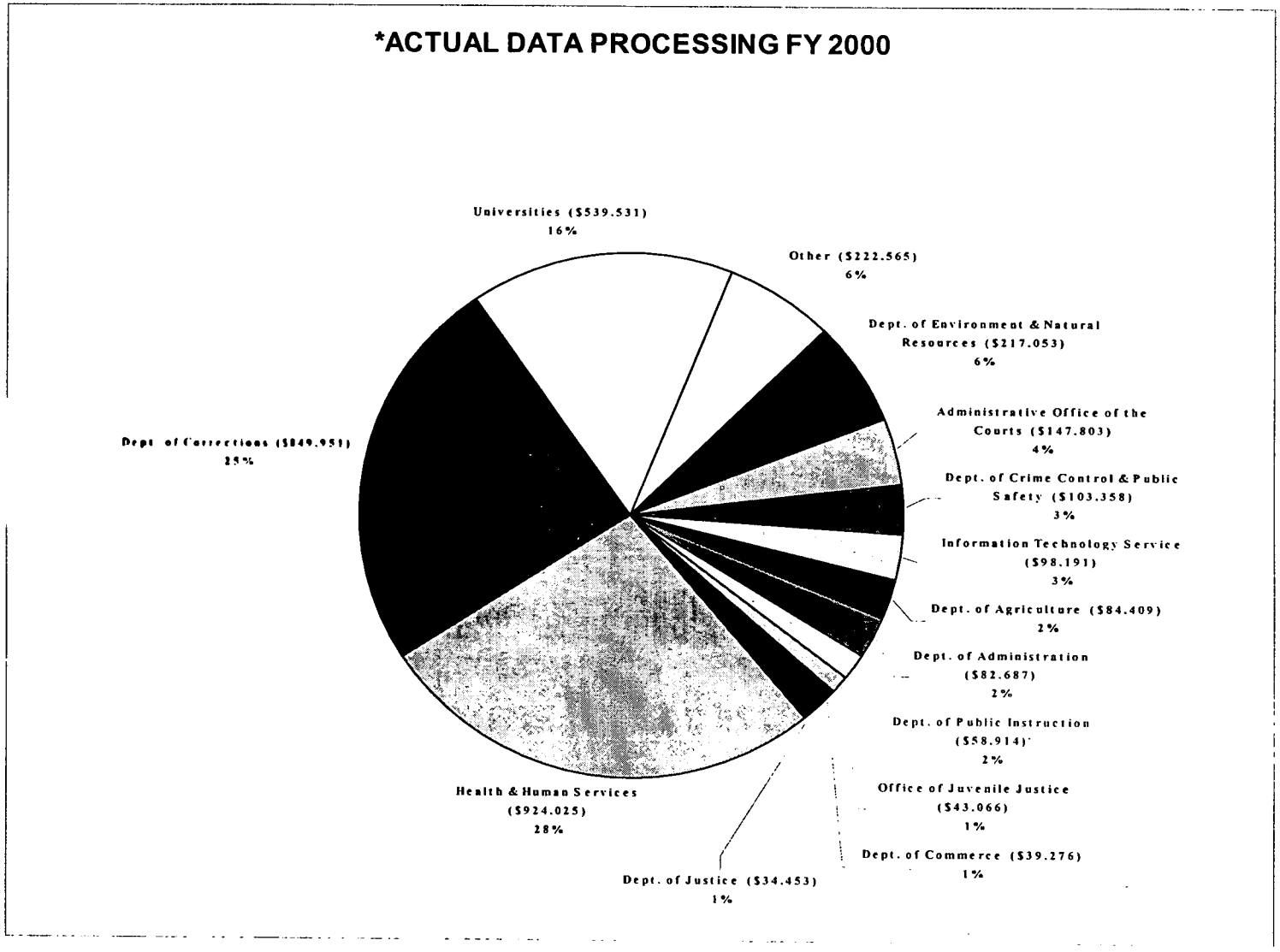


Office of the State Controller



OSC 16

Office of the State Controller



OSC 17

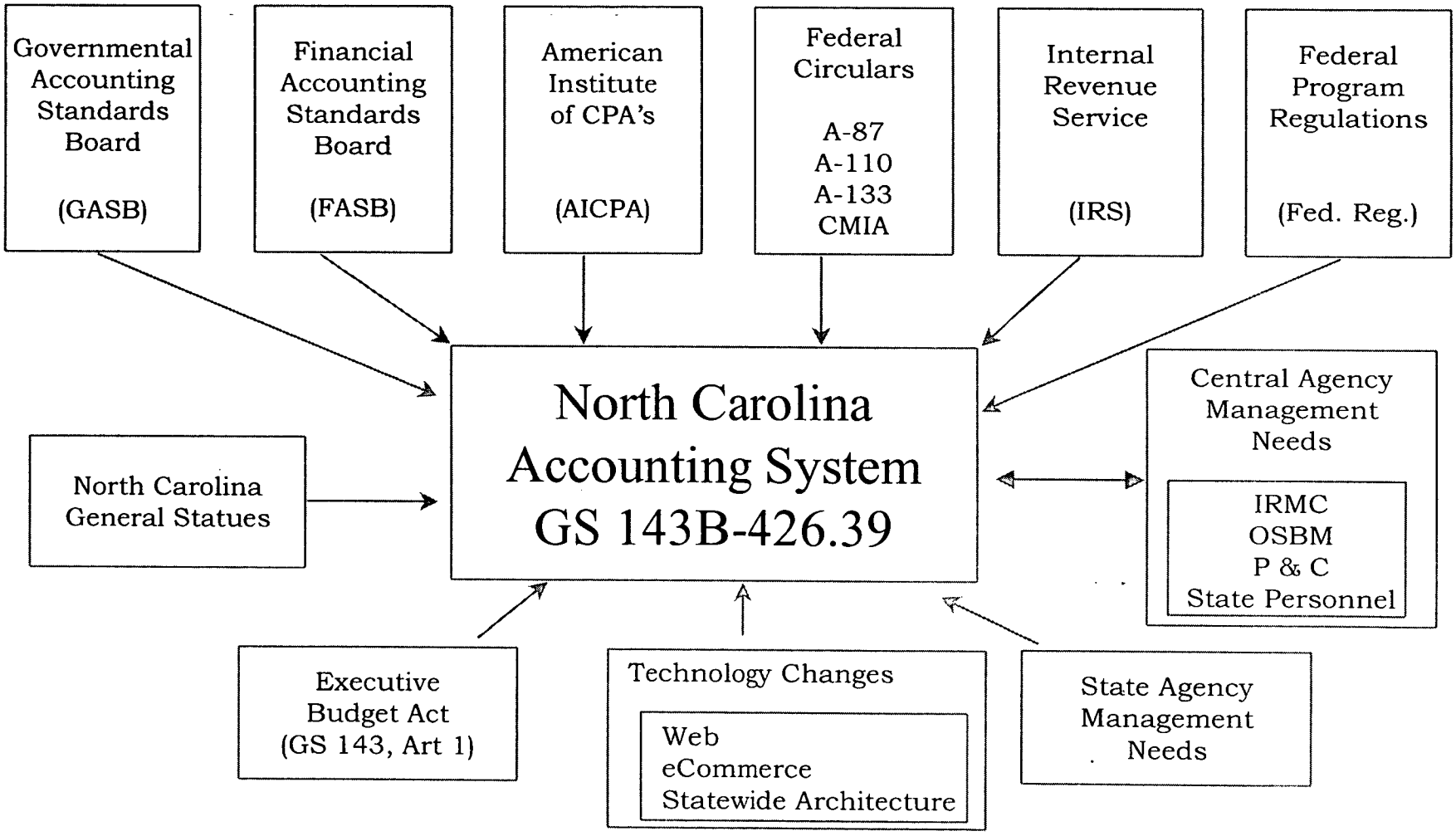
Office of the State Controller

OSC Performance Measures

Measure Name	Time Span	1999-00A	2000-01E	2001-02P	2002-03P
NCAS Business Applications	1 year	6 applications	6 applications	6 applications	6 applications
Use of OSC Home Page and SIG	1 year	70,336 times	72,000 times	74,000 times	76,000 times
NCAS Training	1 year	106 classes	100 classes	100 classes	100 classes
NCAS Training Attendance	1 year	1,387 students	1,300 students	1,300 students	1,300 students
NCAS Client Support Statistics	1 year	48,734 calls	48,000 calls	48,000 calls	48,000 calls
NCAS G/L Transaction Statistics	1 year	32.2M transactions	34M transactions	36M trans.	38M trans.
NCAS AP Transaction Statistics	1 year	1.6M Invoices	1.7M Invoices	1.8M Invoices	1.8M Invoices
NCAS PS Transaction Statistics	1 year	110,142 PO's	115,650 PO's	110,000 PO's	110,000 PO's
NCAS Availability Measurement	1 year	3,415 hours	3,400 hours	3,400 hours	3,400 hours
% of Agencies Reports on Time	1 year	96% On Time	98% On Time	98% On Time	98% On Time
# of Agency Monthly Fin Reports	1 year	1,164 Reports Certifie	1,164 Reports Certifie	1,164 Reports Certifie	1,164 Reports Certifie
# of Agency Annual Fin Reports	1 year	175 Fin. Stmts.	175 Fin. Stmts.	175 Fin. Stmts.	175 Fin. Stmts.
# of OSC Reports Produced	1 year	37 OSC Reports	38 OSC Reports	36 OSC Reports	36 OSC Reports
# 0f Agency and CFO Conferences	1 year	80 Conferences	80 Conferences	80 Conferences	80 Conferences
# of GASB/NASACT Responses	1 year	24 Responses	24 Responses	24 Responses	24 Responses
CMCS Appro./Alloted Dollars	1 year	$37,620,000,000	$38,000,000,000	$39,000,000,000	$40,000,000,000
CMCS Appro./Alloted Transactions	1 year	527,004 Transacts.	550,000 Transacts.	550,000 Transacts.	550,000 Transacts.
Central Payroll $ Volume	1 year	$2,820,000,000	$2,905,000,000	$2,992,000,000	$3,082,000,000
Central Payroll Transactions	1 year	1,248,000 Pay Txs.	1,250,000 Pay Txs.	1,250,000 Pay Txs.	1,250,000 Pay Txs.
Central Payroll Pay Cycles	1 year	240 Payroll Cycles	240 Payroll Cycles	240 Payroll Cycles	240 Payroll Cycles
# of Payroll Units Served	1 year	69 Agency Units	68 Agency Units	68 Agency Units	68 Agency Units
% of Payrolls on Time	1 year	100% On Time	100% On Time	100% On Time	100% On Time
State Auditor Clean Opinion	1 year	YES	Anticipated	Anticipated	Anticipated
GFOA Certificat of Achievement	1 year	YES	Anticipated	Anticipated	Anticipated

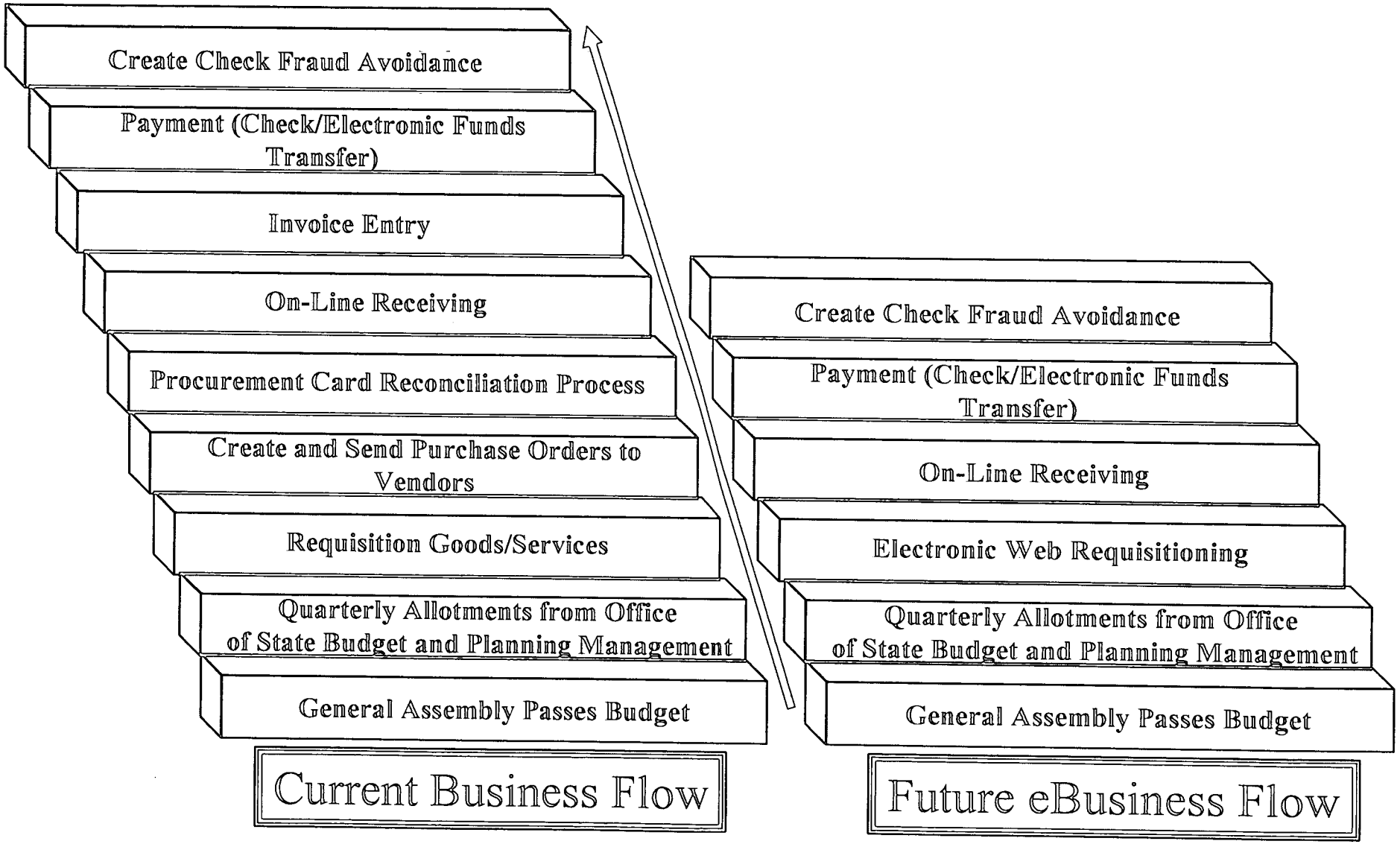
Office of the State Controller

OSC and NCAS External Influences



Office of the State Controller

Business Flows



OSC 20

Office of the State Controller

Advantages of the eBusiness Flow

- **Provides Processing Efficiencies:**
  - **--No Buyer processing required for term contract purchases**
  - **--No Invoice entry for term contract purchases**
  - **--Eliminates Procurement Card reconciliation**

- **Provides statewide purchasing information for:**
  - **--State Government, Local Government, Universities, Community Colleges and Local Educational Authorities**

- **Provides a single vendor file with on-line self registration**

- **Provides improved accuracy and timeliness in order placement**

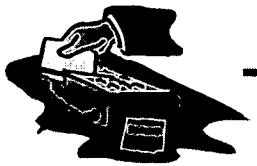
- **Provides vendor access to a larger marketplace**

Office of the State Controller

Credit Card Acceptance Business Flow

PAYMENT ACCEPTANCE & ORDER FULFILLMENT (CARD-PRESENT)

1. Agency Merchant accepts order and credit or debit card



2. Swipes card to obtain payment authorization (customer keys-in PIN for debit card)

Authorization request

Payment Processing Service

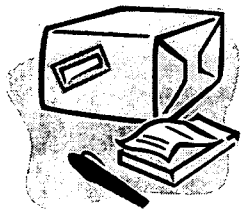
Interchange Network

Visa & MasterCard Associations, Issuers, Acquirers

3. If valid, the transaction amount is earmarked (but not yet deducted) from the cardholder's account

4. If declined, requests other form of payment

Decline or Approval Code



5. If approved,

- **obtains customer signature**
- **fulfills order**
- **provides transaction receipt**

OSC 22

Office of the State Controller

Credit Card Acceptance Business Flow con't

PAYMENT ACCEPTANCE (CARD-NOT-PRESENT) → **ORDER FULFILLMENT (CARD-NOT-PRESENT)**

Order Info & Payment Info

Order & Payment Confirmation

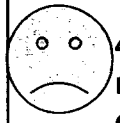
PaylinX Windows Client

NC@YourService Store

Common Payment Service

1. Agency Merchant accepts order and credit card info

2. Obtains payment authorization



4. If declined, requests another card

5. If approved,

- **provides confirmation number & details**
- **proceeds to Order Fulfillment**

Authorization request

Decline or Approval Code

First Data FDMS

Wachovia Merchant Service

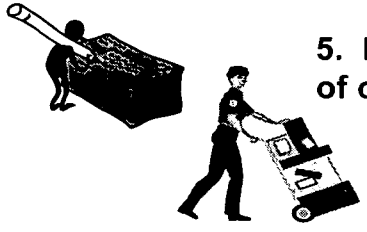
Payment Processing Service

3. If valid, the transaction amount is earmarked (but not yet deducted) from the cardholder's account

Interchange Network

Visa & MasterCard Associations, Issuers, Acquirers

4. Agency Merchant prepares ordered items



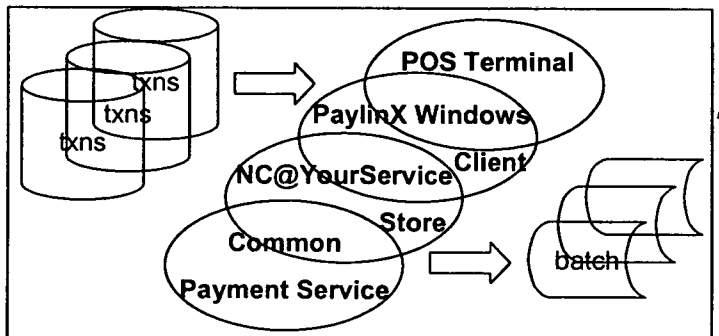
5. Initiates delivery of order

OSC 23

Office of the State Controller

Credit Card Acceptance Business Flow con't

BATCH SETTLEMENT → **RECONCILIATION & FINANCIAL REPORTING**

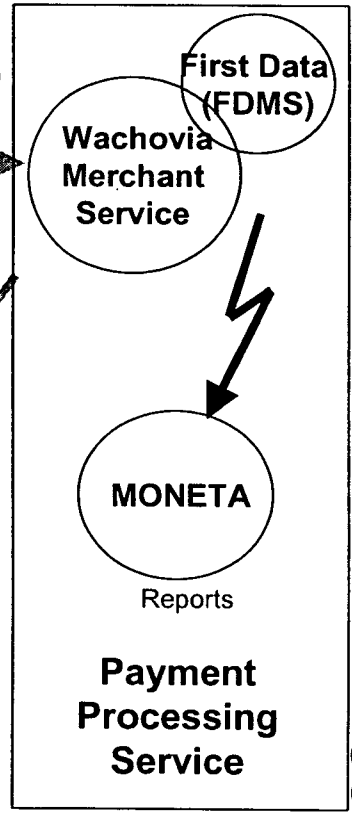


1. Agency Merchant manually or automatically initiates batch settlement at close of business day before the 11:00PM processor cut-off time. The day's transactions that have been tagged as "ready for settlement" are batched and transmitted to the processor.

Batch transmission

Funds for previous day's sales transactions

4. Funds are transmitted to the Agency Merchant's Demand Deposit Account (DDA) at Wachovia Bank within the next business day



2. The transmission triggers the movement of monies within the Interchange Network.

3. Results of the batch settlement process are recorded as reports in MONETA, the processor's internet-based reporting system.

Agency Fiscal

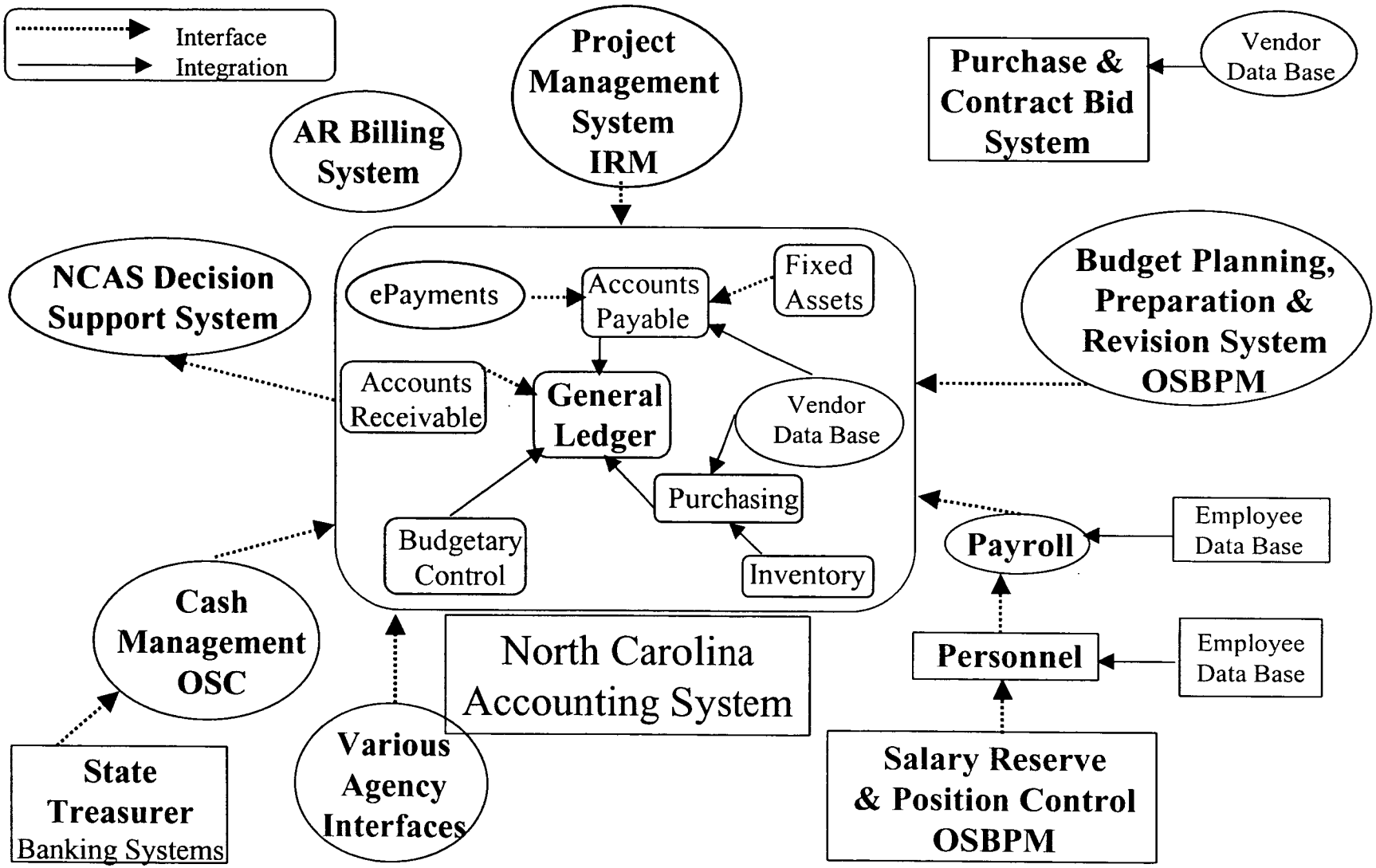
5. Collects funding reports from all the Agency's Merchants and uses Wachovi Connection Plus (WCP) to verify the reported funds have been deposited. WCP is Wachovia Bank's online accou query system.

6. Reports daily financial details to CMCS and NCAS (or agency accounting system) using current agency procedures.

OSC24

Office of the State Controller

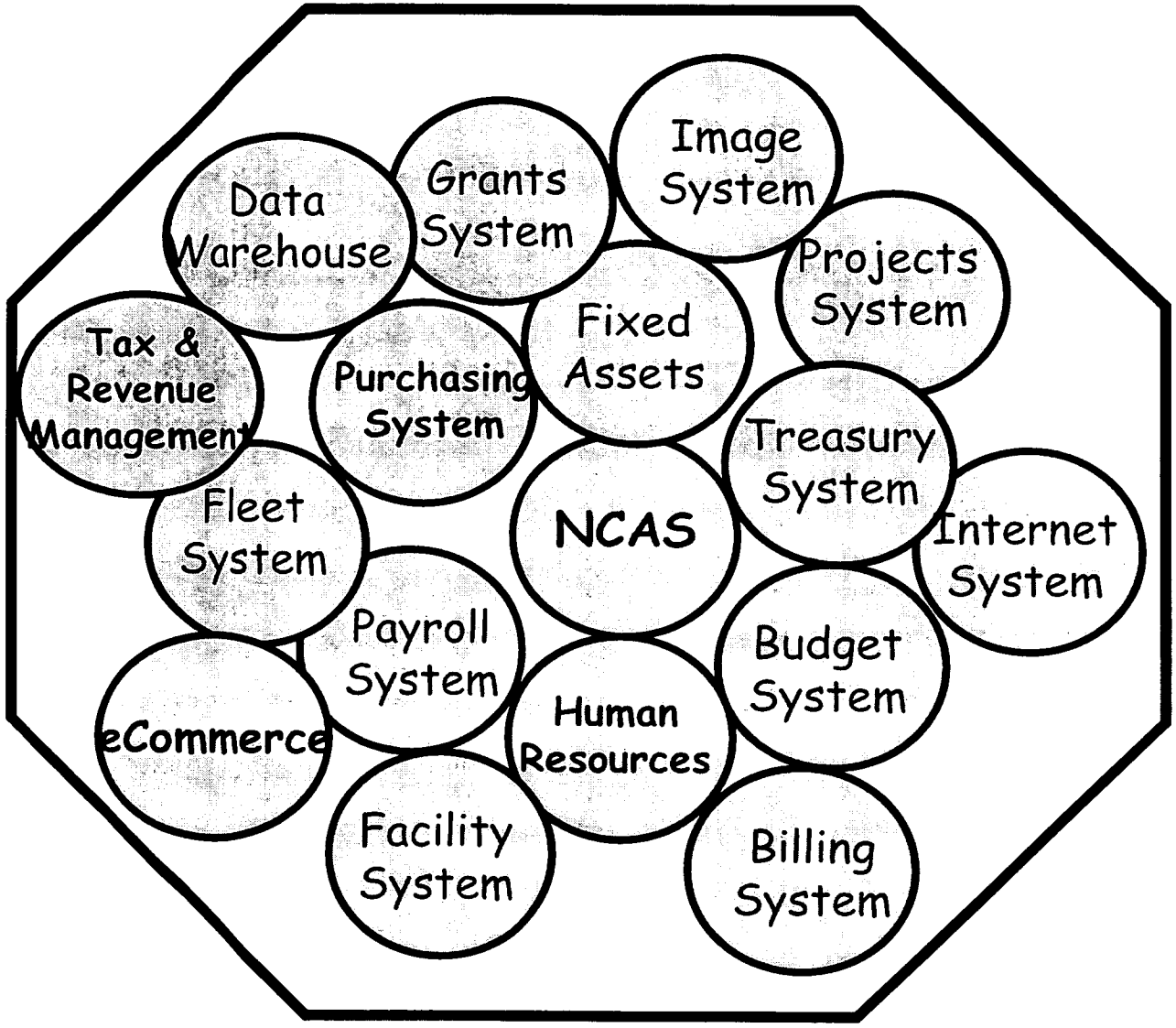
Current Business Environment



OSC 25

Office of the State Controller

ERP Integrated Architecture



Where Should the NCAS be Going Subject to Funding?

- *Evaluate and evolve a Statewide Business Infrastructure (Enterprise Resource Planning-ERP) for state government which will include an integrated system for :*

  Human Resources, Budgeting, Cash Management, Treasury, General Ledger and other Financial Applications (Accounts Payable, Purchasing, Accounts Receivable, Fixed Assets and Inventory)

- *Expand the NCAS Data Warehouse to transaction detail*

- *Continue expansion of ePayments, Credit Card Acceptance and eProcurement*

- *Automate legislatively mandated statewide Accounts Receivable program to improve collection efforts and accountability*

OSC 27

Office of the State Controller

How can the NCAS support E-commerce?

- *Implement a Statewide Business Infrastructure (Enterprise Resource Planning-ERP) to ensure a sound and fully integrated business solution to support:*
  - *eProcurement*
  - *Credit Card Acceptance*
  - *Electronic Funds Transfers*
  - *Business Work Flow*
  - *Common set of Data Files*
  - *"Best Business Practices"*

Office of the State Controller

What are the Major Issues ?

- *Adequate funding to maintain NCAS and support best business practice enhancements for eGovernment*
- *Central management cooperation within the state enterprise to support and implement a Statewide Business Infrastructure (Enterprise Resource Planning-ERP) for state government*
- *Managing technology within the constant evolution of change and addressing (1) security, (2) staff support and (3) evolution costs*
- *General Assembly Continued Support*

OSC 29

Office of the State Controller
1% & 2% Budget Reductions

	2001-2002 RECOMMENDED BUDGET	2002-2003 RECOMMENDED BUDGET
Net Appropriations	$ 11,640,271	$ 11,640,271
1% Budget Reduction		
Reduce Data Processing Cost 532821- Computer/Data Processing Services	$ (116,403)	$ (116,403)
2% Budget Reduction		
Reduce Data Processing Cost 532821- Computer/Data Processing Services	$ (232,805)	$ (232,805)

Attachment # 2

State of North Carolina
Office of the State Controller

Michael F. Easley, Governor

Edward Renfrow, State Controller
Gwen Canady, Chief Deputy

February 19, 2000

MEMORANDUM

TO: The Joint Legislative Commission on Governmental Operations

FROM: Edward Renfrow
State Controller

SUBJECT: Annual Report on Accounts Receivable

In accordance with GS 147-86.26, please find attached the annual report on statewide accounts receivable. My office is available upon request to discuss the specifics of this report.

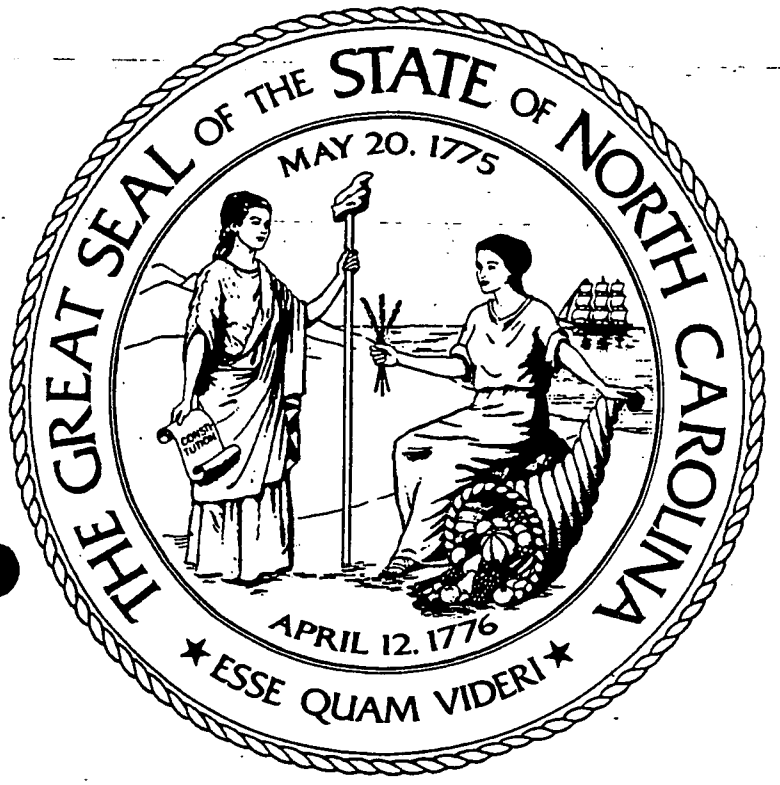
Attachment

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10
Website: www.osc.state.nc.us/OSC/
An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

LOCATION
3512 Bush Street
Raleigh, NC

NORTH CAROLINA



STATEWIDE ACCOUNTS RECEIVABLE REPORT

For the Year Ended June 30, 2000

North Carolina Office of the State Controller

Edward Renfrow, State Controller

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Report
December 2000

The Office of the State Controller is responsible for the *Statewide Accounts Receivable Program.* The authority originates from North Carolina General Statute 147-86.20-.27. In fulfilling the reporting requirements, the Office of the State Controller provides you with the Statewide Accounts Receivable Report for fiscal year end June 30, 2000, displayed in a three-year analysis of receivables format.

The *Statewide Accounts Receivable Report* includes all receivables reflected in the State's Comprehensive Annual Financial Report (CAFR). These receivables are recorded in the financial statements based on generally accepted accounting principles (GAAP) for governments. Included in this report are notes receivable, taxes receivable, intergovernmental receivables (due from federal, local or other state governments), accounts receivable, interfund receivables (due from other entities within the State's financial reporting entity), contributions receivable, premiums receivable, interest receivable and other miscellaneous receivables.

Total receivables increased $916 million, or 19.45%, to $5.63 billion, which equates to 14.78% of total revenues as compared to 13.27% in 1999. Total revenues increased 7.29% to $38.07 billion. In summary, for every $6.77 of revenues the State earns we carry $1.00 in receivables.

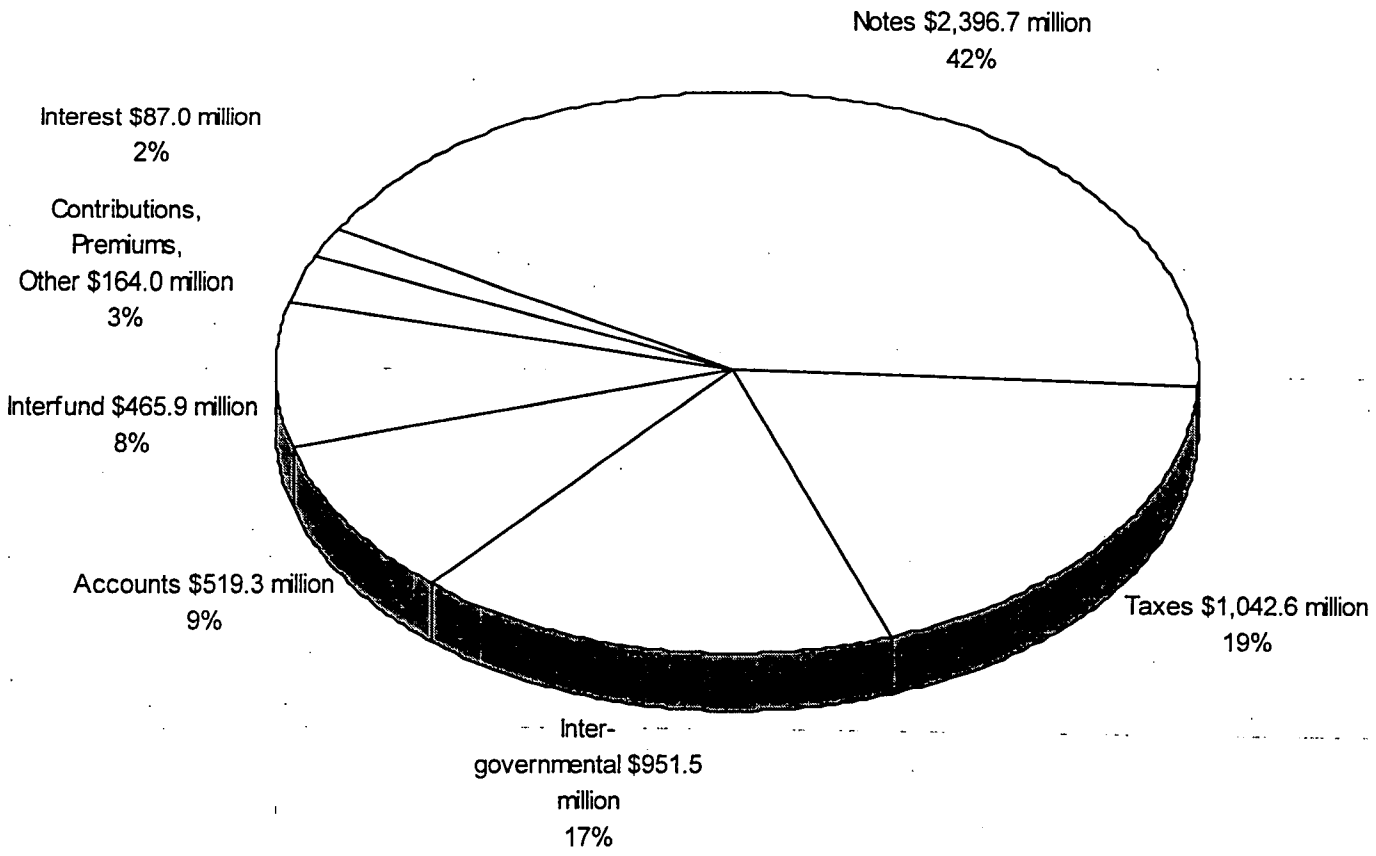
To explain the $916 million increase in total receivables for 2000 we need to look at several areas. The first involves notes receivable where there was a total increase of $349 million, most of which occurred in the component unit proprietary funds. The most significant portion of this increase occurred in the North Carolina Housing Finance Agency, which experienced an increase of $155 million through the issuance of additional mortgage loans. In addition, the notes receivable for the State Education Assistance Authority grew by $142 million due to the issuance of bonds which allowed the authority to fund more loans. There were also increases of $44 million in the notes of the Clean Water Revolving Loan and Grant Fund, a nonexpendable trust fund that provides loans to local governments, and $9.7 million in the 401(k) Supplemental Retirement Income Plan, a pension trust fund that provides loans to participants.

The second area in which major changes occurred is intergovernmental receivables, which increased by $236 million. Within this category, the amounts due from federal agencies increased by $110 million related primarily to Hurricane Floyd disaster reimbursements and medical assistance reimbursements. In addition, intergovernmental receivables increased in the component unit Community College Funds by $80 million, primarily due to county construction bonds, and in the component unit University Funds by $21 million.

The third area in which major changes occurred is taxes receivable, which increased by $103 million as a result of an increase in collections due through June 30 but received in July. Additionally, accounts receivable increased $96 million primarily due to the acquisition of Rex Hospital by UNC Healthcare.

The following chart summarizes the State of North Carolina's receivable components:

State of North Carolina Total Receivables for the Fiscal Year Ended June 30, 2000
$5.627 billion

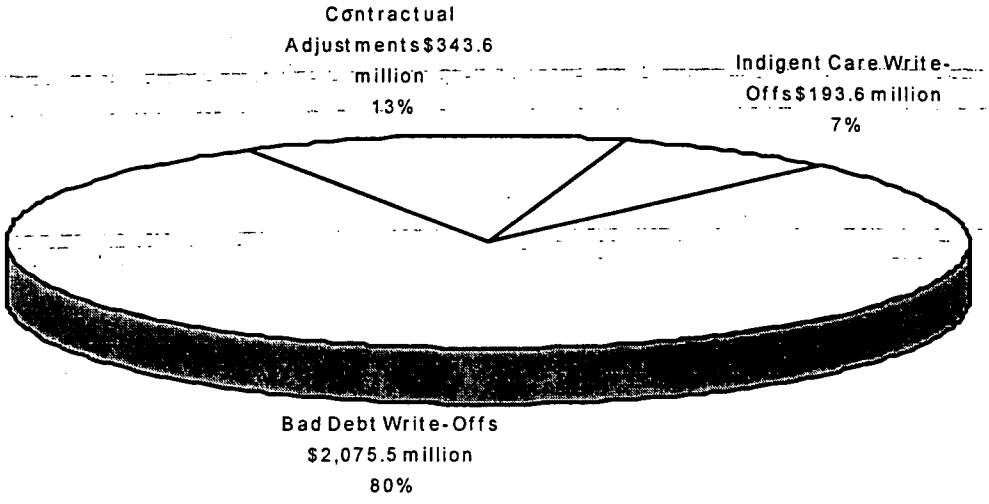


Efforts continue to make improvements in agency reporting of write-off information. Definite progress has been made in this area and we will continue to educate and inform the State's entities on the

importance of reporting accurate and complete write-off information. The leading type of State receivable written off during the fiscal year 1999-2000 was taxes receivable. There was a significant increase in this category due to the write-off of $2.015 billion in receivables by the Department of Revenue for taxes on unauthorized substances. The decision by the Department of Revenue to write off these receivables was made based on advice received from the Attorney General's office that the Unauthorized Substances Tax Division should cease collecting these accounts due to the decision rendered by the 4th Circuit U.S. Court of Appeals in Lynn v. West, et al. The decision to write off the receivables was delayed due to various pending court cases which could have reversed the Lynn decision thus enabling the Division to resume collection of pre-Lynn accounts. Many of these court cases have been resolved, but none in such a manner as to allow the Division to resume collection of these accounts. In addition, a significant amount of receivables associated with the healthcare business in the State were written off. This involves basically four agencies/institutions: UNC Hospitals; UNC Physicians & Associates of UNC-Chapel Hill; ECU's medical program and affiliation with Pitt County Hospital; and the Department of Health and Human Services via their hospital and patient treatment centers.

The following chart summarizes the State of North Carolina's major write-off components:

State of North Carolina Total Write-offs for the Fiscal Year Ended June 30, 2000
$2,612.7 million



Contractual Adjustments - The differences between revenue at established rates and the amounts realizable from third-party payors under contractual agreements. These adjustments are made to customer, patient, business, or taxpayer accounts as the result of a contractual agreement to provide certain services or products at a previously negotiated price. The contractual adjustment is the difference between the value assigned by the State provider/supplier of the product or service and the predetermined price as negotiated with a third-party payor (*example: insurance company*).

Indigent Care Write-Offs - The differences between revenue at established rates and the amounts realizable from the financially responsible party for those receiving the State product or service. In this instance, the write-off is the result of the financially responsible party being **unable** to meet the financial obligations due to poverty or a lack of subsistence.

Bad Debt Write-Offs - All write-offs of bad debts other than those for contractual or indigent care reasons.

Setoff Debt Collection Program Activity

G.S. 105A, the Setoff Debt Collection Act, requires all claimant agencies and the Department of Revenue to cooperate in identifying debtors who owe money to the State through its various agencies and who qualify for refunds from the Department of Revenue. It further requires that procedures be established for setting off against any refund the sum of any debt owed to the State.

Recent changes to G.S. 105A have expanded the list of claimant agencies to include all State agencies. This change was effective January 1, 2000. The Office of the State Controller requested that the

Department of Revenue provide summary debt setoff information for the last four tax years to be included in the annual Statewide Accounts Receivable Report. Summary data for the prior four tax years is reflected below.

Calendar Year	2000	1999	1998	1997
Tax Year	1999	1998	1997	1996
Gross Amount of Refunds Setoff	$21,964,609	$14,721,654	$16,298,065	$10,845,604
Collection Assistance Fee Applied Based on Prior Year Actual Expenses *	(700,827)	(485,146)	(787,122)	(399,234)
Net Amount of Refunds Paid to Claimant Agencies	$21,263,782	$14,236,508	$15,510,943	$10,446,370
DOR Administrative Expenses - Current Year	$379,483	$860,824	$536,901	$504,027
Total Setoffs (includes completed, denied and canceled setoffs)	104,255	81,219	106,589	61,481
Number of Completed Setoffs	100,870	72,418	79,530	54,588
Average Gross Setoff Amount	$217.75	$203.79	$204.93	$198.68
Average Cost per Setoff	$3.64	$10.60	$5.04	$8.20
Average Net Amount of Refunds Setoff	$210.80	$196.59	$195.03	$191.37

* Effective for the calendar year 2000, the cost of collecting child support debts is not charged against the taxpayer's refund. Instead, the gross amount of the refund is applied to the debt and the Department of Revenue receives a collection assistance fee for these debts from individual income tax collections. For the calendar year 2000, collection assistance fees for child support debts collected through setoff were $324,013, bringing the total collection assistance fees received by the Department of Revenue to $1,024,840.

Electronic Payment Acceptance Project

The Office of the State Controller continues to evaluate alternative business practices in order to improve the Statewide Accounts Receivable Program. Session Law 1999-434 amended G.S. 146-86.10,.11,&.22 by authorizing state government agencies to maximize acceptance of electronic payments including credit/debit card payments. As a result of this legislation, the Electronic Payment of Accounts Receivable, known as the Credit/Debit Card Acceptance Project, was begun in March 2000.

A joint project between the OSC, the Department of State Treasurer (DST), and Office of Information Technology Services (ITS) was initiated for the purpose of providing the citizens of North Carolina with additional and more convenient payment methods. As with the other major electronic commerce initiatives in State government, the Credit/Debit Card Project follows an enterprise approach that intends to maximize cost savings by aggregating demand and attaining the greatest volume discounts from a credit/debit card processing vendor selected through a formal bidding process.

The ability for state agencies to accept credit/debit card payments is now possible because the State Controller has negotiated two contracts. Through a request for proposal procedure the State reached an agreement with Wachovia Merchant Services (WMS) to provide credit and debit card processing for electronic payments. The State also signed a contract with PaylinX to provide the computer software that now provides a common payment software connection between agency Internet applications and WMS. The signing of these contracts established a major component of electronic commerce to move North Carolina to the forefront of electronic government. The State, through NC@Your Service located on the Internet at www.ncgov.com, is now positioned to conduct e-commerce on a scale that will have far-reaching impacts for improved citizen services. Policies and operational guidelines, developed in support of electronic payments, will result in more timely receipt of payments made by citizens and businesses. This should ultimately reduce agency accounts receivable.

Need for a Statewide Business Infrastructure

Previous reports to the General Assembly have stressed the importance of implementing new modern accounts receivable, billing and collection systems. To date, funding issues have prevented the implementation of such systems. The State of North Carolina is currently at a critical juncture with regard to many of its financial management systems. Several of the State's central management agencies are considering the replacement of their key financial systems. Never before has there been a time in which so many of the State's core business infrastructure systems been subject to replacement within a relatively short period of time. Most of the systems under consideration for replacement are old, utilize outdated technology, and are becoming increasingly expensive to maintain. With the State moving forward aggressively with electronic government initiatives it is imperative that our financial management systems are prepared to meet the challenges they bring.

The State now has a great opportunity to consider the replacement of the State's core business infrastructure systems from an ***enterprise*** perspective and to select ***one*** business platform that is fully integrated and totally interoperable. However, for an effort of this magnitude to be successful, there is a need for the key players responsible for making these far-reaching decisions to partner, collaborate, and leverage scarce resources to achieve the fullest economic benefit for the State. The OSC will continue to collaborate with the key players to develop a strategy on how the State should proceed to determine the best administrative platform for the future from a professional, technological and business perspective.

Need for Additional Legislative Language

Other states have enacted legislation that allows those states to pass the cost of collecting bad debts on to the debtor. The OSC plans to request statutory language to support this concept for North Carolina agencies. The ability to pass the cost of collecting bad debts on to the debtor would place the State in position to potentially out-source the collection of bad debts without incurring these costs.

Pilot Program On Collections of Bad Debts

SESSION LAW 2000-67, HOUSE BILL 1840 contained a special provision entitled PILOT PROGRAM ON REPORTING ON COLLECTION OF BAD DEBTS BY STATE AGENCIES EXTENDED. The OSC must report the results of the Bad Debt Collection Clearinghouse Pilot to the General Assembly no later than May 15, 2001, along with recommendations on changes in law or procedure to better collect the bad debts including the feasibility of implementing a centralized Bad Debt Collection Clearinghouse.

OSC with the assistance of PricewaterhouseCoopers (PwC), developed and operated a prototype debt collection clearinghouse that resulted in limited collections. While the prototype system was not an on-going operational system, it did allow OSC to test the concept and provide a solid basis to validate the reasonableness of this approach for collecting bad debts. OSC will present a report to the General Assembly that will:

- Provide background information on previous accounts receivable/debt collection studies performed in response to legislative request.
- Summarize the activities, results and issues related to the prototype debt collection clearinghouse that utilized Windham Professional collection agency.
- Provide information related to best business practices associated with the collection of bad debts. The information will include alternative collection techniques to include Internet based collection applications as well as the potential use of an out-sourced bad debt clearinghouse.
- Document proposed legislative language changes in support of the statewide accounts receivable program. Particular language is required to support the ability for the State to pass the cost of collecting a bad debt on to the debtor.
- Provide alternative solutions and suggested next steps.

Conclusion

The State Controller believes that by continuing to stress more consistent accounts receivable policies and procedures, monitoring agency activity closely, coordinating best business practices among agencies, and establishing and enforcing procedures for write-offs and setoff debt collection, the State can maximize the collection of past due accounts receivable.

Pages eight through page fifteen of this document contain a three-year analysis of receivables. Please contact the Office of the State Controller if additional information is required.

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Total Receivables			
Governmental Funds:			
General Fund	$ 1,515,763	$ 1,327,720	$ 1,380,985
Special Revenue Funds	521,526	425,611	371,282
Capital Projects Funds	3,099	3,924	3,629
Total Governmental Funds	2,040,388	1,757,255	1,755,896
Proprietary Funds:			
Enterprise Funds	10,066	2,208	2,550
Internal Service Funds	62,841	61,276	52,403
Total Proprietary Funds	72,907	63,484	54,953
Fiduciary Funds:			
Expendable Trust Funds	164,993	160,203	239,210
Non-expendable Trust Funds	310,432	264,499	257,746
Pension Trust Funds	244,002	220,740	119,160
Investment Trust Fund	16,977	10,278	4,063
Agency Funds	131,362	122,552	109,667
Total Fiduciary Funds	867,766	778,272	729,846
Component Units:			
College and University	767,131	548,693	538,286
Proprietary	1,878,790	1,563,212	1,361,431
Total Component Units	2,645,921	2,111,905	1,899,717
Total Receivables [1]	$ 5,626,982	$ 4,710,916	$ 4,440,412
Percent Increase/Decrease from Prior Year	19.45%	6.09%	
Receivables as % of Total Revenues	14.78%	13.27%	12.04%
Total State Revenues	$ 38,073,702	$ 35,487,736	$ 36,876,040
Percent Increase/Decrease from Prior Year	7.29%	-3.76%	

[1] Total Receivables consist of the following:	2000	% of Total	1999	% of Total
Notes Receivable	$ 2,396,747	42.59%	$ 2,047,308	43.46%
Taxes Receivable	1,042,553	18.53%	926,961	19.68%
Intergovernmental Receivables	951,533	16.91%	715,723	15.19%
Accounts Receivable	519,286	9.23%	423,804	9.00%
Interfund Receivables (CAFR-Note 8)	465,917	8.28%	358,721	7.61%
Contributions, Premiums, Other Receivables	163,977	2.91%	158,402	3.36%
Interest Receivable	86,969	1.55%	79,997	1.70%
Total Receivables	$ 5,626,982	100.00%	$ 4,710,916	100.00%

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Notes Receivable			
Governmental Funds:			
General Fund	$ 3,011	$ 497	$ 497
Special Revenue Funds	117,335	111,095	112,371
Total Governmental Funds	120,346	111,592	112,868
Fiduciary Funds:			
Expendable Trust Funds	-	-	81,154
Non-expendable Trust Funds	308,166	262,499	256,142
Pension Trust Funds	98,829	89,125	-
Total Fiduciary Funds	406,995	351,624	337,296
Component Units:			
College and University	86,793	96,077	84,127
Proprietary	1,782,613	1,488,015	1,300,877
Total Component Units	1,869,406	1,584,092	1,385,004
Total Notes Receivable [1]	$ 2,396,747	$ 2,047,308	$ 1,835,168
Percent Increase/Decrease from Prior Year	17.07%	11.56%	

[1] Notes Receivable consists of the following:

	2000	% of Total	1999	% of Total
NC Housing Finance Agency	$ 1,029,908	42.97%	$ 874,944	42.74%
State Education Assistance Authority	742,271	30.97%	600,481	29.33%
Clean Water Revolving Loan & Grant Fund	305,944	12.76%	261,651	12.78%
University Funds	86,397	3.60%	95,577	4.67%
Clean Water Funds	82,934	3.46%	87,550	4.28%
401(k) Supplemental Retirement Income Plan	98,829	4.12%	89,125	4.35%
Other	50,464	2.12%	37,980	1.85%
Total Notes Receivable	$ 2,396,747	100.00%	$ 2,047,308	100.00%

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Taxes Receivable			
Governmental Funds:			
General Fund	$ 697,497	$ 594,212	$ 675,428
Special Revenue Funds	109,352	103,499	103,133
Total Governmental Funds	806,849	697,711	778,561
Fiduciary Funds:			
Expendable Trust Funds	117,427	116,234	106,293
Agency Funds	118,277	113,016	96,967
Total Fiduciary Funds	235,704	229,250	203,260
Total Taxes Receivable [1]	$ 1,042,553	$ 926,961	$ 981,821
Percent Increase/Decrease from Prior Year	12.47%	(5.59%)	

[1] Taxes Receivable consists of the following:	2000	% of Total	1999	% of Total
Individual Income Tax	$ 341,842	32.79%	$ 248,350	26.79%
Sales and Use Tax	254,845	24.44%	244,330	26.36%
Unemployment Compensation Funds	117,427	11.26%	116,234	12.54%
Local Sales Tax Collections	118,277	11.34%	113,016	12.19%
State Highway Fund	78,492	7.53%	73,818	7.96%
Corporate Income Tax	35,092	3.37%	30,892	3.33%
Franchise Tax	33,501	3.21%	32,675	3.52%
Highway Trust Fund	28,596	2.74%	27,512	2.97%
Beverage Tax	17,319	1.66%	15,869	1.71%
Other	17,162	1.66%	24,265	2.63%
Total Taxes Receivable	$ 1,042,553	100.00%	$ 926,961	100.00%

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Intergovernmental Receivables			
Governmental Funds:			
General Fund	$ 620,490	$ 517,803	$ 440,646
Special Revenue Funds	99,805	77,601	92,766
Capital Projects Funds	1,109	1,509	176
Total Governmental Funds	721,404	596,913	533,588
Proprietary Funds:			
Enterprise Funds	8,077	-	-
Internal Service Funds	666	651	547
Total Proprietary Funds	8,743	651	547
Fiduciary Funds:			
Expendable Trust Funds	1,304	1,440	1,552
Non-expendable Trust Funds	35	122	2
Agency Funds	3,258	-	6,238
Total Fiduciary Funds	4,597	1,562	7,792
Component Units:			
College and University	206,389	105,398	118,841
Proprietary	10,400	11,199	8,135
Total Component Units	216,789	116,597	126,976
Total Intergovernmental Receivables [1]	$ 951,533	$ 715,723	$ 668,903
Percent Increase/Decrease from Prior Year	32.95%	7.00%	

[1] Intergovernmental Receivables consist of the following:

	2000	% of Total	1999	% of Total
Due From Federal Agencies	$ 583,996	61.37%	$ 474,020	66.23%
State Highway Fund	93,903	9.87%	70,922	9.91%
Community College Funds	136,505	14.35%	56,127	7.84%
Due From Local Governments	67,245	7.07%	65,383	9.14%
University Funds	69,884	7.34%	49,271	6.88%
Total Intergovernmental Receivables	$ 951,533	100.00%	$ 715,723	100.00%

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Accounts Receivable			
Governmental Funds:			
General Fund	$ 97,164	$ 95,228	$ 101,960
Special Revenue Funds	12,460	24,900	11,385
Capital Projects Funds	27	15	203
Total Governmental Funds	109,651	120,143	113,548
Proprietary Funds:			
Enterprise Funds	94	1,254	1,622
Internal Service Funds	22,582	25,505	19,551
Total Proprietary Funds	22,676	26,759	21,173
Fiduciary Funds:			
Expendable Trust Funds	16,283	14,724	12,896
Non-expendable Trust Funds	4	5	24
Pension Trust Funds	899	593	414
Agency Funds	2,191	2,602	1,821
Total Fiduciary Funds	19,377	17,924	15,155
Component Units:			
College and University	328,396	232,002	204,093
Proprietary	39,186	26,976	17,979
Total Component Units	367,582	258,978	222,072
Total Accounts Receivable [1]	$ 519,286	$ 423,804	$ 371,948
Percent Increase/Decrease from Prior Year	22.53%	13.94%	

[1] Accounts Receivable consists of the following:

	2000	% of Total	1999	% of Total
University Funds	$ 318,208	61.28%	$ 221,915	52.36%
DHHS-Division of Medical Assistance	27,909	5.37%	31,089	7.34%
DHHS-Division of Mental Health	69,976	13.48%	61,612	14.54%
Unemployment Compensation Funds	15,413	2.97%	14,313	3.38%
Community College Funds	10,188	1.96%	10,087	2.38%
Other	77,592	14.93%	84,788	19.99%
Total Accounts Receivable	$ 519,286	100.00%	$ 423,804	100.00%

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Interfund Receivables*			
Governmental Funds:			
General Fund	$ 80,956	$ 84,711	$ 126,278
Special Revenue Funds	160,132	90,302	35,865
Capital Projects Funds	1,935	2,400	3,250
Total Governmental Funds	243,023	177,413	165,393
Proprietary Funds:			
Internal Service Funds	38,082	28,384	24,822
Total Proprietary Funds	38,082	28,384	24,822
Fiduciary Funds:			
Expendable Trust Funds	26,901	26,296	25,711
Agency Funds	7,631	6,929	4,638
Total Fiduciary Funds	34,532	33,225	30,349
Component Units:			
College and University	135,176	105,168	119,678
Proprietary	15,104	14,531	13,494
Total Component Units	150,280	119,699	133,172
Total Interfund Receivables	$ 465,917	$ 358,721	$ 353,736
Percent Increase/Decrease from Prior Year	29.88%	1.41%	

* Interfund Receivables are comprised of:
Due From Other Funds
Due From Component Units
Due From Primary Government
Advances to Component Units
(For detail see Comprehensive Annual Financial Report - Note 8)

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

	June 30		
	2000	1999	1998
Contributions, Premiums, Other Receivables			
Governmental Funds:			
General Fund	$ -	$ 14,413	$ 14,519
Special Revenue Funds	9,182	8,092	6,962
Total Governmental Funds	9,182	22,505	21,481
Proprietary Funds:			
Enterprise Funds	1,754	803	812
Internal Service Funds	1,451	5,284	5,541
Total Proprietary Funds	3,205	6,087	6,353
Fiduciary Funds:			
Expendable Trust Funds	1,676	154	9,882
Pension Trust Funds	143,142	129,656	117,965
Total Fiduciary Funds	144,818	129,810	127,847
Component Units:			
College and University	2,015	-	-
Proprietary	4,757	-	-
Total Component Units	6,772	-	-
Total Contributions, Premiums, Other Receivables	$ 163,977	$ 158,402	$ 155,681
Percent Increase/Decrease from Prior Year	3.52%	1.75%	

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller
Statewide Accounts Receivable Program
Three-Year Analysis of Receivables
(Expressed in Thousands)

Interest Receivable	June 30 2000	1999	1998
Governmental Funds:			
General Fund	$ 16,645	$ 20,856	$ 21,657
Special Revenue Funds	13,260	10,122	8,800
Capital Projects Funds	28	-	-
Total Governmental Funds	29,933	30,978	30,457
Proprietary Funds:			
Enterprise Funds	141	151	116
Internal Service Funds	60	1,452	1,942
Total Proprietary Funds	201	1,603	2,058
Fiduciary Funds:			
Expendable Trust Funds	1,402	1,355	1,722
Non-expendable Trust Funds	2,227	1,873	1,578
Pension Trust Funds	1,132	1,366	781
Investment Trust Fund	16,977	10,278	4,063
Agency Funds	5	5	3
Total Fiduciary Funds	21,743	14,877	8,147
Component Units:			
College and University	8,362	10,048	11,547
Proprietary	26,730	22,491	20,946
Total Component Units	35,092	32,539	32,493
Total Interest Receivable	$ 86,969	$ 79,997	$ 73,155
Percent Increase/Decrease from Prior Year	8.72%	9.35%	

Source: State of North Carolina
Comprehensive Annual Financial Report

State of North Carolina
Office of the State Controller

Michael F. Easley, Governor

Edward Renfrow, State Controller
Gwen Canady, Chief Deputy

March 15, 2001

MEMORANDUM

TO: Joint Legislative Commission on Governmental Operations

FROM: Edward Renfrow
State Controller

SUBJECT: February 28, 2001 Report of Overpayment Recovery Program

Attached is a status report on the Overpayment Recovery Program as of February 28, 2001. This audit is being performed in accordance with 1998 Session Law 212, Section 26.1. A brief summary of the highlights of this report are outlined in this transmittal letter.

- The first phase of the Accounts Payable Audit which included a review of the accounts payable records from July 1, 1995 through June 30, 1998 is now complete with recovery of some claims still pending. The amount of recoveries is included and explained in the report and Exhibit A.
- On the status report dated September 30, 2000, it was reported that the Profit Recovery Group, Inc. (PRG) had excercised its option to audit the next period which includes accounts payable records from July 1, 1998 through June 30, 1999. Subsequent to this report, the scope of this audit phase has now been extended to include the 2000 fiscal year (July 1, 1999 through June 30, 2000). The proposed completion date of this phase of the audit is April, 2002.
- In the November legislative report, it was reported that the PRG had subsequently acquired a new telecommunications division and requested a re-audit of this area which was approved by OSC. The PRG telecommunications re-audit is now underway with the findings for this portion of the audit identified in the body of the report. The expected completion of this audit is September, 2001.
- The Utility Audit team has been unable to validate any identified claims and the OSC is expecting an exit strategy shortly from the PRG communicating their desire to cancel this portion of the audit.

The Office of the State Controller will be happy to respond to any questions or clarify any information contained in this report. Thank you for your interest in this program.

ER/zkp

Attachments

cc: Fiscal Research

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NORTH CAROLINA OFFICE OF THE STATE CONTROLLER
REPORT TO THE LEGISLATURE
OVERPAYMENT RECOVERY PROGRAM

FEBRUARY 28, 2001

AUTHORIZATION

The Office of the State Controller (OSC) was charged with the responsibility of overseeing a statewide audit of inadvertent payments. This audit was authorized in accordance with Session Law 1998-212, Section 26.1. G.S. 147-86.22(c) and amended to include the following special provision:

"No later than January 1, 1999, the State Controller shall negotiate a contract with a third party to perform an audit and collection process of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors. The third party shall be compensated only from funds recovered as a result of the audit. Savings realized in excess of costs shall be transferred from the agency to the Office of State Budget and Management and placed in a special reserve account for future direction by the General Assembly. Any disputed savings shall be settled by the State Controller. This paragraph does not apply to the purchase of medical services by State agencies or payments used to reimburse or otherwise pay for health care services."

PURPOSE OF THE OVERPAYMENT RECOVERY PROGRAM

The OSC conducted a competitive bid process for this audit and selected the Profit Recovery Group International, Inc. ("PRG") as the auditing vendor. The PRG's responsibility is to perform an audit and collection process of inadvertent overpayments by state agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes and related errors.

Under a separate competitive bid process, the PRG was also awarded a contract to conduct an audit as part of the Statewide Utilities Overpayment Project which includes a review of utility services, rate structures and billing records.

As part of the audit recovery services, the PRG is responsible for identifying and reporting on systemic root causes and sources of overpayment errors. The PRG has, and will continue to develop recommendations for the improvement of the internal control structure in an effort to reduce future overpayments and errors. Recommendations thus far have focused on components and specific portions of the control system that show particular weakness.

PRG's COMPENSATION STRUCTURE

The PRG receives compensation for this recovery effort only when funds are recovered as a result of the audit and is a percentage of actual collections. For the accounts payable audit this percentage has been established at 31% for all overpayment recoveries. The percentage share for the PRG related to the utility services audit (gas, electric and water) is 35%. The initial telecommunications recovery compensation was contracted at 35%. A re-audit of telecommunications has been contracted at 25% for the PRG's retroactive recoupment of claims based on issues the State has identified but not pursued and 30% for claims based on the PRG's findings.

SCOPE OF THE OVERPAYMENT RECOVERY PROGRAM

Accounts Payable Audit

The initial scope of service for the first phase of the Accounts Payable portion of the audit encompassed payments for goods and services made by state entities during fiscal years ending 1996, 1997 and 1998 (covering the period of July 1, 1995 to June 30, 1998). Specifically included were all state agencies, hospitals and universities.

The PRG has exercised its option in the contract to continue the relationship with the state and is now underway with the second phase of the Accounts Payable audit. This second phase Accounts Payable audit will include the audit of fiscal years 1999 and 2000 (July 1, 1998 through June 30, 2000). Data gathering for this audit is now underway.

Excluded from both phases of the accounts payable audit are the purchase of medical services and/or the payments used to reimburse or otherwise pay for health care services. Also excluded from the audit's scope are any invoices or payments already in dispute or settlement.

Utility/telecommunications audit

The scope of the utility/telecommunications audit included an initial identification and categorization of the full array of services utilized by the State including pricing, rate schedules and contract compliance. The Utility Audit period spans fiscal years ending 1996, 1997, 1998, and 1999 (covering the time period July 1, 1995 to June 30, 1999).

POTENTIAL FINDINGS FOR THE RECOVERY OF OVERPAYMENT AUDIT

- Duplicate Payments
- Erroneous Payments (invoice paid to the wrong vendor)
- Overpayments due to pricing errors
- Neglected rebates and discounts
- Inaccurate freight charges paid
- Unclaimed refunds
- Erroneously paid excise taxes
- Contract Compliance
- Utility rate efficiency maximization

Accounts Payable Audit

CONTRACT PROCESS/NARRATIVE UPDATE

Upon award of the contract, the PRG established an on-location presence and began the audit planning process with members of the OSC. This process included the PRG examination of the state's accounting/payment methodology, which included an understanding of the state's accounting/payment processes, invoice payment matching and processing. Additionally, as related to the UNC-Hospital audit, the PRG needed to acquire an understanding of procedures surrounding receipt of goods, how purchase orders are initiated, the handling of returns, how adjustments are made and how stock balancing was performed. As a result of the audit planning process, the main focus of the audit was on duplicate payments, cash discounts and freight.

Concurrently, the PRG began gaining an understanding of the electronic accounts payable and tracking system within the North Carolina Accounting System ("NCAS"). For agencies not directly using NCAS, a separate assimilation of the electronic data was required. The PRG Information Services Department began to assemble a strategy for effectively downloading and converting the electronic data in order to incorporate this information into the PRG proprietary software. Once built, this software package became a powerful search tool for identifying overpayments.

A third component of the process was the establishment of an audit plan, presented to the OSC that outlined timelines, methodology, resources needed and other information pertinent to an effective audit of the records.

The initial or first phase of the Accounts Payable audit for the period of July 1, 1995 through June 30, 1998 has now been completed with all claims having been identified. However, collections for this phase, are still pending on some identified claims.

Summary of Results of the first phase Accounts Payable Audit

As of February 28, 2001, the PRG has identified $525,678.29 in possible recoveries from vendors. At this date $174,419.45 is in the process of vendor notification, which requires the vendor to respond to the claim with either approval of amount or a determination of why the claim would be void. Transfers or deposits of $280,070.30 have been made to the Special Reserve Fund with an additional $71,188.54 in the process of collection from the vendors through the various agencies. Below is a progress narrative on major component areas from the first phase of this audit.

UNC - Hospital System

The audit was effectively completed on October 8, 1999 with initial claims of $306,377.57. This audit reviewed the disbursement functions, purchasing, and returns for credit, statement credits, and accrual funds. The major finding in this agency was pricing inconsistencies, with initial gross findings of $261,161.42. However, based on further documentation and communication with the vendors, findings were reduced by $76,949.60, and now total $184,211.82.

Disbursement functions, duplicate payments, and cash discounts represented $30,042.23 of the claims. Miscellaneous items such as freight, accrual funds, and statement credits accounted for the remaining $15,173.92 of claims.

Department of Health and Human Services

The audit was completed on November 10, 1999. All $56,389.46 of claims at this agency stems from pricing. Different pricing structures were found between the Mental Health Facilities. A review of similar products purchased for the different institutions and the lowest price for each product was used as a base price for all of the institutions.

SUMMARY OF ACCOUNTS PAYABLE CLAIMS

First Phase Accounts Payable Audit

During the first phase of this audit, the PRG identified potential overpayments in the following departments and agencies. A summary of total claims identified and the status of these claims is reflected in Exhibit A on the following page.

Department of Administration
Department of Environment and Natural Resources
Wildlife Resources Commission
Department of Commerce - Information Technology Services
Department of Correction
Department of Commerce
Department of Public Instruction
Department of Justice
Department of Transportation
Department of Revenue
Department of Crime and Public Safety
University of North Carolina at Asheville
University of North Carolina at Chapel Hill
North Carolina State University

Cash discounts of $58,707.50 not taken at the time of invoice payment were included in the findings. Cash discount terms are reflected within the NCAS system for each vendor, and these terms are normally updated when a new Vendor Registration Form is submitted. The PRG reviewed the payment records for discrepancies between terms found in the system, contract terms and invoice terms. Then applying the most advantageous terms for the state, a claim was initiated.

Duplicate payment of invoices was the largest recovery area at $187,696.14. Actual dollars of recovery are low when compared to overall disbursements made by the various agencies. Few statistics for state government recoveries exist for direct comparison, but a larger recovery was anticipated for this audit. This assumption was based on the complexity of the NCAS system and the decentralized payment process at the agency level. **It appears the NCAS does have strong system controls to prevent erroneous payments.** Additionally a review for duplicate payments was developed that looked across all agencies so this review would assure that invoices that may be billed to one agency were not being paid by another agency. This review revealed very few recoveries.

Statement review represented $29,739.71 in recovery. This review examined vendor statements for outstanding credits as well as other anomalies. This examination netted lower recovery activity than expected due in part to the de-centralized nature of the accounting processes. Vendor classifications/naming conventions at state agencies were difficult to correlate and identify with a vendor's accounts receivable system (for example: Department of Environment and Natural Resources (parent agency), Division of Parks and Recreation (sub-agency), North Carolina Zoo (sub-department) were not associated as a single government agency) as some vendors did not recognize a government affiliation in its vendor name. When follow-up inquiries were made of the vendors, they could not respond adequately with the information that was requested by the parent agency and there was not a sufficient paper trail to further pursue these matters.

Second Phase Accounts Payable Audit

No claims have been processed for this audit, which covers the period of July 1, 1998 through June 30, 2000. Only the data related to the fiscal year July 1, 1998 through June 30, 1999 has been acquired by the PRG. Data for the fiscal year July 1, 1999 through June 30, 2000 has been gathered from the audited entities. Preliminary review of records for the period of July 1, 1998 through June 30, 1999 has resulted in validated but unprocessed claims of $141,402.66.

Telecommunications Audit

CONTRACT PROCESS & NARRATIVE UPDATE

The initial phase of the telecommunications audit revealed no savings for the state. At the time the audit was being concluded, the PRG approached the OSC and offered a proposal to extend the time window for the telecommunications audit.

The PRG had recently acquired a telecommunications auditing company that had an extensive practice in state government and the PRG felt that in order to produce the best product for the state a second look at telecommunications within the state might be warranted. This proposal was accepted by the OSC in November, 2000 and the re-audit is now in process.

The re-audit will include a review of the long distance and local services, as well as all private lines and frame relay networks. The outline of PRG's audit process for the telecommunications re-audit is described below.

AUDIT PROCESS

The PRG has begun its re-audit by working on site in the collection and copying of information not previously acquired in the previous audit. This information will include electronic listings of all state telecommunications account numbers by vendor with dollar amounts paid.

Concurrent with this effort, the PRG will also begin examining Customer Services Records (CSRs) and invoices from the telecommunications vendors. Copies of all current vendor contracts and RFP due dates for new telecommunications services will be accessed as well as network overviews/diagrams, circuit inventories, old CSRs/CDs/Invoices and state building locations information would be gathered. Lastly, a download of claims submitted by the State to the telecommunications vendors will be electronically archived and evaluated as potential issues.

Once the raw data is assembled, the PRG will begin its review of each invoice/data set line item for compliance to state contracts and/or current tariffs in relation to usage rates, discounts, USOC charges, mileage rates and one-time charges.

During the review the PRG will also ensure the correct quantity of trunking and network charges and the lines/circuits within the billing are actually in service to the state (service level and location).

Upon closure of the examination of these records, overpayment claims will be prepared and submitted to the vendor as the PRG identifies errors within the billing units. Upon issuance of the claims to the state, the PRG will coordinate the issuance of the recovery claims to the affected vendors and manage the expense recovery process. The PRG will also consult appropriately with the State regarding service optimization issues.

CLAIM RESULTS

The PRG telecommunications audit team is currently gathering contract information to validate potential claims with telecommunications vendors.

Utilities Audit

The other component of this multiple award contract was the statewide utility overpayment project. This contract was awarded about 6 months after the initial contract.

Electronic data collection for this audit was initiated by a memorandum issued by the OSC, on February 18, 2000, to all Chief Financial Officers and Vice Chancellors, requesting current billing statements on all utilities for all state agencies, divisions, and departments. Utility billing records from the NCAS for Fiscal Years 1995-1998 were obtained through NCAS. Information was then sorted into three separate utility services: electric, natural gas, and water/sewer.

The PRG collected and organized hard copy and electronic data that relates to utility services including load profiles, contracts, tariff relationships and pricing. Subsequent to that, the PRG audited pricing, rate schedules and contract compliance.

AUDIT AND ANALYSIS PROCESS

Once data was collected from the automated financial records, the PRG reviewed each utility line item and tagged questionable accounts, billings, and/or billing periods. The criteria for tagging included higher than expected variances in cost or consumption, differences in gross invoice amounts compared to paid invoice amounts, time gaps in billing records and higher than expected variances in cost for cooling and heating periods. requested one (1) recent bill copy for each utility account from each State Agency. The account information on the bill copies received from the responding agencies was utilized to develop a facility database and to request detailed billing and account information directly from the respective utility suppliers.

AUDIT CLAIM RESULTS FOR THE UTILITY AUDIT

While some questionable billings were identified by the PRG during its data gathering process and have been reported in previous legislative reports, no claims could be validated by the PRG. Since the PRG has been unable to obtain any reliable data, they have cancelled the verification process. The PRG has indicated to OSC that since they are working under a contingency contract, they are unable to expend any additional business resources on this project and will be submitting an exit document to the OSC for this component of the audit.

Summary of Audit Statistics

Overall net claims from the Recovery of Overpayments Audit as of February 28, 2001:

- **Dollars identified:** $525,678.29
- **Amount under 30/60 day letters:** $174,419.45
- **Amount in collection process:** $ 71,188.54
- **Dollars collected to date:** $280,070.30 (Exhibit A)
- **Amount paid to the PRG:** $ 76, 365.77 (Note A)
- **Amount currently owed to PRG:** $ 10,456.03 (Note A)
- **Current Balance in Special Reserve Fund (SRF):** $ 43,621.21 (Note B)

- **Note A:** Schedule of Payments to PRG

Payment Number	*Date of Payment*	*Amount*
1	09/22/1999	$17,707.51
2	12/02/1999	$11,247.21
3	01/03/2000	$6,956.00
4	02/05/2000	$12,959.65
5	02/25/2000	$7,849.91
6	06/29/2000	$10,503.58
7	02/01/2001	$9,141.91
Total Payments to PRG		**$76,365.77**
*Due to PRG as of 02/28/01**		$10,456.03
PRG Total Commissions		**$86,821.80**

- **Note B:** The breakdown of the Collection Process by Fiscal Year is as follows:

AUDIT COLLECTION STATISTICS FOR FISCAL YEAR 2000

Total Available SRF Fund (as of 06/30/00)	**$149,627.29**		
Payment 1 to PRG 9/22/99		$17,707.51	
Payment 2 to PRG 12/2/99		$11,247.21	
Payment 3 to PRG 1/3/00		$6,956.00	
Payment 4 to PRG 2/5/00		$12,959.65	
Payment 5 to PRG 2/25/00		$7,849.91	
Payment 6 to PRG 6/29/00		$10,503.58	
Total Paid to PRG as of 06/30/00		**$67,223.86**	
Total Monies Collected as of 6/30/00			**$216,851.15**

AUDIT COLLECTION STATISTICS FOR FY 2001

Total Available SRF Fund (as of 02/28/01)	**$43,621.21**		
Payment #7 (7/1/00 to 11/15/00) (payment made 2/1/01)		$9,141.91	
Due to PRG as of 02/28/01*		$10,456.03	
PRG Total for FY2001		**$19,597.94**	
Total Monies Collected as of 02/28/01			**$63,219.15**
Total Monies Collected for PRG Audit to date:			**$280,070.30**

Utilities Audit:

- **None**

Recoveries Identified from the Telecommunications Audit as of February 28, 2001:

- **None**

INITIAL OBSERVATIONS AND RECOMMENDATIONS

A summary of findings and recommendations was included in the Legislative report dated June 30, 2000.

CONCLUSION

The PRG involvement in the audit process is continuing. Continued conversations and periodical updates with OSC have helped develop a working relationship that has contributed to this program resulting in additional dollars to the State without distressing relationships with its suppliers.

Exhibit A

Total Claims Identified for July 1. 1995 through June 30, 1998

Agency Name	*Total Claims*	*In Process**	*Canceled*	*Total Collected*
Department of Public Instruction	$26,917.33	$17,163.83	$839.00	$8,914.50
Department of Justice	$990.73	$945.37	$0.00	$45.36
Department of Administration	$8,638.24	$0.00	$1,387.34	$7,250.90
Department of Transportation	$1,553.03	$1,553.03	$0.00	$0.00
Dept of Environment & Natural Resources	$151,144.07	$9,388.20	$99,021.94	$42,733.93
Wildlife Resources Commission	$2,075.75	$2,075.75	$0.00	$0.00
Department of Corrections	$235,623.48	$53,856.90	$109,110.18	$72,656.40
Department of Commerce	$3,614.80	$1,154.61	$465.64	$1,994.55
Dept. of Commerce - Information Technology Services	$29.20	$29.20	$0.00	$0.00
Department of Revenue	$76.29	$76.29	$0.00	$0.00
Dept of Crime Control & Public Safety	$2,501.35	$2,280.66	$59.38	$161.31
University Hospital at Chapel Hill	$306,377.57	$86,503.81	$80,020.18	$139,853.58
University of NC at Asheville	$816.14	$197.70	$200.64	$417.80
University of NC at Charlotte	$182.98	$182.98	$0.00	$0.00
Dept of Health and Human Services	$56,389.46	$51,340.20	$3,221.82	$1,827.44
NC State University	$49,409.06	$29,362.49	$15,832.04	$4,214.53
Total	$846,339.48	$256,111.02	$310,158.16	$280,070.30

Dollars identified equals Total Claims minus Canceled $536,181.32
(As of February 28, 2001)

* In Process Claims equals 30/60 day letter claims plus Agencies Collection claims

JOINT APPROPRIATIONS SUBC9OMMITTEE ON GENERAL GOVERNMENT

Monday, May 7, 2001

4:00 P.M.

The Joint APPROPRIATIONS Subcommittee on General Government met on Monday, May 7,2001 at 4:00 p.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot, Wilson and Gillespie. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Sherrill chaired the meeting. She called the meeting to order and welcomed those in attendance and advised that there were no pages for Monday meetings but the Sergeant at Arms was present to assist with the meeting. She also announced the schedule for Monday and Tuesday, meeting for 2 hours on Monday and 1 hour and 45 minutes on Tuesday and Wednesday.

Representative Sherrill introduced Mr. Norris Tolson, Secretary of the Department of Revenue. Mr. Tolson presented an overview of the Department of Revenue.

Senator Warren asked if we have any state money in the North Carolina banks. Mr. Tolson answered that the checks go immediately into the banks on which they were drawn. This gives the Treasurer the availability of the money that day.

Representative Jeffus asked if there were some checks lost recently? The answer was "no". It was said that some returns were lost when one agency failed to process these returns that day but that they were there all the time.

Mr. Tolson continued by saying that the mission of his department was to administer the tax laws of North Carolina and collect taxes due from the citizens and businesses in North Carolina.

Mr. Tolson then introduced Reggie Hinton, Deputy Secretary of the Department of Revenue. Mr. Hinton explained the Facts and Figures of the Department of Revenue comparing statistics for tax year 2000 through April 20, 2001.

Representative Barefoot asked if they checked the figures on the federal returns before processing the state returns? The answer was "no", that they go ahead with the paper work for state returns. If they receive word from the federal government

that there are changes and or errors, they notify the taxpayer of this information and make adjustments as required by law.

Representative Sherrill asked if all the security positions were in Raleigh or were there some in other parts of the state. The answer was that they are all in Raleigh. She also asked if they were all certified personnel. The answer was "no" they are not. Representative Sherrill wanted to know if they a member of the Security Division with the local officers at all times when an investigation is taking place due to a break-in. The answer was "yes".
She then asked if all the criminal proceedings were held in Raleigh or in the county in which the incident occurs. The answer was that at one time they tried to have the proceedings in the county in which the incident occurred but the problems incurred were so numerous that they now have a Special Prosecutor who hold these proceedings in Wake County.

Senator Harris asked what kind of backlog do they have now of cases to be prosecuted. The answer was that they do have a large number of cases not heard yet but they are working on this and trying very hard to get these cases heard as quickly as possible.

Representative Sherrill then introduced Randy Barnes, Assistant Secretary for Planning, Development and Technology with the Department of Revenue. She explained the work of this department. There were no questions by the Committee.

Representative Sherrill introduced Jimmy Cooke, Assistant secretary for Taxpayer Services. He explained the performance of this division very briefly as time was running out. There were no questions. (See Attachment No. 1 – Pages 1-60)

Representative Sherrill announced that they would continue with the Department of Revenue on Tuesday morning, May 8, 2001 at 8:00 a.m. The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

Overview
of the

North Carolina Department of Revenue

Presented to the
Joint Subcommittee
for
General Government
North Carolina General Assembly

April 20, 2001

(The Department of Revenue's new logo symbolizes the revenue generated and collected by the Department, with the star representing the capital and the red bands emitting from the star representing the flow of revenue back to the citizens of North Carolina)

NORTH CAROLINA DEPARTMENT OF REVENUE

– OVERVIEW –

The North Carolina Department of Revenue was established by the General Assembly in May 1921, which was the same year that a net income tax was created in North Carolina. The department began its operations in the old Revenue Building on Hillsborough Street with 16 persons on the payroll, operating expenses of $88,000 and collections of $3.1 million in income and inheritance taxes. Today the department has annual collections of over $17 billion, a budget of $80 million, 1,270.5 employees and is located in the new Revenue Building on Wilmington Street where it relocated to in 1992. The department serves as the state's revenue collector and administers such major tax schedules as individual income, sales and use, corporate income, franchise taxes, insurance and motor fuels taxes. The net General Fund tax collections of the department account for 92% of the state's General Fund Budget for Fiscal Year 2000-01.

The department has undergone a significant amount of change over the past several years; implementation of the Integrated Tax Administration System (ITAS), functional and process reorganizations, and implementation of an imaging operation for the department's data capture process. All of these changes position the department to fulfill its long-term strategic goals of providing enhanced customer services and increasing voluntary compliance with tax laws. Having an integrated tax administration system and operating in a process-driven organization allows the department to achieve many of the benefits first envisioned when consideration was given to reorganizing around core processes in 1997.

Some of the key policy/program activities that will enable the department to achieve its goals are enhanced revenue collection processes, regional customer service orientation, expanded use of technology and implementation of a major initiative called the Streamlined Sales Tax Project.

The Department of Revenue plans to significantly upgrade its collection capabilities as suggested by a study that was authorized by House Bill 1433 of the 1999 General Assembly. This study recommended several projects such as implementing a case management system, installing predictive dialers and other similar systems and processes that would enable the department to improve its collection program, many of which are technology related. The department has completed one of these initiatives of outsourcing out-of-state accounts receivables to a private contractor. The program was implemented in September 2000; as of March 2001 collections total $12.0 million and costs to-date total $487,854, a net return of 96% or $11.5 million to the State's General Fund in just seven months.

In the first quarter of the Fiscal Year 2001-02, the department plans to issue a request for proposal for a contractor to assist agency personnel in writing a performance-based contract to procure the technologies that will help the department upgrade its collection processes. This type of contract is self-funding and requires all fees charged to be based on project proceeds. While this type of funding mechanism is new to North Carolina, it has been used successfully by other states.

Major organizational changes to the department have occurred since the department's last comprehensive overview to the General Government Subcommittee in 1999. There has been the consolidation of our payments and returns processing functions into a single operating division and the merger of the department's budget, payroll administration and fiscal reporting function under an existing function. Additionally, there has been the creation of a Taxpayer Assistance Division, Examination Division and Collection Division. The purpose of this change was to consolidate these major core business processes under a single management structure yielding economies of scale, enhanced productivity and greater coordination and consistency of effort. By creating these three new divisions, the department eliminated seven existing divisions, thus streamlining the department's organization. The department's operating premise is that if the organization is built around key core business processes that add value for citizens, then we've created the best possible opportunity to serve them.

During 2000, for the 1999 tax year, the department began using a new state-of-the art electronic imaging system to process tax returns and payments. With the use of specially designed tax forms, the Data Capture system was developed to allow information from tax returns to be scanned and stored electronically. The storing of data electronically will eventually allow the department to become less dependent on the filing and storage of paper documents.

North Carolina is participating in the Streamlined Sales Tax Project, which began in March of 2000. The project is an effort created by state governments, with input from local governments and the private sector, to simplify and modernize sales and use tax administration. The project incorporates uniform definitions within tax bases, simplified audit and administrative procedures, and emerging technologies to substantially reduce the burdens of tax collection. The Streamlined Sales Tax System is focused on improving sales and use tax administration systems for all types of commerce. Thirty-nine states are currently involved in the project.

The department continues to be a leader in the electronic filing of state individual income tax returns. During 2000, the department received more than 831,000 electronically filed tax returns. Additionally, the department continues to expand its acceptance of payments by electronic funds transfer (EFT). Gross EFT collections totalled $9.9 billion in Fiscal Year 1999-00. The first year of EFT collections in Fiscal Year 1993-94 totalled $600 million.

The department is currently engaged in a project to provide taxpayers the ability to file semi-monthly sales and use tax returns on-line. Additionally the department anticipates allowing the acceptance of credit card payments when filing the sales tax return on-line.

In conclusion, the department is actively involved in many initiatives to either enhance customer service or to provide a quicker receipt of monies due the State. The department is committed to the use of technology and the many benefits technology can provide. The proper compliment of personnel resources along with technology will continue to make the North Carolina Department of Revenue a leader among other

state revenue departments. The recently completed performance audit of the Department of Revenue by the Office of State Auditor (as mandated by the 1999 General Assembly, House Bill 1476) needs to be given serious consideration, particularly with respect to the serious personnel deficiencies noted in the report. Only with the proper allocation of resources can the Department of Revenue be expected to adequately carry out its mission "to administer the tax laws and collect the taxes due the State in an impartial, uniform, and efficient manner". **[An attached chart identifies the additional personnel recommended by the State Auditor in the performance audit.]**

Mission of the Department of Revenue

To administer the tax laws and collect the taxes due the State in an impartial, uniform, and efficient manner.

Goals and Objectives of the Department of Revenue

The department had identified seven primary goals as strategic directions for the agency.

1. Expand communication capability both internally and externally.
2. Provide comprehensive training and development.
3. Improve taxpayer services.
4. Improve compliance.
5. Analyze and prioritize resources.
6. Implement total quality management.
7. Develop a comprehensive business plan.

Organization of the Department of Revenue

The Department of Revenue is a cabinet agency under the leadership of the Secretary of Revenue who is appointed by the Governor. The Secretary provides executive leadership along with the Deputy Secretary and five Assistant Secretaries who have responsibilities for the day-to-day activities required of the 20 operating divisions in the department. The agency also has a legislative liaison (special assistant), public

information officer and internal auditor who report directly to the Secretary. **[See the attached Department of Revenue organization chart.]**

The following is an alphabetical listing and brief explanation of responsibilities of the 20 divisions identified on the department's organization chart.

Administrative Services Division - Prints forms, processes incoming and outgoing mail, purchases equipment and supplies, and oversees repairs, maintenance and renovations to the building.

Collection Division – Pursues collection of taxpayer accounts receivables.

Corporate, Excise and Insurance Tax Division - Formulates tax policy, and responds to technical issues, hearing requests and proposed legislation.

Criminal Investigations Division – Identifies, investigates and prosecutes individuals and businesses that intentionally violate the state's tax statutes.

Documents and Payments Processing Division - Provides timely and accurate processing of taxpayer payments and returns.

Examination Division – Conducts audits of individuals, businesses and governmental entities.

Financial Services Division – Accounts for and reports all financial transactions for the department. Responsible for the budget, payroll and disbursement of funds to taxpayers and local governments.

Motor Fuels Tax Division - Administers the motor fuels, alternative fuels, motor carrier and inspection laws of the state.

Personal Taxes Division - Formulates tax policy, and responds to technical issues, hearing requests and proposed legislation with regard to individual income, gift and estate taxes.

Personnel Division - Provides administrative and technical guidance and human resource services to departmental employees.

Planning, Development and Technology - Comprised of four divisions, Business Systems Development and Support, Technology Services, Data Base Administration, Production Systems Integration and Coordination. Provides information and technology services to departmental personnel.

Property Tax Division - Responds to property tax valuation appeals; staffs the State Property Tax Commission; appraises public service companies and performs sales assessment ratio studies.

Sales and Use Tax Division - Formulates tax policy, and responds to technical issues, hearing requests and proposed legislation with regards to sales and use, utility sales, and other sales taxes.

Security Division – Develops and maintains an integrated program for the protection of all agency personnel and all information technology systems.

Taxpayer Assistance Division - Provides taxpayer assistance and helps taxpayers in resolving tax problems.

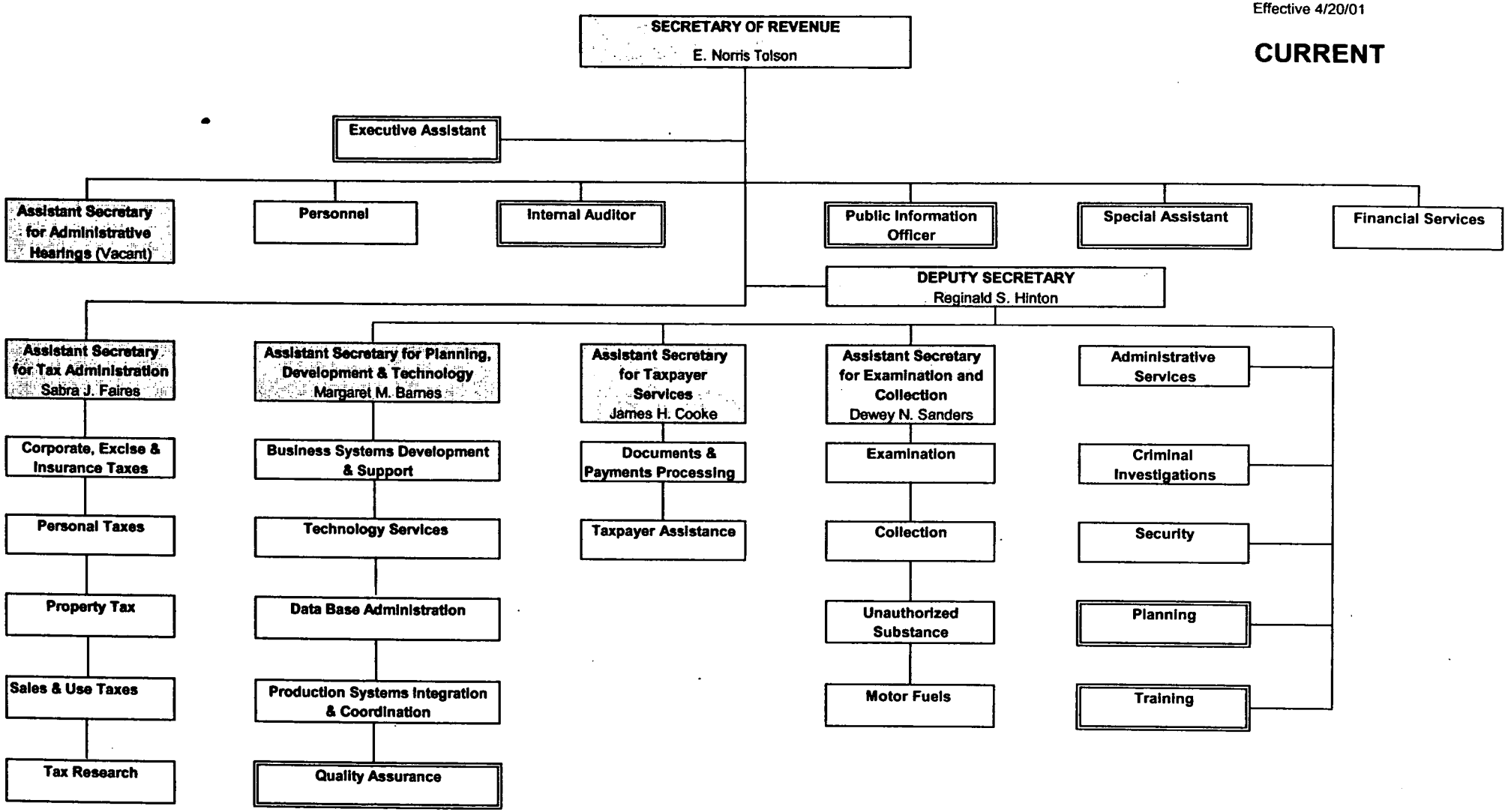
Tax Research Division – Analyzes impact of proposed legislative changes, complies statistical data, researches and reports on tax issues, and responds to inquiries from other state agencies and the general public.

Unauthorized Substances Tax Division - Administers the excise tax levied on unauthorized substances.

NORTH CAROLINA DEPARTMENT OF REVENUE

Effective 4/20/01

CURRENT



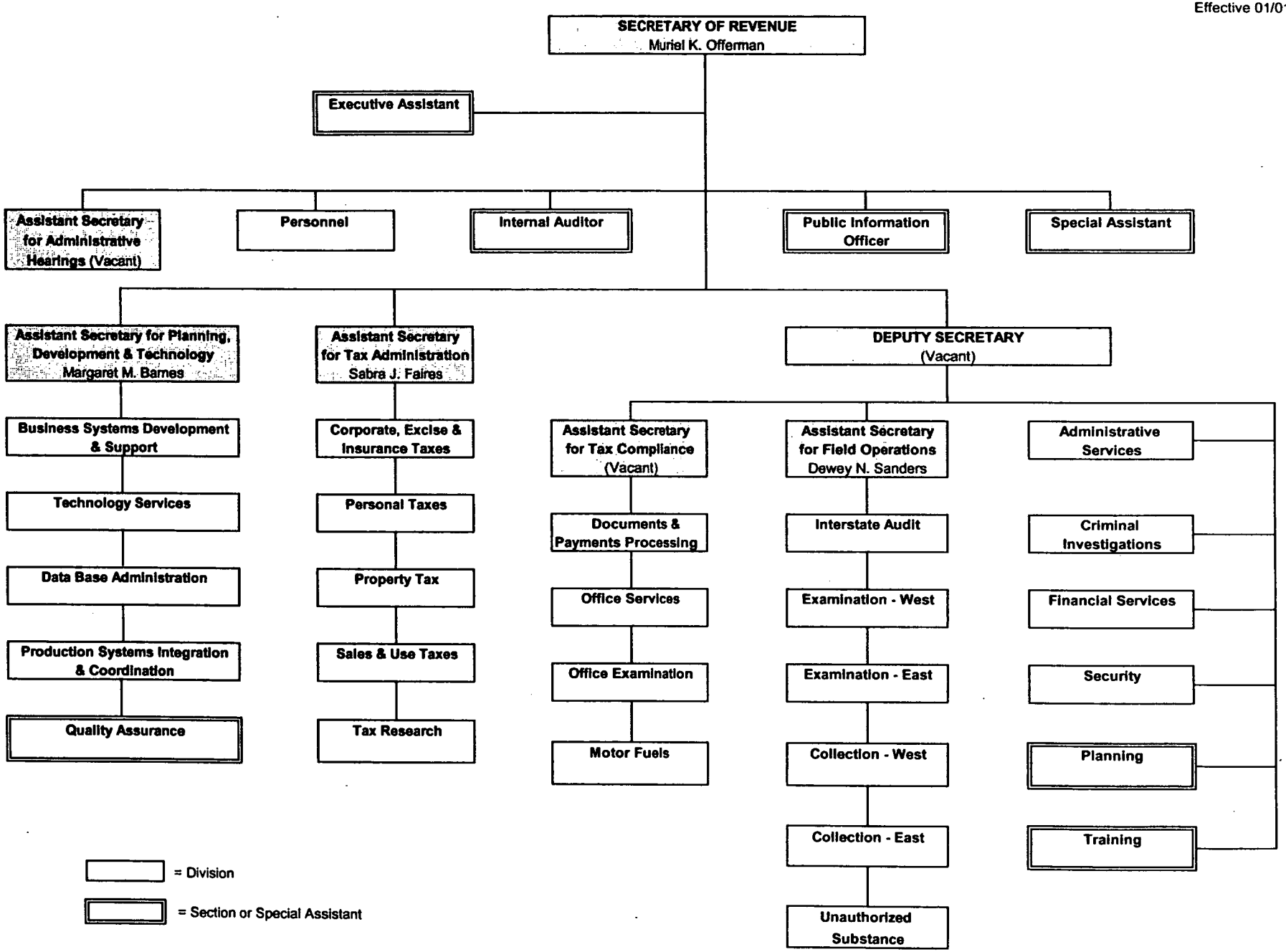
DOR-1

= Division

= Section or Special Assistant

NORTH CAROLINA DEPARTMENT OF REVENUE

Effective 01/01/01



DOR-7A

Recommended New Positions

State Auditor Performance Audit vs. Department of Revenue Expansion Requests

Center	Division/Position Title	Performance Audit 2001-2003	Expansion Budget FY 2001-02	Expansion Budget FY 2002-03
1602	**Security**			
	Computing Consultant IV		1	1
	Computer Systems Analyst IV		1	1
	Telecommunication Systems Analyst II		1	1
	Security Officer II		1	1
1605	**Planning, Development & Technology**			
	Computer Training Spec. III	3	3	3
	Computing Consultant II	1	1	1
	Computer Consultant I	2	2	2
	Revenue Administration Officer II	3	3	3
	Computer Consultant III		1	1
	Applications Analyst Prog II		2	2
1609	**Criminal Investigations**			
	Tax Fraud Investigator		3	3
1621	**Corporate, Excise and Insurance**			
	Revenue Administration Officer III		3	3
1623	**Personal Taxes**			
	Revenue Administration Officer III		1	1
1629	**Property Tax**			
	Property Tax Valuation Specialist II		1	1
1643	**Taxpayer Assistance**			
	Processing Assistant III		5	5
	Processing Assistant V		3	3
	Revenue Tax Technician	9	9	9
	Revenue Administration Officer I	8	35	52
	Revenue Tax Auditor II		1	1
	Telecommunications Equipment Technician III		1	1
	Revenue Administration Officer II	2	2	2
1660	**Collection and Examination**			
	Revenue Tax Technician	7	10	10
	Revenue Officer I		1	1
	Processing Assistant V		2	2
	Revenue Tax Technician		9	9
	Revenue Tax Auditor I	20	10	20
	Revenue Tax Auditor II		1	1
	Revenue Field Auditor I	9	9	9
	Revenue Field Auditor II	4	4	4
	Revenue Field Auditor III	1		
	Revenue Field Auditor Supervisor		1	1
1670	**Unauthorized Substance**			
	Unauthorized Substance Tax Enforcement Officer		2	2
	Revenue Administration Officer II		2	2
1681	**Administrative Services**			
	Processing Assistant III		2	2
1685	**Documents and Payment Processing**			
	Data Entry Specialist		2	2
	Processing Assistant IV	5	14	14
	Total Positions	74	149	176

NC Department of Revenue
Facts & Figures

# of Departmental Employees FY 2000-01:	1,270.5
$ Department of Revenue Certified Budget for FY 2000-01:	$80.1 million
$ Gross Collections FY 1999-00:	$17.6 billion
$ Average Daily Deposit FY 1999-00:	$67.2 million
# of Pieces of Mail (Incoming) FY 1999-00:	12,161,851
# of Pieces of Mail (Outgoing) FY 1999-00:	8,940,809
# of Tax Returns Processed FY 1999-00:	9,369,776
# of Tax Payments Processed FY 1999-00:	5,894,482
$ Refunds (all tax schedules) FY 1999-00:	$1.8 billion
# of Refunds (all tax schedules) FY 1999-00:	2,494,827
$ Refunds (Individual Income) FY 1999-00:	$1.1 billion
# of Refunds (Individual Income) FY 1999-00:	2,422,037
$ Distributions/Transfers to Local Governments/State Agencies FY 1999-00:	$2.4 billion
# of Individual Tax Refund Returns Filed Electronically in 1/1/2000 - 12/31/2000:	831,828
$ Gross Tax Deposits by Electronic Funds Transfer (EFT) from 1/1/94 - 6/30/00:	$45.4 billion
$ Interest Earnings on Electronic Funds Transfer (EFT) from 1/1/94 - 6/30/00:	$23.5 million
$ Gross EFT Collections for FY 1999-00:	$9.9 billion

Financial Services Division
April 1, 2001

NC Department of Revenue

Processing Statistics for Tax Year 2000

Comparisons thru 4/20/2001

Individual Income Tax Refunds

Period	Refunds Processed	Amount
1/1/01 thru 4/20/01	1,839,825	$817,976,590
1/1/00 thru 4/20/00	1,111,773	481,214,471
Increase	**728,052**	**$336,762,119**
% Increase	**65%**	**70%**
1/1/01 thru 4/20/01	1,839,825	$817,976,590
1/1/99 thru 4/20/99	1,301,845	527,817,707
Increase	**537,980**	**$290,158,883**
% Increase	**41%**	**55%**

Electronically Filed Tax Returns (Individual Income Tax)

Period	Returns Processed	Increase
1/1/01 thru 4/20/01	1,011,139	**169,227 or 20%**
1/1/00 thru 12/31/00	831,828	
1/1/99 thru 12/31/99	652,744	**348,311 or 53%**

Financial Services
April 20, 2001

DOR-10

FISCAL DATA

North Carolina Department of Revenue

Budget Code 14700
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
General Fund				
Total Requirements	$99,315,982	$83,465,436	$83,465,436	$83,465,436
Receipts	20,512,338	6,498,152	6,498,152	6,498,152
Appropriation	$78,803,644	$76,967,284	$76,967,284	$76,967,284
Positions	1292.5	1287.5	1287.5	1287.5

North Carolina Department of Revenue
Administration - Center 1600 (Program Number 0540 - Revenue Collection)

Administration consists of the Secretary of Revenue, the Deputy, the five assistant secretaries, internal auditor, public information officer, legislative liaison and support staff. The Deputy and assistant secretaries have responsibility for the various activities in the department's 20 divisions. The divisions in the department can be broadly categorized in the functional areas of compliance, planning, development and technology, tax administration, taxpayer assistance, processing, and support.

FISCAL DATA

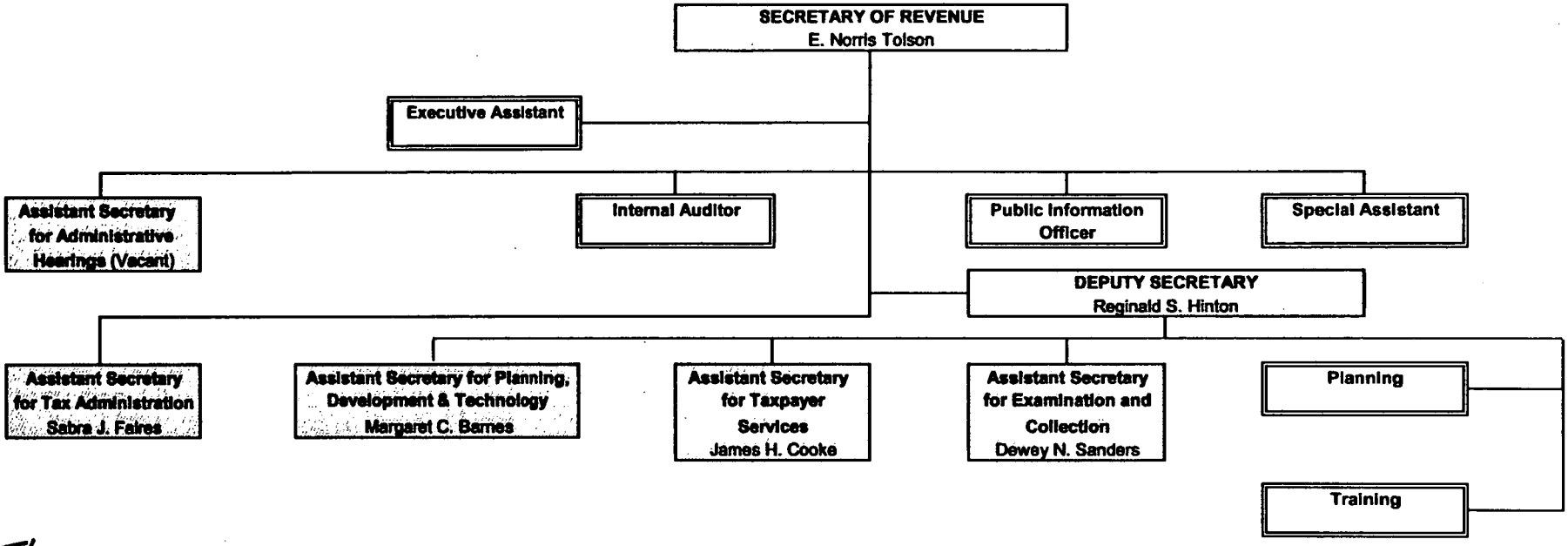
Administration - Center 1600
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$1,478,546	$1,597,795	$1,597,795	$1,597,795
Receipts	504	0	0	0
Appropriation	$1,478,042	$1,597,795	$1,597,795	$1,597,795
Positions	18	22	22	22

NORTH CAROLINA DEPARTMENT OF REVENUE

Effective 4/20/01



DOR-13

= Division

= Section or Special Assistant

North Carolina Department of Revenue

Security - Center 1602 (Program Number 0540 - Revenue Collection)

The Security Division develops and maintains an integrated program for the protection of all agency resources from unauthorized access, modification or disclosure, and intentional or unintentional loss or destruction. The program includes information systems security, physical security, and disclosure of tax information.

FISCAL DATA

Security - Center 1602
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$590,642	$800,001	$800,001	$800,001
Receipts	0	0	0	0
Appropriation	$590,642	$800,001	$800,001	$800,001
Positions	16	18	18	18

Security's primary tasks include:

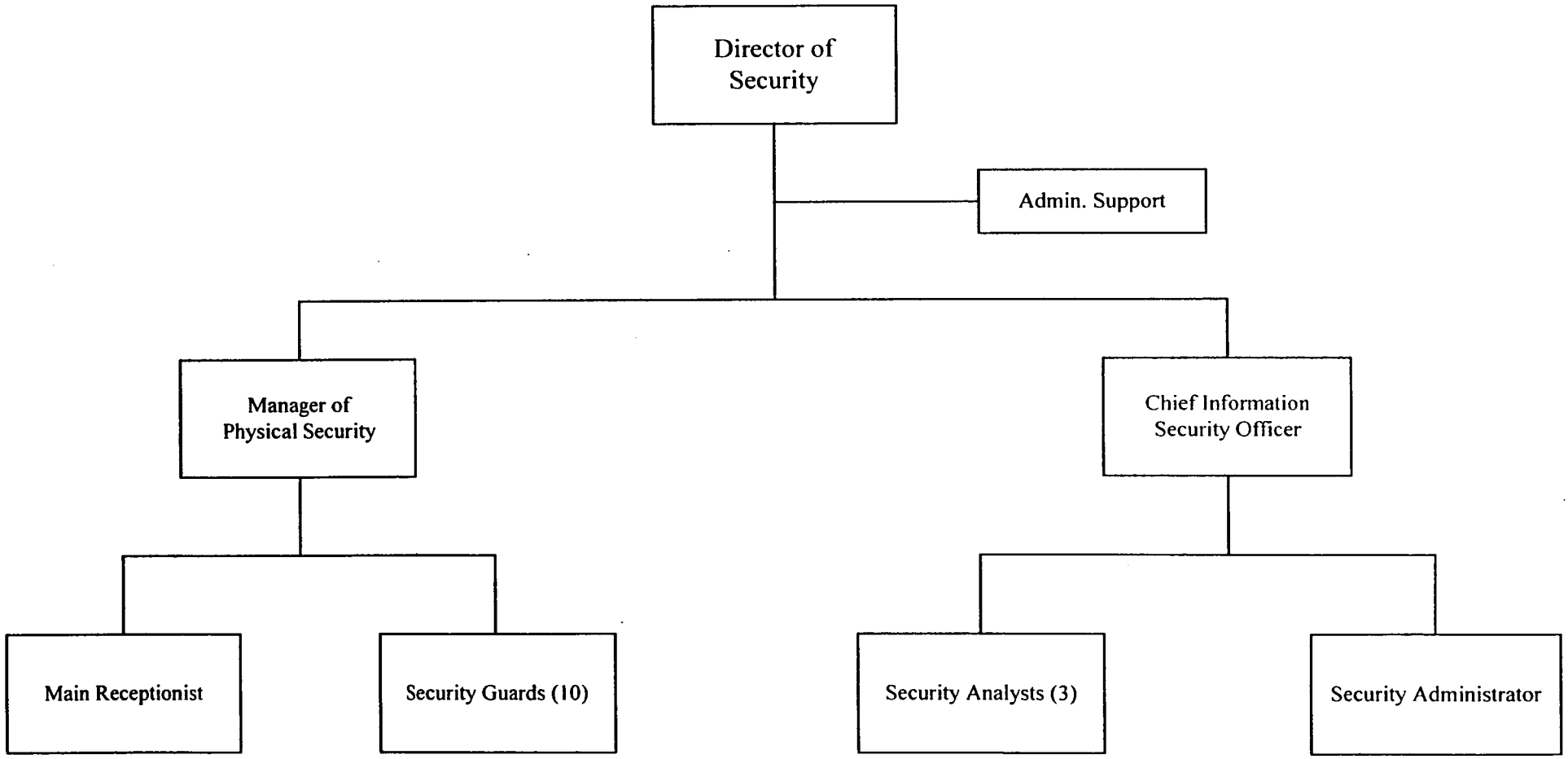
- Recommending and maintaining DOR security policies, procedures and guidelines.
- Providing access to resources, both DOR and external resources available to DOR, upon authorization from DOR management.
- Managing systems which detect potential intrusions or attempts to obtain unauthorized access to DOR resources; acting as a single point of contact and investigating all security related incidents and violations.
- Providing guidance and technical assistance to all DOR units, including analyzing, evaluating and approving all security plans and requirements.
- Ensuring the appropriate level of security is implemented in all systems developed or purchased.
- Conducting periodic reviews and audits of DOR operating units and systems/other resources to ensure compliance with Federal/State legal and regulatory requirements and DOR security regulations.
- Providing security training and awareness for all employees.

2/2/01

North Carolina Department of Revenue

Security Division

Total Positions: 19



DOR-15

North Carolina Department of Revenue

Personnel - Center 1603 (Program Number 0540 - Revenue Collection)

The Personnel Division provides administrative and technical guidance and human resource services to departmental employees. Typical human resources functions include, recruiting, selecting and hiring employees, administering benefits and overseeing the administration of personnel policies in accordance with State Personnel rules and guidelines.

FISCAL DATA

Personnel - Center 1603
Program Number 0540 - Revenue Collection

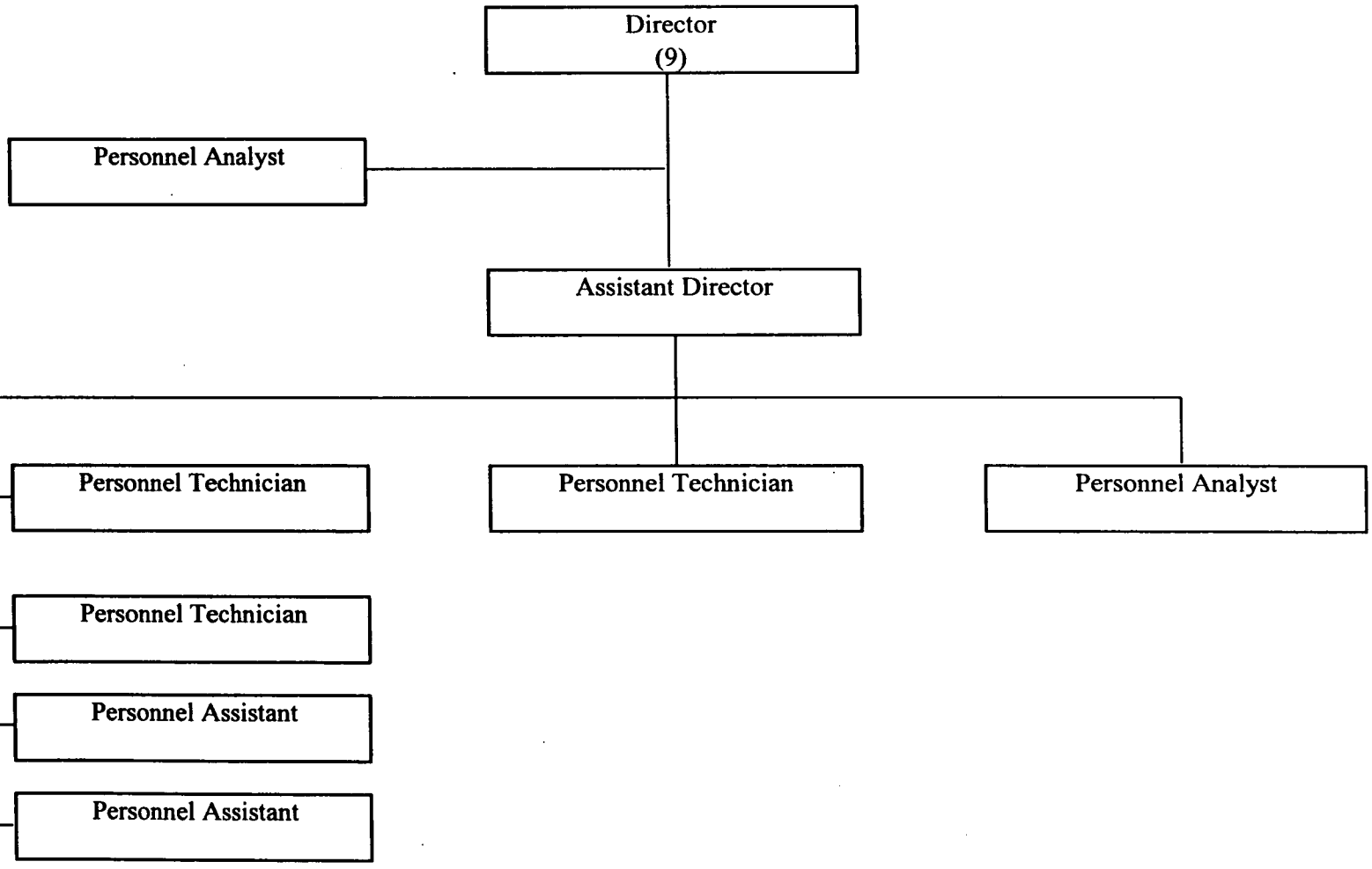
Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$617,517	$446,481	$446,481	$446,481
Receipts	0	0	0	0
Appropriation	$617,517	$446,481	$446,481	$446,481
Positions	12	9	9	9

North Carolina Department of Revenue

PERSONNEL DIVISION

February 1, 2001



DOR-17

North Carolina Department of Revenue

Criminal Investigations - Center 1609 (Program Number 0540 - Revenue Collection)

Criminal Investigations (CID) elevates the level of voluntary compliance with all tax schedules administered by the department through the enforcement of the criminal provisions of the North Carolina Revenue Laws. The goal is to successfully identify, investigate and prosecute those individuals and businesses that intentionally violate the state's tax statutes. CID investigations generally center on high profile flagrant violators that set up schemes to evade substantial amounts of state taxes. Agents are responsible for developing clear, convincing, and admissible evidence to prove the allegations in court. This involves interviewing subjects and witnesses; locating, securing and analyzing books, records and other evidence; compiling financial data; making prosecution recommendations; drafting and serving arrest warrants; and acting as the state's chief witness in all criminal proceedings.

FISCAL DATA

Criminal Investigations - Center 1609
Program Number 0540 - Revenue Collection

Continuation Budget

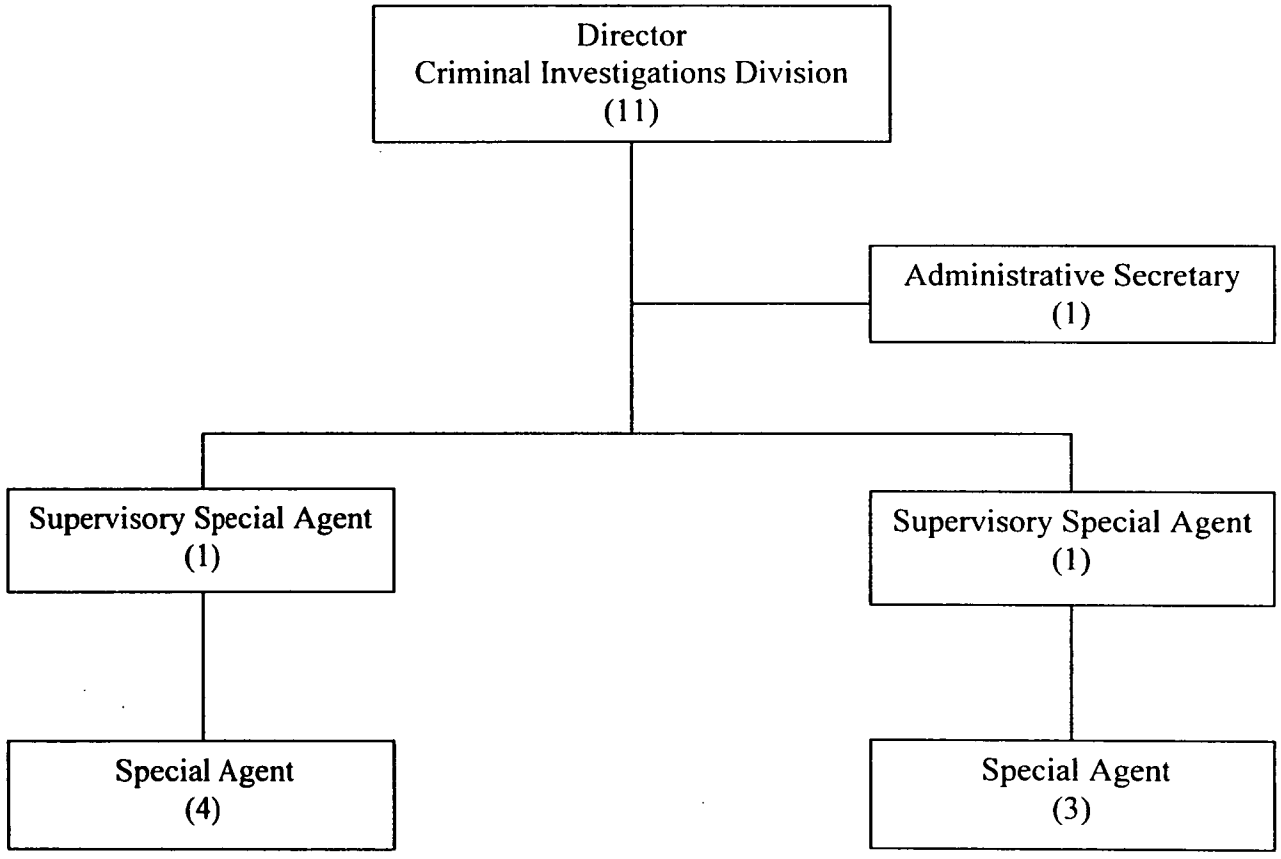
	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$596,804	$645,452	$645,452	$645,452
Receipts	0	0	0	0
Appropriation	$596,804	$645,452	$645,452	$645,452
Positions	10	10	10	10

- CID does not prosecute individuals that make honest mistakes, misunderstand, or misinterpret the tax laws – It must prove that all violations were WILLFUL.
- CID has successfully prosecuted 302 criminal tax cases and has a conviction ratio of 99.3%.
- Taxes, penalties and interest assessed in CID cases average $50,517 per case.
- $15.6 million has been assessed as a result of CID investigations.

North Carolina Department of Revenue

CRIMINAL INVESTIGATIONS DIVISION

February 1, 2001



DOR-19

North Carolina Department of Revenue

Administrative Services - Center 1681 (Program Number 0540 - Revenue Collection)

The Administrative Services Division is responsible for various services in the department, including the graphic design and production of all tax forms, purchasing of equipment and supplies, all service repair and maintenance operations, building repairs and renovations, shipping and receiving operations, and mail room functions.

FISCAL DATA

Administrative Services - Center 1681
Program Number 0540 - Revenue Collection

Continuation Budget

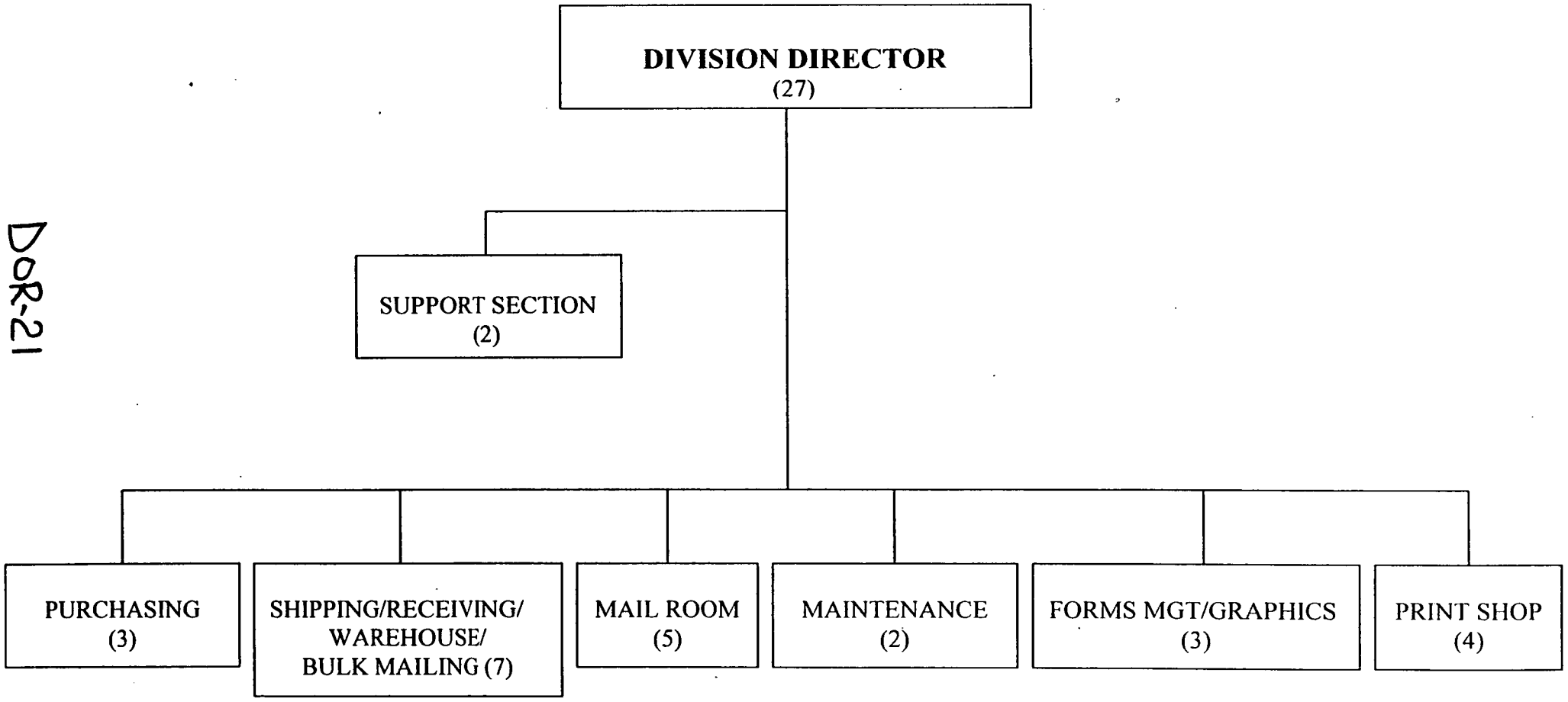
	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$8,081,628	$7,994,392	$7,994,392	$7,994,392
Receipts	564,284	47,155	47,155	47,155
Appropriation	$7,517,344	$7,947,237	$7,947,237	$7,947,237
Positions	26	27	27	27

North Carolina Department of Revenue

ADMINISTRATIVE SERVICES DIVISION

February 1, 2001

DoR-21



North Carolina Department of Revenue

Financial Services - Center 1683 (Program Number 0540 - Revenue Collection)

The Financial Services Division provides various administrative support functions to all divisions throughout the department. It is responsible for all of the financial accounting and reporting requirements of the Department of Revenue, including the accounting and reporting of all tax revenues and disbursements required under the revenue laws of North Carolina, and the accounting and reporting of all departmental budgetary appropriations, receipts, and expenditures.

The division reports on a daily basis the gross tax collections and compiles this data to produce monthly and annual financial statements of net collections of the General Fund, Highway Fund, Highway Trust Fund and Other Revenue Funds. Additionally, the division reconciles all departmental disbursing (bank) accounts and requisitions daily the monies for taxpayer refunds, transfers, and reimbursements to local governments.

The division manages the daily budgetary functions of the department; such as payments to vendors and employees for goods and services purchased, maintenance of departmental leave records, and payment of permanent and temporary employees. Preparation of the department's biennial and supplemental budget is a function of this division.

FISCAL DATA

Financial Services - Center 1683
Program Number 0540 - Revenue Collection

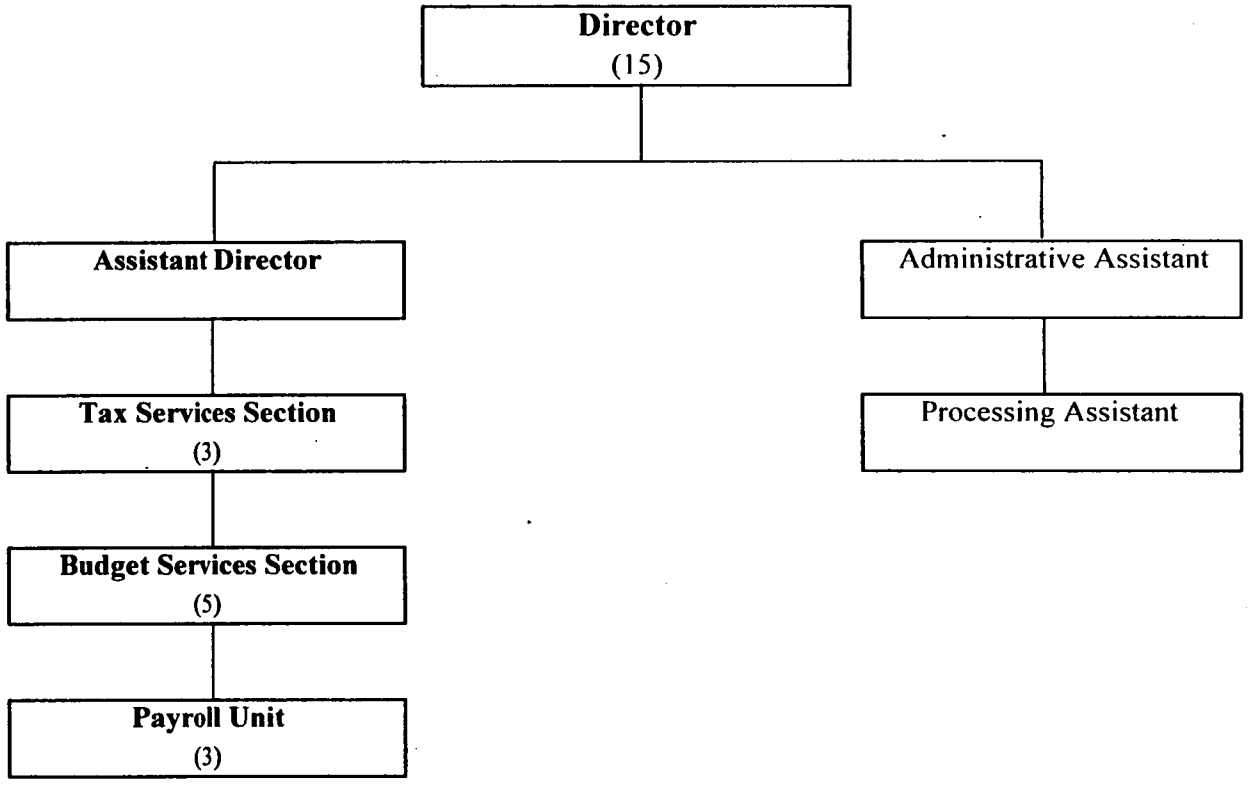
Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$645,962	$652,796	$652,796	$652,796
Receipts	0	0	0	0
Appropriation	$645,962	$652,796	$652,796	$652,796
Positions	15	15	15	15

North Carolina Department of Revenue

FINANCIAL SERVICES DIVISION

February 1, 2001



DOR-23

North Carolina Department of Revenue

White Goods - Center 1800 (Program Number 0540 - Revenue Collection)

The White Goods Disposal Tax Act imposes an additional sales and use tax of $3.00 for each white good sold. Net collections, after administrative costs are distributed as follows: 8% to the Solid Waste Management Trust Fund, 20% to the White Goods Management Account and 72% to counties on a per capita basis.

FISCAL DATA

White Goods - Center 1800
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$171,779	$225,000	$225,000	$225,000
Receipts	171,780	225,000	225,000	225,000
Appropriation	1	0	0	0
Positions	5	5	5	5

North Carolina Department of Revenue

WHITE GOODS

February 1, 2001

The personnel for this Program are assigned organizationally to various divisions in the Department of Revenue.

DoR-25

North Carolina Department of Revenue

Scrap Tire - Center 1820 (Program Number 0540 - Revenue Collection)

The Scrap Tire Disposal Act imposes a scrap tire disposal tax of one or two percent on the retail sale of each new motor vehicle tire. Net collections, after administrative costs are distributed as follows: 5% to the Solid Waste Management Trust Fund, 27% to the Scrap Tire Disposal Account and 68% percent to counties on a per capita basis.

FISCAL DATA

Scrap Tire - Center 1820
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$211,376	$225,000	$225,000	$225,000
Receipts	211,376	225,000	225,000	225,000
Appropriation	0	0	0	0
Positions	5	5	5	5

North Carolina Department of Revenue

SCRAP TIRE

February 1, 2001

The personnel for this Program are assigned organizationally to various divisions in the Department of Revenue.

DOR-27

North Carolina Department of Revenue

Public Transit Tax - Center 1830 (Program Number 0540 - Revenue Collection)

The department administers the collection, administration and distribution of the ½% transit tax for Mecklenburg County. Proceeds of the collected tax are distributed to Mecklenburg County for specific public transit needs.

FISCAL DATA

Public Transit Tax - Center 1830
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$73,903	$535,321	$535,321	$535,321
Receipts	73,903	535,321	535,321	535,321
Appropriation	0	0	0	0
Positions	7	7	7	7

North Carolina Department of Revenue

PUBLIC TRANSIT TAX

February 1, 2001

The personnel for this Program are assigned organizationally to various divisions in the Department of Revenue.

DOR-29

North Carolina Department of Revenue

Dry Cleaning Solvent Tax - Center 1840 (Program Number 0540 - Revenue Collection

The Dry-Cleaning Solvent Tax is a privilege tax that is imposed on each gallon of dry-cleaning solvent sold by a retailer to a dry-cleaning facility. The rate of the tax is $5.85 for each gallon of dry-cleaning solvent that is chlorine-based and .80 (cents) for each gallon that is hydrocarbon based. Collections from this tax are deposited to the "Dry-Cleaning Solvent Cleanup Fund".

FISCAL DATA

Dry-Cleaning Solvent Tax - Center 1840
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	0	$125,000	$125,000	$125,000
Receipts	0	125,000	125,000	125,000
Appropriation	0	0	0	0
Positions	0	0	0	0

North Carolina Department of Revenue

DRY CLEANING SOLVENT TAX

February 1, 2001

There are no personnel assigned to this Program.

DOR-31

NC Department of Revenue
Span of Control Analysis
FY 1997-98 and FY 2000-01 *

FY 1997-98		FY 2000-01		FY 1997-98			FY 2000-01		
Center	Division	Center	Division	Total Staff	Supervisors	Employees: Supervisor	Total Staff	Supervisors	Employees: Supervisor
160001	Secretary Office	1600	Administration	55	8	6.9:1	22	10	2.2:1
	SEE NOTE 1	1602	Security	N/A	N/A	N/A	18	3	6.0:1
160003	Personnel	1603	Personnel	13	4	3.3:1	12	3	4.0:1
160009	Criminal Investigations	1609	Criminal Investigations	9	3	3.0:1	11	3	3.7:1
168081	Administrative Services	1681	Administrative Services	30	7	4.3:1	34	6	5.7:1
168083	Accounting		SEE NOTE 2	127	13	9.8:1	N/A	N/A	N/A
	SEE NOTE 2	1683	Financial Services	N/A	N/A	N/A	18	5	3.6:1

DOR-32

NOTE 1: In FY 1997-98 Security was organized in the Secretary's Office.

NOTE 2: The Accounting Division was reorganized in 1999 and the Financial Services Division was formed.

*** As of March 1, 2001**

North Carolina Department of Revenue

Data Capture - Center 1604 (Program Number 0540 - Revenue Collection)

This Data Capture Program is the budgetary funding source for expenditures related to the development and installation of the department's new document imaging and the electronic storage and retrieval system.

FISCAL DATA

Data Capture - Center 1604
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$17,433,176	$857,162	$857,162	$857,162
Receipts	11,692,852	0	0	0
Appropriation	$ 5,740,324	$857,162	$857,162	$857,162
Positions	4	4	4	4

North Carolina Department of Revenue

DATA CAPTURE

February 1, 2001

The personnel in this Program report organizationally to the Planning, Development & Technology Division (Center 1605)

DR-34

North Carolina Department of Revenue

Planning, Development & Technology (PD&T) - Center 1605 (Program Number 0540 - Revenue Collection)

The Planning, Development, and Technology (PD&T) area is a group of four divisions and one major sub-unit with a common mission: to promote and provide quality information services and technology in an efficient manner to facilitate the administration of tax laws and the collection of taxes due the state. PD&T was reorganized in 1996 to emphasize the importance of technology and broaden the scope of responsibilities so that the department could better manage its technology assets. The main goals were to implement technology that would allow the department to efficiently capture and manipulate data to support needs both within and outside the agency, and to provide all employees with powerful work management and office automation tools to improve employee productivity.

Business Systems Development and Support Division

Responsible for the development and support of all Department of Revenue (DOR) business applications, including ITAS, JETS, RCA, ELF, Electronic Funds Transfer (EFT), Data Capture, and several other PC-based applications.

Data Base Management Division

Responsible for directing, designing, implementing, managing, securing, recovering, maintaining, monitoring and performance-tuning all departmental multiuser database management systems, including batch and on-line application access layers.

Production Systems Integration and Coordination Division

Responsible for directing and facilitating production integration activities for the department's computer software applications.

Quality Assurance

Responsible for establishing, implementing, and enforcing industry standard processes, procedures, and tools used during the software development and maintenance life cycles.

Technology Services Division

This division is comprised of three sub units. The Client/Server group is responsible for the infrastructure of the network and the integration of the equipment attached to the network. The Support Center group is made up of the phone center and on-site support, provides help desk and hardware and software support for the department's workstations. The Computer Operations and Production Control group provides a variety of functions and is staffed for three shifts 5 days/week. Functions include providing direct support to the Data Capture system through systems programming and systems administration; scheduling, monitoring, and coordinating the production cycle and operation of the ITAS system; and supporting the DOR e-mail system's hardware and operating system software.

FISCAL DATA

Planning, Development & Technology - Center 1605
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$16,066,274	$14,490,759	$14,490,759	$14,490,759
Receipts	1,562,127	0	0	0
Appropriation	$14,504,147	$14,490,759	$14,490,759	$14,490,759
Positions	73.5	71.5	71.5	71.5

PLANNING, DEVELOPMENT & TECHNOLOGY
Agency Technology Plans

MAJOR Systems in Production Today

- **ITAS (Integrated Tax Administration System)**
  - Administers Corporate, Franchise, Personal, Sales and Use, Motor Fuels, Privilege License
  - Implemented 1994-1999
  - Approx. 1000 users (Raleigh, statewide field offices, interstate auditors)
  - Annual costs: $8.25 million

- **DCP (Data Capture)**
  - Processes tax return and payment documents electronically, using imaging and data extraction
  - Implemented 1999-2000
  - Approx. 1200 users
  - Estimated Annual costs (after implementation): $1.350 million

- **JETS (Java Enabled Tax System)**
  - Administers Beer and Wine, Gift, Inheritance, Cigarette, Other Tobacco Tax
  - Implemented 1999 (as part of YR2K remediation)
  - Approx. 400 users
  - Annual costs: $350,000

- **RCA (Revenue Collection and Analysis)**
  - Manages revenue collections by budget code
  - Client Server upgrade – 7/2000
  - Approx. 15 users
  - Annual costs: approx. $200,000

- **Other key systems:**
  - **ELF (Electronic Filing of Individual Income Tax Returns)**
  - **EFT (Electronic Funds Transfer)**
  - **Internet filing for Sales & Use semi-monthly (HB 1433)**
  - **Tartan Data Entry**
  - **Intangibles**
  - **Unauthorized Substances**
  - **DOR Web site**

**Note: Annual Costs are based on costs for: hardware and software maintenance, hardware and software procurements, ITS processing and telecommunications, contractor expenses, and state personnel costs.

(cont'd)

MAJOR Future Systems

- **E-Commerce Tax Applications**
  - Internet filing for other Business and Personal Taxes
  - Users: Statewide citizenry
  - Comprehensive E-Commerce strategy developed
  - Annual Costs: Unknown

OTHER MAJOR IT PROCUREMENTS

- Hardware and Software to complete PC deployment, including required network components
- Firewall and Intrusion Detection implementation
- Statewide Email and Calendaring implementation

OBSTACLES and ISSUES

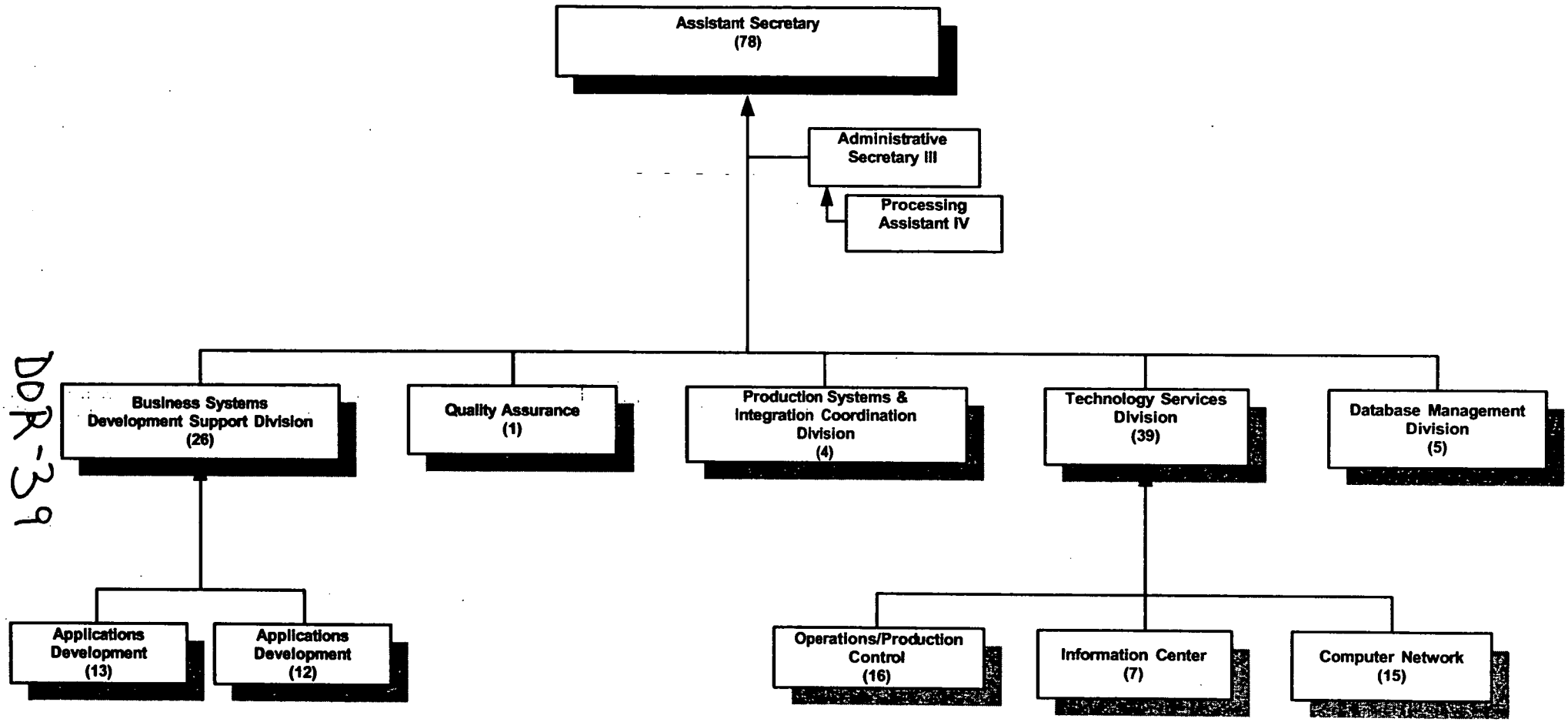
- Insufficient staff to manage the growing diverse technical environment
  - Data Capture
  - Client Server
  - Internet and E-commerce applications
  - Intrusion detection hardware
  - Integrated Network, including remote secure access

- Difficult to hire and retain technically strong staff in diverse areas
  - Java, CORBA
  - AIX
  - Windows NT

- Replacement cycle and costs for aged and obsolete equipment
  - PCs
  - Servers
  - Switches

North Carolina Department of Revenue
Planning, Development & Technology

February 2001



DDR-39

NC Department of Revenue
Span of Control Analysis
FY 1997-98 and FY 2000-01 *

	FY 2000-01		FY 1997-98			FY 2000-01		
	Center	Division	Total Staff	Supervisors	Employees: Supervisor	Total Staff	Supervisors	Employees: Supervisor
	1605	Planning, Development & Technology	74	19	3.9:1	79	16	4.9:1

NOTE: The total staff of 79 for FY 2000-01 includes the 4 positions assigned to Data Capture (Center 1604), but does not include contractors who provide programming and analyst services to the Department.

*** As of March 1, 2001**

DOR-40

North Carolina Department of Revenue
Office Examination - Center 1641 (Program Number 0540 - Revenue Collection)

The personnel assigned to the Office Examination Division are to be transferred to the Examination Division (Center 1660) and to the Taxpayer Assistance Division (Center 1643) as a result of the recent reorganization of the department. The Examination Division is responsible for conducting state tax audits of individuals, businesses and governmental entities by employing audit methods, standards and procedures.

FISCAL DATA

Office Examination - Center 1641
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$8,172,350	$8,679,989	$8,679,989	$8,679,989
Receipts	246,022	222,776	222,776	222,776
Appropriation	$7,926,328	$8,457,213	$8,457,213*	$8,457,213*
Positions	206	202	202*	202*

*The appropriation and the number of positions for this division will be decreased to "zero" once all personnel are formally transferred to the Examination and Taxpayer Assistance Divisions.

North Carolina Department of Revenue

OFFICE EXAMINATION DIVISION

The personnel in this Division have been organizationally assigned to the Examination Division (Center 1660) and to the Taxpayer Assistance Division (Center 1643).

DOR-42

North Carolina Department of Revenue
Field Operations - Center 1660 (Program Number 0540 - Revenue Collection)

As a result of reorganization, Field Operations is now represented as the Examination and Collection Divisions.

Examination Division
The Examination Division administers the tax laws and determines taxes. Division personnel conducts state tax audits of individuals, businesses, and governmental entities by employing professional audit methods, standards, and procedures. Examinations will be conducted in the most effective, efficient, and professional manner in order to attain the highest degree of compliance with tax laws and regulations. Personnel also provide timely and effective customer service, assistance, advice, and information on tax matters to individuals, businesses, and governmental entities.

Collection Division
The Collection Division is responsible for resolving past due tax accounts. The resolution may involve collection, adjustments, penalty waivers or settlements. The ultimate goal is to assist taxpayers in becoming compliant with the state tax statutes. The division collects delinquent taxes for all tax schedules administered by the department.

FISCAL DATA

Field Operations - Center 1660
Program Number 0540 - Revenue Collection

Continuation Budget

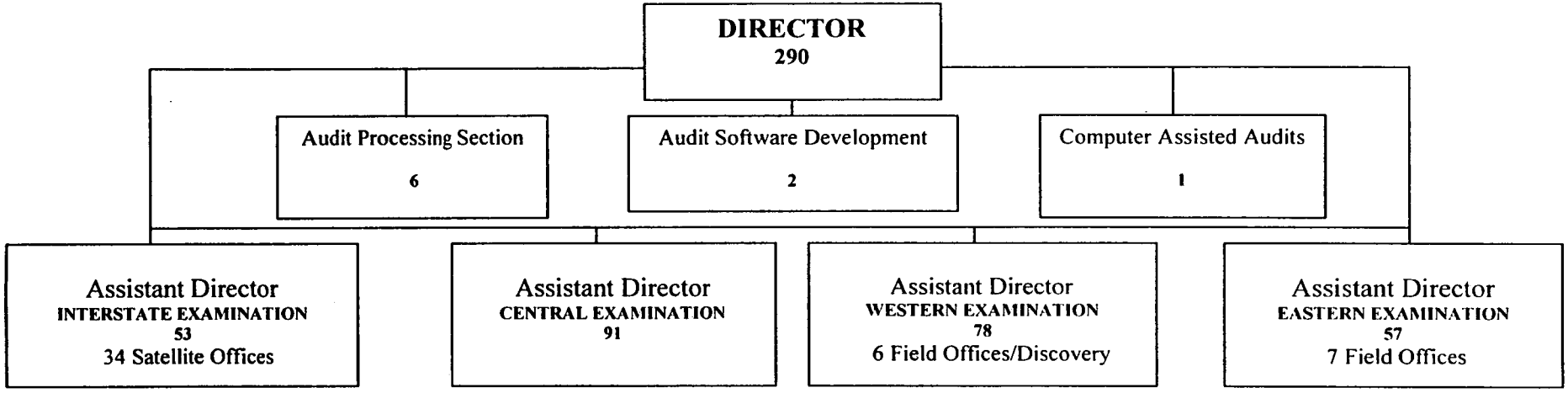
	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$23,957,509	$23,882,503	$23,882,503	$23,882,503
Receipts	575,130	0	0	0
Appropriation	$23,382,379	$23,882,503	$23,882,503*	$23,882,503*
Positions	433	438	438*	438*

*The appropriation and the number of positions will increase once all appropriate personnel have been formally transferred from the Office Examination and Office Services Divisions. The number of positions will increase to 232 for the Collection Division and 290 for the Examination Division.

EXAMINATION DIVISION

- Staffed with 290 employees – 13 field offices in North Carolina – 34 satellite offices throughout the U. S.
- The division is divided into 4 primary groups: Eastern, Western, Central and Interstate.
- Managed by a director, 4 assistant directors and supervisors in the North Carolina field offices.
- Examination management provides executive management with noncompliance trends.
- The goal of examination programs is to not only determine correct tax liability, but to enhance future compliance through education.
- In Fiscal Year 1999-00, $181 million in assessments were proposed

EXAMINATION DIVISION



D&R-45

COLLECTION DIVISION

The Division uses a variety of tools, including wage garnishments, tax warrants, docketing certificates of tax liability and, in the most difficult cases, initiating court actions.

- The division is staffed with 232 employees located in 35 permanent field offices throughout North Carolina. In addition, a central collection and bankruptcy unit is located in Raleigh.

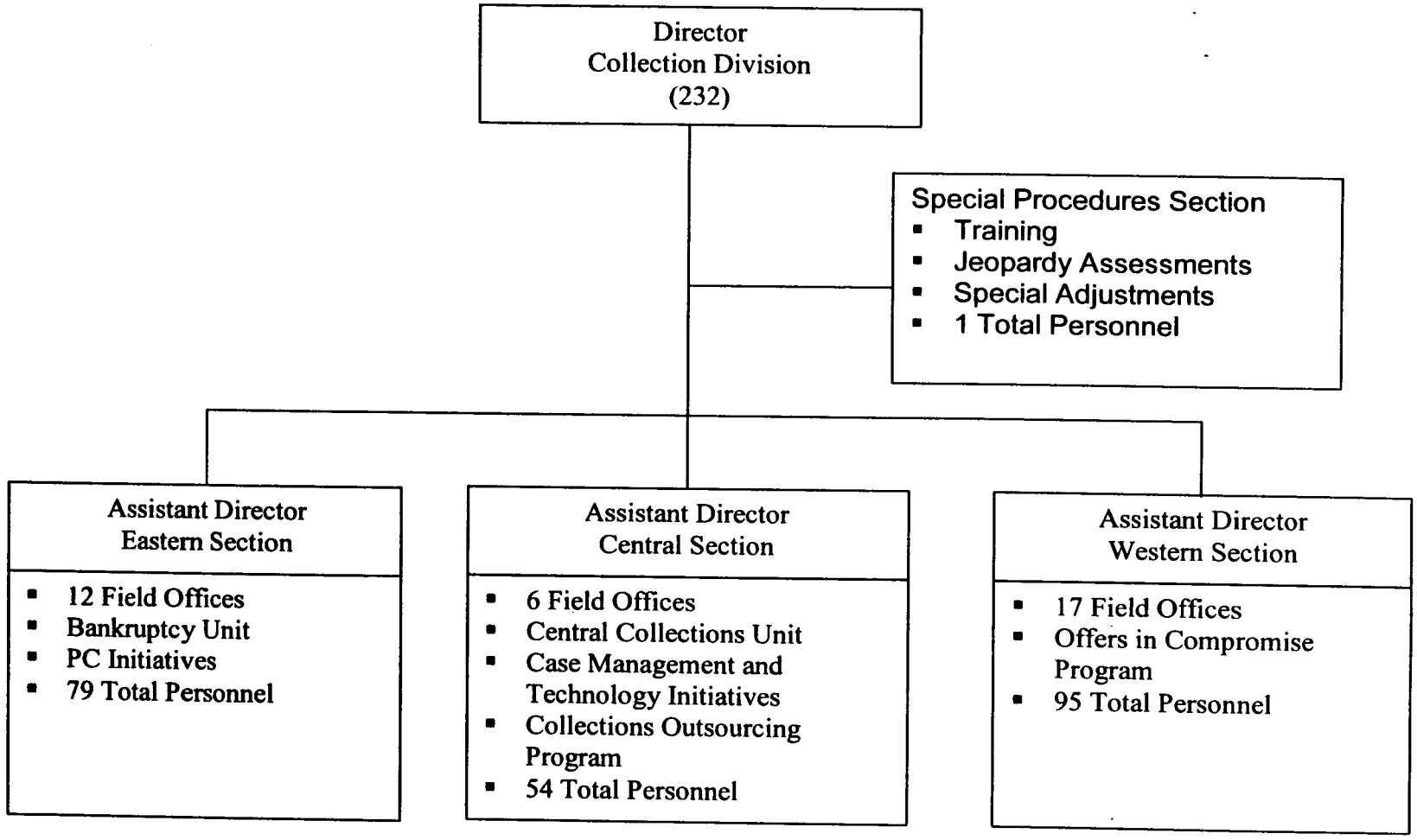
- Delinquent accounts currently assigned to this division total $188 million.

- For Fiscal Year 1999-00, delinquent taxes totalling $109 million were collected.

- Collection initiative currently underway - outsourcing of out-of-state accounts. To date $1.3 million has been collected for a cost of $287,000, a net gain in revenues of $1.0 million or a net return of 77% on monies collected.

North Carolina Department of Revenue

COLLECTION DIVISION



DOR-47

North Carolina Department of Revenue

Motor Fuels - Center 1700 (Program Number 0540 - Revenue Collection)

The Motor Fuels Tax Division administers the motor fuels (gasoline and diesel), alternative fuels, motor carrier, and inspection tax laws. The division processes monthly, quarterly, and annual returns from its licensees, processes refund claims for entities identified in the Revenue Laws, examines and approves bonds and licenses for major oil companies, and motor fuels and alternative fuel distributors. It issues annual fuel licenses and identification markers (decals) to motor carriers.

FISCAL DATA

Motor Fuels - Center 1700
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$4,199,516	$4,038,525	$4,038,525	$4,038,525
Receipts	4,199,515	4,038,525	4,038,525	4,038,525
Appropriation	1	0	0	0
Positions	62	62	62	62

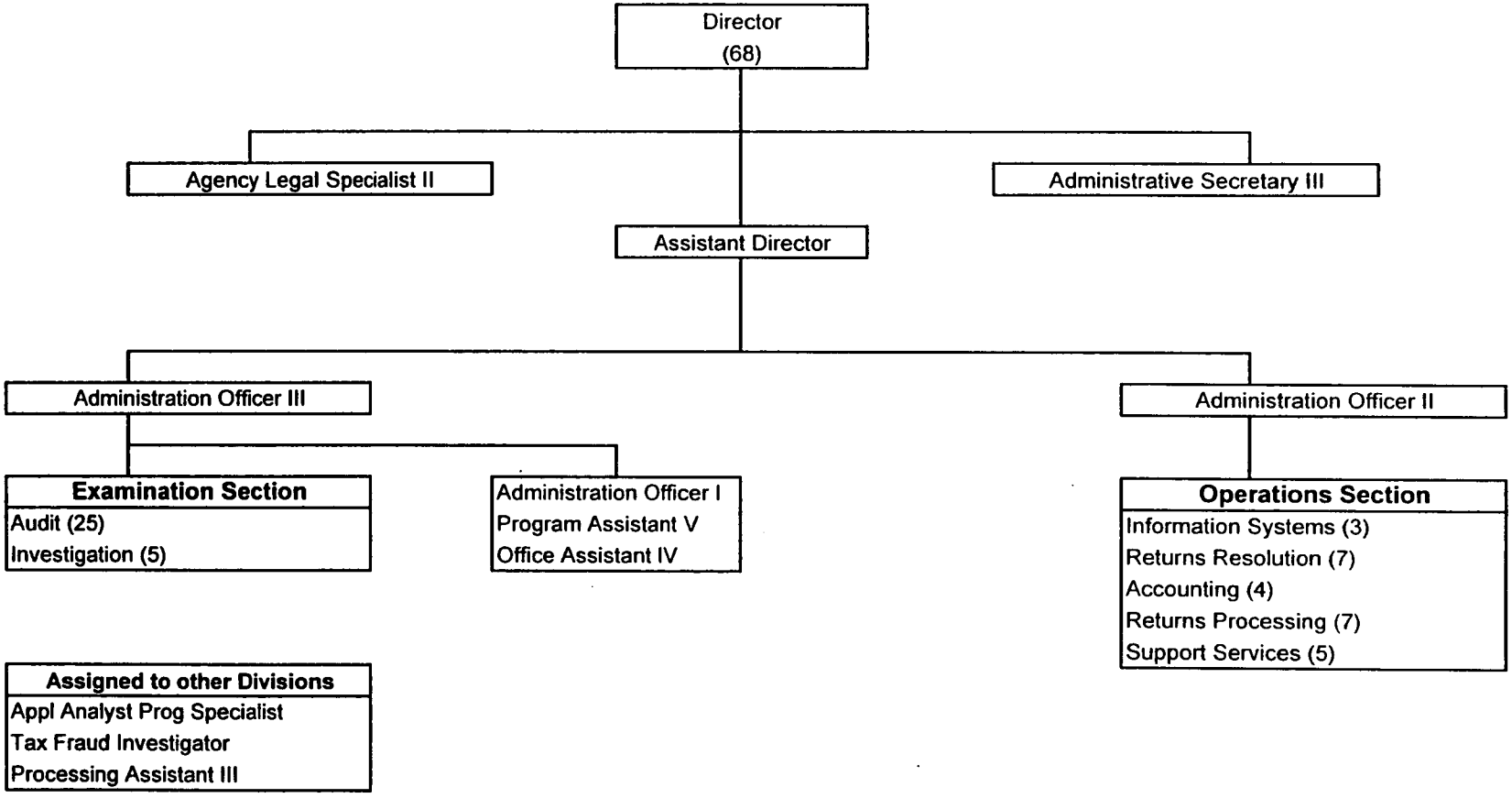
The Division:

- Collects over $1 billion (gross) annually
- Distributes collections to the Highway Fund, Highway Trust Fund, Leaking Underground Storage Tank Fund and the General Fund
- Is a member of the International Fuel Tax Agreement (IFTA) which is a base jurisdiction fuel tax agreement. The Division registers qualified motor carriers based in the State and administers the IFTA program for these carriers.

North Carolina Department of Revenue

MOTOR FUELS TAX DIVISION

February 1, 2001



DOR-49

North Carolina Department of Revenue

Motor Fuels–Fuel Compliance - Center 1706 (Program Number 0540 - Revenue Collection)

The Motor Fuels Tax Division administers the fuel tax compliance project with the Division of Motor Vehicles to detect under-reporting of North Carolina mileage by interstate truckers, and develops procedures to detect inaccurate reporting by gasoline distributors and special fuel suppliers.

FISCAL DATA

Motor Fuels-Fuel Compliance - Center 1706
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$342,112	$439,540	$439,540	$439,540
Receipts	342,114	439,540	439,540	439,540
Appropriation	2	0	0	0
Positions	6	6	6	6

North Carolina Department of Revenue

MOTOR FUELS-FUEL COMPLIANCE

February 1, 2001

The personnel in this Program report organizationally to the Motor Fuels Division (Center 1700)

DOR-51

North Carolina Department of Revenue
Unauthorized Substance - Center 1670 (Program Number 0540 - Revenue Collection)

The Unauthorized Substance Tax Division administers the levying and collection of the unauthorized substance tax to generate revenue for law enforcement agencies and for the General Fund. The unauthorized substance tax is an excise tax on controlled substances (marijuana, cocaine, etc.), illicit spirituous liquor ("moonshine"), mash and illicit mixed beverages.

FISCAL DATA

Unauthorized Substance - Center 1670
Program Number 0540 - Revenue Collection

Continuation Budget

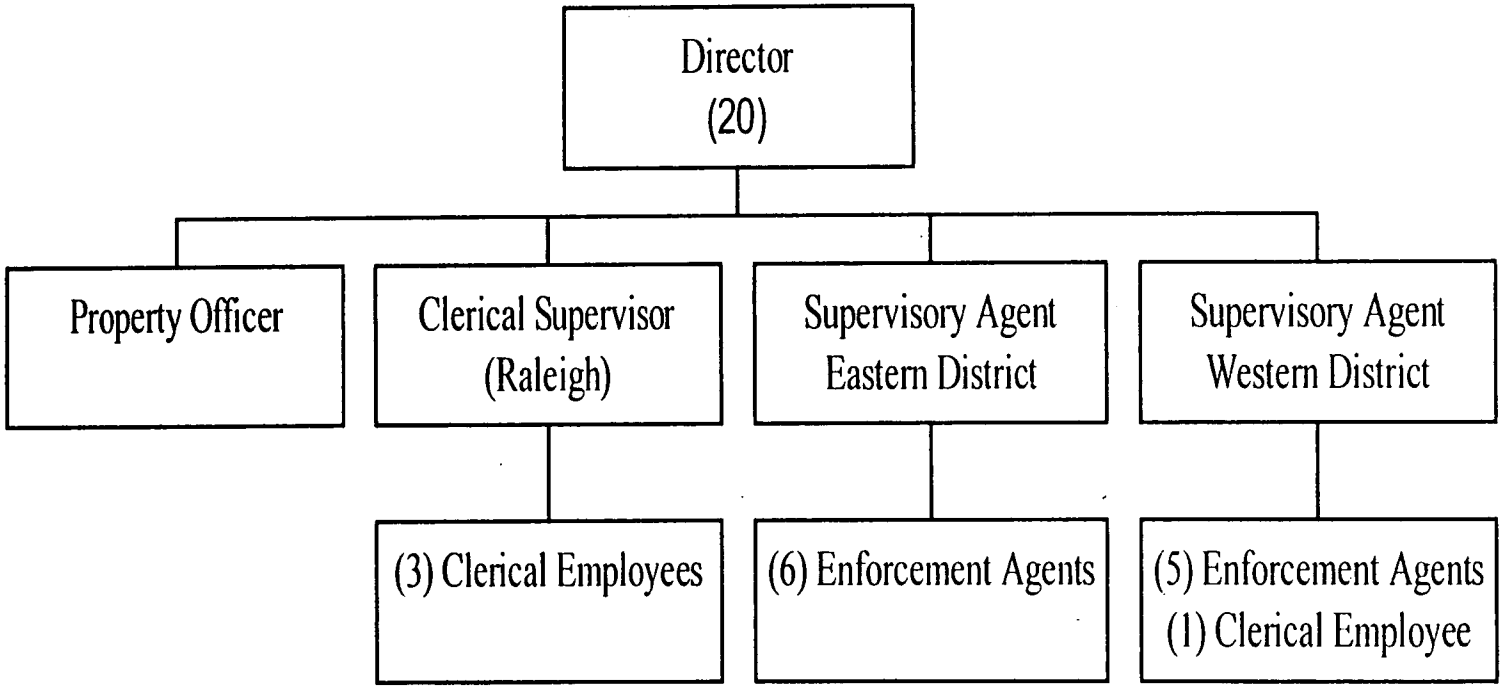
	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$998,113	$1,066,252	$1,066,252	$1,066,252
Receipts	15,084	0	0	0
Appropriation	$983,029	$1,066,252	$1,066,252	$1,066,252
Positions	19	19	19	19

- 25 % of all funds collected are deposited in the state's General Fund,
- 75 % is returned to state and local law enforcement agencies whose investigations led to the tax assessments. Funds returned to law enforcement agencies are to be used to deter and investigate crimes, particularly drug offenses.
- The central office is located in Raleigh with agents located in 9 cities/towns throughout North Carolina.
- Agents are occasionally present when law enforcement executes search warrants and cash and property is seized at the time of the search or at some later date. The cash and proceeds of property sales are applied against tax assessments.
- Effective February 1, 2001, the division partners with State Surplus Property to dispose of seized property.
- Although 17 states impose a drug tax, North Carolina ranks #1 in the US in total dollars collected. For fiscal year ending:
  - 6/30/99 -- $1,465,465.87 was collected
  - 6/30/00 -- $5,057,803.67 was collected
  - 6/30/01 (through 1/31/01) -- $3,346,566.41 was collected
- There is a link from the Department's web site to State Surplus Property's website which has descriptions and pictures of the property the division seized and State Surplus sells.

North Carolina Department of Revenue

UNAUTHORIZED SUBSTANCES TAX DIVISION

February 1, 2001



DOR-53

NC Department of Revenue
Span of Control Analysis
FY 1997-98 and FY 2000-01 *

FY 1997-98		FY 2000-01		FY 1997-98			FY 2000-01		
Center	Division	Center	Division	Total Staff	Supervisors	Employees: Supervisor	Total Staff	Supervisors	Employees: Supervisor
164041	Office Examinations	1641	Office Examinations	213	39	5.5:1	230	40	5.8:1
1660	Field Operations	1660	Field Operations	389	103	3.8:1	459	111	4.1:1
1700	Motor Fuels	1700	Motor Fuels	51	11	4.6:1	73	12	6.1:1
1670	Controlled Substance	1670	Unauthorized Substance	19	4	4.8:1	20	6	3.3:1

DOR-54

* As of March 1, 2001

TAXPAYER ASSISTANCE DIVISION (Office Services)

The Taxpayer Assistance Division is charged with providing tax information for the major tax schedules to both citizens in North Carolina and throughout the country by utilizing various methods, which include the following:

- Providing responses to taxpayers and tax practitioners by telephone.
  Questions range from interpretation of tax law, explanation of tax assessment notices, new business issues and processing issues.

- Providing responses to written correspondence concerning tax issues.
  Written correspondence will contain many of the same issues that are generated from telephone calls as stated above.

- Assisting taxpayers who visit taxpayer assistance service centers across the state.
  Five of ten full-time service centers are in operation. The remaining five should be operational by late summer 2001.

- Providing tax information through automated technology.
  Automated refund inquiry line processed 1,329,144 telephone inquiries for year 2000. Individual Income tax prerecorded messages provided 87,398 responses to popular tax topics.

- Implementing electronic commerce initiatives.
  Fed State electronic filing program received 831,500 transmitted individual income tax returns in the year 2000. The Department is implementing electronic filing for Sales and Use tax for registered merchants.

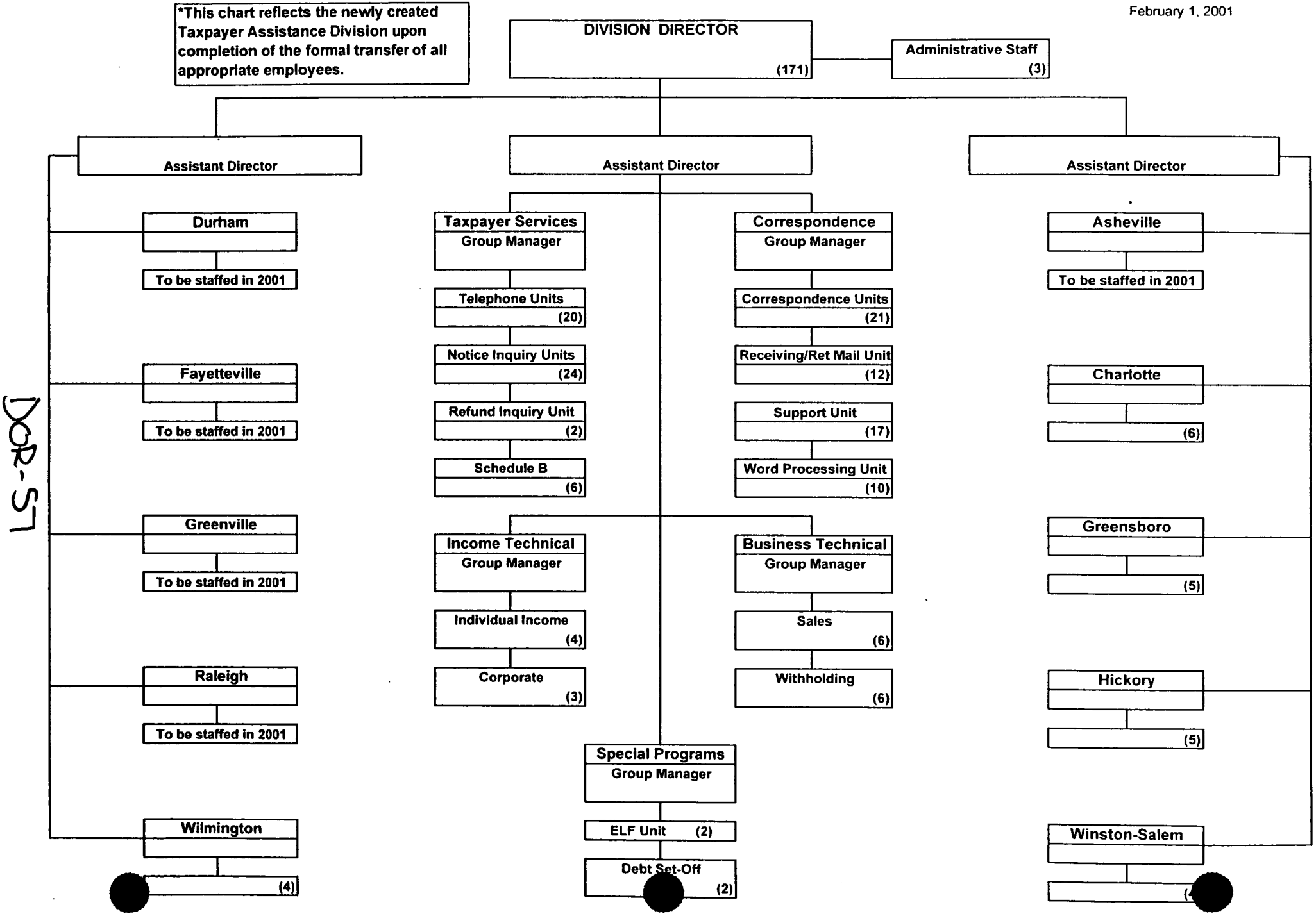
- Providing educational programs.
  Provides multiple facets of taxpayer education including VITA (Volunteer Income Tax Assistance), small business workshops, educational programs and the Department's website.

- Overseeing other tax related administrative responsibilities.
  Administers the Set Off Debt Collection Program (offsets North Carolina refunds against debts to state agencies), Federal Offset Program (offsets North Carolina state tax refunds to the IRS) and Reciprocal Offset Program (offsets IRS refunds to state income tax liabilities).

North Carolina Department of Revenue
TAXPAYER ASSISTANCE DIVISION

February 1, 2001

*This chart reflects the newly created Taxpayer Assistance Division upon completion of the formal transfer of all appropriate employees.



DOR-57

North Carolina Department of Revenue

Documents and Payments Processing - Center 1685 (Program Number 0540 - Revenue Collection)

The Documents and Payments Processing Division is responsible for ensuring the timely and accurate processing of taxpayer payments and returns. The division is responsible for the extraction and sorting of incoming mail, the preparation of taxpayer documents and payments for entry into the department's Data Capture system, the deposit of taxpayer payments with the various banks used by the department, the capturing of taxpayer data from returns and payments, the correction of exception returns and payments, the registration of new taxpayers, and the management of the department's inactive taxpayer records.

FISCAL DATA

Documents and Payments Processing - Center 1685
Program Number 0540 - Revenue Collection

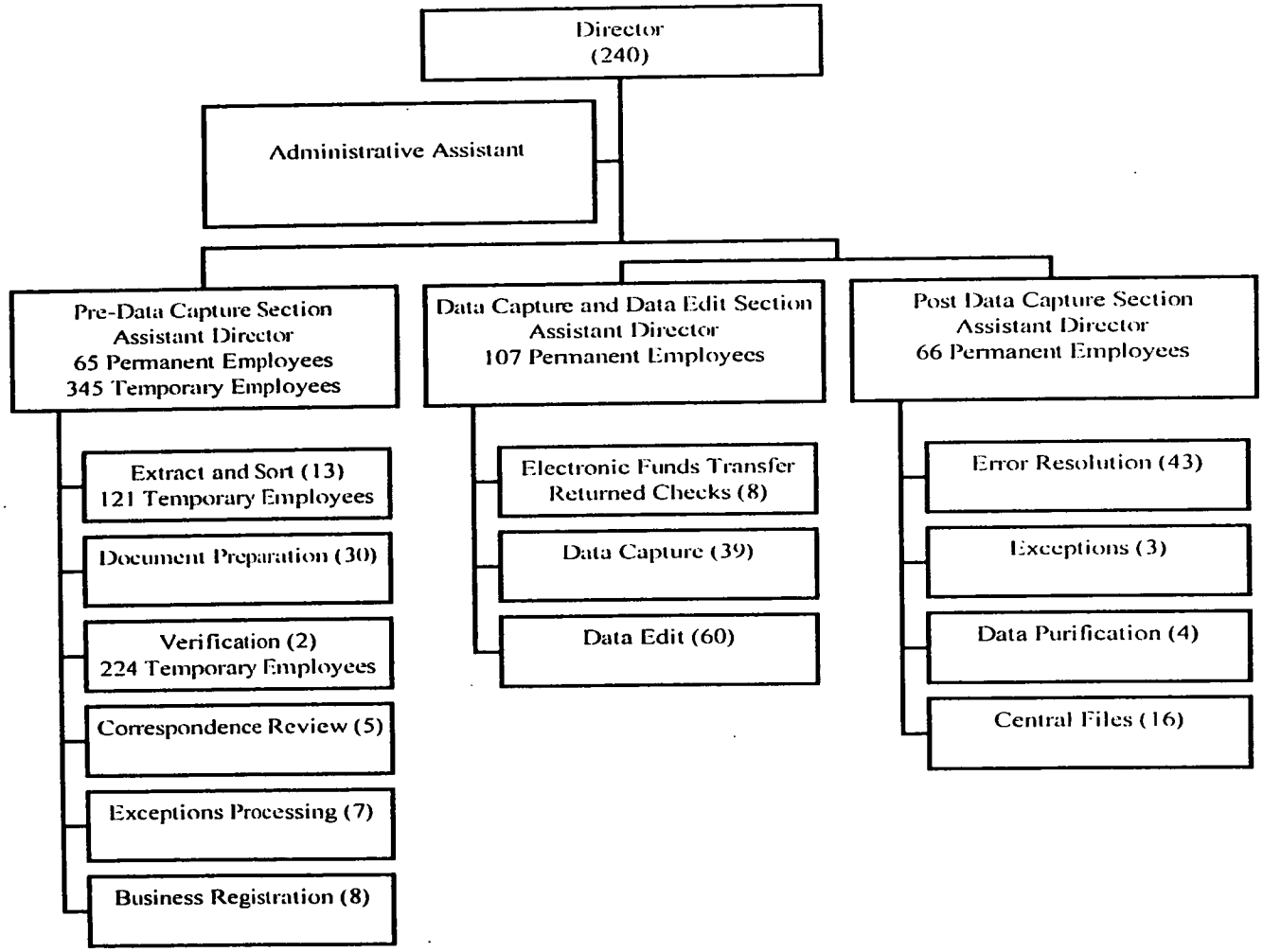
Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$9,460,687	$9,810,248	$9,810,248	$9,810,248
Receipts	700,820	410,150	410,150	410,150
Appropriation	$8,759,867	$9,400,098	$9,400,098	$9,400,098
Positions	249	243	243	243

North Carolina Department of Revenue

DOCUMENTS AND PAYMENTS PROCESSING DIVISION

February 1, 2001



DOR-59

NC Department of Revenue
Span of Control Analysis
FY 1997-98 and FY 2000-01 *

FY 1997-98		FY 2000-01		FY 1997-98			FY 2000-01		
Center	Division	Center	Division	Total Staff	Supervisors	Employees: Supervisor	Total Staff	Supervisors	Employees: Supervisor
164043	Office Services	1643	Office Services	64	11	5.8:1	73	10	7.3:1
168085	Returns Processing		SEE NOTE	287	29	9.9:1	N/A	N/A	N/A
	SEE NOTE	1685	Documents & Payments Processing	N/A	N/A	N/A	611	41	14.9:1

NOTE: The Returns Processing Division was reorganized in 1999 and the Documents & Payments Processing Division was formed.

DOR-60

* As of March 1, 2001

North Carolina Department of Revenue

Tax Research - Center 1607 (Program Number 0540 - Revenue Collection)

The Tax Research Division compiles and publishes statistical and descriptive information on state and local taxes, analyzes the impact of proposed changes in the tax laws, researches and reports on tax issues, and answers inquiries from other state agencies and the public about the tax laws. The division works with the Department of Commerce to provide information for industrial development clients.

FISCAL DATA

Tax Research - Center 1607
Program Number 0540 - Revenue Collection

Continuation Budget

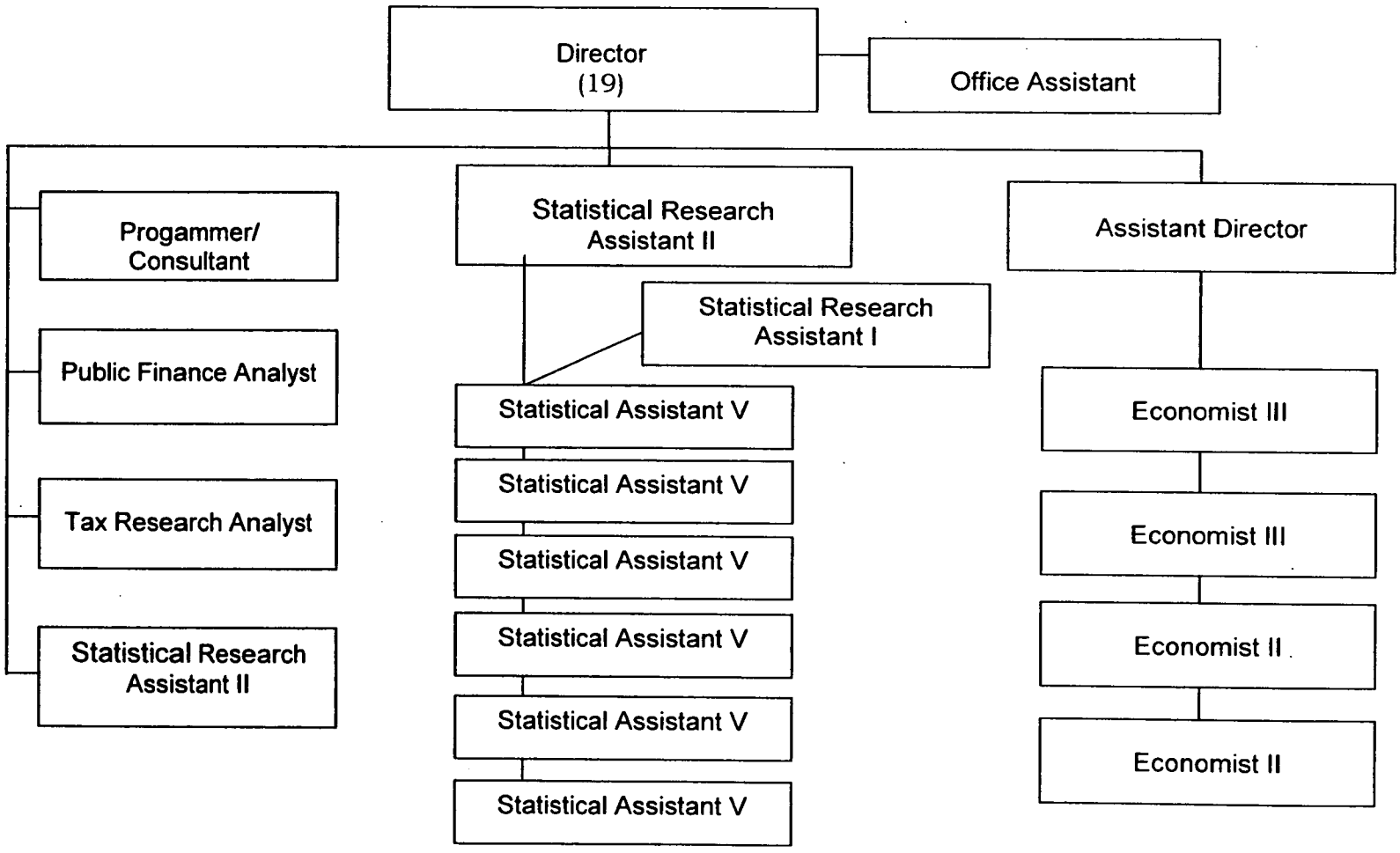
	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$572,081	$917,154	$917,154	$917,154
Receipts	0	57,924	57,924	57,924
Appropriation	$572,081	$859,230	$859,230	$859,230
Positions	20	19	19	19

NORTH CAROLINA DEPARTMENT OF REVENUE

TAX RESEARCH DIVISION

February 1, 2001

DOR-62



North Carolina Department of Revenue

Corporate, Excise & Insurance - Center 1621 (Program Number 0540 - Revenue Collection)

The Corporate, Excise and Insurance Tax Division administers the tax laws in an equitable and efficient manner and seeks to educate tax practitioners and department personnel about the laws in order to achieve maximum compliance.

FISCAL DATA

Corporate, Excise & Insurance - Center 1621
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$683,713	$767,842	$767,842	$767,842
Receipts	0	0	0	0
Appropriation	$683,713	$767,842	$767,842	$767,842
Positions	12	12	12	12

The Division:

- Resolves highly complex and controversial issues.
- Writes and updates publications and forms.
- Issues private letter rulings to taxpayers and practitioners inquiring about specific issues with significant emphasis on William S. Lee credits.
- Conducts informal conferences.
- Prepares briefs and decisions for Administrative Tax Hearings.
- Represents the division at Administrative Tax Hearings and Tax Review Board Hearings.
- Receives, reviews, and responds to Offers in Compromise submitted by taxpayers.
- Receives, reviews, and responds to voluntary disclosures submitted by the Multistate Tax Commission Voluntary Disclosure Program.
- Plans and develops strategies for implementing legislative changes and new tax laws.
- Administers the alcoholic beverage tax distribution to local governments.

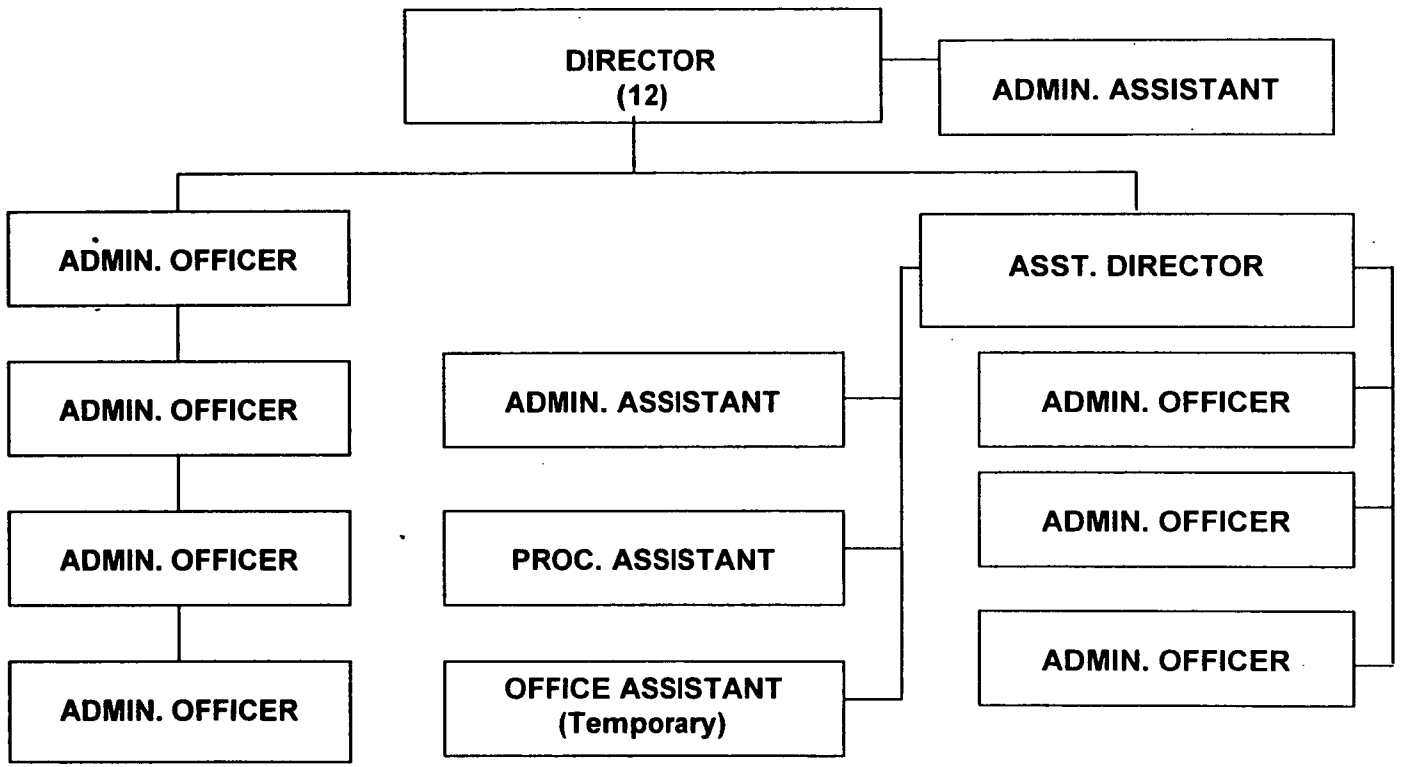
- Makes presentations to various groups on issues and law changes related to taxes administered by the Division.
- Participates in special projects and programs
  - SEATA Exchange Program
  - Multistate Tax Commission Nexus Program and Uniformity Committee member
  - Participant in Federation of Tax Administrators, Tobacco Section Southeast Region (Secretary)

North Carolina Department of Revenue

CORPORATE, EXCISE, & INSURANCE TAX DIVISION

February 1, 2001

DOR-65



North Carolina Department of Revenue

Personal Taxes - Center 1623 (Program Number 0540 - Revenue Collection)

The Personal Taxes Division administers the tax laws with respect to individual income, gift, and estate tax. The division is responsible for formulating State tax policy; providing technical direction and assistance to the General Assembly, the accounting community, attorneys, department employees, and taxpayers; interpreting and applying North Carolina's tax laws, rules, and regulations; and resolving complex and controversial tax issues.

FISCAL DATA

Personal Taxes - Center 1623
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$530,440	$478,782	$478,782	$478,782
Receipts	0	0	0	0
Appropriation	$530,440	$478,782	$478,782	$478,782
Positions	8	8	8	8

The Division:

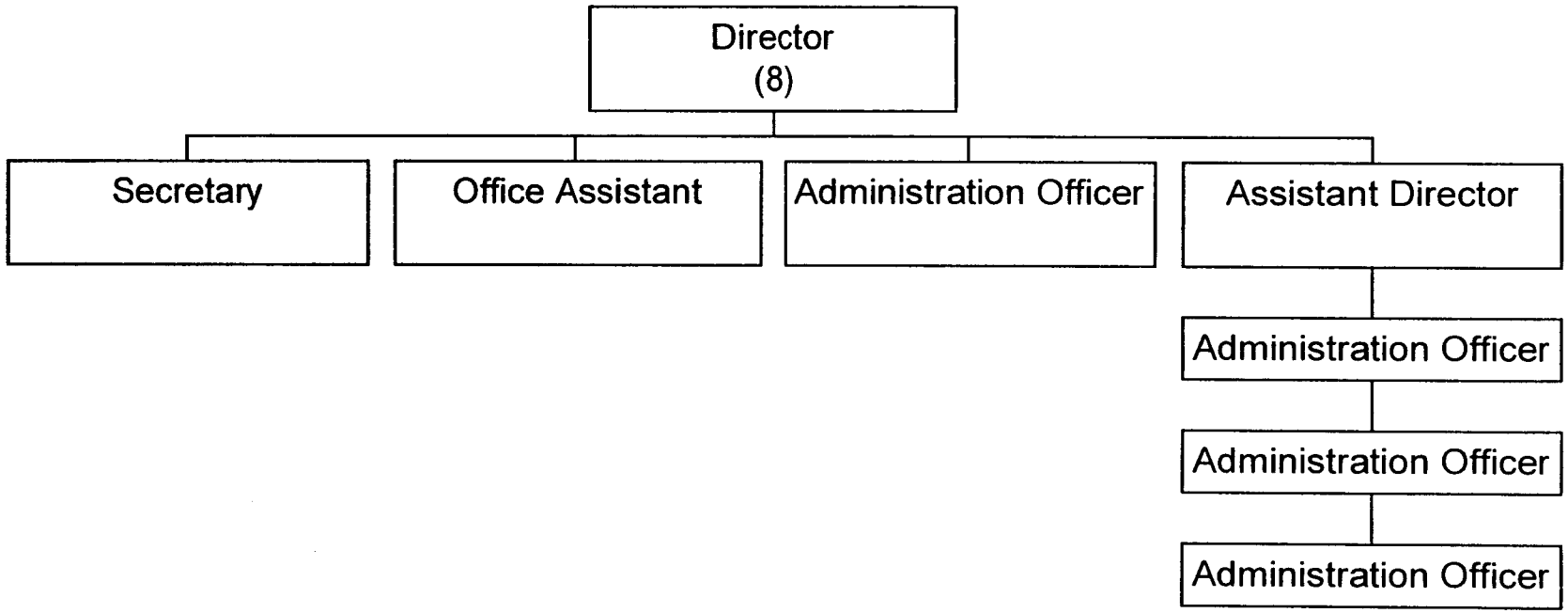
- Resolves highly complex and controversial issues.
- Develops, designs, and revises tax forms, instructions, and other publications.
- Coordinates the printing and mailing of tax forms and publications, including writing bid specifications.
- Issues letter rulings to taxpayers about specific issues.
- Conducts informal conferences.
- Prepares briefs and drafts of decisions for administrative tax hearings.
- Handles offers in compromise received from taxpayers.
- Represents the Department at administrative tax hearings and Tax Review Board hearings.
- Plans and develops strategies and procedures for implementing legislative changes and new tax laws.
- Suggests technical and substantive law changes to the General Assembly.

- Critiques pending legislation.
- Makes presentations to various groups on the taxes administered by this Division.
- Administers the tax credit for qualified business investments, including approving the applications for credit, totaling the credits applied for, applying the annual ceiling to the credits applied for, and notifying taxpayers of the credits that may be claimed.

North Carolina Department of Revenue

PERSONAL TAXES DIVISION

February 1, 2001



DOR-68

North Carolina Department of Revenue
Sales & Use - Center 1627 (Program Number 0540 - Revenue Collection)

The Sales and Use Tax Division is responsible for formulating state tax policy and providing technical direction and assistance in the administration of the state's tax laws with respect to sales and use, utility sales, motor vehicle lease and rental, scrap tire disposal, white goods disposal, dry-cleaning solvent, and Mecklenburg County transit taxes.

FISCAL DATA

Sales & Use - Center 1627
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$760,487	$825,005	$825,005	$825,005
Receipts	0	0	0	0
Appropriation	$760,487	$825,005	$825,005	$825,005
Positions	12	12	12	12

The Division:

- Resolves highly complex and controversial issues.
- Writes and updates publications and forms.
- Issues letter rulings to taxpayers inquiring about specific issues.
- Conducts informal conferences.
- Prepares briefs and decisions for Administrative Tax Hearings.
- Represents the division at Administrative Tax Hearings and Tax Review Board Hearings.
- Receives, reviews, and responds to Offers in Compromise submitted by taxpayers.
- Plans and develops strategies for implementing legislative changes and new tax laws.
- Critiques pending legislation.
- Administers Direct Pay Permits.
- Makes presentations to various groups on sales and use taxes.

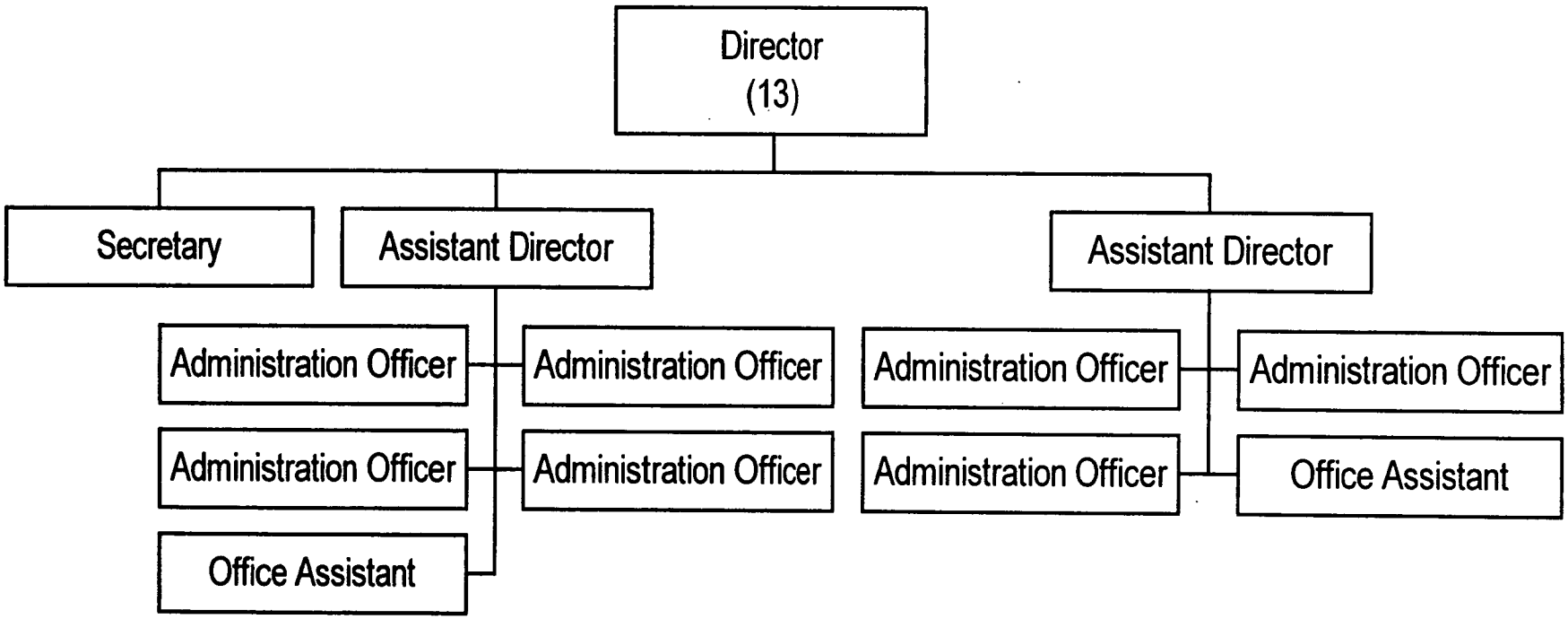
- Monitors vendors under State contract for compliance of use tax collection responsibility.
- Participates in a number of special projects and programs.
    - SEATA Exchange Program
    - Multistate Tax Commission Nexus and Uniformity Committee member
    - Participant state in the Streamlined Sales Tax Project (Project co-chair and Work Group members)

North Carolina Department of Revenue

SALES AND USE TAX DIVISION

February 1, 2001

DOR-11



North Carolina Department of Revenue
Property Tax - Center 1629 (Program Number 0540 - Revenue Collection)

The Property Tax Division exercises general and specific supervision over the administration of the property tax in this state.

FISCAL DATA

Property Tax - Center 1629
Program Number 0540 - Revenue Collection

Continuation Budget

	1999-00 Actual	2000-01 Authorized	2001-02 Recommended	2002-03 Recommended
Total Requirements	$950,888	$962,372	$962,372	$962,372
Receipts	0	3,800	3,800	3,800
Appropriation	$950,888	$958,572	$958,572	$958,572
Positions	14	14	14	14

The Division:

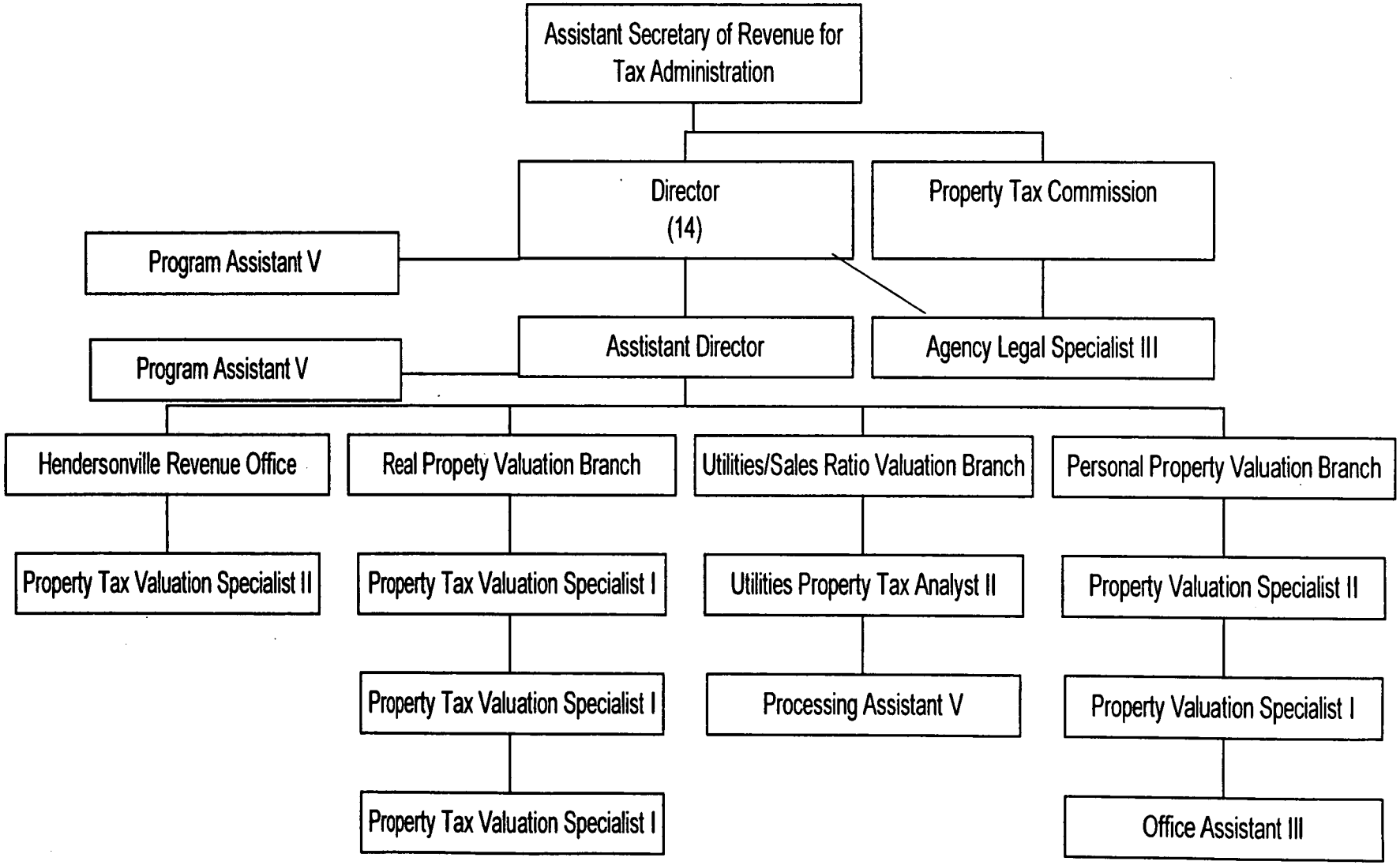
- Explains the property tax laws through rules, bulletins, directives, private letter rulings, notices, forms and instructions, and other means.
- Resolves protests brought by taxpayers over property tax disputes with local governments.
- Appraises the public service companies operating in this state and distributes the value to the proper taxing jurisdiction. This represents approximately $20 billion in value.
- Makes public presentations and conducts training programs.
- Formulates principles of property tax policy that promote fairness, simplicity, and economic neutrality.
- Analyzes and recommends proposed changes in the property tax laws.
- Maintains a thorough understanding of current and new property tax legislation and communicates that with the local tax officials and the public.
- Serves as staff to the North Carolina Property Tax Commission which serves as the State Board of Equalization and Review.

North Carolina Department of Revenue

PROPERTY TAX DIVISION

February 1, 2001

DOR-13



NC Department of Revenue
Span of Control Analysis
FY 1997-98 and FY 2000-01 *

FY 1997-98		FY 2000-01		FY 1997-98			FY 2000-01		
Center	Division	Center	Division	Total Staff	Supervisors	Employees: Supervisor	Total Staff	Supervisors	Employees: Supervisor
160007	Tax Research	1607	Tax Research	16	3	5.3:1	19	3	6.3:1
162021	Corporate & Franchise	1621	Corporate, Excise & Insurance	6	1	6.0:1	13	2	6.5:1
162023	Individual Income	1623	Personal Taxes	8	1	8.0:1	8	2	4.0:1
162025	License & Excise		SEE NOTE	4	2	2.0:1	N/A	N/A	N/A
162027	Sales and Use	1627	Sales and Use	12	3	4.0:1	14	3	4.7:1
162029	Ad Valorem	1629	Property Tax	14	2	7.0:1	14	2	7.0:1

NOTE: The License and Excise Division was merged with the Corporate and Franchise Division to form the Corporate, Excise and Insurance Division.

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* As of March 1, 2001

North Carolina Department of Revenue
Maintenance for Office Equipment
Fiscal Year 2000 - 2001

Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
Standard Register	Burster	Administrative Services	6451	$ 1,582.20	07/01/2000	06/30/2001
Multigraphics	Collator	Administrative Services	7339	$ 1,218.00	08/01/2000	06/30/2001
Advanced Business Equipment	Copier	Examination & Collection/Asheville	9114	$ 165.00	06/01/2000	08/31/2000
			9114	495.00	09/01/2000	06/01/2001
				$ 660.00	Qty. 1	
American Photocopy	Copier	Examination & Collection/Concord	7686	$ 41.66	07/01/2000	08/31/2000
			7686	208.30	09/01/2000	06/30/2001
	Copier	Examination & Collection/Gastonia	7798	665.00	08/30/2000	08/30/2001
	Copier	Examination & Collection/Salisbury	7829	110.82	07/01/2000	08/31/2000
			7829	554.10	09/01/2000	06/30/2001
				$ 1,579.88	Qty. 3	
Commercial Business Machines	Copier	Administrative Services	8793	$ 325.00	09/01/2000	08/31/2001
	Copier	Administrative Services	9208	295.00	09/01/2000	08/31/2001
	Copier	Administrative Services	9465	295.00	09/01/2000	08/31/2001
	Copier	Administrative Services	8616	250.00	09/01/2000	08/31/2001
	Copier	Central Collections	8026	350.00	09/01/2000	08/31/2001
	Copier	Criminal Investigations	8351	495.00	09/01/2000	08/31/2001
	Copier	DPPD/Central Files	8058	495.00	09/01/2000	08/31/2001
	Copier	DPPD/Central Files	8701	495.00	09/01/2000	08/31/2001
	Copier	DPPD/Data Edit	8006	495.00	09/01/2000	08/31/2001
	Copier	DPPD/Data Edit	8712	495.00	09/01/2000	08/31/2001
	Copier	DPPD/Post Data Capture	9469	395.00	09/01/2000	08/31/2001
	Copier	DPPD/Return Checks	8702	495.00	09/01/2000	08/31/2001
	Copier	Examination	8592	395.00	09/01/2000	08/31/2001
	Copier	Examination	8795	495.00	09/01/2000	08/31/2001
	Copier	Examination	9370	495.00	09/01/2000	08/31/2001

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Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
Commercial Business Machines	Copier	Examination	9464	495.00	09/01/2000	08/31/2001
	Copier	Examination & Collection/Greensboro	7688	495.00	09/01/2000	08/31/2001
	Copier	Examination & Collection/Goldsboro	9094	295.00	09/01/2000	08/31/2001
	Copier	Examination & Collection/Fayetteville	9113	$ 495.00	09/01/2000	08/31/2001
	Copier	Examination & Collection/Durham	7689	395.00	09/01/2000	08/31/2001
	Copier	Examination & Collection/Greensboro	9173	495.00	09/01/2000	08/31/2001
	Copier	Financial Services	9468	495.00	09/01/2000	08/31/2001
	Copier	Examination/Interstate	9176	495.00	09/01/2000	08/31/2001
	Copier	Motor Fuels	8036	495.00	09/01/2000	08/31/2001
	Copier	PD&T	7460	395.00	09/01/2000	08/31/2001
	Copier	Property Tax	8792	495.00	09/01/2000	08/31/2001
	Copier	Tax Research	9467	395.00	09/01/2000	08/31/2001
	Copier	Taxpayer Assistance	9466	395.00	09/01/2000	08/31/2001
	Copier	Taxpayer Assistance	8714	495.00	09/01/2000	08/31/2001
	Copier	Taxpayer Assistance	8794	495.00	09/01/2000	08/31/2001
				$ 13,090.00	**Qty. 30**	
Charlotte Copy Data	Copier	Examination & Collection/Charlotte	9134	$ 682.20	10/01/2000	07/01/2001
	Copier	Examination & Collection/Monroe	9686	229.58	07/25/2000	07/26/2001
	Copier	Examination & Collection/Shelby	10893	246.00	06/15/2000	06/14/2001
	Copier	Unauthorized Substance	10899	202.86	09/05/2000	09/06/2001
				$ 1,360.64	**Qty. 4**	
COECO of Raleigh	Copier	Unauthorized Substance	10156	$ 420.00	04/19/2000	04/19/2001
C.O.M., Inc.	Copier	Examination & Collection/Sanford	9056	$ 350.00	09/01/2000	08/31/2001
Copy Service & Supply Co.	Copier	Examination & Collection/Hickory	9137	$ 748.79	09/01/2000	06/30/2001
Danka	Copier	Administrative Services	9931	$ 455.40	10/08/2000	10/07/2001
	Copier	Examination	10048	600.60	06/30/2000	06/29/2001
	Copier	Examination & Collection/Wilmington	9183	525.17	06/30/2000	06/29/2001
	Copier	Examination & Collection/Rocky Mount	9613	600.60	07/01/2000	06/30/2001
	Copier	Examination & Collection/Lumberton	9614	105.00	12/30/2000	06/30/2001
	Copier	Examination & Collection/Raleigh	9615	1,452.00	07/01/2000	06/30/2001
	Copier	PD&T	10033	600.60	07/01/2000	06/30/2001

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Vendor	Equipment Description	Location by Division	Docal	Cost	From Date	To Date
Danka	Copier	Taxpayer Assistance	10112	500.94	09/10/2000	09/09/2001
				$ 4,840.31	Qty. 8	
Ikon Office Solutions	Copier	Examination & Collection/Winston Salem	9181	$ 69.00	06/30/2000	08/31/2000
			9181	276.00	09/01/2000	06/30/2001
				$ 345.00	Qty. 1	
Minolta	Copier	Examination & Collection/New Bern	10897	$ 123.00	12/01/2000	06/30/2001
Minolta	Copier	Examination & Collection/Greensboro	10898	123.00	12/01/2000	06/30/2001
	Copier	Examination & Collection/Hickory	10905	123.00	12/01/2000	06/30/2001
				$ 369.00	Qty. 3	
Mountain Office Systems	Copier	Examination & Collection/Murphy	6652	$ 26.66	07/01/2000	08/31/2000
			6652	243.72	09/01/2000	06/30/2001
				$ 270.38	Qty. 1	
Pitney Bowes	Copier	Examination & Collection/Bankruptcy	10779	$ 514.33	01/01/2001	12/31/2001
	Copier	Examination & Collection/Jacksonville	9674	180.00	01/01/2001	12/31/2001
	Copier	Examination & Collection/Hendersonville	9675	191.84	01/01/2001	12/31/2001
	Copier	Taxpayer Assistance	11531	563.39	04/01/2000	06/30/2001
				$ 1,449.56	Qty. 4	
Quality Office Equipment	Copier	Examination & Collection/Elizabeth City	10894	$ 1,183.00	07/01/2000	07/01/2001
Sharp Electronics	Copier	Examination & Collection/New Bern	9191	$ 217.50	01/01/2001	07/01/2001
	Copier	Examination & Collection/Shallotte	9666	275.00	07/01/2000	07/01/2001
				$ 492.50	Qty. 2	
Systel	Copier	Administrative Services	10309	$ 1,255.00	06/30/2000	06/30/2001
	Copier	Administrative Services	10311	1,133.00	05/15/2000	06/30/2001
	Copier	Administration	12154	835.00	11/16/2000	06/30/2001
	Copier	Administration	12191	663.18	12/30/2000	06/30/2001
	Copier	Corporate	10314	1,087.00	06/23/2000	06/23/2001
	Copier	Criminal Investigations	12242	431.07	02/17/2001	06/30/2001
	Copier	DPPD	11570	1,400.00	06/30/2000	06/30/2001
	Copier	DPPD/Mail Extraction	10340	1,038.00	06/30/2000	06/30/2001
	Copier	DPPD/Verification	12224	457.30	02/17/2001	06/30/2001
	Copier	Examination	11719	1,180.60	08/10/2000	06/30/2001
	Copier	Examination & Collection/Morganton	9694	244.00	03/22/2000	06/30/2001

DOR-11

Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
Systel	Copier	Examination & Collection/Statesville	9699	192.00	06/30/2000	06/30/2001
	Copier	Examination & Collection/Kinston	10903	114.67	11/24/2000	06/30/2001
	Copier	Examination & Collection/Asheboro	10909	93.11	01/04/2001	06/30/2001
	Copier	Examination & Collection/Salisbury	10911	797.31	10/27/2000	06/30/2001
	Copier	Motor Fuels	9528	495.00	09/01/2000	08/31/2001
	Copier	Motor Fuels	11534	192.00	06/30/2000	06/30/2001
	Copier	Motor Fuels	12158	127.20	11/18/2000	06/30/2001
	Copier	Motor Fuels	12248	482.92	02/01/2001	06/30/2001
	Copier	PD&T	10032	$ 1,083.00	10/30/2000	10/30/2001
	Copier	Personnel	10128	1,087.00	06/30/2000	06/30/2001
	Copier	Examination & Collection/Raleigh	9700	1,183.00	06/30/2000	06/30/2001
	Copier	Examination & Collection/Raleigh	10890	1,183.00	05/24/2000	06/30/2001
	Copier	Personal Taxex	11003	1,330.00	06/30/2000	06/30/2001
	Copier	Sales & Use	10310	1,087.00	06/12/2000	06/12/2001
	Copier	Taxpayer Assistance	10998	1,255.00	11/30/2000	11/30/2001
				$ 20,426.36	**Qty. 26**	
Triad Business Solutions	Copier	Examination & Collection/Burlington	9659	$ 420.00	12/21/2000	12/21/2001
Vision Business Products	Copier	Examination & Collection/Lexington	9098	$ 58.32	07/01/2000	08/31/2000
			9098	291.68	09/01/2000	06/30/2001
				$ 350.00	**Qty. 1**	
AB Dick Co.	Duplicator	Administrative Services	500016	$ 3,348.00	07/01/2000	06/30/2001
Quality Data Systems	Encoder	DPPD/Data Capture	12247	$ 285.00	01/24/2001	01/23/2002
The Alternative	Envelopener	Administrative Services	10041	$ 821.00	07/01/2000	06/30/2001
Ameritrend	Fax Machine	Examination & Collection/Nags Head	9138	$ 50.44	01/11/2001	06/30/2001
	Fax Machine	Examination & Collection/Raleigh	9179	197.12	08/01/2000	06/30/2001
	Fax Machine	Examination & Collection/Winston Salem	9653	215.00	06/30/2000	06/30/2001
	Fax Machine	Examination & Collection/Durham	9661	190.00	12/17/2000	12/16/2001
	Fax Machine	Examination & Collection/Elizabeth City	9663	175.00	06/25/2000	06/30/2001
	Fax Machine	Examination/Interstate	9541	131.44	11/20/2000	06/30/2001
	Fax Machine	Unauthorized Substance	9669	125.00	02/19/2000	02/18/2001
				$ 1,084.00	**Qty. 7**	

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Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
KM Data	Fax Machine	Administrative Services	10754	$ 175.00	02/19/2000	02/19/2001
	Fax Machine	Administrative Services	10997	116.61	09/24/2000	06/30/2001
	Fax Machine	Administration	8143	265.00	07/01/2000	06/30/2001
	Fax Machine	Bankruptcy	10755	211.41	04/22/2000	06/30/2001
	Fax Machine	Criminal Investigations	9344	265.00	07/01/2000	06/30/2001
	Fax Machine	DPPD/EFT	10760	175.00	03/12/2000	03/12/2001
	Fax Machine	DPPD/Post Data Capture	12246	160.38	07/31/2000	06/30/2001
	Fax Machine	Examination	9470	265.00	06/30/2000	06/30/2001
	Fax Machine	Examination	11571	65.61	02/07/2001	06/30/2001
	Fax Machine	Examination & Collection/Rockingham	9027	110.00	07/01/2000	06/30/2001
	Fax Machine	Examination & Collection/Greensboro	9080	265.00	07/01/2000	06/30/2001
	Fax Machine	Examination & Collection/Fayetteville	9621	$ 215.00	07/01/2000	06/30/2001
	Fax Machine	Examination & Collection/Rocky Mount	9665	175.00	01/14/2000	01/14/2001
	Fax Machine	Examination & Collection/Wilmington	9673	175.00	06/24/2000	06/30/2001
	Fax Machine	Examination & Collection/New Bern	9678	130.00	09/03/2000	06/30/2001
	Fax Machine	Examination & Collection/Franklin	9690	109.37	11/09/2000	06/30/2001
	Fax Machine	Examination & Collection/Greenville	9693	131.22	09/21/2000	06/30/2001
	Fax Machine	Examination & Collection/Charlotte	9697	87.50	12/17/2000	06/30/2001
	Fax Machine	Examination & Collection/Gastonia	10891	51.03	03/09/2001	06/30/2001
	Fax Machine	Financial Services	10766	189.54	06/01/2000	06/30/2001
	Fax Machine	Motor Fuels	9926	232.96	06/01/2000	06/30/2001
	Fax Machine	Motor Fuels	11533	80.19	01/06/2001	06/30/2001
	Fax Machine	PD&T	9539	215.00	07/01/2000	06/30/2001
	Fax Machine	Personnel	9933	215.00	07/01/2000	06/30/2001
	Fax Machine	Property Tax	9424	265.00	07/01/2000	06/30/2001
	Fax Machine	Examination & Collection/Raleigh	9927	215.00	07/01/2000	06/30/2001
	Fax Machine	Tax Research	10882	109.35	10/07/2000	06/30/2001
	Fax Machine	Taxpayer Assistance	8571	175.00	07/01/2000	06/30/2001
	Fax Machine	Taxpayer Assistance	9434	215.00	06/30/2000	06/30/2001
				$ 5,060.17	Qty. 29	
Panasonic Comm & Systems Co.	Fax Machine	DPPD/Data Capture	10746	$ 250.00	11/06/2000	11/06/2001
Panasonic Document Imaging Co.	Fax Machine	Disc. & Spec. Projects	11574	$ 250.00	03/21/2001	03/21/2002

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Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
Systel	Fax Machine	Examination	10059	$ 250.00	06/30/2000	06/30/2001
	Fax Machine	Taxpayer Assistance	11532	250.00	08/13/2000	08/13/2001
				$ 500.00	**Qty. 2**	
Bell & Howell	Inserter	Administrative Services	6629	$ 4,748.93	07/01/2000	06/30/2001
	Inserter	Administrative Services	8770	6,045.23	07/01/2000	06/30/2001
				$ 10,794.16	**Qty. 2**	
IKON Document Solutions	Jacket Loader	DPPD/Central Files	7341	$ 535.00	07/01/2000	06/30/2001
	Jacket Loader	DPPD/Central Files	7342	535.00	07/01/2000	06/30/2001
				$ 1,070.00	**Qty. 2**	
Southeast Mailing Equipment	Labeling Machine	Administrative Services	8139	$ 4,000.00	11/01/2000	10/31/2001
The Alternative	Mail Opener	Administrative Services	8008	$ 370.00	07/01/2000	06/30/2001
Cavin's, Inc.	Developer	DPPD/Central Files	5951	$ 478.46	07/01/2000	06/30/2001
	Printer	DPPD/Central Files	5950	330.85	07/01/2000	06/30/2001
Cavin's, Inc.	Printer	DPPD/Central Files	5954	$ 658.65	07/01/2000	06/30/2001
	Printer	DPPD/Central Files	7351	493.73	08/01/2000	07/31/2001
	Printer	DPPD/Central Files	7375	1,301.64	09/01/2000	08/31/2001
				$ 3,263.33	**Qty. 5**	
IKON Document Solutions	Printer	DPPD/Central Files	8285	$ 2,155.00	12/02/2000	12/01/2001
Cavin's, Inc.	Processor	DPPD/Central Files	2201	$ 1,455.74	07/01/2000	06/30/2001
IKON Document Solutions	Mini Lab Microfilm Processor	DPPD/Central Files	7331	$ 1,865.00	07/01/2000	06/30/2001
Multigraphics,, Inc.	Offset Printer	Administrative Services	6630	$ 4,404.00	07/01/2000	06/30/2001
	Offset Printer	Administrative Services	7397	1,255.00	07/01/2000	06/30/2001
	Offset Printer	Administrative Services	8264	1,829.00	07/01/2000	06/30/2001
	Offset Printer	Administrative Services	9713	2,448.00	07/01/2000	06/30/2001
				$ 9,936.00	**Qty. 4**	
Townsend Industries	Offset Printer	Administrative Services	9456	$ 268.00	01/01/2000	06/30/2000
	Offset Printer	Administrative Services	500000	552.00	07/01/2000	06/30/2001
				$ 820.00	**Qty. 2**	
Multigraphics,, Inc.	Plate Maker	Administrative Services	7304	$ 206.00	07/01/2000	06/30/2001
Pitney Bowes	Postage Machine	Administrative Services	6250	$ 1,714.00	07/01/2000	06/30/2001

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Vendor	Equipment Description	Location by Division	Decal	Cost	From Date	To Date
Pitney Bowes	Postage Machine	Administrative Services	8696	1,285.00	10/01/2000	09/30/2001
	Postage Machine	Administrative Services	8697	1,285.00	10/01/2000	09/30/2001
	Power Stacker	Administrative Services	500007	292.00	10/01/2000	09/30/2001
	Power Stacker	Administrative Services	500008	292.00	10/01/2000	09/30/2001
				$ 4,868.00	**Qty. 5**	
Cavin's, Inc.	Rotary Camera	DPPD/Central Files	5949	$ 1,465.92	07/01/2000	06/30/2001
IKON Document Solutions	Rotary Camera	DPPD/Central Files	8286	$ 4,452.00	12/02/2000	12/01/2001
AB Dick Co.	Head	Administrative Services	500017	$ 552.00	07/01/2000	06/30/2001
Bell & Howell	Streamfeeder	Administrative Services	7408	$ 324.00	07/01/2000	06/30/2001
	Streamfeeder	Administrative Services	7409	324.00	07/01/2000	06/30/2001
				$ 648.00	**Qty. 2**	
TOTAL				**$ 110,674.94**		

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North Carolina Department of Revenue
Maintenance for Hardware and Software
Fiscal Year 2000 - 2001

Vendor	Equipment Description	Hardware/ Software	Annual Cost
Advanced Technology Services	Lexmark printers	HW	$ 18,480.00
Alphanumeric Systems	Operating sofware support	SW/HW	51,035.03
	Firewall software (checkpoint)	SW	12,500.00
	Novell Network Software License	SW	57,418.00
Banctec	Tartan	HW	42,553.32
Braintree Technology	Breachcomber software support services for 2 Alpha AXP 2100's	SW	995.00
Compaq/Digital	VAX Support	SW/HW	73,829.76
Computer Associates	Licensed program: ERwin	SW	4,190.00
Computer Network Technology	Channelink on-site, dial-in support 7x24	SW/HW	4,673.80
DecisionOne	Tape cartridge drive, (2) storage device, tape drive	HW	18,505.08
Fluke Electronics	Optiview gold support package	SW/HW	2,225.00
Group I Software	SW license fee for Demographic Coding IT File	SW	10,000.00
IBM	3900 advanced function printer	HW	17,579.40
	3900 advanced function printer:usage	HW	14,400.00
	4049 Lexmark Intern Optra LXI Plus	HW	232.80
	3174 Establishment control	HW	358.80
	Data Capture equipment	SW/HW	700,000.00
Inprise	Licenses for JBuilder & Visibroker	SW	20,000.00
Monarch Bay Software	Help Trac support	SW	1,760.00
NetPro	DS expert tech support renewal	SW	1,308.01
Network Associates	License for PGP e-Business Server	SW	970.00
Opex	Mailroom equipment	SW/HW	77,175.42
Pathlore	Registrar software support (Personnel)	SW	660.00
Pioneer Standard	Fujitsu Scancare Plus for scanner	HW	1,405.12
Pomeroy	Switches	HW	40,597.50

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Vendor	Equipment Description	Hardware/ Software	Annual Cost
Process Software	Multinet (TCP/IP stack on VAX 4005-705	SW	840.00
SAI Computers	Ethernet support	HW	2,000.00
Symantec/Axent	Intrusion detection and vulnerability scanning software	SW	22,000.00
Symantec	Norton virus protection	SW	10,000.00
Sun Microsystems (out for quote)	Server support	SW/HW	$ 20,170.58
Veritas Software	Standard license for Veritas Foundation Suite/Sun Solaris Net backup	SW	6,252.00
Websense	Web site filtering software	SW	8,500.00
WRQ, Inc	Reflections licenses for pc's	SW	38,400.00
TOTAL			**$ 1,281,014.62**

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North Carolina Department of Revenue
Maintenance for Office Equipment, Hardware & Software
Fiscal Year 1999 - 2000

Vendor	Office Equipment	Hardware	Software
Interleaf	$ 640.00	$	$
Pitney Bowes Inc.	7,595.96		
Ascom Hasler Mailing Sys. Inc.	207.00		
Lexmark International Inc.	1,398.00		
Nancy Aden	53.61		
S.H.W. Winter	157.94		
Cosburth G. Quailey	54.11		
IBM Corp.	4,210.58	250,020.84	127,869.60
Eastman Kodak Corp.	14,460.00		
Xerox Corp.	23,957.74		
Louis F. Kuhn	149.00		
Opex Corp.	1,200.00	6,000.00	
Lucent Technologies	12,292.82		
Powerware	11,537.71		
Ikon Office Solutions	828.00	9,542.00	
R. L. Macon Jr.	149.00		
Standard Register	2,784.48		
Multigraphics Inc.	99.00	14,421.00	
Ed Ruby	149.00		
Cummins-Allison Corp.	631.01		
Bell & Howell	15,565.06		
Advanced Technology Services	10,756.00		
Information Advantage Inc.	1,736.50		
Banctec Service Corp.	13,297.59	119,720.88	1,843.80
Quanta Secursystems Inc	13,333.28		

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Vendor	Office Equipment	Hardware	Software
Columbia Business Systems	$ 218.00	$	$
Cavin's Inc.	4,235.09		
Commercial Equipment Inc.	5,797.00		
Mountain Office Systems Inc.	160.00		
The Network Companies	2,665.00		
Amer Photocopy Equip Co. Inc.	1,760.00	600.00	
Rockingham Office Machine Inc.	449.00		
Advanced Business Equipment	720.00		
Systel Business Equipment Co.	6,433.02		
Coeco Office Systems	840.00		
Raleigh Typewriter Exchange	1,524.00		
COM Inc.	460.00		
Commercial Business Machines	15,890.00		
Charlotte Copy Data Inc.	1,364.45		
Raleigh Time Recorder Co.	1,298.50		
The Alternative Mailing	12,004.00		
Vision Business Products Inc.	405.00		
Coastal Office Equipment Co.	711.57		
Computer Service Partners Inc.	136.58	633.00	
KM Data Inc.	3,591.74		
Wireless Communications Inc.	32.86		
The Megg Corporation	7,584.00		
First Data Pos/Microbilt	105.00		105.00
SE Mailing Equipment Inc.	4,000.00		
Ameritrend Corp.	724.00		
Business Communications Inc.	4,825.00		
Audimation Services Inc.	750.00		900.00
Danka Corporation	12,289.77		
Digital Equipment Corp.		50,293.21	
Decisionone Corp.		25,089.24	

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Vendor	Office Equipment	Hardware	Software
Pomeroy Computer Resources	$	$ 910.29	$
SBC Datacomm		299.40	
Triad Business Solutions LLC		420.00	
Dell Marketing LP		222,225.02	
Research Institute of America		27,976.25	
Compaq LLC Digital or Tandem		48,126.45	
Netpro, The Network Toolbox Co.		1,308.01	
Softtech Inc.		60.00	
Hewlett-Packard Co.		718.00	1,816.00
Sun Microsystems Inc.		576.00	
Executive Software		367.50	367.50
Process Software Corporation			965.00
Computer Network Technology			9,347.20
Group 1 Software Inc.			25,675.00
Jinfonet Software			1,297.00
Alphanumeric Systems Inc.			81,602.39
Monarch Bay Software			1,600.00
Pathlore			404.00
Axent Technologies			20,736.80
Walker Richer & Quinn			45,180.69
Cylink Corp.			14,135.00
TOTAL	$ 228,216.97	$ 779,307.09	$ 333,844.98

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REVISED
as of 4/20/01

Department of Revenue
Budget Code 14700
1.5% Budget Reductions

			FY 2001-2002	FY 2002-2003
1605 - Planning, Development and Technology				
531311	Regular Temporary Wages - Appropriations		40,000	40,000
531511	Social Security Contribution-Appropriations		3,060	3,060
532140	Systems Implementation *(Includes $236,000 one-time reduction)*		250,000	250,000
532310	Repairs-Building		9,092	9,092
532512	Rent/Lease-Buildings/Offices		5,000	5,000
532712	Transportation Air-Out State.		10,000	10,000
532715	Transportation Ground-Out, State		5,000	5,000
532722	Lodging-Out State	**$753,486**	5,000	5,000
532821	Computer/Date Processing Service		250,000	250,000
532860	Advertising		10,000	10,000
533110	General Office Supplies		6,334	6,334
533120	Data Processing Supplies		5,000	5,000
534511	Furniture-Office		30,000	30,000
534521	Office Equipment		25,000	25,000
534522	Equipment-Computers		75,000	75,000
534710	Computer Software		25,000	25,000
1607 - Tax Research				
531311	Regular Temporary Wages - Appropriations	**$26,913**	25,000	25,000
531511	Social Security Contribution-Appropriations		1,913	1,913
1670 - Unauthorized Substance				
531311	Regular Temporary Wages - Appropriations	**$26,530**	20,000	20,000
531511	Social Security Contribution-Appropriations		1,530	1,530
535890	Other Administrative Expenses		5,000	5,000
1681 - Administrative Services				
532199	Miscellaneous Contractual Services		60,000	60,000
532821	Computer/Data Process Service		20,000	20,000
532850001	P/B/Dup-Print Official Statements		23,625	23,625
532942	Other Employee Educational Expense		126,833	126,833
533120	Data Processing Supplies	**$235,458**	50,000	50,000
533900	Other Materials & Supplies		20,000	20,000
534521	Office Equipment		22,113	22,113
535830	Membership Dues & Subscriptions		25,000	25,000

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Total Budget Reductions	**$1,154,500**	**$1,154,500**

Department of Revenue
Budget Code 14700
1% and 2% Budget Reductions
Fiscal Years 2001-2002 and 2002-2003

❑ *Positions identified for 1% reduction*
◆ *Positions identified for 2 % reduction*

			1%	2%
1602 - Security				
531211	SPA-Reg Salaries - Appropriations		$18,480	18,480
❑	*Position No. 4791-0000-0024-010 - Processing Assistant III*	$18,480		
531511	Social Security Contribution - Appropriations		1,414	1,414
531521	Reg Retirement Contribution - Appropriations		1,480	1,480
531561	Medical Insurance Contribution - Appropriations		2,256	2,256
	Total		**$23,630**	**$23,630**
	Positions		**(1)**	**(1)**
1605 - Planning, Development and Technology				
531211	SPA-Reg Salaries - Appropriations		$0	$33,507
◆	*Position No. 4773-0000-0030-602 - Computing Consultant I*	$33,507		
531311	Regular Temporary Wages - Appropriations		20,000	20,000
531411	OT Pay - Appropriations		20,000	20,000
531431	Shift Premium Pay - Appropriations		10,000	10,000
531511	Social Security Contribution - Appropriations		3,825	6,388
531521	Reg Retirement Contribution - Appropriations		2,403	5,087
531561	Medical Insurance Contribution - Appropriations		0	2,256
	Total		**$56,228**	**$97,238**
	Positions			**(1)**
1607 - Tax Research				
531311	Regular Temporary Wages - Appropriations		$2,740	$2,740
531511	Social Security Contribution - Appropriations		210	210
	Total		**$2,950**	**$2,950**
1621 - Corporate, Excise & Insurance				
531311	Regular Temporary Wages - Appropriations		$10,000	$10,000
531511	Social Security Contribution - Appropriations		765	765
	Total		**$10,765**	**$10,765**
1627 - Sales & Use				
531311	Regular Temporary Wages - Appropriations		$6,000	$6,000
531511	Social Security Contribution - Appropriations		459	459
	Total		**$6,459**	**$6,459**

			1%	2%
1641 - Office Examination				
531211	SPA-Reg Salaries - Appropriations		$85,117	$2[redacted]9
◆	*Position No. 4781-0000-0060-050 - Office Assistant III*	$20,973		
◆	*Position No. 4781-0000-0060-510 - Revenue Admin. Officer I*	40,574		
◆	*Position No. 4781-0000-0060-519 - Processing Assistant IV*	22,632		
◆	*Position No. 4781-0000-0061-127 - Processing Assistant V*	24,590		
❑	*Position No. 4781-0000-0062-110 - Processing Assistant III*	18,842		
❑	*Position No. 4781-0000-0062-409 - Processing Assistant III*	18,806		
❑	*Position No. 4781-0000-0063-225 - Processing Assistant III*	18,480		
❑	*Position No. 4781-0000-0063-010 - Processing Assistant V*	28,989		
◆	*Position No. 4781-0000-0063-510 - Processing Assistant IV*	21,973		
531311	Regular Temporary Wages - Appropriations		100,000	100,000
531511	Social Security Contribution - Appropriations		15,769	25,771
531521	Reg Retirement Contribution - Appropriations		6,818	17,290
531561	Medical Insurance Contribution - Appropriations		9,024	20,304
531625	State Disability		21,016	21,016
	Total		**$237,744**	**$400,240**
	Positions		**(4)**	**(9)**
1643 - Office Services (Taxpayer Assistance)				
531211	SPA-Reg Salaries - Appropriations		$20,351	$98,702
◆	*Position No. 4782-0000-0065-300 - Revenue Admin. Officer I*	$42,602		
❑	*Position No. 4782-0000-0065-415 - Processing Assistant III*	20,351		
◆	*Position No. 4782-0000-0065-700 - Administrative Assistant I*	35,749		
531311	Regular Temporary Wages - Appropriations		20,000	2[redacted]0
531511	Social Security Contribution - Appropriations		3,087	9,081
531521	Reg Retirement Contribution - Appropriations		1,630	7,906
531561	Medical Insurance Contribution - Appropriations		2,256	6,768
	Total		**$47,324**	**$142,457**
	Positions		**(1)**	**(3)**
1660 - Field Operations (Examination & Collection)				
531211	SPA-Reg Salaries - Appropriations		$118,413	$367,364
◆	*Position No. 4784-0000-0070-036 - Processing Assistant V*	$28,887		
◆	*Position No. 4784-0000-0072-012 - Processing Assistant III*	20,328		
◆	*Position No. 4784-0000-0073-056 - Revenue Officer I*	32,659		
❑	*Position No. 4784-0000-0073-315 - Revenue Field Auditor I*	37,148		
◆	*Position No. 4784-0000-0073-321 - Revenue Field Auditor I*	37,805		
❑	*Position No. 4784-0000-0075-056 - Revenue Officer II*	43,390		
❑	*Position No. 4784-0000-0075-204 - Revenue Field Auditor I*	37,875		
◆	*Position No. 4784-0000-0076-230 - Revenue Field Auditor II*	59,419		
◆	*Position No. 4784-0000-0076-365 - Revenue Officer I*	33,298		
◆	*Position No. 4784-0000-0076-371 - Revenue Officer I*	36,555		
531311	Regular Temporary Wages - Appropriations		18,469	27,297
531511	Social Security Contribution - Appropriations		10,471	30,192
531521	Reg Retirement Contribution - Appropriations		9,485	29,426
531561	Medical Insurance Contribution - Appropriations		6,768	2[redacted]
	Total		**$163,606**	**$476,839**
	Positions		**(3)**	**(10)**

			1%	2%
1670 - Unauthorized Substance				
531211	SPA-Reg Salaries - Appropriations		$0	$37,321
◆	*Position No. 4783-0000-0069-775 - Unauth Sub Tax Enf Agent*	$37,321		
531511	Social Security Contribution - Appropriations		0	2,855
531521	Reg Retirement Contribution - Appropriations		0	2,989
531561	Medical Insurance Contribution - Appropriations		0	2,256
	Total		**$0**	**$45,421**
	Positions			**(1)**
1681 - Administrative Services				
532199	Miscellaneous Contractual Services		$5,985	$5,984
532430	Maintenance Agreement - Equipment		10,000	10,000
532840003	Postage, Freight & Delivery - Postal Meter		58,547	58,547
532930	Registration Fees		15,000	15,000
	Total		**$89,532**	**$89,531**
1683 - Financial Services				
531311	Regular Temporary Wages - Appropriations		$10,000	$10,000
531511	Social Security Contribution-Appropriations		1,454	1,454
531625	State Disability		9,000	9,000
	Total		**$20,454**	**$20,454**
1685 - Documents & Payments Processing				
531211	SPA-Reg Salaries - Appropriations		$86,388	$175,751
◆	*Position No. 4787-0000-0090-007 - Office Assistant IV*	$20,946		
❑	*Position No. 4787-0000-0090-883 - Data Entry Specialist*	22,091		
❑	*Position No. 4787-0000-0090-882 - Data Entry Specialist*	22,111		
❑	*Position No. 4787-0000-0090-889 - Data Entry Specialist*	22,984		
❑	*Position No. 4787-0000-0091-109 - Processing Assistant III*	19,202		
◆	*Position No. 4787-0000-0092-408 - Processing Assistant III*	24,371		
◆	*Position No. 4787-0000-0095-120 - Processing Assistant III*	20,973		
◆	*Position No. 4787-0000-0091-200 - Processing Unit Supervisor IV*	23,073		
531511	Social Security Contribution - Appropriations		6,754	13,590
531521	Reg Retirement Contribution - Appropriations		6,920	14,078
531561	Medical Insurance Contribution - Appropriations		9,024	18,048
531625	State Disability		1,895	1,895
	Total		**$110,981**	**$223,362**
	Positions		**(4)**	**(8)**
	Total Budget Reductions		**$769,673**	**$1,539,346**
	Total Positions		**(13)**	**(33)**

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Department of Revenue
Budget Code 14700
Continuation Budget Requirements

	FY 2001-2002	FY 2002-2003
1605- Planning, Development & Technology		
Account 532440 - Maintenance Agreement - DP Equipment	**$162,602**	**$170,732**
Account 532441 - Maintenance Agreement - Software	**117,210**	**123,071**
Represents the required funding for maintenance for equipment/software for the Data Capture System.		
Account 532140 - System Implementation/Integrated System	**836,266**	**836,266**
Contractual obligations have increased more than 150% since FY 1997-98. Expenditures for services in FY 1999-00 totaled $2,008,221, $1,034,631 in FY 1998-99 and $800,895 in FY 1997-98. Appropriations for FY 2000-01 total $890,734.		
1641 - Office Services		
Account 531311 - Temporary Wages - Appropriated	**80,732**	**80,732**
Account 531511 - Social Security Contributions - Appropriated	**6,176**	**6,176**
1643 - Office Examination		
Account 531311 - Temporary Wages - Appropriated	**23,849**	**23,849**
Account 531511 - Social Security Contributions - Appropriated	**1,824**	**1,824**
1681 - Administrative Services		
Account 531311 - Temporary Wages - Appropriated	**40,321**	**40,321**
Account 531511 - Social Security Contributions - Appropriated	**3,085**	**3,085**
1685 - Documents and Payments Processing		
Account 531311 - Temporary Wages - Appropriated	**577,412**	**577,412**
Account 531511 - Social Security Contributions - Appropriated	**44,172**	**44,172**
Represents the required funding to raise the hourly wage of temporary employees to $8.25, an increase of $1.13.		
Total **Account 531311 - Temporary Wages - Appropriated**	**722,314**	**722,314**
Account 531511 - Social Security Contributions - Appropriated	**55,257**	**55,257**
1681 - Administrative Services		
Account 532821 - Computer/Data Processing Services	**25,000**	**35,000**
Represents funding to continue to pay for the costs to transfer tax payments by Electronic Funds Transfer (EFT). In FY 1999-00 the State received increased interest earnings of $5.3 million on $9.9 billion in EFT tax receipts.		
Account 532512 - Rental/Leases-Buildings/Offices	**76,104**	**93,563**
Represents an increase of 5% and 7%, respectively, and an increase in three of the larger field offices (Wilmington, Winston Salem and Asheville).		

The total request for lease increase is:		
(5% and 7%)	$40,950.00	$57,331.00
Increase in three larger field offices	35,154.00	36,232.00
	$76,104.00	**$93,563.00**

Financial Services Division
February 20, 2001

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 8, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday May 8, 2001 at 8:00 a.m. in Room 425 of the Legislative Office Building. Three of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Alma Adams, Daniel Barefoot, Gene Wilson, Marvin Lucas and Mitchell Setzer. Michele Nelson from the fiscal staff was present.

Senator Ed Warren chaired the Department of Revenue continuation meeting. The meeting began on page 61 of the report. (attachment # 1).

Billie Daniel, Director of the Corporate Excise and Insurance Division filled in for Sabra Faires. Sabra Faires had to be away for a tax meeting in Wisconsin.

Ms. Daniel reviewed the report pages 61 – 74 that includes Tax Research, Corporate, Excise, and Insurance, Personal Taxes, Sales and Use Taxes and Property. Representative Sherrill asked why the budget had increased with a decrease in employees. The detail information was not readily available and will be brought back later today or tomorrow.

Fiscal Data beginning on page 72 was reviewed and there were no questions.

Mr. Keith McCombs, Chief Fiscal Officer reviewed the Maintenance Contracts on pages 75 - 82 of the report. Senator Kinnaird asked where the printing is done for the department. Mr. McCombs said the printing is done, as much as possible, in-house and the rest, such as coupon books, was contracted out.

The meeting continued with Mr. Norris Tolson, Secretary. He reviewed the Budget Reductions and Continuation Budget pages 87 – 91. He explained that the 1.5% reduction is the amount the Governor asked for the department to make. It is basically program money, systems, education and processing equipment. On page 88 shows the 1% & 2% budget cuts. It cuts the "muscle and bone" of the department. Mr. Tolson said that the department brings in revenue and if major cuts are taken it will have to be regenerated or they will not be able to meet funding for revenue of $150 million dollars.

Representative Sherrill asked, " how much expansion did the Governor have in his budget for the Revenue Department?" Mr. Tolson answered "zero."

There was some discussion concerning the vacant positions. Mr. McCombs said they can't cut those positions that generate revenue and also they can't cut the support for the generating revenue positions.

There was also some discussion regarding printing. One person noted that she had seen hundreds dumped at a post office. Another person noted that in his area they are have difficulty getting enough forms. Apparently there is a difficult situation that has been created by electronic filing. In areas where electronic filing is heavy the forms are not used. In the areas of low electronic filing the forms are still needed.

The report was concluded. Michele Nelson announced that tomorrow there will be two meetings to do flagged items.

There will be a short meeting today at 1:00 p.m.

Respectfully Submitted

Senator Ed Warren, Chair

Delores Ledford, Clerk

direct deposit options. (See discussion on page 62.) Use of electronic commerce options should increase DOR's efficiency and greatly reduce the volume of work that has to be manually handled within the February – June period each year.

INEXPERIENCE WITH NEW EQUIPMENT DELAYED RETURN PROCESSING.

As part of its efforts to modernize the State's tax function, DOR purchased new equipment to enhance the processing of tax information. During the 1999 filing season, DOR placed in operation mail sorters, data capture scanners, and desk-top personal computers. DOR provided initial training to staff under controlled conditions. However, under actual processing conditions, unforeseen difficulties arose that required on-the-job training to solve. Table 15 shows the equipment, its use, and problems that surfaced during processing to hinder the refund process.

TABLE 15
New DOR Equipment And Problems That Resulted

Equipment	Use	Problems	Result
Sorter	Sort and open tax returns	• Documents received that were too thick to be processed by the sorter would cause the machine to stop	• Mail required re-routing • Mail was processed at a slower rate by hand • Delayed processing of tax information
Data capture scanner	Capture information from return by imaging	• Improper maintenance caused scanners to distort the return image • Determination of the causes for paper jams • Proper document set-up to prevent image duplication	• Information input slowed • Delayed the processing of tax information
Desk-top Personal Computers	Research tax return information	• Operational learning curve for staff assigned to review suspense items • Manipulation of appropriate research screens	• Suspense items were cleared at a slower rate • Delayed refunds process

Source: DOR Employees

RECOMMENDATION

DOR management should review the efficiency of the employees involved in all phases of the tax return process, especially in the areas in which there were bottlenecks. After this review, management should determine what further training would be beneficial in increasing the effectiveness of these employees. The training program should include both permanent and temporary employees as they join DOR.

REFUNDS WERE DELAYED DUE TO THE LACK OF DIRECT DEPOSIT.

DOR participates in the electronic-filing program with the Internal Revenue Service (IRS). Taxpayers, filing electronically, submit their returns to a tax program software vendor. The software vendor then transmits the return to the IRS. DOR downloads the data approximately 48 hours after the taxpayer files the return. The 48-hour delay results because the IRS has to strip off the North Carolina return and then forward this to DOR. Additionally, DOR does not offer the service of directly depositing refunds to taxpayers' bank accounts. DOR management estimates refunds are delayed 6 to 8 days without this service.

TABLE 16
Estimated Savings (Costs) Associated With Direct Deposit

	Estimated Costs for Direct Deposit	
a.	Total Number Refund Checks (FY1998-99)	2,556,079
b.	Estimated Check Production Cost[1]	X $2.50
c.	Estimated Cost To Produce Refund Checks (a x b)	$6,390,198
d.	Estimated Direct Deposit Transaction Fee[2]	$0.45
e.	**Estimated Cost to State for Direct Deposit (axd)**	**$1,150,236**
f.	**POTENTIAL SAVINGS IF 100% OF REFUNDS ARE DIRECT DEPOSITED (C-E)**	**$5,239,962**
	Potential Lost Interest	
g.	Total Amount of Refunds (FY1998-99)	$1,600,000,000
h.	Daily Interest Rate (assumes 6% annual rate)	X .00016438
i.	Potential Interest Earned Per Day (g x h)	$263,008
j.	Estimated Number of Days Interest Not Earned if Checks Direct Deposited	X 6
k.	**Potential Lost Interest (i x j)**	**$1,578,048**
	ESTIMATED NET SAVINGS TO STATE IF 100% OF REFUNDS ARE DIRECT DEPOSITED (F-K)	**$3,661,914**

(1) DOR was not able to provide the cost of check production. Estimated by OSA based on experience of other state agencies. Estimate includes: computer time, personnel costs, supplies, postage.
(2) Estimated transaction fee for direct deposit—First Union National Bank
Sources: Compiled by OSA based on DOR Records

Based on our analysis, we **estimate** that the State could realize an annual savings from use of direct deposits for tax refunds, as shown in Table 16. The amount of savings would depend on the percent of refunds directly deposited, as shown in Table 17. Savings would result from reduced costs to prepare and distribute the refund checks. There would be some start-up costs associated with implementing a

TABLE 17
Estimated Savings Based On Percent Of Refunds Direct Deposited

Percent	Potential Savings	Estimated Net Savings
100	$5,239,962	$3,661,914
80	4,191,970	2,929,531
60	3,143,977	2,197,148
40	2,095,985	1,464,766
30	1,571,989	1,098,574

Sources: Compiled by OSA based on DOR Records

direct deposit option for taxpayers. Issues that would need to be considered include: additional technology costs, some staffing costs, telephone assistance costs (see page 50 for recommendation on taxpayer assistance call center), and costs associated with tax form changes to include taxpayer account information. We are unable at this time to estimate the total of the start-up costs.

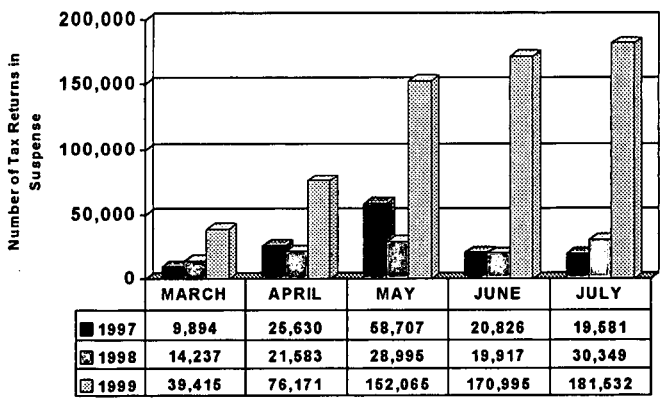
RECOMMENDATION

DOR should develop a plan to implement direct deposit of tax refunds immediately. As part of the plan, DOR should develop a strategy to allocate the required resources to this project to increase taxpayer satisfaction and reduce the operational costs associated with the mail process.

"SUSPENDED" RETURNS CONTRIBUTED TO REFUND DELAYS.

When the Integrated Tax Administration System (ITAS) detects an error while processing a tax return, the system "suspends" processing. The suspended return is flagged for manual review and correction. By the first week of March 2000, the number of individual returns in suspense status was nearly double the number of suspended returns at that same time for the previous two years. See Exhibit 6. Many of the suspended items were for tax vouchers not in place in prior years. At mid-April 2000, the number of individual income items in suspense had already surpassed the two previous years' highest levels, while continuing to rise. This was before the majority of on-time returns had been opened and processed. The maximum number of individual income items in suspense for the 1999 tax year occurred later this year than in previous years and was more than triple the highest number of individual income items in suspense at any one time for the previous two years.

EXHIBIT 6
INDIVIDUAL INCOME TAX RETURNS IN SUSPENSE
MARCH 1998 THROUGH JULY 2000



	MARCH	APRIL	MAY	JUNE	JULY
1997	9,894	25,630	58,707	20,826	19,581
1998	14,237	21,583	28,995	19,917	30,349
1999	39,416	76,171	152,066	170,995	181,532

Source: Department of Revenue

The increase in the number of items in suspense can be attributed to several factors:

- Significant changes in the tax form for 1999, which resulted in taxpayer and other errors,
- Data capture imaging more data than previously entered manually, thereby increasing the chance of an error being detected,
- Data capture not able to scan some forms from specific vendor tax packages due to vendor changes,
- A shortage of employees to handle suspense items, and
- An increase in North Carolina's population resulting in more returns filed.

In order to help resolve the volume of suspense items, DOR shifted personnel from other divisions, where their duties were placed on hold, causing their work to also fall behind schedule.

RECOMMENDATION

To reduce the number of items that are placed in suspense status requiring manual handling, DOR should continue to promote electronic filing. This would reduce the number of taxpayer errors and allow the input of tax information directly into ITAS. Since all taxpayers will not file electronically, DOR should increase its efforts to educate the public concerning the proper methods and format for completing tax forms. Further, DOR should create a tracking system that notes the causes of suspended items and look for trends in order to quickly and efficiently solve repeat problems. Finally, DOR should have a plan in place to quickly resolve any build up of suspense items when the volume reaches a pre-defined level. This may require additional staffing. See finding on page 68.

Objective 3: Review the internal organization and management structure, and current and future staffing requirements.

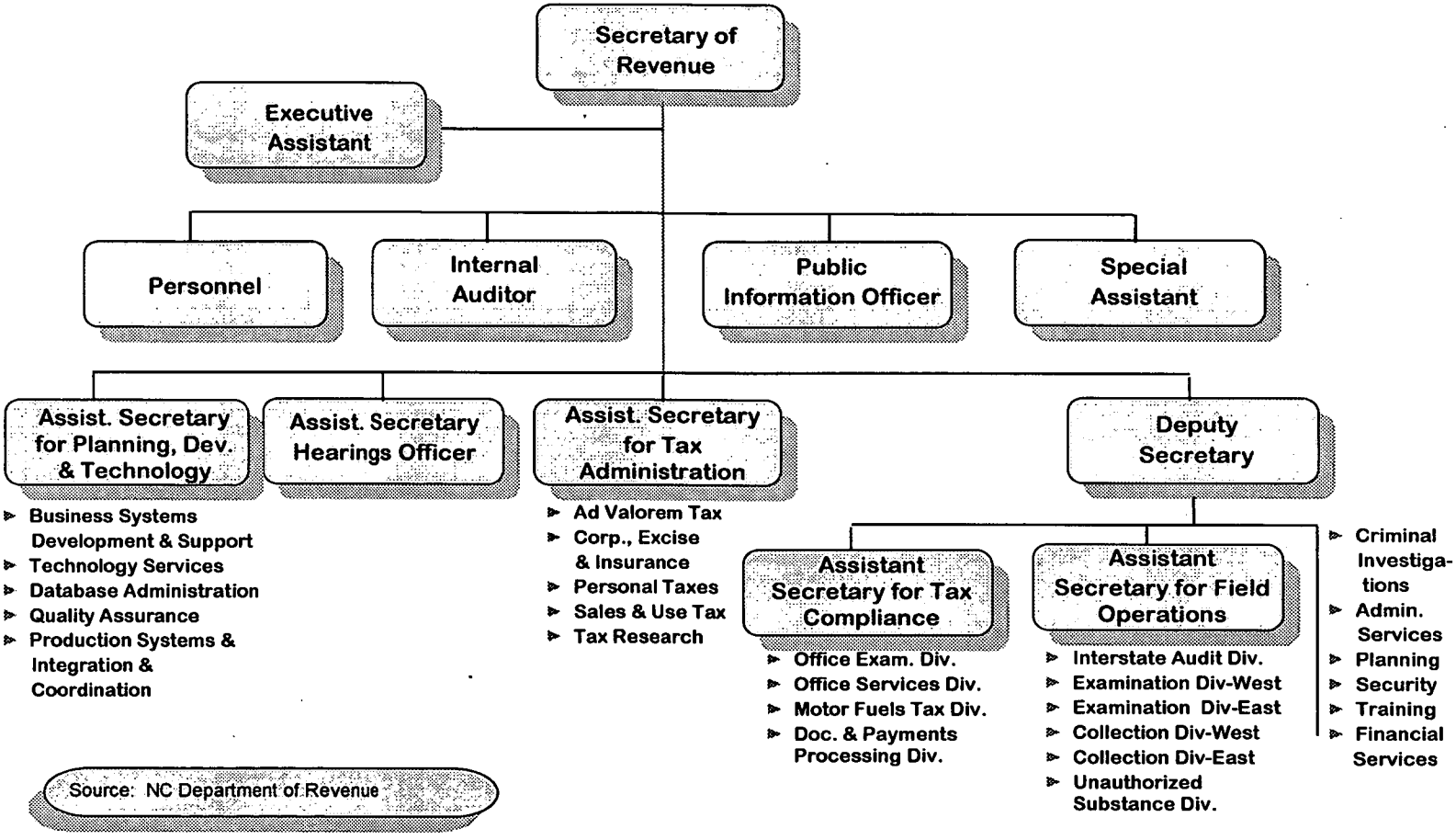
To satisfy this objective, we examined organizational charts, personnel records, and internal reports on planned organizational changes and DOR management identified staffing needs. Additionally, we determined the number of positions requested from the General Assembly and the number of positions approved. We used this information to compare to the needs we noted in various areas throughout the department as we conducted the audit.

Conclusions: **Lack of sufficient and trained staff inhibits DOR productivity. We documented various problem areas throughout the report. One area of specific concern is for information technology staff. DOR is competing for technical staff in an area of the State where the private industry salary ranges are significantly higher than those DOR can offer. Additionally, due to workloads, training needs of DOR staff are not being met. Lastly, we note that there is a potential to increase the tax revenues to the State by increasing the number of interstate audit positions. Overall, we have identified 74 positions that we believe are needed to adequately staff the functions and duties discussed in this report. (We should note that DOR management has identified additional positions that it feels are needed which we did not address in the report.)**

Overview

The Department of Revenue has a limited number of staff to perform all duties assigned to it by the General Assembly. DOR management must balance the available staff with the various competing priorities of the department. The movement of employees to different tasks, depending on which area has the greatest need, is a standard practice for DOR. During this past tax season, employees were once again moved to various positions supporting functions in critical need of personnel. However, this year DOR management had to make decisions on where to concentrate resources to handle a number of non-standard situations, including implementation of new technology, refund returns in suspense, the Revenue Generation Project, hurricane impact, processing Federal retirees' refunds, and refunds due to the repeal of the Intangible Tax. Exhibit 7, page 66, shows the organizational structure in place during the audit. DOR was making some organizational changes as the audit progressed to try to address many of the resource issues identified in this report. Exhibit 8, page 67, shows the organizational structure in place as of September 1, 2000.

EXHIBIT 7
NORTH CAROLINA DEPARTMENT OF REVENUE
CURRENT ORGANIZATIONAL STRUCTURE
AS OF NOVEMBER 1999

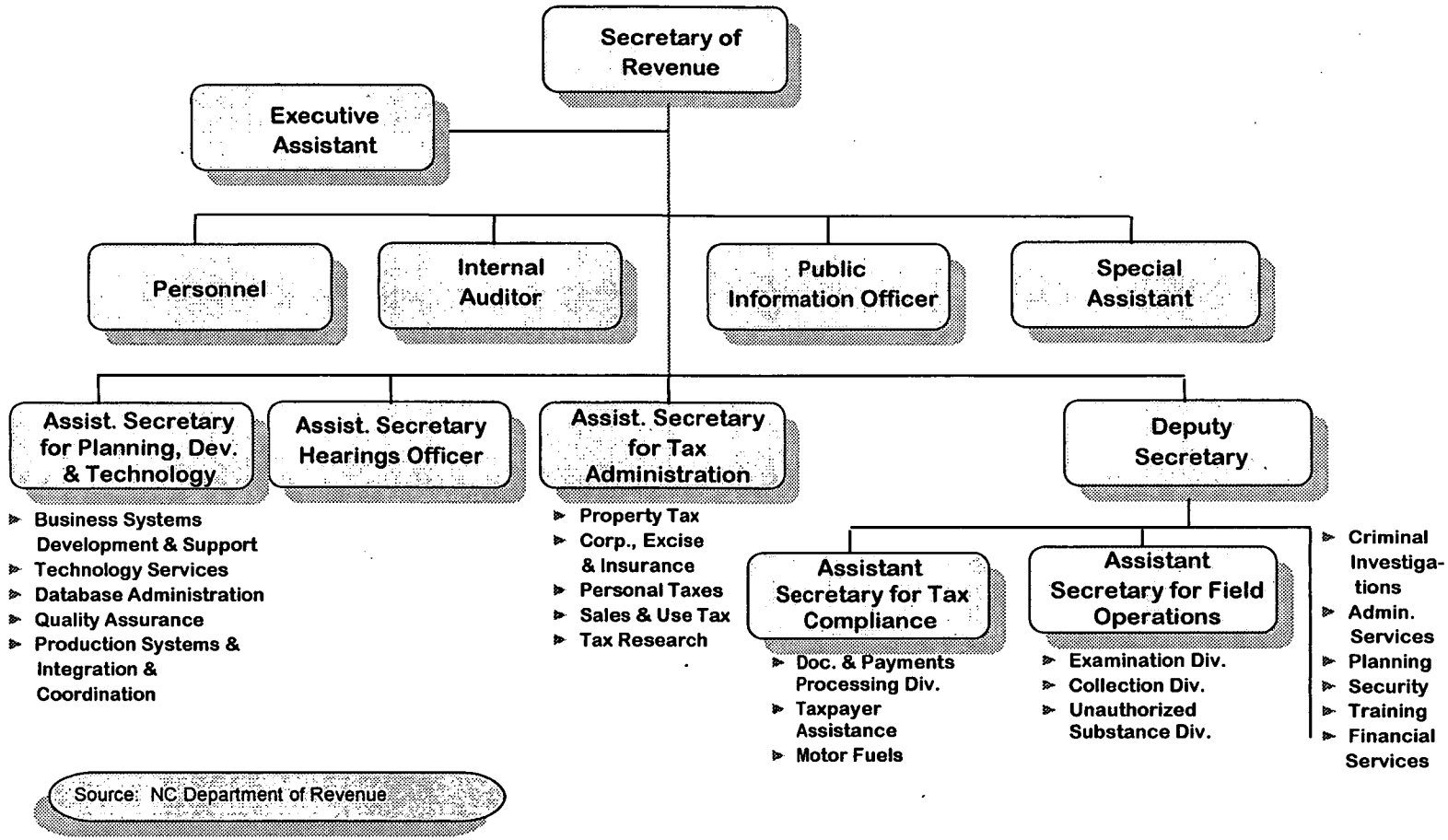


Source: NC Department of Revenue

EXHIBIT 8

NORTH CAROLINA DEPARTMENT OF REVENUE
CURRENT ORGANIZATIONAL STRUCTURE

AS OF SEPTEMBER 2000



Source: NC Department of Revenue

Since fiscal year 1987-88, the General Assembly has approved a number of new positions, both permanent and part-time, to allow DOR to better administer North Carolina's tax function. (See Table 18). DOR management has been able to shift positions away from many areas where technology has been implemented to reduce the number of new positions requested. However, the number of taxpayers continues to increase, thereby requiring even more people to handle the volume of returns.

TABLE 18
Changes In Number Of Positions
FY87-88 To FY99-00

Fiscal Year	Permanent Full-Time	Temporary Full Time	Temporary Part-Time	Temporary Time Limited
87-88	25	20	23	0
88-89	11	17	6	0
89-90	152*	45	3	0
90-91	-31	13	4	0
91-92	-8	107	-25	0
92-93	-12	18	3	0
93-94	9	6	9	0
94-95	41**	1	1	0
95-96	-15	9	0	2
96-97	9	68	-10	0
97-98	4	17	41	-2
98-99	8	2	0	1
99-00	51	0	0	1
TOTALS	244	323	55	2

*135 of these positions were for the Taxpayer Amnesty Program
**40 of these positions were for data entry
Source: NC Office of State Personnel and DOR

THE DEPARTMENT OF REVENUE LACKS SUFFICIENT STAFF FOR A NUMBER OF CRITICAL FUNCTIONS.

As we conducted the audit, we noted a number of areas throughout the department where there were backlogs of work, as discussed in this report. We learned that a major factor in the backlogs was DOR management's practice of pulling employees from all sections within the department to process individual tax returns each year. Management has been forced to do this in order to process the tax returns in a more timely manner. As reported earlier, the number of individual tax returns has been increasing as North Carolina's population continues to grow. Additionally, DOR has not been able to find the needed number of temporary employees to handle many of the functions associated with the "tax season" such as opening, sorting, and preparing the returns for processing. (See discussion on page 56.) Thus, management has utilized the personnel resources it has available, balancing competing priorities. However, to adequately staff the functions as identified in this report, we believe DOR's staff should be increased by 74 positions as shown in Table 19. We should note that DOR management has identified a number of additional positions it feels are needed in various areas that we have not included in Table 19. In examining DOR's list of needed positions, we feel that there is validity to the request, but we did not develop the level of detail during the audit that would fully support the request. Therefore, we have not included an additional 28 positions identified by the department. (Beginning on page 70, we have noted areas where we believe DOR management should continue to evaluate the need for additional positions.)

RECOMMENDATION

To adequately staff the Department of Revenue, the General Assembly should approve 74 new positions. These positions should be assigned to the areas noted in Table 19. As previously recommended, the General Assembly should approve additional funding for temporary positions so that DOR no longer has to pull permanent employees to perform non-technical functions during the tax season. DOR management should continue to monitor staffing needs and the effects of increasing reliance on technology. In our opinion, the technology DOR is in the process of implementing should ultimately reduce the number of permanent and temporary positions needed if the volume of work remains at the current level.

TABLE 19
Recommended Increases in Positions

Division/Function	Positions Needed[1]	Position Titles	Cost of Positions[2]	Costs of Benefits[2]	Total
Office Examinations/ RAR Processing	8	Revenue Tax Auditor I	$360,672	$155,089	$515,761
Office Services/ Correspondence	5	Revenue Admin. Off I	$236,030	$101,493	$337,523
Office Services/ Taxpayer Asst.	9	Revenue Tax Tech.	$284,850	$122,486	$407,336
Office Services/ Taxpayer Asst.	3	Revenue Admin. Off I	$141,618	$60,896	$202,514
Office Services/ Taxpayer Asst.	2	Revenue Admin. Off II	$103,458	$44,487	$147,945
PD&T/ Training	3	Computer Training Spec. III	$118,500	$50,955	$169,455
PD&T/ Training	1	Computing Consultant II	$43,117	$18,540	$61,657
PD&T/ Help Desk	2	Computer Consult. I	$79,000	$33,970	$112,970
PD&T/ PSIC	3	Rev. Admin. Officer II	$155,187	$66,730	$221,917
Office Exam./ Amended Returns	12	Revenue Tax Auditor I	$541,008	$232,633	$773,641
Office Exam./ Amended Returns	7	Revenue Tax Tech.	$221,550	$95,267	$316,817
Interstate Auditing	1	Rev. Field Auditor II	$51,729	$22,243	$73,972
Interstate Auditing	1	Rev. Field Auditor III	$56,744	$24,400	$81,144
Field Examination	9	Rev. Field Auditor I	$424,854	$182,687	$607,541
Field Examination	3	Rev. Field Auditor II	$155,187	$66,730	$221,917
DPPD/ Post Data Capture	5	Processing Asst. IV	$123,040	$52,907	$175,947
TOTALS	74[3]	**Total**	**$3,096,544**	**$1,331,513**	**$4,428,057**

[1]Number of positions needed as identified by DOR management.
[2]Salary costs are computed based on the midpoint of the pay grade, using 43% for benefits.
[3]The department has requested an additional 28 positions in its budget request which we have not included.
Source: Compiled by OSA & KPMG based on DOR budget request data.

DOR USES A NUMBER OF CONTRACTORS TO RUN AND SUPPORT ITAS.

The complexity and sophistication of information technology (IT) requires specialized skill sets and expertise for employees at all levels. The State's existing personnel practices do not support attracting and retaining the best talent to support this critical area. The State salary scales for these positions appear to be below the private market for skilled IT professionals. This hampers the State in competing with local employers for experienced IT professionals or recent college graduates. The classification system compounds the problem by limiting the grade and salary levels of top IT personnel. This prevents the type of career growth available in the private sector.

The PD&T support organization (DOR's IT staff) currently has shortages in a number of key skill areas. To obtain these key skills, PD&T either shifts the work to other areas or employs the use of contractors. This is a standard practice used by other states' revenue departments since many may experience the same type problems. Since DOR must request new positions from the General Assembly before increasing its staff, contractors are used to complete the work. Approximately 20% of the PD&T function is staffed by contractors.

RECOMMENDATION

The State should continue to explore more effective ways of attracting qualified IT professionals such as establishing a career track for technology professionals that would allow advancement. DOR management should determine if the number of positions supporting ITAS requirements should be increased for critical areas within PD&T.

TRAINING NEEDS OF DOR PERSONNEL ARE NOT BEING MET.

Based on the results of interviews and surveys, employees who use ITAS are concerned with the lack of ongoing, hands-on training in the proper use of all ITAS systems. Technical and user training has been minimal since the original ITAS implementation. Lack of proper training forces the user to ask for peer support from other users at DOR who may or may not be able to address the problem. Peer support provides limited effectiveness in increasing knowledge and providing help to ITAS users.

All users feel training is a necessary part of maturation of the system. Staff reported that the training material available on ITAS is poorly designed and documented, which makes it difficult for new staff to understand system set up and operation. Adequate training will help employees learn new skills, reduce time consuming questions made to co-

workers, and generally improve productivity. Based on interviews, the last formal ITAS training occurred 4-5 years ago when the system was implemented.

As discussed throughout this report, DOR experienced considerable work backlogs in a number of key functional areas during this past year. Many of the backlogs can be attributed to the fact that employees were having to learn new duties and procedures on-the-job. In reviewing DOR's training efforts, we learned that DOR does not have a formal training process; most training has been conducted by either the Personnel division or the Planning, Development and Technology division. Cross-departmental coordination of training was minimal. As a result, some sections received more training than others, and some divisions resorted to providing specific training only to their staffs. A poorly trained staff leads to errors, inconsistent procedures, and contributes to inefficiencies.

RECOMMENDATION

DOR management recently established a formalized training function for the department. At the time of the audit, benefits of this function had not yet been realized. Training should be coordinated and flexible to allow supervisors to better coordinate training with the workflow. As a part of DOR's performance management process, supervisors should identify each employee's weaknesses and determine what training would address these and enhance the employee's strengths. Lastly, DOR should make the development of ITAS training courses and training materials for staff a priority.

INCREASING THE NUMBER OF INTERSTATE REVENUE AUDITORS COULD GENERATE SIGNIFICANT NEW REVENUE FOR NORTH CAROLINA.

Many of the corporations that file North Carolina taxes have corporate headquarters located in a state other than North Carolina. North Carolina's DOR has a specific division (Interstate Audit) to audit such companies. There are 38 auditors in this division who perform audits of corporate income taxes, sales taxes, and franchise taxes. Exhibit 9, page 72, shows the states where North Carolina currently has interstate auditors working. For the period under audit, assessments by the 38[13] interstate auditors were

[13] Of the 38 interstate auditors, 27 live in the states where they conduct the majority of their audits; another 11 interstate auditors operate out of the Raleigh office, travelling an average of 18 weeks per year. Additionally, most Revenue Field Offices have limited out-of-state territories assigned to them.

$85,396,024, or approximately $2,247,264 per auditor[14]. Based on information received from DOR, there are 18,000 active registered merchants with out of state addresses eligible for audit. However, with limited staff, only the most lucrative companies are being audited. Realizing this, the General Assembly approved 8 new positions for interstate auditors during the 1999-00 session. DOR is currently in the process of determining where these new auditors will be located.

RECOMMENDATION

Based on the analysis above, DOR should request additional interstate audit positions from the General Assembly. Increasing this function could significantly benefit North Carolina.

EXHIBIT 9
Out-of-State Locations

State	# of Positions
California	4
Connecticut	2
Florida	2
Georgia	3
Illinois	2
Maryland	1
Massachusetts	1
Minnesota	1
Missouri	1
New Jersey	1
New York	2
Ohio	2
Pennsylvania	2
Texas	3

Source: NC Department of Revenue

[14] This is compared to $34,951,695 or $249,655 per auditor for the 140 in-state auditors. By this comparison, we **do not** mean to indicate that North Carolina should cease having in-state auditors. They perform a much needed function for the State.

Objective 4: Review budgeting and the fiscal management aspects of DOR.

To achieve this objective, we examined DOR's budgeting processes and the fiscal management of State funds by DOR's various divisions. Additionally, we reviewed DOR's Cash Management Plan.

Conclusion: DOR's accounts receivable balance has increased 28% during the last three fiscal years. Management has not had sufficient staff resources to be able to actively work the accounts receivable and is in the process of contracting with a private collection firm to address this problem. DOR's cash management plan has not been updated since 1987. Additionally, different areas within DOR are not in compliance with the State's Daily Deposit Act, resulting in lost interest to the State. Lastly, we noted that the Motor Fuels division is not properly computing interest on Motor Fuels taxes and refunds due.

Overview

Budgeting and fiscal management responsibilities are assigned to the Financial/Accounting division within DOR. This division is responsible for all of the financial reporting requirements of the department. This includes the accounting and reporting of all tax revenues and disbursements under the Revenue Laws and the Machinery Act of North Carolina and the accounting and reporting of all departmental budgetary functions: processing of payroll, maintaining time records for employees, payments to vendors, budgetary transfers, daily, monthly and annual financial reports, reconciliation of bank accounts, and processing manual tax refunds. Additionally, the division prepares all annual and biennial expansion and continuation budgetary requests for the department.

ACCOUNTS RECEIVABLE HAVE BEEN INCREASING OVER THE PAST THREE YEARS.

Accounts receivables are assessments due from taxpayers, in layman's terms, uncollected revenues. Currently, the Office Service division of DOR has responsibility for accounts receivable. Over the past three years, DOR's accounts receivable have been increasing, as shown in Table 20. At

TABLE 20
Aging of Accounts Receivable: FY1997-98 through FY1999-00

	FYE 6/30/98	FYE 6/30/99	FYE 6/30/2000
0-30 days	$ 15,376,522	$ 11,198,779	$16,205,239
31-60 days	$ 12,042,233	$ 9,247,132	$12,420,417
61-90 days	$ 21,660,720	$ 8,613,896	$11,229,176
91-120 days	$ 4,741,326	$ 7,818,783	$10,366,947
121-180 days	$ 44,006,472	$ 22,271,264	$21,381,165
181-365 days	$ 16,456,552	$ 42,133,576	$35,282,741
Over 365 days	$ 152,313,030	$211,887,823	$235,465,156
Total	**$ 266,596,855**	**$313,171,353**	**$342,350,841**

Source NC DOR

June 30, 2000, accounts over 365 days past due had risen to 69% of the total accounts receivable balance, up from 57% at June 30, 1998. This increase is due to limited ITAS support, lack of staff, and lack of technology tools to effectively manage the receivables. Failure to collect these accounts results in lost revenue to the State, and increased work for staff in the form of correspondence and telephone calls, thereby increasing costs to the State. Additionally, the older the receivable, the less likelihood of collection. DOR is in the process of developing a request for proposals for a performance-based contract for collecting difficult tax assessments, which should begin to address some of these issues.

RECOMMENDATION

DOR should implement additional case management functionality to more effectively manage its accounts receivable. This functionality should allow debt scoring and performance measures which will automate payment agreements and wage garnishments, track debt activity, prioritize cases, reduce case cycle time, increase the collection rate, and move cases to the most efficient collection resource. DOR should also move the accounts receivable function from the Office Service division to the Financial/Accounting division to allow for more effective oversight. Lastly, DOR should continue its efforts to hire a private firm to collect past due tax assessments.

DOR'S CASH MANAGEMENT PLAN IS OUTDATED.

As part of the audit, we obtained a copy of DOR's *Cash Management Plan* on file with the Office of State Controller. The plan has not been updated since its original development in 1987. Much of the Cash Management Plan is out-dated and needs to be made current. GS §147-86.10 requires all state agencies to have a cash management plan and to file it with the Office of the State Controller.

RECOMMENDATION

DOR should update its Cash Management Plan to reflect current policies and procedures. The plan should be updated periodically and forwarded to the Office of the State Controller to be in compliance with statewide policy.

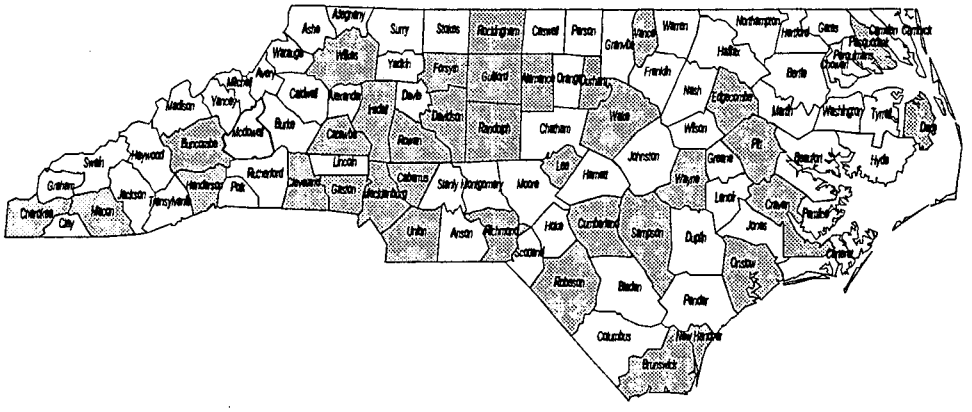
SECTIONS IN DOR ARE NOT IN COMPLIANCE WITH THE DAILY DEPOSIT ACT.

The State has established certain timeframes for agencies to meet regarding the deposit of State funds to maximize availability. In certain situations, the State Treasurer may grant

an agency an exemption from strictly meeting these deadlines. Our examination showed that in 1987, DOR requested and received permission from the Treasurer to have leeway in making deposits from its field offices. However, this exemption did not specify the timeframe that DOR should meet, nor has it been reviewed and updated.

DOR has 37 field offices located throughout the State as shown in Exhibit 10. One of the responsibilities of the field revenue officers is to collect monies from taxpayers on delinquent accounts. Additionally, they accept payments for current non-delinquent accounts. Collections are recorded on a daily report and the following day the reports along with the collections are sent via state courier mail to Raleigh to be processed and deposited. Based on data supplied by DOR, this process results in receipts being deposited on average 4 to 6 days after the initial collection. For fiscal year 1999-00, the field offices collected in excess of $210,000,000 on delinquent accounts and current collections, an average of $843,373 daily. The State could earn as much as $693 daily (6% interest annually) on that money. Therefore, we estimate the current process used by DOR for field receipts is costing the State $172,500 in lost interest annually.

EXHIBIT 10
Field Office Locations



Source: NC Department of Revenue

The State Treasurer has the authority to set-up depositories at local banks to accept deposits from the field offices. These funds would be credited to the State's account as soon as the deposit is made. While there are costs[15] associated with using depositories, these are minimal.

[15] Costs are for maintenance fee, deposit fee, deposit slip cost, per check depositing fee, and encoding fee for foreign checks (not their check) deposited.

We also found that the Bankruptcy unit is not in compliance with the Daily Deposit Act. This unit receives checks from taxpayers, directly and through Bankruptcy Court trustees, to reduce their tax liability. As checks are received, the date is stamped on the check stub and the check is placed in the appropriate employee's bin to process. The unit's procedures state the check turnaround process should be completed within seven to ten days. On June 12, 2000, we reviewed the unprocessed checks in the Bankruptcy unit. Table 21 details our findings.

TABLE 21
Analysis of Checks Located In Bankruptcy Unit
June 12, 2000

Days in Unit	Number of Checks	% of Total Number	Amount of Checks
111 to 196	5	6%	$ 3, 863.92
11 to 31	32	41%	$ 59,853.16
5 to 10	41	53%	$ 58,937.40
Total	**78**	**100%**	**$122,654.48**

Source: DOR Records

RECOMMENDATION

DOR should consult with the State Treasurer to determine the feasibility of opening depositories at local banks close to the Revenue Field Offices. This would allow daily deposits of all field office collections. If the depositories are set up, DOR would need to modify its field office procedures to allow daily deposits while having the offices continue to forward the daily reports and deposit slips to Raleigh. Additionally, management should review the procedures used by the Bankruptcy unit to require adherence with the Daily Deposit Act.

THE MOTOR FUELS DIVISION IS NOT CALCULATING INTEREST CORRECTLY ON PAYMENT PLANS FOR SOME TAXPAYERS.

The Motor Fuels division is responsible for collecting, assessing and distributing motor fuel taxes in accordance with the International Fuel Tax Agreement. Since 1991, the division has used an automated computer system to track audits and assessments for Motor Fuels. The system, VISTA (Vehicle Information System for Tax Apportionment), also calculates the distribution of motor fuels taxes to other taxing districts based on the International Fuel Tax Agreement audits completed and returns processed. If an assessment was made prior to 1992, or the division manually calculated the assessment, the information would not be in VISTA. For all manual assessments, the division uses a spreadsheet to track assessments, payments, and payment plans.

A review of a random sample of 30 accounts receivable revealed that the interest owed by motor fuel taxpayers was not being calculated correctly on manual assessments set up

for payment plans. Payment plans should be updated in a timely manner with accurate information that results in the correct account balance being posted. Division management does not have adequate controls in place to check the interest calculation on manually updated accounts or to check for data entry errors on manually tracked accounts.

RECOMMENDATION

The division should establish procedures that require manually entered or calculated data be reviewed by a supervisor as a secondary review. In addition, the division should develop a spreadsheet that could accurately track and calculate all payment plan accounts not on VISTA. A spreadsheet that automatically calculates the interest accrued based on the payment amount and date would help prevent any miscalculation of the account balances.

MOTOR FUELS AUDIT SOFTWARE IS NOT CALCULATING INTEREST CORRECTLY.

The IFTA agreement requires the State to pay interest to the taxpayer at a rate of one percent per month on credit balances over ninety days old. During our review of motor fuels audits, we noted that the audit software used by the Motor Fuels division incorrectly calculated interest on accounts with credit balances. Specifically, when an auditee has a credit balance in a quarter when a report is due, the software does not calculate interest due to the auditee. This creates a State liability to affected taxpayers.

RECOMMENDATION

The Motor Fuels division should take immediate steps to have the audit software changed to accurately calculate taxes owed. Until such time that the software is corrected, the division should take alternate steps to manually calculate interest owed or due resulting from an audit. Additionally, the division should review past audits to identify taxpayers affected by the mis-calculation and re-calculate interest to properly credit those taxpayers in accordance with IFTA regulations.

Objective 5: Review any other issues as may be deemed necessary or desirable by the State Auditor.

To accomplish this objective, we examined a number of issues that arose during the audit that appeared to have a direct affect on employee productivity and/or issues of equity among the different employee classifications at DOR. These are issues that affect DOR employee morale and productivity and may be outside DOR's control.

Conclusion: DOR should request a review of the interstate audit positions by the Office of State Personnel, specifically to address issues surrounding "locality pay."

INTERSTATE AUDITORS WHO ARE RESIDENTS OF OTHER STATES ARE NOT RECEIVING RETIREMENT BENEFITS, DISABILITY, OR LONGEVITY PAY ON THEIR "LOCALITY PAY."

DOR employs 27 interstate auditors who are residents of the other states where they conduct audits. Twenty-one of the 27 interstate auditors receive a "differential pay," ranging from 2.5% to 45%, in addition to their base salaries based on the cost of living in those states. This differential or "locality pay" is intended to make the salaries comparable to the salaries of like positions in those locations. The differential is subject to income tax and social security withholding; however, North Carolina is not withholding State retirement on the differential portion of the interstate auditors' pay. Similarly, disability payments and longevity payments are not computed including the differential portion of these salaries.

GS §135-1 states that the average final compensation for retirement purposes "...shall not include any compensation, as determined by the Board of Trustees, for the reimbursement of ***expenses or payments for housing or any other allowances*** whether or not classified as salary or wages." Since the interstate auditors receive a separate reimbursement of expenses, the differential is not a reimbursement of expenses. We found no evidence that the Board of Trustees of the Teachers' and State Employees' Retirement System had ever issued a ruling on differential pay paid to North Carolina employees who are residents in other states.

We did find, however, that when the interstate audit positions were initially set up, DOR requested a ruling from the Attorney General in February 1988 as to whether the differential should be included for retirement and longevity purposes. That opinion states ". . . the Office of State Personnel did not consider the cost of living supplement to be

part of the individual's salary and would not be considered in calculating longevity." The opinion was based, however, on the assumption that the interstate auditors were residents of North Carolina who would be moving back at some point. We learned that the majority of the current interstate auditors are recruited from the states in which they work and are residents of those states in which they perform their duties for North Carolina.

We surveyed other states to determine how they compensate their interstate auditors. Most states surveyed pay either a higher base salary than North Carolina does or do consider the locality differential as part of the employees' base pay. Every state reporting out-of-state resident auditors consider the differential subject to retirement withholding.

RECOMMENDATION

DOR management should request the Office of State Personnel and the Board of Trustees of the Teachers' and State Employees' Retirement System to re-visit this issue. If the Board determines that the differential should be included as regular salary for retirement withholding, the employees should be given the opportunity to purchase the amounts not previously withheld to add to their retirement accounts.

THE DIFFERENTIAL PAY FOR INTERSTATE AUDITORS IS NOT ADJUSTED ONCE ESTABLISHED.

The differential is sometimes referred to by DOR as the "COLA" (cost of living adjustment). We learned that once the differential is established for a location, there is no adjustment made for changing economic conditions. By not adjusting the differential, some auditors could be over compensated while others are penalized based on changes in the economic conditions over time.

We found that the federal government also pays additional compensation to its employees to adjust for differing economic conditions. This pay, called a "locality pay," is used to provide federal employees comparative salaries in high cost of living areas. These rates are changed periodically based on changes in economic conditions as shown in national labor statistics.

RECOMMENDATION

DOR management should request the Office of State Personnel to review the equity of DOR's current differential pay. State Personnel should give consideration to using the method of adjustments established by the federal government. Should State Personnel find that adjustments are required for some of the interstate audit locations, DOR should request pay adjustments for these individuals to bring their salaries up to the local market level.

BACKGROUND

Overview

The North Carolina Department of Revenue (DOR) was created in 1921 when the General Assembly instituted the State's first net income tax. The Department is authorized by GS §143B-217. At its creation, the department had 16 employees. At the beginning of the 21st century (fiscal year 2000-01), as a result of increases in North Carolina's population, industry, and the increased complexity of the modern taxation system, DOR now employs 1,290 full-time staff, as well as numerous temporary employees during the "tax season." DOR has staff located in the central office in Raleigh, 37 field offices throughout the State, and 38 interstate auditors who examine revenues of taxpayers who live or operate in states outside of North Carolina.

DUTIES AND RESPONSIBILITIES: DOR has been authorized to collect property tax, inheritance and gift tax, beverage and cigarette taxes, corporate income and franchise tax, gasoline tax, individual income tax, sales and use tax, and to administer privilege licenses, in addition to other administrative duties. The statutes state that it is the duty of the department to ". . . collect and account for the State's tax funds, to insure uniformity of administration of the tax laws and regulations, to conduct research on revenue matters, and to exercise general and specific supervision over the valuation and taxation of property throughout the State."

MISSION AND GOALS: DOR's mission is to ". . . administer the tax laws and collect the taxes due the State in an impartial, uniform and efficient manner." In addition to this, DOR's larger goal is to ". . . create a seamless organization of highly motivated employees empowered by leadership and state-of-the-art technology to provide customer service and increase voluntary compliance." Through the course of its work, DOR staff is guided by 6 key values:

*Employee Involvement	*Productivity
*Customer Service	*Education
*Organizational Integrity	*Accountability

By working within these key values, DOR management hopes to successfully reach its primary strategic goals to:

- Expand communication capability both internally and externally;
- Provide comprehensive training and development;
- Improve taxpayer services;
- Improve compliance;
- Analyze and prioritize resources;
- Implement Total Quality Management; and
- Develop a comprehensive business plan.

ORGANIZATION: DOR is headed by a Secretary of Revenue who is appointed by the Governor. The Secretary is assisted by a Deputy Secretary and 5 Assistant Secretaries

who are responsible for the functional areas of: 1) Tax Administration, 2) Planning, Development and Technology, 3) Administrative Tax Hearings, 4) Field Operations, and 5) Tax Compliance. DOR management is in the process of realigning functions to make the department more responsive to taxpayers and to improve overall operations. Exhibit 7, page 66 shows the organizational structure in place as of September 1, 2000.

DOR currently uses several computerized application systems to administer North Carolina's tax laws, including the Integrated Tax Administration System (ITAS). Plans are for ITAS to eventually contain all the information relevant to each tax schedule in one central database. DOR also uses automation and computerization for everything from opening and sorting mail to retrieving written data from tax forms and producing notices of amounts due and refunds for taxpayers. One of management's most important assignments is to meet the expectations of increased collection and audit activity and greater demands for taxpayer assistance with greater employee productivity, value-added services, and wise use of available technology. Table 22 contains a snapshot of DOR activity for fiscal year 1999-00.

Table 22
Facts about Department of Revenue Operations
Fiscal Year 1999-00

DOR Certified Budget	$102.4 million
Departmental Employees	1,290
Gross Collections	$17.6 billion
Average Daily Deposit	$67.2 million
Number of Tax Returns Processed	9,370,307
Number of Pieces of Mail (Incoming)	12,161,851
Number of Pieces of Mail (Outgoing)	8,940,809
Number of Individual Income Refunds	2,422,037
Value of Individual Income Refunds	$1.1 billion

Source: NC Department of Revenue

BUDGETARY INFORMATION: The Department of Revenue is one of the largest departments in North Carolina state government. It collects and distributes more than $15 billion dollars annually for governmental operations. These functions are achieved with resources provided by its $80+ million budget. Table 23 contains a summary of DOR's budget requirements for the past five years.

TABLE 23
Actual Expenditures/Revenues for 1995-96 through 1999-00

	1995-96	1996-97	1997-98	1998-99	1999-00
Expenditures	80,830,820.48	90,061,734.98	95,457,796.72	108,939,327.46	99,315,982.57
Revenues	9,126,668.48	44,136,736.04	24,954,635.23	7,886,733.51	20,512,336.57
Appropriations	71,704,152.00	45,924,998.94	70,503,161.49	101,052,593.95	78,803,646.00

Source: NC Department of Revenue

APPENDICES

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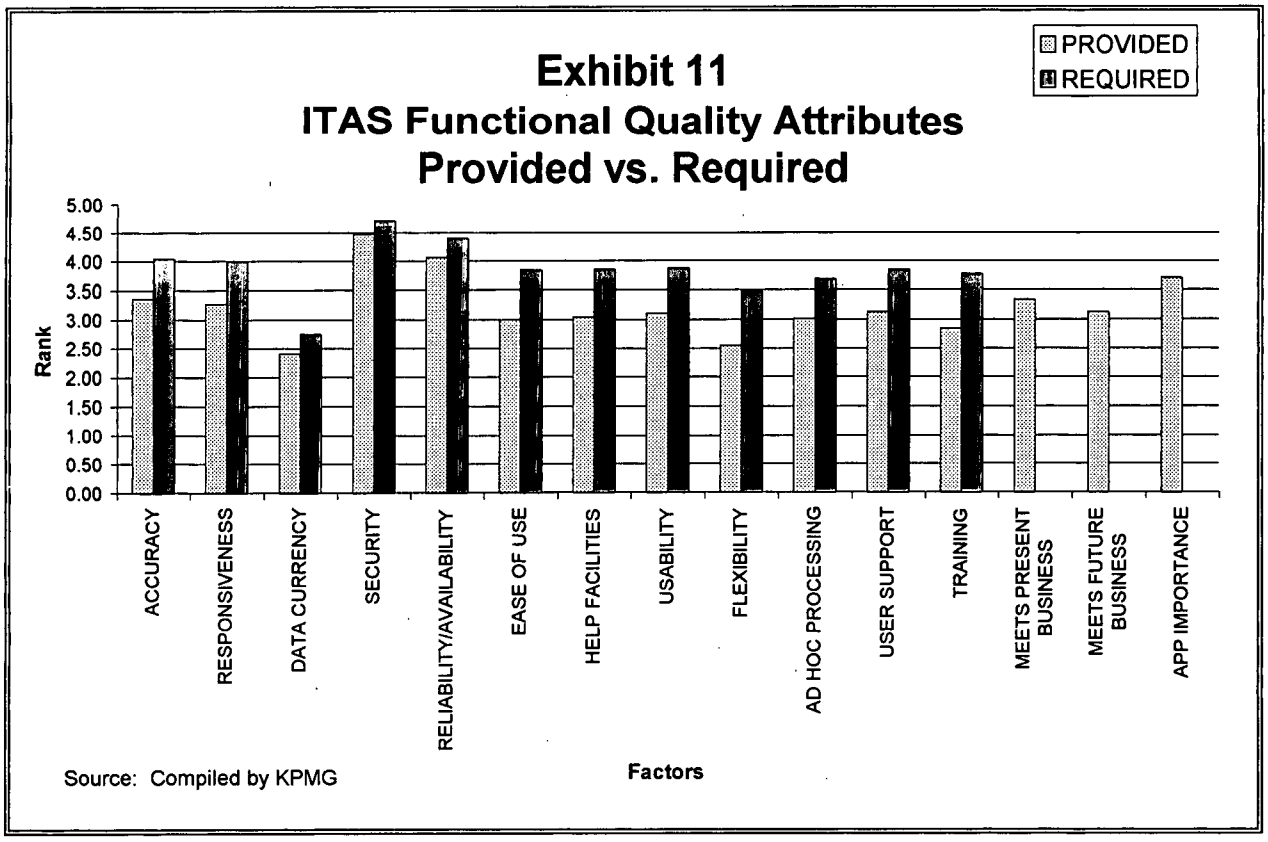
APPENDIX A

Functional Quality (FQ) Questionnaires

The FQ questionnaires were completed with the key internal users of the ITAS system. The responses provided significant insight on the strengths and weaknesses of the overall system. The FQ also allowed for the respondent to specify potential areas of improvement and assess how well the system meets current and future needs.

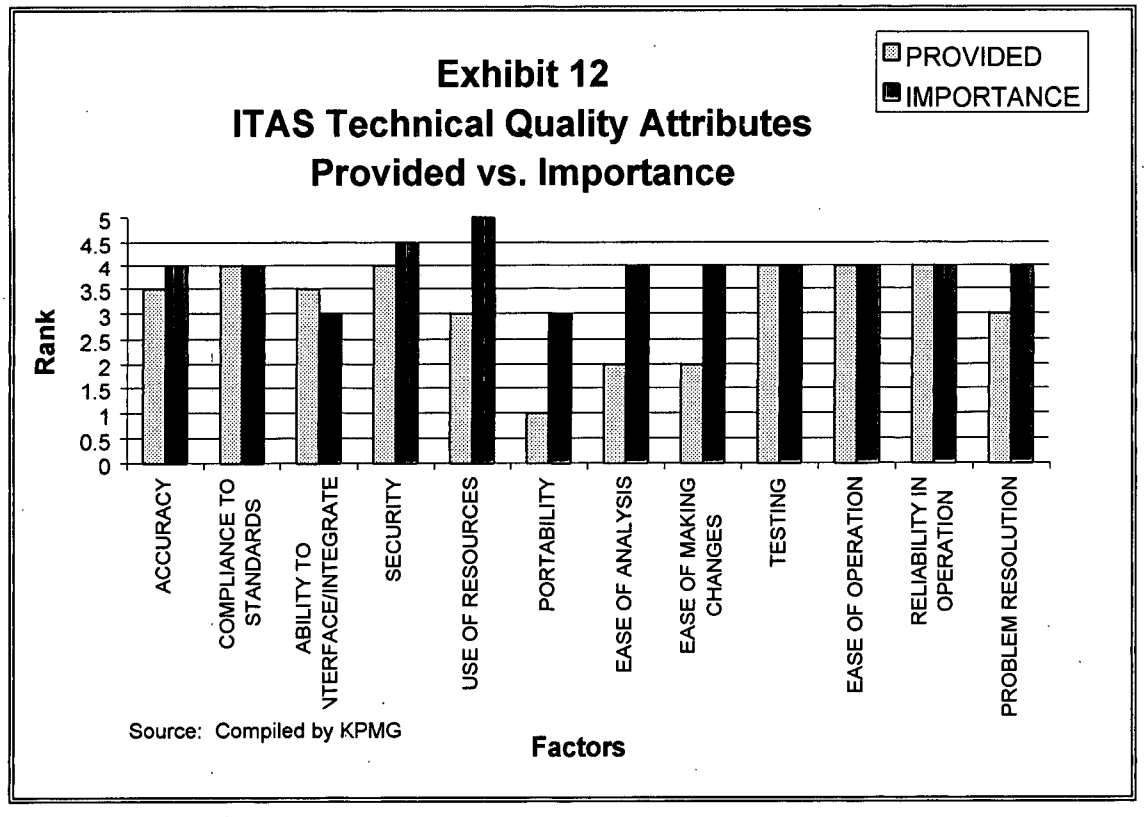
Upon completion of the interviews and questionnaires, the data was compiled through a set of KPMG proprietary algorithms to determine an application "score". These algorithms take into account the application's strengths and weaknesses compared with the department's requirements and relative importance of the various questions. The "Provided" column is the degree to which each attribute is currently provided by ITAS; the "Required" column is the degree to which the attribute is required by the internal users to perform their functions. There were varying descriptions for each attribute with "1" representing the worst/lowest response and "5" representing the best/highest response. The averaged results of the FQ surveys are displayed below.



APPENDIX B

Technical Quality (TQ) Tool

The TQ tool was utilized as a guideline for discussion during a workshop with key internal ITAS application managers and developers. The TQ allows KPMG to assess the soundness and quality of the application from a technical perspective. The "Provided" column is the degree to which each attribute is currently provided by ITAS; the "Importance" column is the degree to which this attribute is important. There were varying descriptions for each attribute with "1" representing the worst/lowest response and "5" representing the best/highest response. The averaged results of the TQ tool are displayed below.



APPENDIX C

System Requirements (SR) Survey

The system requirements survey was sent out to internal users who responded to the FQ survey and who utilize ITAS in their daily job responsibilities. This tool asked detailed, questions regarding ITAS to determine how each system function meets the requirements of the internal user, as well as the priority of this function to daily job responsibilities. The responses provided significant insight on some of the detailed strengths and weaknesses of the system as well as possible functionality gaps with ITAS. The "Meets Requirements" column is used to specify how well ITAS meets the requirement, with "1" being the system cannot perform this function and "5" being system does this function well. The "Priority" column indicates whether the requirement is considered to be (H) High, (M) Medium or (L) Low priority. The averaged results of the SR survey are displayed below.

Table 24
ITAS System Requirements Survey Results

Priority Average	Meets Requirements Average	Functional Requirements Description
		Taxpayer Identification Functionality
M	4.3	Ability to add a taxpayer
H-	4.3	Ability to maintain taxpayer information
M	3.3	Ability to consolidate a taxpayer
M	3.5	Ability to maintain related party information
H-	3.8	Ability to make taxpayer or related party inquiries
M	2.9	Ability to maintain license bond information
M	2.8	Ability to process license/bond inquiries
M+	2.3	Ability to process returned mail
M	3.1	Ability to produce tax return mailings
M+	3.6	Ability to match data against outside sources
		Document and Returns Processing Functionality
M	3.0	Ability to define a document
M+	3.6	Ability to enter data-low volume
M+	3.6	Ability to enter data-high volume
M+	3.9	Ability to prepare payment transactions
M	3.9	Ability to request source documents
		Taxpayer Accounting Functionality
M	2.9	Ability to provide questionable filer detection
H-	3.8	Ability to post transactions
H-	3.8	Ability to adjust taxpayer accounts
H-	4.1	Ability to make account period inquiries
H-	3.8	Ability to process refunds or credits
M+	3.3	Ability to match data against outside sources
M	2.8	Ability to produce management revenue reports
M+	3.7	Ability to bill a taxpayer
M+	2.6	Ability to process payment agreements
M+	3.3	Ability to process liens
M+	3.3	Ability to apply payments
M	3.2	Ability to process dishonored checks
M	3.8	Ability to process write-offs
M	3.4	Ability to process settlements
M	4.0	Ability to process offsets

APPENDIX C

Table 24 (continued)
ITAS System Requirements Survey Results

Priority Average	Meets Requirements Average	Functional Requirements Description
		Automated Correspondence Functionality
M	3.4	Ability to define a new notice.
M+	3.7	Ability to process a notice
M	1.9	Ability to process questionnaires
M	2.9	Ability to produce correspondence
M+	3.8	Ability to inquire on correspondence
L+	2.6	Ability to produce statistical and post office reports.
		Case Management Functionality
M+	4.5	Ability to define cases to ITAS
M+	4.1	Ability to maintain case information
M+	3.2	Ability to process collections
M+	3.0	Ability to identify audits
M+	3.0	Ability to identify and process non-filers and delinquents
M	3.0	Ability to automatically take action
M+	4.0	Ability to provide case inquiry
M	3.7	Ability to maintain employee/organization
M	2.5	Ability to produce operation and planning reports
		Revenue Accounting Functionality
M	3.6	Ability to capture revenue transactions
M	3.3	Ability to track revenue
M	3.4	Ability to allocate receipts
M	3.6	Ability to distribute funds
M+	3.0	Ability to inquire on revenue accounts
		Other Components Functionality
M	2.9	Ability to provide user help
M	3.8	Ability to provide "hotkey" access to host systems
M	2.8	Ability to generate ad-hoc reports via DB2's QMF

Source: Compiled by KPMG

APPENDIX D

North Carolina Department of Revenue

James B. Hunt, Jr.
Governor

October 25, 2000

Muriel K. Offerman
Secretary

Honorable Ralph Campbell
Office of the State Auditor
2 South Salisbury Street
Raleigh, North Carolina 27699-0601

Dear Mr. Campbell:

I have reviewed the report of the performance audit of the Department of Revenue conducted by your office pursuant to House Bill 1476 as enacted by the 1999 Session of the General Assembly.

The report clearly indicates that the Department of Revenue is understaffed in many areas. This is an issue we have struggled with for many years. Because we do not have adequate staffing, we have been unable to attain the level of service expected of us by the citizens of North Carolina and the General Assembly. We will ask the General Assembly for the funding needed to address these deficiencies.

Our responses to the recommendations directed to the Department of Revenue are contained in the attached document titled Response to the Performance Audit of the North Carolina Department of Revenue.

As you will note, we concur with most of the recommendations. We have responded to certain recommendations where we believe a response is appropriate to (1) clarify our understanding of the recommendation, (2) address implementation of the recommendation, particularly with respect to funding for personnel and other resources, or (3) qualify our plan to implement the recommendation. We have not commented on those recommendations with which we fully concur and we will implement them accordingly.

We take exception to two of the recommendations. Our reasons for doing so are also included in the above document on pages 15 and 16.

I wish to commend your staff for their objectivity, expertise and professionalism exhibited during the course of the audit.

Sincerely,

Muriel K. Offerman

Muriel K. Offerman

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Pages 15 and 16 referred to above are now pages 108 and 109 in the report.

The response from the Department of Revenue has been reformatted to conform with the style and format of the rest of the audit report. However, no data has been changed.

APPENDIX D

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The response from the Department of Revenue has been reformatted to conform with the style and format of the rest of the audit report. However, no data has been changed.

APPENDIX D

Response to the Performance Audit of the North Carolina Department of Revenue

RECOMMENDATION

DOR management should devote more auditors to reviewing and processing RARs on a full-time basis to reduce the RAR inventory for individual income taxes. Management should also implement a tracking tool to indicate who the RAR was assigned to, when it was assigned, dollar amount assessed, date return was received, date of assessment, and length of time to it takes to process RARs to improve management control of this process.

DOR agrees that additional auditors should be dedicated to reviewing and processing RARs on a full-time basis in order to reduce the RAR inventory for individual income tax. The Examination Division currently has two auditors assigned to work RARs. DOR is taking immediate action to dedicate additional resources to process RARs.

In order to reduce the backlog of RARs and to maintain a current status of all RARs received, DOR will request six (6) income tax auditors and two (2) corporate tax auditors in its expansion budget.

DOR agrees that a tracking tool is needed for RARs. The Examination Division will develop and implement a tracking system to capture the items noted in the recommendation.

RECOMMENDATION

DOR should implement an automated case management tool to more effectively track and work accounts receivables. A computerized tracking spreadsheet/software should be used to track accounts, flagging them when they become overdue. A list of flagged accounts should be printed and distributed to the auditors assigned to collections. Division Management should more closely monitor collection efforts. Lastly, management should assign additional auditors to work the backlog of past due accounts.

DOR agrees that more should be done to collect motor fuels delinquent accounts receivables. Currently, collection of motor fuels delinquent accounts is the responsibility of the Motor Fuels Tax Division. As a part of the Departmental reorganization, this responsibility is being reassigned to the Collection Division. This move will incorporate

The response from the Department of Revenue has been reformatted to conform with the style and format of the rest of the audit report. However, no data has been changed.

the motor fuels accounts receivables into the normal collection processes established for all other tax schedules.

In addition, the 1999 General Assembly directed the Department to conduct a study of best collection practices in House Bill 1433. The Department employed PricewaterhouseCoopers to conduct the study and presented findings to the Revenue Laws Study Commission. The 2000 General Assembly authorized the Department to enter into a performance-based contract to implement the study findings as a part of House Bill 1624. New technologies, including enhanced case management systems were recommended as a part of this study.

RECOMMENDATION

DOR management should more closely monitor bankruptcy cases to assure the timely processing of Bankruptcy Proof of Claim Forms. DOR should implement a bankruptcy status report detailing the payment and closeout status of both individual and corporate cases. Lastly, all personnel should be cross-trained to assure timely processing of case files.

DOR concurs with the finding that all personnel in the Bankruptcy Unit should be cross-trained. Most of the support level employees have been cross-trained. The two administrative officers, however, need to be cross-trained and efforts have been implemented to begin this training.

DOR also has in place as one of its performance measures the tracking of cases to ensure that all claims are filed timely. While we believe this tracking system is adequate, we will more closely monitor these cases to ensure that the system is working properly. We believe the cases that were not filed timely were exceptions to the usual process employed in bankruptcy cases. The $7,579,179 in projected lost revenue was estimated from claims not timely filed. We believe a larger sampling would result in a much lower projected lost revenue.

RECOMMENDATION

DOR management should develop a comprehensive, standard set of procedures and guidelines for handling the offer and compromise function. Specific, step-by-step procedures should be included for each division, along with guidelines for handling situations where there may be differing details. Once the procedures are in place, management should monitor the adherence to and success of these guidelines in each of the tax areas, modifying them as needed.

The response from the Department of Revenue has been reformatted to conform with the style and format of the rest of the audit report. However, no data has been changed.

The administration of offers in compromise will be transferred to the Collection Division to facilitate implementation of these recommendations.

RECOMMENDATION

DOR management should formally document response time standards for responding to non-routine written correspondence. Management should review the types of correspondence being handled by the Taxpayer Assistance section to determine if using technology, such as voice mail or e-mail, could increase efficiency. Additional staff is needed to eliminate the backlog and to handle daily correspondence. See finding on page 68.

DOR concurs that the response time standard of 30 days should be documented in writing. In 1997, a business process reengineering team reviewed the processes of the Taxpayer Assistance Section with regard to correspondence and implemented several major actions that enabled the employees to concentrate on their correspondence. While DOR is very open to using additional technology to improve performance, we believe the current processes are close to maximizing employees' time. DOR management has conducted a personnel needs study and provided your staff with those findings.

RECOMMENTDATION

The Criminal Investigations Division should develop and maintain within each case file a checklist to determine what documentation should be included. A checklist would assure consistency among case files and provide assurance that all files contained adequate pertinent information.

DOR concurs that five declined case files did not contain case data sheets or final investigative reports. DOR takes exception to the statement that information was not readily available to justify or document the decision process or the final disposition of these cases. In four of the five cases identified, the files contained information on how the cases were resolved; however, the information was not on a case data sheet or final investigative report. The other case was resolved by the department's civil audit staff and a written explanation on the final resolution was not included in CID's case file. CID was able to quickly provide the examining auditor with an explanation of the relevant facts in each of the cases cited.

CID management recognizes the importance of maintaining consistent documentation on the resolution of criminal tax referrals and has taken the steps to insure more uniformity

The response from the Department of Revenue has been reformatted to conform with the style and format of the rest of the audit report. However, no data has been changed.

in division files. Case data sheets are now required for all numbered referrals and will include information on the final disposition of every case.

RECOMMENDATION

DOR should immediately develop a formal, ongoing security awareness program for all employees. This program should be one of the primary responsibilities of the Security Division and should be continually monitored and updated as needed.

DOR concurs that a security awareness program should be implemented for all employees. The current level of staffing in the Security Division is not adequate to fulfill this recommendation. In order to implement and maintain the security awareness program, a Computer Training Specialist III position will be requested in the expansion budget.

RECOMMENDATION

DOR management should expedite the hiring of personnel to fill the three remaining positions identified during its recent organizational change in the Security function. The proposed organizational changes at DOR should provide the security staff with the infrastructure needed to perform daily security monitoring tasks, as well as participate in systems development/enhancement projects.

DOR concurs. To provide these remaining security positions DOR is required to identify and reclassify existing positions. DOR will continue to identify and reclassify positions to provide the Security Division with adequate staffing to perform the required security functions. In addition to the three positions listed in the recommendation, three additional security positions will be requested in the expansion budget.

RECOMMENDATION

DOR management should make immediate provisions for all system administrators to receive specific systems security administration training. It is critical that the systems administrators receive this training and keep updated on current information security issues and trends.

DOR system administrators are currently tasked with limited security responsibilities. DOR concurs with the prior recommendation to appropriately staff the security functions. At that time, all system security administration will be transferred from the system administrators to these positions and all security personnel will be trained in systems security administration.

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RECOMMENDATION

We commend DOR's decision to contract with the vendor for the development of a disaster recovery plan that encompasses the Data Capture System and related Local Area Network. DOR should implement and test business recovery plans for technology, people, and processes required to support key tax processing components.

DOR concurs, and has been developing a complete Business Continuity Plan that will provide a means for critical business functions to continue in case of a disaster. DOR will continue this effort as resources allow.

RECOMMENDATION

DOR should develop and implement an on-going communications plan for users of ITAS. Improvements to the existing infrastructure, which are already planned, will be required to provide additional communication tools. Additionally, PD&T should consider conducting annual user satisfaction surveys to gauge support of, and facilitate communication with end users.

DOR concurs. The recently approved Policy for Change to ITAS is now in effect and requires regular status reporting of ITAS releases. Also, PD&T plans to utilize a user satisfaction survey to enhance communications with users.

RECOMMENDATION

DOR management should work with the General Assembly to prioritize desired technology advancements. Management should continue to monitor the automation needs of DOR and communicate those needs to the General Assembly. The General Assembly should appropriate necessary funds to continue the modernization of DOR and maintain existing systems.

DOR concurs. Funding for E-commerce and technology initiatives, including positions to support development and maintenance of the E-commerce applications and hardware, will be requested in the expansion budget. DOR will continue to monitor technology advancements and state-wide E-commerce initiatives to ensure that the Agency can most effectively and efficiently meet the needs of taxpayers.

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RECOMMENDATION

DOR management should use the results of the surveys conducted by KPMG to focus development of ITAS' key components. Development of these components should serve to address the majority of functionality issues identified by ITAS users and improve the effectiveness of the system.

DOR concurs that specific components of ITAS are not as robust as originally promised and may require enhancements. In addition to modifications, some of the components may only require additional training for DOR personnel so that they can fully understand and implement all of the existing functionality.

DOR believes ITAS meets the basic processing requirements and it is worth investing time and resources into better understanding the system. To meet that objective, DOR has requested funding as recommended in this report for staff positions to provide training and documentation for ITAS. Until the current system functionality and capabilities can be fully reviewed, understood, and documented, DOR does not have adequate information to make a cost-effective decision regarding enhancing ITAS vs. implementing additional functionality outside ITAS.

RECOMMENDATION

DOR management should determine if functionality gaps identified by this review not included in the current software release schedule are appropriately prioritized and can be addressed.

DOR concurs. In February, 2000, the DOR Quality Council chartered the ITAS Design Review team to identify areas of ITAS where design modifications are required to enable ITAS to be used more effectively. The areas currently in review include Noticing, Amended Returns, Payment Processing, and Review Items. Once the team's review and analysis has been completed, recommendations for design changes will be submitted for prioritization. Implementation of the approved recommendations will be dependent upon programming resource availability and funding.

RECOMMENDATION

DOR management should determine alternatives to provide better management reporting. A support structure should be developed to facilitate users' reporting needs while limiting the impact to ITAS production processing.

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DOR concurs. The current staffing level is inadequate to support both ITAS Production and ongoing information reporting needs. As an alternative to requesting additional staff positions, funding for implementing a data warehouse and reporting tools to provide users with direct access to data for queries and reporting will be requested in the expansion budget.

RECOMMENDATION

Documentation of ITAS processing and user procedures should be improved. In order for documentation to be completed and consistently maintained, resources must be allocated to create, update, and maintain ITAS online help facilities, user manuals and documentation as changes occur.

DOR concurs. Funding for one training supervisor and three training specialists will be requested in the expansion budget. These positions would maintain the standard ITAS user documentation for use by all divisions in the agency and provide ITAS user training.

Operating divisions within DOR currently maintain ITAS user manuals that are specific to how that division uses ITAS, and parts of these manuals would continue to be needed.

RECOMMENDATION

DOR management should implement procedures for receiving user calls, documenting problems, and recording solutions for future reference. In our opinion, DOR should request additional positions to supplement existing help desk staff. (Note: Two positions were requested in the FY97-98 budget but not approved.)

This finding refers specifically to ITAS support and DOR concurs. Funding for these positions will be requested in the expansion budget.

RECOMMENDATION

PD&T should develop and implement additional performance measures. Additionally, PD&T should implement service level agreements with internal users to assure all parties understand what is expected of them.

PD&T is an active participant in the Department's business planning process. PD&T's first formal involvement in that process covered the biennium period 1999-2001. It is anticipated that as the process matures, the level of performance measurement throughout the agency will expand and develop. Meaningful performance measurement processes in

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organizations tend to evolve over time and require some level of experience and practice before the process reaches maturity. PD&T as well as all other divisions at DOR are fulfilling all of their responsibilities under the performance management system mandated by the Office of State Budget, Planning and Management.

RECOMMENDATION

DOR management should continue emphasis on identifying and refining the criteria used by ITAS to select potential audit candidates. Additional use of automated capabilities for selection of candidates and ongoing support for these efforts will be required to improve the effectiveness of DOR's overall audit function. As ITAS criteria for selecting candidates is refined, it is expected that the workload will be increased.

DOR concurs with this finding and is actively pursuing all opportunities to improve the effectiveness of the overall audit function. Using existing audit personnel, DOR has created a new section called Special Projects/Discovery. This section will actively pursue the refinement of criteria for selection of potential audit candidates by evaluating the success of each initiative. A case management process will separately identify ITAS audit selections and their assignment to field examination districts and track the progress of the case to final resolution. This section will continue to explore the use of automated capabilities and the full utilization of internal and external databases to identify potential audit candidates.

The Special Projects/Discovery Section will focus on the expanded identification of audit candidates using IRS tape extracts. This section will refine selection criteria to evaluate return discrepancies between federal returns and state return information on ITAS. Audit initiatives from tape extracts will impact examination personnel. Much of this audit process is being automated, however, the potential for expanded use of IRS tapes with ITAS return information will require additional audit resources.

As a result of this recommendation, DOR will request in its expansion budget 25 auditor positions and nine tax technician positions in the first year of the biennium and ten auditor positions in the second year.

RECOMMENDATION

We commend DOR for its exploration and implementation of electronic methods of providing services to North Carolina citizens. DOR should continue to build on the success of its electronic filing and electronic funds transfer programs by actively promoting their use. To do this, DOR should consider utilizing some of the

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promotional activities used successfully in other states. Additionally, DOR should continue developing electronic methods of tax filing, collection, and providing customer service to taxpayers. We fully support the recommendations made in the June 2000 Keane report that will position DOR as a leader in electronic processing of taxpayer data. Lastly, North Carolina's goal should be the processing of individual tax refunds for returns filed electronically and using direct deposit so that taxpayers' refunds are processed and deposited within 7 days of receipt.

DOR concurs. Funding for two positions to support the development of E-commerce applications will be requested in the expansion budget.

DOR also requested statewide E-Grant money for direct deposit, but the initiative was declined by the E-Government Steering Committee. DOR has requested funding for direct deposit in the expansion budget. DOR is launching an E-Commerce Strategy Implementation Team to determine an appropriate implementation plan that balances the business needs of the agency, our internal capacity to manage change, and available funding to maximize benefits for DOR and the State. We anticipate implementing direct deposit of refunds for the tax year 2001 (2002 filing season), contingent upon funding.

DOR also agrees that electronic methods of providing services to North Carolina citizens should be explored. By implementing e-commerce options, both paper returns and electronically filed returns would be captured in formats that improve the efficiency and effectiveness of our operations. Our E-Commerce Strategy Implementation Team will also ensure that DOR uses existing technology and processes in a manner that complements our e-commerce strategy. This way we can ensure that our plans are aligned with existing business strategy and that all resources are focused on pursuing the strategic goals of the agency. DOR concurs that a case management tool and automatic collection processes are critically important because such tools can have a very positive effect not only on collection efforts but also on examination and customer service activities. House bill 1624 from the 2000 session of the General Assembly promotes the development and implementation of technologies that will positively impact the areas cited in the recommendation and we strongly support its goals. We believe that such investments in technology would reap a multitude of benefits for the State of North Carolina and we will ask for support of these efforts through legislative funding.

As is customary in our agency, we welcome the opportunity to examine our internal processes for the purpose of continuously improving operations. We also realize that a customer-focused, mission driven organization uses its planning processes to identify goals, objectives and strategies that promote processes that add value for citizens. DOR believes that your thorough examination of the agency has revealed that there is a true commitment in the agency to such activity. DOR will endeavor to identify appropriate

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goals and measures for our business processes including those that relate to refund processing and direct deposits.

RECOMMENDATION

DOR should work with the State's Information Technology Services' (ITS) Telecommunications division to design and implement more effective telephone services. In our opinion, the system should include a taxpayer assistance call center, using a combination of telephone technology, interactive devises and live assistance. Additionally, the system should be designed to actively monitor the number of calls received by type to better tailor services to the needs of taxpayers. The establishment of a single telephone center with a toll-free number, appropriately staffed to receive and make outgoing collection calls and handle general taxpayer and customer inquiries, will enhance DOR's customer services and pay for itself in increased collections and reduced taxpayer burden through easier access to DOR. Other benefits include:

- **Eliminate employee unproductive time associated with telephone use;**
- **Manage telephone traffic;**
- **Measure volume and type of calls;**
- **Match the number and types of calls with DOR employees;**
- **Reduce overall call volume; and**
- **Expand and allow 24-hour Voice Response Unit access from taxpayers.**

DOR concurs that a taxpayer assistance call center should be implemented and has requested funding in the expansion budget to begin the project. DOR worked closely with ITS staff when the automated voice response unit (VRU) was replaced in December 1999 to ensure that DOR purchased a system that was expandable to a full service call center. DOR is measuring the volume and types of calls received, but call center technology would enable more data to be captured. DOR also concurs that funding should be made available to establish toll-free telephone numbers along with the technology to distribute calls to employees across the state based on volume of calls and available personnel. The recent reorganization establishing a Taxpayer Assistance Division will allow DOR to more effectively manage this function. One of the primary components of the Taxpayer Assistance Division will be 10 regional taxpayer assistance service centers across the state that will serve taxpayers locally, whether by personal contact at the center or by telephone. DOR believes the 10 service centers will allow more effective and convenient service to taxpayers who will not have to drive more than 50 to 75 miles for personal service rather than trying to communicate with the central office in Raleigh. The call center in Raleigh will be linked to these service centers to make effective use of the service center staff when they are not assisting taxpayers who

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come to the centers. DOR will request the personnel and technology in its expansion budget.

RECOMMENDATION

The Returned Mail unit should develop a better workload tracking system to avoid compromising assessment suppression. This data should be used to determine the resources required to meet the unit's workload demand. Additionally, DOR management should conduct a cost/benefit analysis of the effort and resources used to collect the outstanding assessments. If the analysis proves that the costs outweigh the benefits, then management should request a modification to GS 105-241.1 to allow DOR to proceed with the final assessment notice after a given number of tries to locate a more current taxpayer address.

DOR concurs that returned mail is a significant problem. If returned mail from the Post Office is not quickly entered into ITAS, additional assessment notices may be sent thereby increasing the backlog. In 1999, DOR established a team to review the returned mail processes and make recommendations. From that internal study came a better understanding of why returned mail is increasing and recommendations to improve the process. Based on those recommendations, DOR has taken several steps: forwarding certain returned mail to field office staff to assist in locating taxpayers; placing an identifier on notices to allow the Returned Mail unit to sort the mail more efficiently; and moving forward with defining changes to ITAS that will automate the resending of mail when a better address is identified. The Returned Mail unit does track the volume of mail on a weekly basis, but tracking individual pieces of mail outside of ITAS would be very time consuming, and given the backlog of returned mail, we do not see this as a good use of time. We do, however, concur that a cost/benefit analysis of the effort and resources needed for returned mail would be beneficial. DOR will conduct an internal analysis during 2001.

RECOMMENDATION

DOR should immediately devise a tracking system that logs the receipt of all amended tax returns, noting the amount of payments. To reduce the backlog of returns to no more than 1 week, DOR should add additional positions to the Amended Returns section. DOR should also continue to improve explanations on bills and assessments to reduce inquiries from taxpayers. This would free more personnel for processing.

DOR concurs with this recommendation and is implementing a system to track the receipt of amended returns.

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DOR also concurs that the backlog of amended returns should be reduced. Twelve (12) auditors and seven (7) tax technicians will be requested in the expansion budget in order to reduce the backlog and maintain an inventory of these returns on a current basis. The ITAS Design Review Team will also make recommendations to the Quality Council that will include procedures for automating the processing of all amended returns.

RECOMMENDATION

DOR should explore alternative methods of tax collection, including the use of private collection agencies and advanced telephone capabilities to collect past due taxes. Based on the experience of other states, we estimate that North Carolina could increase its collections by 20% or $47,093,031 of our past due taxes due more than 365 days.

DOR concurs with this recommendation and is currently in the process of identifying alternative methods of tax collection. In House Bill 1433, the 1999 General Assembly directed the Department to conduct a study of best collection practices. The study was conducted by PricewaterhouseCoopers and the 2000 General Assembly authorized the Department, in House Bill 1624, to enter into a performance-based contract to implement the study findings. New technologies, including new telephone based collection systems, were recommended as a part of this study.

The Department is proceeding with implementation of this initiative in several stages, the first of which is to refer the out-of-state account receivables to a private collection agency. Current plans are to begin outsourcing out-of-state account receivables on November 1, 2000.

A request for proposals for a performance based contract for a major technology enhancement will be issued during late spring, 2001. The technologies described in PwC's report will be the primary focus of this initiative.

DOR believes that additional personnel resources will be required in order to utilize the new technology and ten (10) telecollector positions will be requested in the expansion budget.

RECOMMENDATION

DOR should establish specific goals for refund processing, as well as a system to monitor progress, and communicate the importance of these measures to all affected personnel. Each year after the tax season has concluded, management should

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analyze the refund process to see where problems occurred and to identify changes needed.

DOR has goals for processing refunds each year as indicated in the performance measures established for the department. Attention will be given to ensuring that goals are clearly communicated to all employees. The total quality management philosophy that DOR embraces includes the review of work processes and the department will continue its review of the processing experience to refine the entire effort so that maximum efficiency may be realized.

RECOMMENDATION

We commend DOR's efforts in finding a way to handle the "tax season" volume by using available resources. Since the pool of entry level people is so small in the Triangle area, one option DOR should explore as a long-term solution is the feasibility of establishing a mail center for opening, sorting, and preparing returns in one of the low employment counties in the State. Table 12 shows unemployment rates for a number of counties within an hour's drive of Raleigh. The prepared returns could be transported back to the Raleigh center for scanning and input into ITAS. Another alternative would be to bus workers from a low employment county each day for "tax season." While both these alternatives have costs and security issues connected to them, both should be fully explored as long-term solutions to the problem. A more immediate solution would be to increase funding for temporaries to allow DOR to offer a competitive wage to entry level personnel in the Triangle area. Lastly, DOR should continue to promote electronic filing of returns as discussed on page 47 to reduce the number of paper returns that must be manually processed.

DOR believes this recommendation requires substantial study to determine the costs of implementation and the benefits to be derived. Issues regarding the establishment of an off-site mail center include security of the site and the mail, recruiting logistics, mail routing implications, length of the employment period for temporary employees and transportation. DOR has requested additional funding for temporary employees in its expansion budget in order to offer a more competitive wage.

RECOMMENDATION

DOR management should review the efficiency of the employees involved in all phases of the tax return process, especially in the areas in which there were bottlenecks. After this review, management should determine what further training would be beneficial in increasing the effectiveness of these employees. The training

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program should include both permanent and temporary employees as they join DOR.

The review of work processes is inherent to DOR's approach to its work. With the introduction of new technology, DOR has continued to refine procedures to eliminate non-value added activities as well as reducing or eliminating inefficient procedures. Baselines established during the processing season are important in modifying existing procedures and determining the level of training needed by employees. In addition to increasing the effectiveness of employees, DOR will request eleven additional employees in the expansion budget for document preparation and data capture.

RECOMMENDATION

DOR should develop a plan to implement direct deposit of tax refunds immediately. As part of the plan, DOR should develop a strategy to allocate the required resources to this project to increase taxpayer satisfaction and reduce the operational costs associated with the mail process.

DOR concurs with the recommendation. Funding was requested from the E-Government Steering Committee, but the application was declined. DOR has requested funding in its expansion budget to implement a direct deposit program.

RECOMMENDATION

To reduce the number of items that are placed in suspense status requiring manual handling, DOR should continue to promote electronic filing. This would reduce the number of taxpayer errors and allow the input of tax information directly into ITAS. Since all taxpayers will not file electronically, DOR should increase its efforts to educate the public concerning the proper methods and format for completing tax forms. Further, DOR should create a tracking system that notes the causes of suspended items and look for trends in order to quickly and efficiently solve repeat problems. Finally, DOR should have a plan in place to quickly resolve any build up of suspense items when the volumes reaches a pre-defined level. This may require additional staffing.

DOR concurs that there is a need to continue promoting electronic filing as the most advantageous method for filing returns. DOR personnel responsible for the development of forms and instructions solicit input from employees involved in taxpayer assistance and review of returns to secure suggestions for improving the format and instructions each year. The identification of possible errors in returns is the reason that returns suspend in ITAS. The suspense criteria are required to ensure data integrity. DOR does

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monitor the causes for suspense; however, the causes are not always easily resolved and often require revision of forms or instructions in future years. DOR is developing a formal contingency plan designed to address the build up of suspense items above a pre-defined level. In addition, DOR has requested five additional employees for resolving suspended returns in its expansion budget.

RECOMMENDATION

DOR management recently established a formalized training function for the department. At the time of the audit, benefits of this function had not yet been realized. Training should be coordinated and flexible to allow supervisors to better coordinate training with the workflow. As a part of DOR's performance management process, supervisors should identify each employee's weaknesses and determine what training would address these and enhance the employee's strengths. Lastly, DOR should make the development of ITAS training courses and training material for staff a priority.

The elements of this recommendation are already in place. In February, 1998, the DOR Quality Council established a team whose mission was to assess the training needs for the Department of Revenue. This included:

- Identifying training requirements (What training is needed to accomplish the Department's mission)
- Recommend training plan for employee classifications
- Identifying areas of training to be used in the training plan for employee classifications
- Recommending more effective use of Registrar System for tracking employee training
- Gathering information from public/private organizations on how they are structured for training

The team, which was composed of trainers and others who were affiliated with training processes, made recommendations to the Quality Council. The team had the authority to review and assess existing training processes within the agency and consider what future training should be. The recommendation report that the Training Team ultimately presented addressed all of the areas cited in the performance audit recommendation. The cornerstone of the team's recommendations was to establish a separate training organization in the department responsible for all training. That training organization was officially created in the Spring of 2000. The unit is currently staffed by five positions with plans to add additional support position as they can be identified within the agency.

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RECOMMENDATION

Based on the analysis above, DOR should request additional interstate audit positions from the General Assembly. Increasing this function could significantly benefit North Carolina.

DOR's Interstate Audit Section is currently expanding with the addition of 8 auditors to be employed by January 2001. A request for 2 auditors will be included in the expansion budget. The recruitment and training of new interstate auditors requires substantial planning and significant resources for the agency to successfully deploy these auditors.

DOR will continue to evaluate the need for additional interstate auditors and the placement of these auditors across the United States upon completion of the current expansion.

RECOMMENDATION

DOR should implement additional case management functionality to more effectively manage its accounts receivables. This functionality should allow debt scoring and performance measures which will automate payment agreements and wage garnishments, track debt activity, prioritize cases, reduce case cycle time, increase the collection rate, and move cases to the most efficient collection resource. DOR should also move the accounts receivables function from the Office Services division to the Financial/Accounting division to allow for more effective oversight. Lastly, DOR should continue its efforts to hire a private firm to collect past due tax assessments.

DOR concurs that an automated case management system should be implemented. Our current case management system resides within ITAS. As part of the project to determine case management needs, the current ITAS functionality will need to be fully documented and evaluated to determine the enhancements needed to meet the business requirement. Once that has been completed, DOR will perform a cost/benefit analysis comparing enhancements to ITAS with the implementation of a new case management tool and we will proceed according to the results of that analysis.

We do not concur with the recommendation that the account receivables function should be moved to the Financial/Accounting division. The collection of all delinquent accounts are, or will become, the responsibility of the Collection Division who will carry out the collection function and will exercise the appropriate oversight of the activity.

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Outsourcing of past due assessments to private firms was addressed in the response to the recommendation relating to "alternative methods of tax collection".

RECOMMENDATION

DOR should update its Cash Management Plan to reflect current policies and procedures. The plan should be updated periodically and forwarded to the Office of the State Controller to be in compliance with statewide policy.

DOR concurs that the Plan should be updated to reflect recent changes in receiving and depositing tax receipts resulting from the installation of new data capture and remittance processing equipment. There had been no substantive changes in these procedures since 1986 when an automated remittance processing system was first installed and the Plan was first written to describe those processes.

RECOMMENDATION

DOR should consult with the State Treasurer to determine the feasibility of opening depositories at local banks close to the Revenue Field Offices. This would allow daily deposits of all field office collections. If the depositories are set up, DOR would need to modify its field office procedures to allow daily deposits while having the offices continue to forward the daily reports and deposit slips to Raleigh. Additionally, management should review the procedures used by the Bankruptcy unit to require adherence with the Daily Deposit Act.

DOR does not concur with this recommendation. The issue of field personnel depositing tax receipts to local banks has been studied a number of times and we do not find it to be practical or feasible. Deposits by local offices would prevent DOR from utilizing the data capture and remittance processing equipment recently installed at the agency. In addition, there would be quality control issues in allowing 36 offices to process tax payments and deposits; the image of the check as the standard audit trail would be lost; reconciliation of deposits and processing of tax returns will still have to occur in the Revenue Building when the tax returns and payment documents are received from the local offices; the Department of the State Treasurer would incur the cost of time and personnel to perform bank reconciliation functions with deposits being made by local offices across the state; and deposit duties would be an additional responsibility to field collection personnel whose time is already being fully utilized to collect outstanding tax liabilities. As an observation to the recommendation, the calculations for interest earnings assumed the total $210,000,000 was available to earn interest for the entire year. The monies cited in the report were collected throughout the year.

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APPENDIX D

The Bankruptcy unit concurs with the finding and has now implemented a revised process for checks received in the Bankruptcy unit. The checks will be sent to the Financial Services Division for deposit within 24 hours of receipt of the check.

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October 27, 2000

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~~APPROPRIATIONS~~ JUSTICE AND PUBLIC SAFETY — 8 May

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APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 8, 2001

The Joint Appropriations Subcommittee on General Government met Tuesday May 8, 2001 at 1:00 p.m. in Room 425 of the Legislative Office Building. Two of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill; and Daniel Barefoot, Marvin Lucas and Mitchell Setzer. Michele Nelson from the fiscal staff was present.

Senator Ed Warren chaired the Department of Revenue continuation meeting with Ralph Campbell, State Auditor.

Mr. Campbell thanked the committee for the opportunity to review the performance audit report from October 2000 with the appropriations subcommittee on General Government. He said that this report was done at the request of the Legislature. The request was to report on the department's use of technology with a special emphasis on the integrated tax administration system. (ITEST). Mr. Campbell commented that while they found some areas where they feel that improvements can be made, the department is operating as efficiently as possible given the levels of automation and staff at the time. He noted that by using technology, the department has the opportunity to greatly reduce the turn around time for returns. All of the major recommendations are contained in the report. (attachment # 1).

Janet Hayes the performance audit manager for the state office, reviewed the one page summary of the performance audit. (attachment #2) Everything is interrelated and on the handout is connected by arrows.

Senator Kinnard brought up the issue of the interactive system and there was some general discussion. The system works very well and is efficient for those who know how to use it. One point is that there is a phone number for getting to a "real live person" for help.

Representative Sherrill brought up the issue of relocating the department out of the area and the costs that would be incurred. There would be additional costs, particularly for housing at an outside location. They are looking at possibilities to resolve the space problems, but it will not be a part of this budget. They are hopeful of space being found in Raleigh, because of the resources available and personnel that are already here.

Senator Kinnard asked about the banks handling the checks. The Commissioner responded that the Department of Revenue can do it more efficiently and have the data available for use as needed.

Here being no other business, the meeting was adjourned. The next meeting is scheduled for Wednesday May 9, 2001 at 8:00 a.m.

Respectfully submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

OFFICE OF THE STATE AUDITOR

PRESENTATION OF THE

PERFORMANCE AUDIT REPORT ON THE

NORTH CAROLINA DEPARTMENT OF REVENUE

February 2001

1

OBJECTIVES

- 1. REVIEW TAX COLLECTION AND AUDITING ACTIVITY
- 2. REVIEW METHODS OF PROCESSING AND ABILITY TO EMPLOY NEWER TECHNOLOGY
- 3. REVIEW STAFFING, ORGANIZATION, AND MANAGEMENT
- 4. REVIEW BUDGET AND FISCAL MANAGEMENT
- 5. OTHER ISSUES IDENTIFIED BY AUDITOR

OBJECTIVE 1:
Findings

TAX COLLECTION ACTIVITY

- WITHHOLDINGS PROCESS NOT EFFECTIVE
- IRS REVENUE AGENT REPORTS NOT WORKED
- ACCOUNTS RECEIVABLES NOT ACTIVELY COLLECTED
- BANKRUPTCY CASES NOT MONITORED EFFECTIVELY
- INCONSISTENT DECISIONS FOR OFFER AND COMPROMISE REQUESTS
- UNTIMELY RESPONSE TO TAXPAYERS' WRITTEN CORRESPONDENCE

OBJECTIVE 1:

TAX COLLECTION ACTIVITY

- MAJOR RECOMMENDATIONS
  - INCREASE COLLECTION EFFORTS
    - IRS REVENUE AGENT REPORTS -- $13.5 MILLION
    - MOTOR FUELS ACCOUNTS RECEIVABLES -- $3.4 MILLION
    - BANKRUPTCY CASES -- $7.6 MILLION
  - EMPLOY TECHNOLOGY TO IMPROVE
    - COLLECTION ACTIVITIES
    - TAXPAYER ASSISTANCE

OBJECTIVE 1:
Findings

INFORMATION SECURITY AND BUSINESS CONTINUITY

- SECURITY NOT FULLY DEVELOPED
- LACK OF COMPREHENSIVE DISASTER RECOVERY PLAN
  - ITAS AND OTHER MAINFRAME APPLICATIONS OK
  - NON-MAINFRAME SYSTEMS NOT COVERED
    - DATA CAPTURE
    - LANS

OBJECTIVE 1:

INFORMATION SECURITY AND BUSINESS CONTINUITY

- MAJOR RECOMMENDATIONS
  - DEVELOP AND IMPLEMENT COMPREHENSIVE SECURITY PRACTICES AND PROGRAMS
    - MAINFRAME APPLICATIONS
    - NON-MAINFRAME APPLICATIONS
  - DEVELOP AND IMPLEMENT COMPREHENSIVE DISASTER RECOVERY PLAN
    - ITAS
    - ALL PROCESSES AND SUBSYSTEMS

OBJECTIVE 1:
Findings

COSTS OF AUTOMATION

- ON-GOING COSTS
  - ITAS = $8.3 MILLION
  - OTHER AUTOMATION $7.5 MILLION
- SEPARATE DATA CAPTURE COSTS = $17.5 MILLION
- ALL TECHNOLOGY APPROPRIATIONS / EXPENDITURES
  - 87-88 THROUGH 99-00 = $60 MILLION
- ESTIMATED BENEFITS
  - AVERAGE INCREASE IN REVENUES = 4.8% PER YEAR OR $726 MILLION PER YEAR
- CONTINUED SIGNIFICANT EXPENDITURES REQUIRED
  - IMPLEMENT AND SUPPORT NEW TECHNOLOGY INITIATIVES
  - UPGRADE / REPLACE OBSOLETE EQUIPMENT / SYSTEMS
  - MAINTAIN EXISTING SYSTEMS

OBJECTIVE 1:

COSTS OF AUTOMATION

- MAJOR RECOMMENDATIONS
  - MAINTAIN HIGH LEVEL OF TECHNOLOGY FUNDING FOR DOR
    - IMPLEMENT AND SUPPORT INITIATIVES USING NEWER TECHNOLOGY
    - MAINTAIN AND IMPROVE EXISTING TECHNOLOGY

OBJECTIVE 1:
Findings

AUTOMATION EFFICIENCY / EFFECTIVENESS

- ITAS RATED "FAIR TO GOOD" BY EMPLOYEES
- NEEDS MODIFICATION FOR
  - TAXPAYER IDENTIFICATION AND ACCOUNTING
  - DOCUMENT AND RETURNS PROCESSING
  - ACCOUNTS RECEIVABLE AND REVENUE ACCOUNTING
  - AUTOMATED CORRESPONDENCE
  - CASE MANAGEMENT
  - INTERNAL REPORTING
- CHANGE MANAGEMENT PROCESS CONCERNS
  - LACK OF PERSONNEL / TRAINING FOR ITAS CHANGES
  - NON-MAINFRAME CHANGES NOT PERFORMED CONSISTENTLY

OBJECTIVE 1:

AUTOMATION EFFICIENCY / EFFECTIVENESS

- MAJOR RECOMMENDATIONS
  - CONTINUE EFFORTS TO ADDRESS ITAS FUNCTIONALITY DEFICIENCIES
  - INCREASE RESOURCES AND SUPPORTING PROCESSES FOR ITAS
  - DEVELOP AND IMPLEMENT CHANGE MANAGEMENT PROCEDURES FOR ALL SYSTEMS AT DOR

OBJECTIVE 1:
Findings

AUDITING ACTIVITIES

- ITAS NOT USED EFFECTIVELY
  - INITIALLY SELECTED ALMOST ALL TAXPAYERS FOR AUDIT
  - FUNCTION SCALED BACK
  - BEGINNING TO USE TO IDENTIFY GOOD AUDIT CANDIDATES

OBJECTIVE 1:

AUDITING ACTIVITIES

- MAJOR RECOMMENDATIONS
  - FULLY DEVELOP ITAS AUDITING FUNCTIONALITY
    - USE TO IDENTIFY MOST PROMISING AUDIT CANDIDATES
    - PRIORITIZE AUDIT EFFORTS
    - TRACK AUDIT EFFORTS

OBJECTIVE 2:
Findings

DATA CAPTURE

- NC DOR IS LEADER IN IMAGING RETURNS
- IMPLEMENTATION ISSUES
  - LIMITED TIME TO CORRECT PRODUCTION PROBLEMS
  - NO PROCESS FOR HANDLING FUTURE CHANGES

OBJECTIVE 2:

DATA CAPTURE

- MAJOR RECOMMENDATIONS
  - PLAN IMPLEMENTATION OF NEW TECHNOLOGY NOT TO COINCIDE WITH TAX FILING SEASON
  - DEVELOP AND IMPLEMENT PROCESS FOR HANDLING FUTURE CHANGES TO SYSTEM

OBJECTIVE 2:
Findings

BEST PRACTICES

OPPORTUNITIES FOR MORE E-COMMERCE METHODS

- ELECTRONIC FUNDS TRANSFER = 50% OF REVENUES
  - CORPORATE USE ONLY
- ELECTRONIC FILING = 24% OF TOTAL
- NO DIRECT DEPOSIT OPTION
  - COULD REDUCE TIME IT TAKES TO GET REFUNDS

OBJECTIVE 2:

BEST PRACTICES

MAJOR RECOMMENDATIONS

- USE TECHNOLOGY TO SUPPORT MAJOR AGENCY MISSION
- EXPAND USE OF E-COMMERCE METHODS
- ACTIVELY PROMOTE ELECTRONIC FILING
- IMPLEMENT DIRECT DEPOSIT
- SET GOAL OF 7-DAY TURNAROUND FOR REFUNDS FILED ELECTRONICALLY AND CHOOSING DIRECT DEPOSIT

OBJECTIVE 2:
Findings

OPERATIONAL ISSUES

- INADEQUATE TAXPAYER ASSISTANCE TELEPHONE SYSTEM
- RETURN MAIL FUNCTION NOT EFFECTIVE
- AMENDED RETURNS NOT TRACKED
- NO AMENDED SALES AND USE TAX FORMS
- NOT USING PRIVATE COLLECTION AGENCIES OR ADVANCED TELEPHONE COLLECTION TECHNIQUES

OBJECTIVE 2:

OPERATIONAL ISSUES

- MAJOR RECOMMENDATIONS
  - CONCENTRATE EFFORTS ON TAXPAYER ASSISTANCE
    - ESTABLISH TAXPAYER ASSISTANCE CALL CENTER
    - SET UP TOLL FREE TELEPHONE NUMBERS
  - DEVELOP AND IMPLEMENT SYSTEMS AND PROCESSING MEASURES
  - USE PRIVATE COLLECTION FIRM TO PURSUE PAST DUE ACCOUNTS
    - RESULT COULD BE UP TO $47.1 MILLION IN INCREASED REVENUE

OBJECTIVE 2:
Findings

TAX REFUND ISSUES

- 27% OF RETURNS RESULT IN REFUND, AVERAGING $1.46 BILLION ANNUALLY FOR REFUNDS
- 1999 PROBLEMS
  - RECRUITING FOR TEMPORARIES INEFFECTIVE
  - TAXPAYER ERRORS INCREASED
  - COMPETING DEPARTMENTAL RESPONSIBILITIES
  - INEXPERIENCE WITH NEW EQUIPMENT
  - LACK OF DIRECT DEPOSIT ADDED 6-8 DAYS TO TIME
  - DATA CAPTURE SCANNED FULL RETURNS = MORE ERRORS
  - UNIQUE STATE BUDGETARY SITUATIONS

OBJECTIVE 2:

TAX REFUND ISSUES

- MAJOR RECOMMENDATIONS
  - REQUEST ADDITIONAL STAFF FROM LEGISLATURE
    - STOP USING FULL TIME STAFF FROM OTHER AREAS TO PROCESS INDIVIDUAL TAX RETURNS
  - DEVELOP ALTERNATIVES TO RECRUIT AND HIRE NECESSARY TEMPORARY HELP
    - EXPLORE ESTABLISHING AN OFF-SITE HANDLING / PROCESSING CENTER IN LOW EMPLOYMENT AREA
  - INCREASE EFFORTS TO PROMOTE ELECTRONIC FILING
    - OFFER INCENTIVES
    - ESTABLISH DIRECT DEPOSIT
    - RESULTS = SAVINGS BETWEEN $1.1 MILLION AND $3.7 MILLION ANNUALLY

OBJECTIVE 3:
Findings

STAFFING AND ORGANIZATION

- MANAGEMENT MUST MOVE EMPLOYEES TO AREA WHERE MOST NEEDED
- LACK OF STAFF FOR NUMBER OF CRITICAL FUNCTIONS
  - ESTIMATE NEED FOR 74 ADDITIONAL POSITIONS
  - ESTIMATED COSTS = $4.4 MILLION (WITH BENEFITS)
- NOT MEETING TRAINING NEEDS
- MORE INTERSTATE AUDITORS COULD GENERATE SIGNIFICANT NEW REVENUE

OBJECTIVE 3:

STAFFING AND ORGANIZATION

- MAJOR RECOMMENDATIONS
  - ADD 74 ADDITIONAL FULL TIME POSITIONS
  - CONCENTRATE ON RECRUITING, HIRING, AND RETAINING PROFESSIONAL STAFF
    - INFORMATION TECHNOLOGY
  - DEVELOP AND IMPLEMENT ON-GOING STAFF TRAINING
  - EXPLORE POTENTIAL FOR INCREASED TAX REVENUES FROM ADDITIONAL INTERSTATE AUDITORS

OBJECTIVE 4:
Findings

BUDGETING AND FISCAL MANAGEMENT

- ACCOUNTS RECEIVABLE INCREASING
  - TOTAL RECEIVABLES UP 28% FROM FY97-98
  - ACCOUNTS OVER 365 DAYS PAST DUE = 69% OF TOTAL
- CASH MANAGEMENT PLAN NOT UPDATED SINCE 1987
- SECTIONS NOT IN COMPLIANCE WITH DAILY DEPOSIT ACT
- MOTOR FUELS NOT CALCULATING INTEREST CORRECTLY

OBJECTIVE 4:

BUDGETING AND FISCAL MANAGEMENT

- MAJOR RECOMMENDATIONS
  - CONCENTRATE EXISTING RESOURCES ON ACCOUNTS RECEIVABLES
  - CONTINUE EFFORTS TO CONTRACT WITH A PRIVATE COLLECTION AGENCY
  - UPDATE CASH MANAGEMENT PLAN
  - EXPLORE WAYS TO ADHERE TO DAILY DEPOSIT ACT

OBJECTIVE 5:
Findings

OTHER ISSUES

- NEED TO REVIEW INTERSTATE AUDITOR POSITIONS
  - ADDRESS "LOCALITY PAY" ISSUES
    - RETIREMENT BENEFITS
    - DISABILITY
    - LONGEVITY
    - PERIODIC ADJUSTMENT

OBJECTIVE 5:

OTHER ISSUES

- MAJOR RECOMMENDATIONS
  - REQUEST OSP REVIEW INTERSTATE AUDIT POSITIONS

SUMMARY OF MAJOR FINDINGS and RECOMMENDATIONS

FROM THE PERFORMANCE AUDIT OF

THE NORTH CAROLINA DEPARTMENT OF REVENUE

Issued October 2000

MAJOR CONCLUSIONS:

1. **NCDOR is operating effectively given current levels of technology and staffing.**

2. **Benefits from technology = 4.8% per year increase in tax revenues or $726 million per year.**

MAJOR RECOMMENDATIONS:

1 State can generate additional revenues through collection and technology changes.

a) Use ITAS to compare employer withholdings with withholdings reported by taxpayers.
b) Actively work IRS Revenue Agent Reports = $13.5 million
c) Actively work collection of past due taxes
   - Motor fuels = $ 3.4 million
   - Other taxes = $47.1 million
d) Actively work bankruptcy cases =$7.6 million
e) Actively seek new addresses for returned assessments.

2 Department can use technology to improve services to citizens.

a) Take advantage of e-commerce opportunities.
   - Promote electronic filing of individual income taxes and establish a direct deposit option for refunds = $1.1 to 3.7 million savings annually.
   - Encourage electronic funds transfers for all taxpayers
b) Set up a centralized call center to provide taxpayer assistance through toll-free numbers, interactive programs, or personal assistance.

3 Department needs continued technology funding and additional staff to be more effective.

a) Technology funding needed to:
   - Support new initiatives
   - Replace, upgrade, maintain systems and equipment
b) Need 74 additional full-time positions to concentrate on main functions
   - Estimated annual cost including benefits = $4.4 M
c) Explore ways to address need for temporary staff.
   - Locate mail processing center outside Raleigh.
   - Increase hourly rate paid.

INFORMATION TECHNOLOGY ISSUES

- ❑ Security
- ❑ Disaster recovery
- ❑ Change management
- ❑ More effective use

Attachment # 2

SUMMARY OF MAJOR FINDINGS and RECOMMENDATIONS

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INFORMATION TECHNOLOGY ISSUES

- ❑ Security
- ❑ Disaster recovery
- ❑ Change management
- ❑ More effective use

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 9, 2001
Room 425
8:00 a.m.

Chairman: Rep. Maggie Jeffus

Continuation Budget Review (Flagged Items)

Office of the Governor

Office of State Budget, Planning and Management (cont)

Office of State Personnel

State Board of Elections

Lt. Governor

Office of the State Auditor

Department of Cultural Resources

(over)

Department of Insurance

Department of the Secretary of State

Office of Administrative Hearings

Department of Administration

Office of the State Controller

Department of Revenue

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

May 9, 2001
8:00 a.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, May 9, 2001 at 8:00 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were two Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

Representative Jeffus called the meeting to order and introduced the pages: Jeremy Newton of Asheboro sponsored by Senator Eleanor Kinnaird, Chris Myers of Sanford sponsored by Senator Oscar Harris, and Larry Hollaway of Raleigh sponsored by Representative Rick Eddins.

Representative Jeffus announced that the committee is going through the continuation budget review of flagged items.

STATE BOARD OF ELECTIONS (See Attachment 1)

Mr. Gary O. Bartlett was present to answer any questions on the two **flagged** items. The **first** area flagged was the copy revenue report. On page 1 reflects revenue generated in the office and the General Statutes that supported the collected revenue. The **second** area that was flagged was the disbursement of special appropriation for additional one-stop absentee voting sites. The total of the grant was $250,000 and the total disbursed was $173,907. A list and the amount disbursed to designated counties are reflected on page 8 of Attachment 1. There is a balance of $76,093. However, House Bill 978 would make grants to seven additional counties who participated in the program in the amount $60,000. The remaining $16,000 could be applied to the targeted reversion.

Mr. Bartlett did not have the one and two percent reductions from his department but will deliver to the afternoon committee meeting.

OFFICE OF STATE AUDITOR (See Attachment 2)

Representative Jeffus recognized State Auditor Ralph Campbell. He stated that the **flagged** item is the printing and distribution of audit reports. They will move forward with the electronic distribution of the audit reports. The office produces hundreds of audit reports that are sent to each member of the General Assembly. They produce

annually more than two hundred and sixteen audits. The letter dated May 8th addressed to the committee is about statutory changes within General Statute 147-64.6. This provision requires the distribution of audit reports that can be done either in a written or electronic format. By July 1, 2001, they plan to go to electronic distribution. The agencies that they audit will be provided with a limited number of audit reports in the future and copies can be downloaded as needed. They will tract the savings of not furnishing hardcopies and the postage cost. The agency has always had the practice of having double-sided copies. They have also contracted some of the audits of the smart start program that were not double sided. However, in the future they will be changed and will also be electronically distributed in the future. They need a statutory change concerning printed material since the statute is very limited.

THE GOVERNOR'S OFFICE (See Attachment 3)

Representative Jeffus recognized Ms. Susan Rabon, Senior Assistant for Administration with the Governor's Office. Ms. Rabon presented the potential additional reductions as requested. **A request was made that she bring to the afternoon meeting the amount of money per position in the governor's office funded by other agencies.** (See Page 3, Attachment 3) Ms. Rabon pointed out that Ms. Susan Murphy, Special Assistant to Boards and Commission funded though May 31, 2001, by the Office of State Personnel will not be filled. Also, Ms. Meredith Winebarger, Fellow, by the Division of Motor Vehicles, Department of Transportation, has resigned and the position will not be filled.

OFFICE OF STATE BUDGET, PLANNING AND MANAGEMENT
(See Attachment 4)

Mr. David McCoy, State Budget Officer, stated that they were asked to report to the committee regarding any potential cost savings gained by merging the North Carolina Geological Survey with the North Carolina Geodetic Survey. There is no cost saving from the consolidation but may be a coordination savings. His recommendation would be to preserve the status quo.

OFFICE OF STATE PERSONNEL (See Attachment 5)

Mr. Steve Davis, Assistant State Personnel Director, filled in for Mr. Tom Wright, Director, due to his father's illness. He covered their proposed budget reductions, which the committee had requested. Also, he covered their one and two percent reductions.

He stated that there are nine items that have been **flagged**.

I. Employee Demographics: (See Attachment 5, pages 1-93)

This is a breakdown by demographics of each agency and university that covers specific time periods (1997, 1998, and 1999) and broken down by gender and race. Mr. Davis stated that they have the 2000 record. Anytime someone is hired there is a record

that will carry this demographic information. They could produce a record of December 2000 since they are into 2001 far enough to have a firm database. The reason for lag time is those agencies that are not on central payroll which include some state agencies and some universities give them personnel transactions but it takes about eight weeks to get the information into the main system. Mr. Davis said that he could provide the 2000 information that is presently in their database.

II. Governor's Public Management Program Retention Rate: (See Attachment 5, page 94)

This is a brief outline of the Governor's Public Management Fellows Program Retention rate. This is divided into three cycles and each cycle is called a Cohort. In 1998, this program was established by an executive order. This is a two-year commitment by the graduates. The retention rate has increased with each cohort. It is an effective program, highly successful and increased interest in the program. It has met its initial goal which is to insure that the state increases its competitive posture in the labor market for those with degree program that lend themselves well to public service. The state does not enter into contractual agreements with employees as a means of employment. The state application and the recruitment process is sufficient commitment to employment. They are not tracked following the program except as to which agency they enter. Mr. Davis stated that they dedicate one position to each fellow, that is about $32,000 and the next year it is raised to $34,000. Each agency does recruitment on campuses and could duplicate the program.

Representative Sherrill stated that she is not going to recommend that the person that handles the Fellows Program in the agency be removed but understands that there is a reorganization going on in the Department. Her motion is that the Governor's Public Management Fellows Program be abolished.

Representative Adams wanted to know, why abolish the program? Representative Sherrill stated that each agency is out on the campuses anyway. Representative Adams inquired about the downside. Mr. Davis stated that potentially one disadvantage is that there is duplicated efforts among agencies and universities that would participate in the program if they set up a program as an ongoing recruitment effort. They have the capacity but do not know if they have the staff. You would loose that central statewide coordinated effort that makes administratively the program easier to operate because they have one session for screening, and one session for assessing these candidates that come in from all over the state at their expense.

Senator Harris stated that the motion was to abolish and now the committee is discussing transfer and that is two different things. Personnel would not eliminate any positions and at the same time if transferred to other agencies we are probably creating additional duties and responsibilities for them and might be creating more positions than what is in place. Also, if one agency does not want a person, another agency might and in a central location, they would know that. It should be clarified if the motion is to transfer or to abolish. Representative Sherrill stated that she had additional information

that she will bring to the next meeting before a vote is taken. Representative Jeffus stated that this motion would be placed on hold until further information is provided.

III. Temporary Employees: (See Attachment 5, Page 95)

Mr. Davis responded that the average hourly rate for temporary employees is $11.88. Also, the number of temporaries employed is impossible to answer as they can come to state government in many different ways. Mr. Davis called on Ms. Peggy Oliver to answer a question as to how much an employee receives when hired by Temporary Solutions. She stated that they set the rate on what the job is in relationship to their regular classification and then add one dollar per hour.

IV. Travel Expenditures: (See Attachment 5, Pages 96-97)

Mr. Davis continued that it was requested that they provide a breakdown of travel expenditures by Divisions. On page 96 is a chart of the travel by Division and on page 97 the purpose of travel expenditures.

V. Information and Technology: (See Attachment 5, Pages 98-100)

On page 98 is a summary of Personnel Management Information System Costs and on pages 99 and 100, is information on the System, which contains histories on employees and positions since 1975. Ms. Michele Nelson stated that in the last fiscal year, they have experienced a shortfall of about $200,000. When making budget adjustments, the committee should keep this in mind.

VI. Proposed Budget Cuts/Additional Budget Information: (See Attachment 5, Pages 100-105)

Beginning on page 101 is a breakdown by division that gives funding information for the agencies' line item in their budget. Continuing on page 102, the numbers of human resources Consultants by Division and at Grades 73, 75 and 77. Following on page 103 and 104, there is a more specific listing breakdown by division and identifies human resource consultants by their specific salary and where they are located, grade and salary. On page 105, there is information on the span of control by division. (1:02 means one supervisor with 2 employees)

VII. Model Cooperative Education Program: (See Attachment 5, Page 106)

Mr. Davis continued that on page 106 is detailed information of the background, purpose, benefits to the state and students, requirements of student, operation of program-equal opportunity services division and the operation of program-agency.

VIII. Turnover Information: (See Attachment 5, Page 107)

On page 107, the turnover information requested is provided. The average turnover rate is 15.35 percent and is broken down into voluntary and involuntary reasons and by occupational grouping.

IX. Proposed Budget Reductions: (See Attachment 5, Pages 108-109)

The equivalent amount for a one percent reduction proposal on page 108 is for the abolishment of position 4030, human resource manager. This manager has been on their management team but think they can absorb the responsibilities. They have reduced the line items listed by five percent that would generate $10,733. The next block is a summary that gives a total of $82,821.

On page 109 is an alternative proposal reflecting a two percent reduction and would achieve that by reducing the positions listed in the first block to the minimum and would abolish two positions. They would reduce the same line items by five percent. The last block gives a summary and the total for two percent is $165,642.

Representative Jeffus suggested that since they have information to be brought back to the committee that they wait on a vote on this particular agency.

OFFICE OF THE LIEUTENANT GOVERNOR (Attachment 6)

Ms. Michelle Nelson presented the one and two percent reductions. The figures before the committee has been revised in terms of the one and two percent reductions for this office. Previously, when the budget was presented there were some changes required. The one percent in addition to what the governor's package was a $10,000 reduction that would provide about $17,000 reduction each year. Also, the two percent is listed.

Voted on and was accepted.

OFFICE OF STATE CONTROLLER (Attachment 7)

Ms. Michelle Nelson presented the one percent and two percent budget reductions for the Office Of State Controller. They presented an alternative in others areas of their budget as opposed to what was presented previously. Ms. Gwen Canady of the Controller's office stated that when they presented their budget originally, they were taking their one and two percent cuts in data processing. At the request of the chairs, they looked to see if they could identify some line items that could be cut. They reduced travel, printing, office equipment budget, and cut a data base analyst position, for the one percent cut. To make the two percent, they are cutting an additional position. These are presently vacant positions.

Voted on and was accepted.

Representative Jeffus stated that the committee would have to finish the agenda today. Therefore, the committee will meet again at 1:00 p.m. If not finished by session time, 3:00 p.m., the committee will meet again following session.

The committee adjourned at 10:00 a.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government Date: 5/9/01

8:30 a.m.

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
LARRY JONES	NC DOA
Ann Hill	DCR
Gwen Conady	OSC
Renner Vance	DCR
Debra Bryan	Treasurer - Retirement
Michael W. Harris	"
JoAnn Tart	"
Sandy Cooper	DCR/State Library
Betsy Bryant	DCR
Donna Rosefield	DCR
Gary O. Bartlett	SBE
Carl Goodwin	OSP
Peggy Oliver	OSP
Steve Davis	OSP
Kathie Austin	OSBPM
Willie Riddick	DOR
DAVID McCoy	OSBPM
ROBERT POWELL	OSBPM
Virginia Wine	NCCADV
Ralph Campbell	OSA
Susan Baker	Gov. Office
Janet Kotteck	OSBPM
Thomas Cheek	OSBPM
Byron Harris	OSBPM
Maurice Hay	OSBPM
Buster Hayes	"
Rob Hillman	OSA
Dennis Patterson	OSA

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government Date: 5/9/01 8:30 a.m.

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Vicky Young	OSA
[illegible]	DOA
[illegible]	NCCA
[illegible]	DOA
[illegible]	DOA
[illegible]	S.O.S.
John Dorman	OSBPM
[illegible]	NCGS
George Everett	Duke Energy
John Morgan	OSC
Chris Fitzsimon	Common Sense Foundation
[illegible]	[illegible]
[illegible]	Capitol Group
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	USP
[illegible]	[illegible]
[illegible]	[illegible]
Ardis Watkins	SEANC

Attachment 1

Additional Information

Copy Revenue

Amount received as of 4-30-01 is $9,157.57

Year ended June 2000	$10,117.31
Year ended June 1999	$10,334.70
Year ended June 1998	$ 5,865.96
Year ended June 1997	$8,487.91

G.S. 131-6.2 provides that public records are to be reproduced at actual cost.

State Board of Elections has no authority to increase fees for reproducing unless the actual cost to reproduce a document increases.

G.S. 163-82.10 is the controlling language for voter registration records.

The amount of copy revenue will be applied to this Agency's targeted reversion.

Disbursement of Special Appropriations for Additional One-stop Absentee Voting Sites

State Board of Elections received	$250,000	
Total Disbursed	$173,907	page 8
Balance	$ 76,093	

House Bill 978 proposes to make grants to seven (7) counties totaling $60,000.

The remaining $16,000 will be applied to this Agency's targeted reversion.

[illegible]2-6.2. Provisions for copies of public records; fees.

(a) Persons requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. No request for copies of public records in a particular medium shall be denied on the grounds that the custodian has made or prefers to make the public records available in another medium. The public agency may assess different fees for different media as prescribed by law.

(b) Persons requesting copies of public records may request that the copies be certified or uncertified. The fees for certifying copies of public records shall be as provided by law. Except as otherwise provided by law, no public agency shall charge a fee for an uncertified copy of a public record that exceeds the actual cost to the public agency of making the copy. For purposes of this subsection, "actual cost" is limited to direct, chargeable costs related to the reproduction of a public record as determined by generally accepted accounting principles and does not include costs that would have been incurred by the public agency if a request to reproduce a public record had not been made. Notwithstanding the provisions of this subsection, if the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or if producing the record in the medium requested results in a greater use of information technology resources than that established by the agency for reproduction of the volume of information requested, then the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the agency or attributable to the agency. If anyone requesting public information from any public agency is charged a fee that the requester believes to be unfair or unreasonable, the requester may ask the Information Resource Management Commission to mediate the dispute.

163-82.10. Official record of voter registration. (a)Application Form Becomes Official Record. – A completed and signed registration application form described in G.S. 163- 82.3, once approved by the county board of elections, becomes the official registration record of the voter. The county board of elections shall maintain custody of the official registration records of all voters in the county and shall keep them in a place where they are secure. (b) Access to Registration Records. – Upon request by that person, the county board of elections shall provide to any person a list of the registered voters of the county or of any precinct or precincts in the county. The county board may furnish selective lists according to party affiliation, gender, race, date of registration, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and voter history including primary, general, and special districts, or any other reasonable category. The following shall apply if a county maintains or has its voter registration list maintained on a computer: (1) In addition to the typed, mimeographed, photocopied, computer printout or label lists, the county board of elections shall make the voter registration information available to the public on magnetic medium. Magnetic medium for the purpose of this section shall consist of nine track tape or 3.5 inch diskettes and 5.25 inch diskettes readily accessible using MS-DOS or Microsoft Windows operating systems or both such systems; and (2) Information requested on magnetic medium shall contain the following: voter name, county voter identification number, residential address, mailing address, sex, race, age or date of birth or both, party affiliation, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and any other district information available, and voter history including primary, general, and special districts, or any other reasonable category, provided that this subsection shall not require a county to computerize its lists, but if a county does computerize it shall comply with subdivisions (1) and (2) of this subsection. The county board shall require each person to whom a list is furnished to reimburse the board for the actual cost incurred in preparing it, except as provided in subsection (c) of this section. Actual cost for the purpose of this section shall not include the cost of any equipment or any imputed overhead expenses. It may include the actual cost of paper, labels, and magnetic medium. The purchaser at its discretion may provide the magnetic medium. When furnishing information under this subsection to a purchaser on a magnetic medium provided by the county board or the purchaser, the county board may impose a service charge of up to twenty-five dollars ($25.00). (c) Free Lists. – Free lists of all registered voters in the county shall be provided in the following cases: (1) A county board that maintains voter records on computer shall provide, upon written request, one free list to: a. The State chair of each political party; and b. The county chair of each political party once in every odd-numbered year, once during the first six calendar months of every even- numbered year, and once during the latter six calendar months of every even-numbered year. (2) A county board that does not maintain voter records on computer shall provide one free paper list every two years to the county chair of each political party. Each free list shall include the name, address, gender, date of birth, race, political affiliation, voting history, precinct, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and voter history including primary, general, and special districts of each registered voter. The free paper list to the county party chairs shall group voters by precinct. All free lists shall be provided as soon as practicable but no later than 30 days after written request. Each State party chair shall provide the discs or tapes received from the county boards to candidates of that party who request the discs or tapes in writing. Each State party chair shall return discs and tapes to the county boards within 30 days after receiving them. As used in this section, "political party" means a political party as defined in G.S. 163-96. (1901, c. 89, s. 83; Rev., s. 4382; C.S., s. 6016; 1931, c. 80; 1939, c. 263, s. 31/2; 1949, c. 916, ss. 6, 7; 1953, c. 843; 1955, c. 800; 1959, c. 883; 1963, c. 303, s. 1; 1965, c. 1116, s. 1; 1967, c. 775, s. 1; 1973, c. 793, ss. 22, 25; 1975, c. 12; c. 395; 1979, 2nd Sess., c. 1242; 1981, c. 39, s. 1; c. 87, s. 1; c. 308, s. 1; c. 656; 1983, c. 218, ss. 1, 2; 1985, c. 211, ss. 1, 2; c. 472, s. 1; 1993 (Reg. Sess., 1994), c. 762, s. 2; 1995 (Reg. Sess., 1996), c. 688, s. 2.)

STATE BOARD OF ELECTIONS

6400 Mail Service Center • Raleigh, NC 27699-6400

GARY O. BARTLETT
Director

Mailing Address:

PO Box 2169
Raleigh, NC 27602-2169
(919) 733-7173
Fax (919) 715-0135

March 8, 2001

Memorandum

To: Representative Wilma Sherrill

From: Gary O. Bartlett

Subject: State Board's Copy Policy

Enclosed is the report prepared at your request. If we may provide additional assistance, please let us know.

Enclosure

STATE BOARD OF ELECTIONS
Campaign Reporting

The Campaign Reporting budget (18025-1200) includes a budgeted revenue item of $2,500.00 for printing, binding, and duplicating service charges. These receipts are anticipated from copying fees at the rate of $0.10 per page. As of 12/31/2000, $7,846.16 has been received. Of the amount received, $5,346.16 can be requested to be transferred to the Campaign Reporting budget.

The Agency was asked to prepare a written report on the copy policy for the Campaign Financial Disclosure Reports and to give consideration to increasing the copy per page cost from $0.10 per page to possibly $0.25 per page. The following narrative gives consideration to that request.

Public Records Copy Policy
Paper Copy Policy for Campaign Financial Disclosure Reports

Copying of the financial disclosure reports (paper) filed by candidates, political committees and pacs began with the first reports filed in 1974. Some viewers chose to sit down and thumb through reports and manually transcribe the entries they found interesting. Others wanted copies of certain reports. Some preferred to not be seen reviewing reports and so a clerk was sent to pick up the copies. Prepaid copy orders at $0.25 a page were filled as quickly as the workload permitted. In the early 1980s, Campaign Reporting had several permanent temporary clerk positions and the personnel filling these positions kept a log, handed out the reports from file cabinets, refiled the reports, and made copies. The temporary positions were eliminated in the mid to late 1980s.

Recently filed reports are the most popular – all interested individuals want the information immediately. Some have developed databases that include historical data even more complete than those Campaign Reporting maintains. Limited to two full-time employees after the loss of the temporary clerk positions, the Campaign Reporting office developed a "self-service" program much like a library. Viewers place an outcard on the shelf and remove the file folder. The folder is left on the table for staff to review and refile.

Viewers were allowed to make copies on office copier for $0.25 a page, which, at that time and according to the reviewed process, was the cost of reproducing and processing the cash receipts and staff members continued to fill prepaid copy orders at $0.25 a page. Of course, the reports could be viewed and information hand-copied at no cost.

A coin-operated public use copier was added in the early 1990s. After a review by the appropriate planning department in DOA, the attached *Copy Policy* was followed. This policy set $0.25 a page for copy orders, and $ 0.10 a page for self-service and coin-operated copies and was continued until after the Public Records revisions, "no public agency shall charge a fee for an uncertified copy of a public record that exceeds the actual cost to the public agency of making the copy" [§ 132-6.2(b)]. A procedure for copy accounts with monthly invoicing was developed. Otherwise, prepaid copy orders were to be accepted. Prepaid orders became a requirement in the 1980s because Campaign Reporting received large copy orders that were not picked up and/or paid for after being filled.

In 1996, the Executive Secretary-Director, on the advice of counsel, reduced the cost of all copies to $0.10 per page. The reasoning for that policy was to save the staff time required to pull and count the number of pages in a report and return a call and wait for the check. This process linked with the cash receipts expense of processing a payment, including the possibility of a returned check, are a sound cost policy for the Agency that pleases the public.

While this policy has not been reviewed by DOA, it is felt that an accounting would prove it sound based on the following reasons. The clerical staff is very small and the Agency does not have a cash fund. Even Cash Receipts procedures are difficult to assign because of the limited number of clerical employees.

Electronic Copy Policy for Campaign Financial Disclosure Reports

Beginning in 1989, Campaign Reporting developed a method of mechanically reviewing or auditing the reports. By entering the contributions and expenditures into a database, certain of the review requirements could be met and the audit process shortened considerably. In addition to quicker auditing, the database was a bonus for the public. Any viewer could bring in formatted diskettes and copy all or part of the database at no cost. It should be noted that the database was for the previous two-year election cycle. It covered information beginning 28 months before. While it reduced the number of paper copies, the process did not remove the interest in reviewing currently filed reports as soon as they are filed.

Campaign Reporting interest in filer software began in 1993 when the Agency started looking for specialized software and needed a companion to the government side. In 1996, two things happened. The Agency developed a homepage and Campaign Reporting databases in a delimited ASC II format were available for downloading online. The conversion for the new software was completed and the filer software could be offered to campaign, political party and pac treasurers on a voluntary basis. Between 35 and 50 committees filed using the software in 1997 and 1998.

The Campaign Reform Act of 1997 added the requirement for electronic filing by statewide candidates, political parties, and pacs filing a report that shows in excess of five thousand dollars ($5,000.00) in contributions, in expenditures, or in loans that affects contests for statewide office.
The State Board of Elections was required to provide the software necessary to file an electronic report at no cost to the committee. The changes, such as employment information and a new reporting schedule, required an update to the software used by Campaign Reporting, a rewrite of the remote user software, and a conversion for electronic filing. The changes could not be made in time for 1998 elections, which included only judicial statewide races. Thus, the electronic filings received for 2000 elections were the first under the mandatory filing requirement.

One of the driving forces for electronic filing is early public access of campaign finance disclosure over the Internet. Placing software on the Internet that will allow the public to search, view, and print individual committee reports over the Internet without downloading a large and complicated database.

Summary Remarks and Recommendations

As previously stated, viewers want access to information simultaneous with filing. When no more than 75 reports are filed electronically and approximately 1,400 are filed on paper, electronic filing is just beginning. Mandatory electronic filing of campaign disclosure reports on a quarterly or monthly basis with the reports placed immediately on the Internet in a usable manner may satisfy the public. It is doubtful that the public will pay to access public information on the Internet.

Several local printing businesses charge $0.05 or $0.06 each for copies when customers bring their items in and make their own copies. The $0.10 per copy charge at the Campaign Reporting Office is reasonable because it includes the upkeep of the records and a location to use the records. The public may not be receptive to more than doubling the cost, if it is not in violation of G.S. 132-6.2. There is no doubt the number of copies made will continue to decrease.

If directed, the Agency will seek a new study of the copy rate and charge accordingly for paper copies of Campaign Reports.3/8/01 1:00 PM

YVONNE L. SOUTHERLAND
DEPUTY DIRECTOR

STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE
POST OFFICE BOX 1934
RALEIGH, NORTH CAROLINA 27602-1934

TELEPHONE
(919) 733-2186

COPY POLICY

The Campaign Reporting Office takes prepaid orders for copies of records, reports, etc. at 25 cents per page plus postage. We fill copy orders as quickly as possible after payment is received. Only checks are accepted for prepaid orders.

A copy order must be for complete reports, or at least designate which pages are desired. We cannot glean certain information from a report, such as contributions over $100, or from certain persons, or expenditures to certain persons, etc.

PUBLIC USE COPIER PAYMENT POLICY

Copiers in the Public Viewing Area are used on a first come basis.

Coin-operated Copier

- 10 cents per copy.
- Copier will accept nickels, dimes and quarters.
- Copier gives change for quarters.
- No receipt given, but we will sign a statement that you prepare.

Key Counter Copier with Automatic Document Feeder

- 10 cents per copy.
- May be used for making more than 100 copies.
- Payment must be by check.
- Receipt given upon payment.

THE CAMPAIGN REPORTING OFFICE DOES NOT HAVE A CHANGE FUND AND CANNOT ACCEPT CASH OTHER THAN IN THE COIN-OPERATED COPIER.

PERSONAL COPIERS AND SUPPLIES MAY NOT BE BROUGHT INTO THE CAMPAIGN REPORTING OFFICE DUE TO THE LIMITED SPACE AND ELECTRICAL SUPPLY AVAILABLE. VIEWERS MAY, OF COURSE, COPY BY HAND ANY INFORMATION FROM THE PUBLIC RECORDS IN THE OFFICE.

Disbursement of Special Appropriations

Grants for County to Operate Additional One-Stop Absentee Voting Sites

Grantee	Address	City/State/Zip	Federal Tax ID #	Approved Amount
Beaufort	PO Box 1016	Washington, NC 27889	56-6001521	$10,000
Bertie	PO Box 312	Windsor, NC 27983	56-6000276	5,000
Bladen	PO Box 512	Elizabethtown, NC 28337	56-6000277	14,986
Brunswick	P.O. Box 2	Bolivia, NC 28422	56-6000278	15,000
Buncombe	PO Box 7468	Asheville, NC 28802		0
*Chatham				
*Durham				
*Edgecombe				
Forsyth	680 W. Fourth Street	Winston-Salem, NC 27101-2730	56-6000450	15,000
Guilford	P O Box 3427	Greensboro, NC 27402	56-6000305	15,000
Haywood	1233 N Main St, Annex II	Waynesville, NC 28786	56-6001524	5,000
Hertford	PO Box 416	Winton, NC 27986	56-6001523	10,000
Jackson	401 Grindstaff Cove Rd	Sylva, NC 28779-2705	56-6000310	4,685
*Lenoir				
Madison	PO Box 142	Marshall, NC 28753	56-6000316	5,000
McDowell	Attn: Alison Morgan 60 E. Court Street	Marion, NC 28752	56-6000318	5,000
Mecklenburg	PO Box 34486	Charlotte, NC 28234	56-6000319	15,000
Orange	PO Box 220	Hillsborough, NC 27278		0
Pasquotank	PO Box 28	Elizabeth City, NC 27907-0028	56-6000328	4,920
Person	304 S. Morgan St, Rm 150	Roxboro, NC 27573	56-6000331	10,000
Robeson	PO Box 2159	Lumberton, NC 28359	56-6000335	9,316
Rutherford	PO Box 927	Rutherfordton, NC 28139	56-6000337	5,000
Transylvania	PO Box 868	Brevard, NC 28712	56-6000343	5,000
Union	PO Box 1106	Monroe, NC 28111-1106	56-6000345	10,000
Wake	P O Box 695	Raleigh, NC 27602-0695		0
*Warren				
Wayne	P O Box 1240	Goldsboro, NC 27533	56-6001520	10,000

*New approvals as of September 29, 2000.

Total Disbursed: $173,907
Remaining Balance: $76,093

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H 1

HOUSE BILL 978

Short Title: Early Voting Funds/Grants. (Publ
Sponsors: Representatives Nesbitt, Alexander, Michaux (Primary Spons Baddour, Barefoot, Blue, Fitch, Goodwin, Hackney, Haire, Hensley, Insko, Luebke, Miller, Sherrill, Smith, Tolson, Wainwright, and Weiss.
Referred to: Appropriations.

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO AUTHORIZE GRANTS TO REIMBURSE COUNTIES FOR CONDUCTING EARLY VOTING AT SATELLITE LOCATIONS.

The General Assembly of North Carolina enacts:

SECTION 1. The North Carolina State Board of Elections shall make grants as specified in Section 2 of this act to certain counties that provided additional one-stop absentee voting sites in the 2000 General Election at locations other than the county board of elections office or the county courthouse. The funds for such grants shall come from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting sites. Under no circumstances shall any new grants by the State Board, under this act, be funded by any new appropriations. No other grants from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting shall be made other than those specified in Section 2 of this act, and any remaining funds from that appropriation shall revert to the General Fund on June 30, 2001.

SECTION 2. The State Board of Elections shall make grants to the following county boards of elections in the amounts specified:

(1) Buncombe in the amount of $15,000.
(2) Chatham in the amount of $5,000.
(3) Durham in the amount of $10,000.
(4) Edgecombe in the amount of $5,000.

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(5) Lenoir in the amount of $10,000.
(6) Orange in the amount of $5,000.
(7) Wake in the amount of $10,000.

SECTION 3. This act is effective when it becomes law.

Attachment 2

STATE OF NORTH CAROLINA
Office of the State Auditor

RALPH CAMPBELL, JR.
STATE AUDITOR

300 N. SALISBURY STREET
RALEIGH, N. C. 27603-5903
TELEPHONE: (919) 733-3217
FAX: (919) 733-8443

May 8, 2001

Senator Ed Warren, Chair
Representative Maggie Jeffus, Co-Chair
Representative Wilma Sherrill, Co-Chair
Members of the Appropriation Subcommittee on General Government

Ladies and Gentlemen:

Per your request I am submitting proposed amendments to clarify the authority of the Office of the State Auditor to provide reports in electronic form. These proposals are set forth in the attachment to this letter. In summary, the proposals specify that reports will be provided in electronic form when requested.

Please do not hesitate to contact this office if you have any further questions or comments. I want to thank you for your cooperation in this matter.

Respectfully submitted,

Ralph Campbell, Jr.
State Auditor

Suggested Statutory Changes for Electronic Distribution of Audit Reports

§ 147-64.6. Duties and responsibilities

(a) It is the policy of the General Assembly to provide for the auditing of State agencies by the impartial, independent State Auditor.
(b) The duties of the Auditor are independently to examine into and make findings of fact on whether State agencies:

(1) Have established adequate operating and administrative procedures and practices; systems of accounting, reporting and auditing; and other necessary elements of legislative or management control.
(2) Are providing financial and other reports which disclose fairly, consistently, fully, and promptly all information needed to show the nature and scope of programs and activities and have established bases for evaluating the results of such programs and operations.
(3) Are promptly collecting, depositing, and properly accounting for all revenues and receipts arising from their activities.
(4) Are conducting programs and activities and expending funds made available in a faithful, efficient, and economical manner in compliance with and in furtherance of applicable laws and regulations of the State, and, if applicable, federal law and regulation.
(5) Are determining that the authorized activities or programs effectively serve the intent and purpose of the General Assembly and, if applicable, federal law and regulation.

(c) The Auditor shall be responsible for the following acts and activities:

(1) Audits made or caused to be made by the Auditor shall be conducted in accordance with generally accepted auditing standards as prescribed by the American Institute of Certified Public Accountants, the United States General Accounting Office, or other professionally recognized accounting standards-setting bodies.
(2) Financial and compliance audits may be made at the discretion of the Auditor without advance notice to the organization being audited. Audits of economy and efficiency and program results shall be discussed in advance with the prospective auditee unless an unannounced visit is essential to the audit.
(3) The Auditor, on his own initiative and as often as he deems necessary, or as requested by the Governor or the General Assembly, shall, to the extent deemed practicable and consistent with his overall responsibility as contained in this act, make or cause to be made audits of all or any part of the activities of the State agencies.
(4) The Auditor, at his own discretion, may, in selecting audit areas and in evaluating current audit activity, consider and utilize, in whole or in part, the relevant audit coverage and applicable reports of the audit staffs of the various State agencies, independent contractors, and federal agencies. He shall coordinate, to the extent deemed practicable, the auditing conducted within the State to meet the needs of all governmental bodies.
(5) The Auditor is authorized to contract with federal audit agencies, or any governmental agency, on a cost reimbursable basis, for the Auditor to perform audits of federal grants and programs administered by the State Departments and institutions in accordance with agreements negotiated between the Auditor and the contracting federal audit agencies or any governmental agency. In instances where the grantee State agency shall subgrant these federal funds to local governments, regional councils of government and other local groups

or private or semiprivate institutions or agencies, the Auditor shall have the authority to examine the books and records of these subgrantees to the extent necessary to determine eligibility and proper use in accordance with State and federal laws and regulations.

The Auditor shall charge and collect from the contracting federal audit agencies, or any governmental agencies, the actual cost of all the audits of the grants and programs contracted by him to do. Amounts collected under these arrangements shall be deposited in the State Treasury and be budgeted in the Department of State Auditor and shall be available to hire sufficient personnel to perform these contracted audits and to pay for related travel, supplies and other necessary expenses.

(6) The Auditor is authorized and directed in his reports of audits or reports of special investigations to make any comments, suggestions, or recommendations he deems appropriate concerning any aspect of such agency's activities and operations.

(7) The Auditor shall charge and collect from each examining and licensing board the actual cost of each audit of such board. Costs collected under this subdivision shall be based on the actual expense incurred by the Auditor's office in making such audit and the affected agency shall be entitled to an itemized statement of such costs. Amounts collected under this subdivision shall be deposited into the general fund as nontax revenue.

(8) The Auditor shall examine as often as may be deemed necessary the accounts kept by the Treasurer, and if he discovers any irregularity or deficiency therein, unless the same be rectified or explained to his satisfaction, report the same forthwith ~~in writing~~ to the General Assembly, with copy of such report to the Governor and Attorney General. In addition to regular audits, the Auditor shall check the treasury records at the time a Treasurer assumes office (not to succeed himself), and therein charge him with the balance in the treasury, and shall check the Treasurer's records at the time he leaves office to determine that the accounts are in order.

(9) The Auditor may examine the accounts and records of any bank or financial institution relating to transactions with the State Treasurer, or with any State agency, or he may require banks doing business with the State to furnish him information relating to transactions with the State or State agencies.

(10) The Auditor may, as often as he deems advisable, conduct a detailed review of the bookkeeping and accounting systems in use in the various State agencies which are supported partially or entirely from State funds. Such examinations will be for the purpose of evaluating the adequacy of systems in use by these agencies and institutions. In instances where the Auditor determines that existing systems are outmoded, inefficient, or otherwise inadequate, he shall recommend changes to the State Controller. The State Controller shall prescribe and supervise the installation of such changes, as provided in G.S. 143B-426.39(2).

(11) The Auditor shall, through appropriate tests, satisfy himself concerning the propriety of the data presented in the Comprehensive Annual Financial Report and shall express the appropriate auditor's opinion in accordance with generally accepted auditing standards.

(12) The Auditor shall provide ~~in a written statement~~ a report to the Governor and Attorney General, and other appropriate officials, of such facts as are in his possession which pertain to the apparent violation of penal statutes or apparent instances of malfeasance, misfeasance, or nonfeasance by an officer or employee.

(13) At the conclusion of an audit, the Auditor or his designated representative shall discuss the audit with the official whose office is subject to audit and submit necessary underlying facts developed for all findings and recommendations which may be included in the audit report. On audits of economy and efficiency and program results, the auditee's ~~written~~ response shall be included in the final report if received within 30 days from receipt of the draft report.

(14) The Auditor shall provide copies, written or electronic as requested, of each audit report to the General Assembly, the Governor, the Chief Executive Officer of each agency audited, and other persons as the Auditor deems appropriate. He shall also file a copy of the audit report in the Auditor's office, which will be a permanent public record; Provided, nothing in this subsection shall be construed as authorizing or permitting the publication of information whose disclosure is otherwise prohibited by law.

(15) It is not the intent of the audit function, nor shall it be so construed, to infringe upon or deprive the General Assembly and the executive or judicial branches of State government of any rights, powers, or duties vested in or imposed upon them by statute or the Constitution.

(16) The Auditor shall be responsible for receiving reports of allegations of the improper governmental activities set forth in G.S. 126-84. The Auditor shall provide a telephone hotline to receive such allegations and informant may choose whether to remain anonymous. The Auditor shall implement the necessary policies and procedures to investigate hotline allegations and recommend appropriate action. When the allegation involves issues of substantial and specific danger to the public health and safety, the Auditor shall notify the appropriate agency immediately. In addition, the Auditor shall publicize the hotline number periodically and shall report findings to the agencies involved.

All records maintained by the State Auditor which involve unsubstantiated allegations of improper governmental activities set forth in G.S. 126-84 shall be destroyed within four years from the date such allegation was received.

(d) Reports and Work Papers. --The Auditor shall maintain for 10 years a complete file of all audit reports and reports of other examinations, investigations, surveys, and reviews issued under his authority. Audit work papers and other evidence and related supportive material directly pertaining to the work of his office shall be retained according to an agreement between the Auditor and State Archives. To promote intergovernmental cooperation and avoid unnecessary duplication of audit effort, and notwithstanding the provisions of G.S. 126-24, pertinent work papers and other supportive material related to issued audit reports may be, at the discretion of the Auditor and unless otherwise prohibited by law, made available for inspection by duly authorized representatives of the State and federal government who desire access to and inspection of such records in connection with some matter officially before them, including criminal investigations.

Except as provided above, or upon subpoena issued by a duly authorized court or court official, audit work papers shall be kept confidential.

§ 147-64.5. Cooperation with Joint Legislative Commission on governmental operations and other governmental bodies

(a) Joint Legislative Commission on Governmental Operations.--The Auditor shall furnish copies of any and all audits requested by the Joint Legislative Commission on Governmental Operations, in written or electronic form as requested. Accordingly, the Auditor shall, upon request by the chairmen, appear before the Commission to present findings and answer questions concerning the results of these audits. The Commission is hereby authorized to use these audit findings in its inquiries concerning the operations of State agencies and is empowered to require agency heads to advise the Commission of actions taken or to be taken on any recommendations made in the report or explain the reasons for not taking action.

(b) Requests for Auditor Assistance.--Committees of the General Assembly, the Governor, and other State officials may make written requests that the Auditor undertake, to the extent deemed practicable and within the resources provided, a specific audit or investigation; provide technical assistance and advice; and provide recommendations on management systems, finance, accounting, auditing, and other areas of management interest. The Auditor may request the advice of the Joint Legislative Commission on Governmental Operations in prioritizing these requests and in determining whether the requests are practicable and can be undertaken within the resources provided.

(c) Cooperation with Other Governmental Bodies.--The Auditor shall cooperate, act, and function with other audit or evaluation organizations in the State, with appropriate councils or committees of other states, with governing bodies of the political subdivisions of the State, and with federal agencies in an effort to maximize the extent of intergovernmental audit coordination and thereby avoid unnecessary duplication and expense of audit effort. Nothing in this Article is intended nor shall it be construed as giving the Auditor control over the internal auditors of any agency.

Attachment 3

Office of the Governor

Potential Additional Reductions
as requested by the
General Government Appropriations Subcommittee

Fund			
1120	**Dues to National Associations**		
535830	Membership dues	$ 9,741	
	Total fund 1120		$ 9,741
Fund			
1130	**Intergovernmental Relations**		
531651	Compensation to Board Members	$ 600	
532199	Misc Contractual Services	$ 990	
532390	Repairs-other	$ 242	
532430	Maint Agreement-Equip	$ 878	
532840	Postage	$ 1,505	
532850	Printing	$ 1,567	
532911	Property Insurance	$ 50	
533120	Data Processing Supplies	$ 70	
535830	Membership dues	$ 1,000	
	Total fund 1130		$ 6,902
Fund			
1210	**Citizen's affairs**		
532717	Transp other in-state	$ 10	
532821	Computer/Data Process sv	$ 739	
532930	Registration Fees	$ 71	
533110	General Office Supplies	$ 1,000	
535830	Membership dues	$ 70	
	Total fund 1210		$ 1,890
Fund			
1230	**Education**		
532711	Transp air in-state	$ 1,000	
	Total fund 1230		$ 1,000

Office of the Governor

Potential Additional Reductions
as requested by the
General Government Appropriations Subcommittee

Fund
1631 Raleigh Executive Residence

532182	Laundry Services	$ 400	
532187	Pest Control services	$ 250	
532199	Misc Contractual Service	$ 475	
532210	Electric Service	$ 5,491	
532220	Natural Gas	$ 1,237	
532230	Water & Sewer	$ 1,471	
532714	Transp-Grnd in-state	$ 2,090	
532850	Printing	$ 1,500	
532930	Registation Fees	$ 300	
532941	Emp Education Assist Program	$ 600	
533120	Data Processing Supplies	$ 300	
533410	Food Supplies	$ 7,232	
533510	Clothing & Uniforms	$ 581	
534511	Furn - office	$ 420	
535830	Membership dues	$ 300	
538166	Transfer to other agencies	$ 4,000	
	Total fund 1631		$ 26,647

Fund
1632 Western Executive Residence

532182	Laundry Services	$ 50	
532186	Security Services	$ 165	
532187	Pest Control services	$ 150	
532199	Misc Contractual Service	$ 630	
532220	Natural Gas	$ 1,000	
532230	Water & Sewer	$ 1,000	
532390	Repairs-other Equipment	$ 500	
532523	Communications Equipment	$ 75	
532590	Lease other property	$ 50	
532811	Telephone service	$ 200	
533210	Janitorial Supplies	$ 2,375	
533900	Other Materials & Supplies	$ 1,000	
534512	Residential furniture	$ 1,625	
	Total fund 1632		$ 8,820

Grand Total

$ 55,000

POSITIONS IN THE GOVERNOR'S OFFICE FUNDED BY OTHER AGENCIES

1. Susan Murphy, Special Assistant to Boards and Commission
   Funded through May 31, 2001, by the Office of State Personnel

2. Meredith Winebarger, Fellow
   Funded through June 30, 2001, by the Division of Motor Vehicles/Department of Transportation

3. Policy Analyst, Vacant (recently vacated by Jenni Owens on March 12, 2001)
   Funded by the Department of Health and Human Services

4. Lisa Rivers, Community Development Specialist, Intergovernmental Relations
   Funded by the Department of Administration through Federal Funds

5. Lee Stevens, Federal Legislative Analyst
   Governor's Washington Office, DC
   Funded by the Department of Health and Human Services

6. Jill Raynor, Federal Legislative Analyst
   Governor's Washington Office, DC
   Funded by the Department of Environment Health and Natural Resources

7. Joe Chandler, Federal Legislative Analyst
   Governor's Washington Office, DC
   Funded by the Department of Correction

8. David Ewing, Federal Legislative Analyst (on contract for rail issues)
   Governor's Washington Office, DC
   Funded by the Department of Transportation

9. Office Manager/Administrative Support, Vacant
   Governor's Washington Office, DC
   Funded by the Department of Transportation

Note: Positions 5 through 9 are all staff in the Governor's Washington DC Office. They are responsible for maximizing and identifying Federal funds for their respective agencies. This is a joint cooperative effort with the agencies to handle Federal issues. All are housed in one location and overseen by a Director from the Governor's Office.

Attachment 4

State of North Carolina

Office of State Budget, Planning, and Management

Michael F. Easley
Governor and Director
of the Budget

David T. McCoy
State Budget Officer

May 8, 2001

MEMORANDUM

TO: Members of the General Government Joint Appropriations Subcommittee
North Carolina General Assembly

FROM: David McCoy David McCoy

SUBJECT: Merging of Geological Survey and Geodetic Survey

The purpose for this memorandum is to respond to your question regarding any potential cost savings gained by merging the North Carolina Geological Survey with the North Carolina Geodetic Survey of the Office of State Budget, Planning and Management.

The North Carolina Geological Survey carries out its responsibilities outlined in North Carolina General Statute 113.8. "It shall make such examination, survey and mapping of the geology, mineralogy and topography of the State." The Geological Survey maps the geology and mineral resources of the state and publishes reports and maps. To accomplish these goals, they undertake programs to study the geology and evaluate the mineral resources of North Carolina in order to provide a data base for making geology related decisions by the public and state, local, and federal agencies. The Geological Survey administers cooperative geologic and topographic map agreements with the US Geological Survey and the Mineral Management Service. They also provide an educational outreach program that provides relevant and accurate earth science information for the state's high school students and earth/environmental science teachers.

The mission of the North Carolina Geodetic Survey (NCGS) is to apply state-of-the art methods of precise positioning and advanced geodetic techniques. It also is responsible for establishing and maintaining the official survey base (North Carolina General Statute 102) of the state of North Carolina and to support mapping, boundary determination, property delineation, infrastructure development, resource evaluation surveys and scientific applications.

Mailing Address:
20320 MAIL SERVICE CENTER
RALEIGH, NC 27699-0320

www.osbpm.state.nc.us
(919) 733-7061 • Fax: (919) 733-0640
An EEO/AA Employer

Office Location:
5200 Administration Building
116 West Jones Street

NCGS is the lead agency to the rapidly expanding community of users of geodetic data including professionals working in the areas of geodesy, surveying, mapping, navigation, environmental and land-use applications, geographic and land information systems, earth orientation and earth and ocean dynamics. This leadership requires NCGS to develop and produce new geodetic products such as: absolute gravity station values, a high-accuracy multi-dimensional network of monumented control points, a network of continuous operating Global Positioning System base stations, improved data processing systems specifications for advanced surveying technologies and techniques. In conjunction with the National Geodetic Survey, NCGS is implementing the National Height Modernization System in North Carolina to underpin/support surveying and mapping applications statewide.

Prior to the transfer of the North Carolina Geodetic Survey to the Office of State Budget, Planning and Management (OSPBM) in July 1997, Geodetic Survey and Geological Survey were located in the Division of Land Resources in the Department of Environment and Natural Resources. The Center of Geographic Information and Analysis (CGIA) resided in this section prior to their transfer to OSBPM in 1991. Both agency transfers were made based on the fact that each agencies' primary function is to provide statewide data management and the setting of standards for mapping applications used for planning purposes.

Both agencies contribute to the development and maintenance of the state's topographical maps and the Floodplain Mapping Program. If housed in one agency, potential efficiencies in the development of these products might be realized.

Both agencies provide education outreach to the public. A study of each agencies' outreach program might determine if the agencies educational outreach functions could be merged.

If you have any further questions you can call me at 733-7061.

Attachment 5

Office of State Personnel
Questions from the General Government Appropriations Committee
Meeting on April 2, 2001

I. Employee Demographics:

- Provide the Committee with a breakdown by demographics of each agency and university. **(See attached report titled "Workforce Representation")** pp. 1-93

II. Governor's Public Management Program Retention Rates:

- How many of the Fellows have started and left the program before completing the required two full years? What is the state law that prohibits employment contracts? p. 94

III. Temporary Employees:

- How many temporaries are employed in the State SPA system. Number employed by state agency and university?
- What is the average salary of temporary solutions temporaries? p. 95

IV. Travel Expenditures:

- Provide a breakdown by Division of travel expenditures. p. 96
- Where are we spending travel money by Division? p. 97

V. Information and Technology

- What are ITS costs at OSP? (Rate?) pp. 98-100
- What are the PMIS system costs?

VI. Proposed Budget Cuts/Additional Budget Information

- What are the reorganization plans? (Due to Committee by end of April) p. 100
- Provide budget information by Division (personnel costs) pp. 102-104
- Provide breakdown of HR Consultants by division by grade.
- What is the span of control for each Division? p. 105

VII. Model Cooperative Education Program:

- Provide more information about this program to Committee p. 106

VIII. Turnover Information:

- What is the average turnover in State government? p. 107
- What is the turnover rate by occupational group or salary grade groups?
- What are involuntary and voluntary turnover rates? pp. 108-109

IX. REVISED 1% + 2% REDUCTIONS

Workforce Representation

Agency Totals

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	1,012	382	157	74	19	8	652
	61.3%	23.1%	9.5%	4.5%	1.2%	0.5%	
Dec. 31, 1998	1,005	389	160	76	16	8	654
	60.8%	23.5%	9.7%	4.6%	1.0%	0.5%	
Dec. 31, 1999	1,002	473	164	104	22	12	777
	56.4%	26.6%	9.2%	5.9%	1.2%	0.7%	
Management Related							
Dec. 31, 1997	2,379	1,866	356	551	66	44	5,262
	45.2%	35.5%	6.8%	10.5%	1.3%	0.8%	
Dec. 31, 1998	2,351	1,965	360	590	66	59	5,391
	43.6%	36.4%	6.7%	10.9%	1.2%	1.1%	
Dec. 31, 1999	2,192	1,929	312	559	65	53	5,110
	42.9%	37.7%	6.1%	10.9%	1.3%	1.0%	
Professional							
Dec. 31, 1997	5,915	6,227	943	1,637	255	234	15,211
	38.9%	40.9%	6.2%	10.8%	1.7%	1.5%	
Dec. 31, 1998	5,990	6,415	1,018	1,758	279	263	15,723
	38.1%	40.8%	6.5%	11.2%	1.8%	1.7%	
Dec. 31, 1999	6,057	6,428	1,065	1,825	295	271	15,941
	38.0%	40.3%	6.7%	11.4%	1.9%	1.7%	
Technical							
Dec. 31, 1997	3,345	2,967	1,611	2,715	121	94	10,853
	30.8%	27.3%	14.8%	25.0%	1.1%	0.9%	
Dec. 31, 1998	3,271	2,969	1,595	2,798	128	89	10,850
	30.1%	27.4%	14.7%	25.8%	1.2%	0.8%	
Dec. 31, 1999	3,386	2,956	1,669	3,026	141	115	11,293
	30.0%	26.2%	14.8%	26.8%	1.2%	1.0%	
Administrative Suppor							
Dec. 31, 1997	643	5,731	364	2,102	15	135	8,990
	7.2%	63.7%	4.0%	23.4%	0.2%	1.5%	
Dec. 31, 1998	653	5,645	357	2,193	20	144	9,012
	7.2%	62.6%	4.0%	24.3%	0.2%	1.6%	
Dec. 31, 1999	693	5,546	365	2,312	31	160	9,107
	7.6%	60.9%	4.0%	25.4%	0.3%	1.8%	
Service							
Dec. 31, 1997	535	768	694	904	32	25	2,958
	18.1%	26.0%	23.5%	30.6%	1.1%	0.8%	
Dec. 31, 1998	508	779	686	899	28	27	2,927
	17.4%	26.6%	23.4%	30.7%	1.0%	0.9%	
Dec. 31, 1999	529	975	682	942	32	41	3,201
	16.5%	30.5%	21.3%	29.4%	1.0%	1.3%	

Workforce Representation

Agency Totals

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	7,365 55.7%	964 7.3%	3,064 23.2%	1,472 11.1%	282 2.1%	85 0.6%	13,232
Dec. 31, 1998	7,267 54.2%	1,049 7.8%	3,122 23.3%	1,600 11.9%	288 2.1%	90 0.7%	13,416
Dec. 31, 1999	7,108 53.8%	1,095 8.3%	3,010 22.8%	1,624 12.3%	276 2.1%	93 0.7%	13,206
Skilled Craft							
Dec. 31, 1997	6,949 74.0%	367 3.9%	1,604 17.1%	99 1.1%	358 3.8%	16 0.2%	9,393
Dec. 31, 1998	7,065 74.2%	366 3.8%	1,604 16.8%	103 1.1%	366 3.8%	18 0.2%	9,522
Dec. 31, 1999	6,979 74.4%	354 3.8%	1,568 16.7%	106 1.1%	355 3.8%	22 0.2%	9,384
TOTAL							
Dec. 31, 1997	28,143 41.7%	19,272 28.5%	8,793 13.0%	9,554 14.1%	1,148 1.7%	641 0.9%	67,551
Dec. 31, 1998	28,110 41.0%	19,577 28.6%	8,902 13.0%	10,017 14.6%	1,191 1.7%	698 1.0%	68,495
Dec. 31, 1999	27,946 40.5%	19,756 28.6%	8,835 12.8%	10,498 15.2%	1,217 1.8%	767 1.1%	69,019

Workforce Representation

Department of Administration

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	18 56.3%	5 15.6%	4 12.5%	4 12.5%	1 3.1%	0 0.0%	32
Dec. 31, 1998	20 58.8%	5 14.7%	4 11.8%	4 11.8%	1 2.9%	0 0.0%	34
Dec. 31, 1999	19 52.8%	7 19.4%	4 11.1%	4 11.1%	2 5.6%	0 0.0%	36
Management Related							
Dec. 31, 1997	59 46.8%	29 23.0%	11 8.7%	16 12.7%	6 4.8%	5 4.0%	126
Dec. 31, 1998	60 47.2%	28 22.0%	9 7.1%	19 15.0%	6 4.7%	5 3.9%	127
Dec. 31, 1999	62 48.8%	24 18.9%	9 7.1%	20 15.7%	6 4.7%	6 4.7%	127
Professional							
Dec. 31, 1997	50 48.5%	28 27.2%	5 4.9%	8 7.8%	9 8.7%	3 2.9%	103
Dec. 31, 1998	50 49.0%	26 25.5%	5 4.9%	8 7.8%	10 9.8%	3 2.9%	102
Dec. 31, 1999	54 50.9%	26 24.5%	4 3.8%	11 10.4%	7 6.6%	4 3.8%	106
Technical							
Dec. 31, 1997	7 24.1%	13 44.8%	2 6.9%	3 10.3%	1 3.4%	3 10.3%	29
Dec. 31, 1998	9 30.0%	15 50.0%	1 3.3%	2 6.7%	0 0.0%	3 10.0%	30
Dec. 31, 1999	9 28.1%	10 31.3%	3 9.4%	3 9.4%	2 6.3%	5 15.6%	32
Administrative Support							
Dec. 31, 1997	37 19.3%	93 48.4%	18 9.4%	39 20.3%	0 0.0%	5 2.6%	192
Dec. 31, 1998	36 17.6%	102 49.8%	21 10.2%	42 20.5%	0 0.0%	4 2.0%	205
Dec. 31, 1999	25 11.5%	103 47.5%	25 11.5%	58 26.7%	1 0.5%	5 2.3%	217
Service							
Dec. 31, 1997	2 6.3%	0 0.0%	17 53.1%	12 37.5%	0 0.0%	1 3.1%	32
Dec. 31, 1998	2 7.4%	0 0.0%	14 51.9%	11 40.7%	0 0.0%	0 0.0%	27
Dec. 31, 1999	2 6.5%	1 3.2%	14 45.2%	14 45.2%	0 0.0%	0 0.0%	31

Workforce Representation

Department of Administration

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	27 60.0%	3 6.7%	9 20.0%	4 8.9%	2 4.4%	0 0.0%	45
Dec. 31, 1998	31 57.4%	7 13.0%	8 14.8%	6 11.1%	2 3.7%	0 0.0%	54
Dec. 31, 1999	26 52.0%	9 18.0%	10 20.0%	3 6.0%	2 4.0%	0 0.0%	50
Skilled Craft							
Dec. 31, 1997	89 65.0%	5 3.6%	36 26.3%	4 2.9%	3 2.2%	0 0.0%	137
Dec. 31, 1998	102 67.5%	5 3.3%	36 23.8%	5 3.3%	3 2.0%	0 0.0%	151
Dec. 31, 1999	125 69.4%	5 2.8%	42 23.3%	5 2.8%	3 1.7%	0 0.0%	180
TOTAL							
Dec. 31, 1997	289 41.5%	176 25.3%	102 14.7%	90 12.9%	22 3.2%	17 2.4%	696
Dec. 31, 1998	310 42.5%	188 25.8%	98 13.4%	97 13.3%	22 3.0%	15 2.1%	730
Dec. 31, 1999	322 41.3%	185 23.7%	111 14.2%	118 15.1%	23 3.0%	20 2.6%	779

Workforce Representation

Office of Administrative Hearings

	White Males	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	1 50.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1998	0 0.0%	2 66.7%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1999	0 0.0%	3 75.0%	1 25.0%	0 0.0%	0 0.0%	0 0.0%	4
Management Related							
Dec. 31, 1997	1 14.3%	3 42.9%	0 0.0%	2 28.6%	1 14.3%	0 0.0%	7
Dec. 31, 1998	1 12.5%	4 50.0%	0 0.0%	2 25.0%	1 12.5%	0 0.0%	8
Dec. 31, 1999	1 9.1%	5 45.5%	0 0.0%	4 36.4%	1 9.1%	0 0.0%	11
Professional							
Dec. 31, 1997	3 37.5%	3 37.5%	1 12.5%	1 12.5%	0 0.0%	0 0.0%	8
Dec. 31, 1998	4 44.4%	4 44.4%	1 11.1%	0 0.0%	0 0.0%	0 0.0%	9
Dec. 31, 1999	4 50.0%	2 25.0%	1 12.5%	1 12.5%	0 0.0%	0 0.0%	8
Technical							
Dec. 31, 1997	0 0.0%	3 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1998	1 33.3%	2 66.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1999	1 33.3%	2 66.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Administrative Support							
Dec. 31, 1997	1 9.1%	7 63.6%	0 0.0%	3 27.3%	0 0.0%	0 0.0%	11
Dec. 31, 1998	0 0.0%	8 72.7%	1 9.1%	2 18.2%	0 0.0%	0 0.0%	11
Dec. 31, 1999	0 0.0%	7 70.0%	1 10.0%	2 20.0%	0 0.0%	0 0.0%	10
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Office of Administrative Hearings

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
TOTAL							
Dec. 31, 1997	5 16.1%	17 54.8%	2 6.5%	6 19.4%	1 3.2%	0 0.0%	31
Dec. 31, 1998	6 17.6%	20 58.8%	3 8.8%	4 11.8%	1 2.9%	0 0.0%	34
Dec. 31, 1999	6 16.7%	19 52.8%	3 8.3%	7 19.4%	1 2.8%	0 0.0%	36

Workforce Representation

Department of Agriculture and Consumer Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	48 88.9%	5 9.3%	1 1.9%	0 0.0%	0 0.0%	0 0.0%	54
Dec. 31, 1998	49 87.5%	6 10.7%	1 1.8%	0 0.0%	0 0.0%	0 0.0%	56
Dec. 31, 1999	45 86.5%	5 9.6%	1 1.9%	0 0.0%	1 1.9%	0 0.0%	52
Management Related							
Dec. 31, 1997	227 76.4%	55 18.5%	10 3.4%	3 1.0%	2 0.7%	0 0.0%	297
Dec. 31, 1998	229 76.8%	52 17.4%	9 3.0%	4 1.3%	3 1.0%	1 0.3%	298
Dec. 31, 1999	235 77.0%	54 17.7%	10 3.3%	2 0.7%	4 1.3%	0 0.0%	305
Professional							
Dec. 31, 1997	113 64.6%	48 27.4%	5 2.9%	5 2.9%	3 1.7%	1 0.6%	175
Dec. 31, 1998	109 61.9%	53 30.1%	6 3.4%	4 2.3%	3 1.7%	1 0.6%	176
Dec. 31, 1999	115 62.2%	54 29.2%	6 3.2%	2 1.1%	5 2.7%	3 1.6%	185
Technical							
Dec. 31, 1997	50 31.1%	82 50.9%	7 4.3%	12 7.5%	4 2.5%	6 3.7%	161
Dec. 31, 1998	58 33.9%	83 48.5%	8 4.7%	12 7.0%	7 4.1%	3 1.8%	171
Dec. 31, 1999	57 33.9%	77 45.8%	9 5.4%	12 7.1%	7 4.2%	6 3.6%	168
Administrative Support							
Dec. 31, 1997	25 13.1%	140 73.3%	8 4.2%	17 8.9%	1 0.5%	0 0.0%	191
Dec. 31, 1998	27 14.2%	132 69.5%	10 5.3%	19 10.0%	1 0.5%	1 0.5%	190
Dec. 31, 1999	30 15.8%	130 68.4%	11 5.8%	17 8.9%	1 0.5%	1 0.5%	190
Service							
Dec. 31, 1997	9 22.0%	10 24.4%	11 26.8%	10 24.4%	0 0.0%	1 2.4%	41
Dec. 31, 1998	8 24.2%	12 36.4%	9 27.3%	3 9.1%	0 0.0%	1 3.0%	33
Dec. 31, 1999	8 25.8%	10 32.3%	10 32.3%	2 6.5%	0 0.0%	1 3.2%	31

Workforce Representation

Department of Agriculture and Consumer Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	5 83.3%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1998	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	6 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Skilled Craft							
Dec. 31, 1997	282 73.8%	37 9.7%	44 11.5%	11 2.9%	8 2.1%	0 0.0%	382
Dec. 31, 1998	277 72.3%	37 9.7%	48 12.5%	16 4.2%	5 1.3%	0 0.0%	383
Dec. 31, 1999	275 71.1%	38 9.8%	52 13.4%	16 4.1%	5 1.3%	1 0.3%	387
TOTAL							
Dec. 31, 1997	759 58.1%	378 28.9%	86 6.6%	58 4.4%	18 1.4%	8 0.6%	1307
Dec. 31, 1998	762 58.1%	375 28.6%	91 6.9%	58 4.4%	19 1.4%	7 0.5%	1312
Dec. 31, 1999	771 58.2%	368 27.8%	99 7.5%	51 3.9%	23 1.7%	12 0.9%	1324

Workforce Representation

Department of Commerce

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	54 62.8%	21 24.4%	6 7.0%	5 5.8%	0 0.0%	0 0.0%	86
Dec. 31, 1998	52 59.8%	24 27.6%	6 6.9%	5 5.7%	0 0.0%	0 0.0%	87
Dec. 31, 1999	55 57.9%	28 29.5%	6 6.3%	6 6.3%	0 0.0%	0 0.0%	95
Management Related							
Dec. 31, 1997	65 44.2%	56 38.1%	13 8.8%	9 6.1%	2 1.4%	2 1.4%	147
Dec. 31, 1998	61 40.7%	59 39.3%	14 9.3%	11 7.3%	3 2.0%	2 1.3%	150
Dec. 31, 1999	62 41.6%	57 38.3%	16 10.7%	9 6.0%	3 2.0%	2 1.3%	149
Professional							
Dec. 31, 1997	103 49.5%	75 36.1%	11 5.3%	11 5.3%	4 1.9%	4 1.9%	208
Dec. 31, 1998	107 50.5%	69 32.5%	16 7.5%	12 5.7%	4 1.9%	4 1.9%	212
Dec. 31, 1999	111 49.6%	74 33.0%	16 7.1%	14 6.3%	5 2.2%	4 1.8%	224
Technical							
Dec. 31, 1997	3 21.4%	10 71.4%	0 0.0%	1 7.1%	0 0.0%	0 0.0%	14
Dec. 31, 1998	4 30.8%	8 61.5%	0 0.0%	1 7.7%	0 0.0%	0 0.0%	13
Dec. 31, 1999	3 23.1%	9 69.2%	0 0.0%	1 7.7%	0 0.0%	0 0.0%	13
Administrative Support							
Dec. 31, 1997	5 2.5%	151 75.1%	3 1.5%	39 19.4%	0 0.0%	3 1.5%	201
Dec. 31, 1998	4 2.0%	148 73.6%	5 2.5%	40 19.9%	0 0.0%	4 2.0%	201
Dec. 31, 1999	8 4.0%	135 66.8%	5 2.5%	47 23.3%	0 0.0%	7 3.5%	202
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Department of Commerce

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	15 88.2%	0 0.0%	2 11.8%	0 0.0%	0 0.0%	0 0.0%	17
Dec. 31, 1998	14 87.5%	0 0.0%	2 12.5%	0 0.0%	0 0.0%	0 0.0%	16
Dec. 31, 1999	14 82.4%	0 0.0%	3 17.6%	0 0.0%	0 0.0%	0 0.0%	17
TOTAL							
Dec. 31, 1997	245 36.4%	313 46.5%	35 5.2%	65 9.7%	6 0.9%	9 1.3%	673
Dec. 31, 1998	242 35.6%	308 45.4%	43 6.3%	69 10.2%	7 1.0%	10 1.5%	679
Dec. 31, 1999	253 36.1%	303 43.3%	46 6.6%	77 11.0%	8 1.1%	13 1.9%	700

Workforce Representation

Department of Community Colleges

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	15 46.9%	9 28.1%	1 3.1%	6 18.8%	1 3.1%	0 0.0%	32
Dec. 31, 1998	15 46.9%	10 31.3%	1 3.1%	5 15.6%	1 3.1%	0 0.0%	32
Dec. 31, 1999	13 35.1%	12 32.4%	3 8.1%	7 18.9%	1 2.7%	1 2.7%	37
Management Related							
Dec. 31, 1997	7 31.8%	8 36.4%	2 9.1%	5 22.7%	0 0.0%	0 0.0%	22
Dec. 31, 1998	7 33.3%	7 33.3%	2 9.5%	5 23.8%	0 0.0%	0 0.0%	21
Dec. 31, 1999	5 25.0%	8 40.0%	2 10.0%	5 25.0%	0 0.0%	0 0.0%	20
Professional							
Dec. 31, 1997	23 48.9%	17 36.2%	2 4.3%	4 8.5%	0 0.0%	1 2.1%	47
Dec. 31, 1998	21 45.7%	16 34.8%	2 4.3%	5 10.9%	0 0.0%	2 4.3%	46
Dec. 31, 1999	20 38.5%	21 40.4%	2 3.8%	7 13.5%	0 0.0%	2 3.8%	52
Technical							
Dec. 31, 1997	0 0.0%	6 75.0%	0 0.0%	2 25.0%	0 0.0%	0 0.0%	8
Dec. 31, 1998	0 0.0%	6 75.0%	0 0.0%	2 25.0%	0 0.0%	0 0.0%	8
Dec. 31, 1999	2 22.2%	4 44.4%	1 11.1%	1 11.1%	0 0.0%	1 11.1%	9
Administrative Support							
Dec. 31, 1997	6 11.5%	34 65.4%	2 3.8%	10 19.2%	0 0.0%	0 0.0%	52
Dec. 31, 1998	4 7.7%	35 67.3%	2 3.8%	11 21.2%	0 0.0%	0 0.0%	52
Dec. 31, 1999	4 8.3%	29 60.4%	2 4.2%	13 27.1%	0 0.0%	0 0.0%	48
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Department of Community Colleges

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
TOTAL							
Dec. 31, 1997	52 32.1%	74 45.7%	7 4.3%	27 16.7%	1 0.6%	1 0.6%	162
Dec. 31, 1998	48 30.0%	74 46.3%	7 4.4%	28 17.5%	1 0.6%	2 1.3%	160
Dec. 31, 1999	45 26.9%	74 44.3%	10 6.0%	33 19.8%	1 0.6%	4 2.4%	167

Workforce Representation

Department of Correction

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	239 65.7%	40 11.0%	63 17.3%	19 5.2%	2 0.5%	1 0.3%	364
Dec. 31, 1998	224 64.2%	39 11.2%	65 18.6%	18 5.2%	2 0.6%	1 0.3%	349
Dec. 31, 1999	214 63.5%	40 11.9%	60 17.8%	18 5.3%	3 0.9%	2 0.6%	337
Management Related							
Dec. 31, 1997	78 38.0%	94 45.9%	15 7.3%	16 7.8%	2 1.0%	0 0.0%	205
Dec. 31, 1998	79 38.0%	99 47.6%	11 5.3%	16 7.7%	2 1.0%	1 0.5%	208
Dec. 31, 1999	75 36.4%	98 47.6%	11 5.3%	17 8.3%	2 1.0%	3 1.5%	206
Professional							
Dec. 31, 1997	1,400 43.4%	989 30.7%	381 11.8%	382 11.8%	48 1.5%	24 0.7%	3,224
Dec. 31, 1998	1,388 41.7%	994 29.9%	421 12.7%	443 13.3%	54 1.6%	25 0.8%	3,325
Dec. 31, 1999	1,203 40.5%	909 30.6%	360 12.1%	426 14.3%	48 1.6%	27 0.9%	2,973
Technical							
Dec. 31, 1997	197 25.1%	277 35.3%	98 12.5%	186 23.7%	9 1.1%	17 2.2%	784
Dec. 31, 1998	188 25.0%	279 37.2%	84 11.2%	179 23.8%	7 0.9%	14 1.9%	751
Dec. 31, 1999	174 23.5%	278 37.6%	85 11.5%	183 24.7%	7 0.9%	13 1.8%	740
Administrative Support							
Dec. 31, 1997	50 3.9%	924 71.8%	11 0.9%	289 22.5%	0 0.0%	13 1.0%	1,287
Dec. 31, 1998	45 3.6%	902 71.5%	9 0.7%	294 23.3%	0 0.0%	12 1.0%	1,262
Dec. 31, 1999	56 4.3%	895 69.2%	12 0.9%	314 24.3%	2 0.2%	14 1.1%	1,293
Service							
Dec. 31, 1997	194 37.8%	91 17.7%	142 27.7%	73 14.2%	12 2.3%	1 0.2%	513
Dec. 31, 1998	187 37.0%	84 16.6%	144 28.5%	78 15.4%	12 2.4%	1 0.2%	506
Dec. 31, 1999	171 35.4%	77 15.9%	135 28.0%	85 17.6%	13 2.7%	2 0.4%	483

Workforce Representation

Department of Correction

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	4,973	845	2,736	1,434	235	80	10,303
	48.3%	8.2%	26.6%	13.9%	2.3%	0.8%	
Dec. 31, 1998	4,870	909	2,798	1,556	238	81	10,452
	46.6%	8.7%	26.8%	14.9%	2.3%	0.8%	
Dec. 31, 1999	4,727	959	2,685	1,583	220	83	10,257
	46.1%	9.3%	26.2%	15.4%	2.1%	0.8%	
Skilled Craft							
Dec. 31, 1997	624	25	64	6	15	0	734
	85.0%	3.4%	8.7%	0.8%	2.0%	0.0%	
Dec. 31, 1998	630	25	67	6	17	0	745
	84.6%	3.4%	9.0%	0.8%	2.3%	0.0%	
Dec. 31, 1999	588	20	62	7	15	0	692
	85.0%	2.9%	9.0%	1.0%	2.2%	0.0%	
TOTAL							
Dec. 31, 1997	7,755	3,285	3,510	2,405	323	136	17,414
	44.5%	18.9%	20.2%	13.8%	1.9%	0.8%	
Dec. 31, 1998	7,611	3,331	3,599	2,590	332	135	17,598
	43.2%	18.9%	20.5%	14.7%	1.9%	0.8%	
Dec. 31, 1999	7,208	3,276	3,410	2,633	310	144	16,981
	42.4%	19.3%	20.1%	15.5%	1.8%	0.8%	

Workforce Representation

Department of Crime Control and Public Safety

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	26 74.3%	3 8.6%	6 17.1%	0 0.0%	0 0.0%	0 0.0%	35
Dec. 31, 1998	31 75.6%	3 7.3%	7 17.1%	0 0.0%	0 0.0%	0 0.0%	41
Dec. 31, 1999	26 70.3%	1 2.7%	7 18.9%	2 5.4%	1 2.7%	0 0.0%	37
Management Related							
Dec. 31, 1997	52 25.0%	103 49.5%	15 7.2%	32 15.4%	2 1.0%	4 1.9%	208
Dec. 31, 1998	53 23.7%	114 50.9%	16 7.1%	35 15.6%	2 0.9%	4 1.8%	224
Dec. 31, 1999	64 26.8%	111 46.4%	16 6.7%	43 18.0%	2 0.8%	3 1.3%	239
Professional							
Dec. 31, 1997	32 54.2%	17 28.8%	6 10.2%	4 6.8%	0 0.0%	0 0.0%	59
Dec. 31, 1998	46 47.9%	29 30.2%	13 13.5%	6 6.3%	2 2.1%	0 0.0%	96
Dec. 31, 1999	39 43.8%	27 30.3%	10 11.2%	10 11.2%	3 3.4%	0 0.0%	89
Technicals							
Dec. 31, 1997	122 62.6%	54 27.7%	4 2.1%	13 6.7%	0 0.0%	2 1.0%	195
Dec. 31, 1998	122 61.9%	55 27.9%	4 2.0%	13 6.6%	0 0.0%	3 1.5%	197
Dec. 31, 1999	119 62.0%	58 30.2%	2 1.0%	12 6.3%	0 0.0%	1 0.5%	192
Administrative Support							
Dec. 31, 1997	10 4.4%	180 78.6%	4 1.7%	31 13.5%	0 0.0%	4 1.7%	229
Dec. 31, 1998	14 6.5%	168 77.4%	5 2.3%	27 12.4%	0 0.0%	3 1.4%	217
Dec. 31, 1999	16 7.7%	155 74.5%	3 1.4%	28 13.5%	0 0.0%	6 2.9%	208
Service							
Dec. 31, 1997	2 11.1%	6 33.3%	4 22.2%	6 33.3%	0 0.0%	0 0.0%	18
Dec. 31, 1998	3 14.3%	6 28.6%	4 19.0%	8 38.1%	0 0.0%	0 0.0%	21
Dec. 31, 1999	3 14.3%	8 38.1%	3 14.3%	7 33.3%	0 0.0%	0 0.0%	21

Workforce Representation

Department of Crime Control and Public Safety

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	1,243 82.0%	26 1.7%	215 14.2%	8 0.5%	23 1.5%	0 0.0%	1,515
Dec. 31, 1998	1,221 81.7%	27 1.8%	213 14.2%	8 0.5%	25 1.7%	1 0.1%	1,495
Dec. 31, 1999	1,235 81.0%	29 1.9%	220 14.4%	9 0.6%	30 2.0%	1 0.1%	1,524
Skilled Craft							
Dec. 31, 1997	97 92.4%	0 0.0%	6 5.7%	0 0.0%	2 1.9%	0 0.0%	105
Dec. 31, 1998	100 92.6%	0 0.0%	6 5.6%	0 0.0%	2 1.9%	0 0.0%	108
Dec. 31, 1999	103 92.0%	0 0.0%	7 6.3%	0 0.0%	2 1.8%	0 0.0%	112
TOTAL							
Dec. 31, 1997	1,584 67.0%	389 16.5%	260 11.0%	94 4.0%	27 1.1%	10 0.4%	2,364
Dec. 31, 1998	1,590 66.3%	402 16.8%	268 11.2%	97 4.0%	31 1.3%	11 0.5%	2,399
Dec. 31, 1999	1,605 66.3%	389 16.1%	268 11.1%	111 4.6%	38 1.6%	11 0.5%	2,422

Workforce Representation

Department of Cultural Resources

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	12 54.5%	9 40.9%	1 4.5%	0 0.0%	0 0.0%	0 0.0%	22
Dec. 31, 1998	12 57.1%	8 38.1%	1 4.8%	0 0.0%	0 0.0%	0 0.0%	21
Dec. 31, 1999	10 45.5%	11 50.0%	1 4.5%	0 0.0%	0 0.0%	0 0.0%	22
Management Related							
Dec. 31, 1997	9 29.0%	17 54.8%	2 6.5%	3 9.7%	0 0.0%	0 0.0%	31
Dec. 31, 1998	9 27.3%	18 54.5%	2 6.1%	4 12.1%	0 0.0%	0 0.0%	33
Dec. 31, 1999	9 25.0%	21 58.3%	2 5.6%	4 11.1%	0 0.0%	0 0.0%	36
Professional							
Dec. 31, 1997	103 46.8%	98 44.5%	1 0.5%	11 5.0%	3 1.4%	4 1.8%	220
Dec. 31, 1998	101 45.5%	101 45.5%	1 0.5%	13 5.9%	3 1.4%	3 1.4%	222
Dec. 31, 1999	102 45.3%	103 45.8%	1 0.4%	13 5.8%	3 1.3%	3 1.3%	225
Technical							
Dec. 31, 1997	16 61.5%	8 30.8%	0 0.0%	1 3.8%	1 3.8%	0 0.0%	26
Dec. 31, 1998	17 60.7%	9 32.1%	0 0.0%	1 3.6%	1 3.6%	0 0.0%	28
Dec. 31, 1999	16 53.3%	11 36.7%	0 0.0%	2 6.7%	1 3.3%	0 0.0%	30
Administrative Support							
Dec. 31, 1997	26 14.7%	103 58.2%	16 9.0%	29 16.4%	0 0.0%	3 1.7%	177
Dec. 31, 1998	27 15.0%	107 59.4%	15 8.3%	27 15.0%	0 0.0%	4 2.2%	180
Dec. 31, 1999	25 15.0%	98 58.7%	14 8.4%	27 16.2%	0 0.0%	3 1.8%	167
Service							
Dec. 31, 1997	46 47.9%	37 38.5%	3 3.1%	9 9.4%	1 1.0%	0 0.0%	96
Dec. 31, 1998	46 46.5%	37 37.4%	3 3.0%	12 12.1%	1 1.0%	0 0.0%	99
Dec. 31, 1999	46 46.0%	39 39.0%	3 3.0%	11 11.0%	1 1.0%	0 0.0%	100

Workforce Representation

Department of Cultural Resources

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	12 54.5%	9 40.9%	1 4.5%	0 0.0%	0 0.0%	0 0.0%	22
Dec. 31, 1998	12 57.1%	8 38.1%	1 4.8%	0 0.0%	0 0.0%	0 0.0%	21
Dec. 31, 1999	10 45.5%	11 50.0%	1 4.5%	0 0.0%	0 0.0%	0 0.0%	22
Management Related							
Dec. 31, 1997	9 29.0%	17 54.8%	2 6.5%	3 9.7%	0 0.0%	0 0.0%	31
Dec. 31, 1998	9 27.3%	18 54.5%	2 6.1%	4 12.1%	0 0.0%	0 0.0%	33
Dec. 31, 1999	9 25.0%	21 58.3%	2 5.6%	4 11.1%	0 0.0%	0 0.0%	36
Professional							
Dec. 31, 1997	103 46.8%	98 44.5%	1 0.5%	11 5.0%	3 1.4%	4 1.8%	220
Dec. 31, 1998	101 45.5%	101 45.5%	1 0.5%	13 5.9%	3 1.4%	3 1.4%	222
Dec. 31, 1999	102 45.3%	103 45.8%	1 0.4%	13 5.8%	3 1.3%	3 1.3%	225
Technical							
Dec. 31, 1997	16 61.5%	8 30.8%	0 0.0%	1 3.8%	1 3.8%	0 0.0%	26
Dec. 31, 1998	17 60.7%	9 32.1%	0 0.0%	1 3.6%	1 3.6%	0 0.0%	28
Dec. 31, 1999	16 53.3%	11 36.7%	0 0.0%	2 6.7%	1 3.3%	0 0.0%	30
Administrative Support							
Dec. 31, 1997	26 14.7%	103 58.2%	16 9.0%	29 16.4%	0 0.0%	3 1.7%	177
Dec. 31, 1998	27 15.0%	107 59.4%	15 8.3%	27 15.0%	0 0.0%	4 2.2%	180
Dec. 31, 1999	25 15.0%	98 58.7%	14 8.4%	27 16.2%	0 0.0%	3 1.8%	167
Service							
Dec. 31, 1997	46 47.9%	37 38.5%	3 3.1%	9 9.4%	1 1.0%	0 0.0%	96
Dec. 31, 1998	46 46.5%	37 37.4%	3 3.0%	12 12.1%	1 1.0%	0 0.0%	99
Dec. 31, 1999	46 46.0%	39 39.0%	3 3.0%	11 11.0%	1 1.0%	0 0.0%	100

Workforce Representation

Employment Security Commission

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	47 55.3%	23 27.1%	10 11.8%	4 4.7%	1 1.2%	0 0.0%	85
Dec. 31, 1998	46 54.8%	24 28.6%	9 10.7%	4 4.8%	1 1.2%	0 0.0%	84
Dec. 31, 1999	16 61.5%	4 15.4%	4 15.4%	2 7.7%	0 0.0%	0 0.0%	26
Management Related							
Dec. 31, 1997	396 40.5%	333 34.1%	84 8.6%	139 14.2%	14 1.4%	11 1.1%	977
Dec. 31, 1998	391 39.1%	348 34.8%	84 8.4%	146 14.6%	14 1.4%	16 1.6%	999
Dec. 31, 1999	187 45.2%	148 35.7%	34 8.2%	39 9.4%	6 1.4%	0 0.0%	414
Professional							
Dec. 31, 1997	77 34.4%	83 37.1%	11 4.9%	48 21.4%	2 0.9%	3 1.3%	224
Dec. 31, 1998	80 34.9%	86 37.6%	13 5.7%	45 19.7%	2 0.9%	3 1.3%	229
Dec. 31, 1999	72 35.5%	69 34.0%	12 5.9%	44 21.7%	2 1.0%	4 2.0%	203
Technical							
Dec. 31, 1997	8 25.0%	15 46.9%	1 3.1%	8 25.0%	0 0.0%	0 0.0%	32
Dec. 31, 1998	9 29.0%	13 41.9%	1 3.2%	8 25.8%	0 0.0%	0 0.0%	31
Dec. 31, 1999	255 33.7%	270 35.7%	67 8.9%	136 18.0%	12 1.6%	17 2.2%	757
Administrative Support							
Dec. 31, 1997	14 4.1%	170 50.0%	11 3.2%	140 41.2%	0 0.0%	5 1.5%	340
Dec. 31, 1998	12 3.6%	163 48.9%	12 3.6%	142 42.6%	1 0.3%	3 0.9%	333
Dec. 31, 1999	13 4.0%	153 47.7%	13 4.0%	139 43.3%	1 0.3%	2 0.6%	321
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Employment Security Commission

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	9 64.3%	0 0.0%	5 35.7%	0 0.0%	0 0.0%	0 0.0%	14
Dec. 31, 1998	8 66.7%	0 0.0%	4 33.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	7 63.6%	1 9.1%	3 27.3%	0 0.0%	0 0.0%	0 0.0%	11
TOTAL							
Dec. 31, 1997	551 33.0%	624 37.3%	122 7.3%	339 20.3%	17 1.0%	19 1.1%	1672
Dec. 31, 1998	546 32.3%	634 37.6%	123 7.3%	345 20.4%	18 1.1%	22 1.3%	1688
Dec. 31, 1999	550 31.8%	645 37.2%	133 7.7%	360 20.8%	21 1.2%	23 1.3%	1732

Workforce Representation

Department of Environment and Natural Resources

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	85 78.7%	16 14.8%	5 4.6%	2 1.9%	0 0.0%	0 0.0%	108
Dec. 31, 1998	80 80.0%	15 15.0%	4 4.0%	1 1.0%	0 0.0%	0 0.0%	100
Dec. 31, 1999	80 76.9%	18 17.3%	5 4.8%	1 1.0%	0 0.0%	0 0.0%	104
Management Related							
Dec. 31, 1997	98 62.4%	43 27.4%	5 3.2%	8 5.1%	1 0.6%	2 1.3%	157
Dec. 31, 1998	89 57.1%	51 32.7%	5 3.2%	8 5.1%	1 0.6%	2 1.3%	156
Dec. 31, 1999	93 57.1%	57 35.0%	4 2.5%	6 3.7%	1 0.6%	2 1.2%	163
Professional							
Dec. 31, 1997	724 69.0%	251 23.9%	20 1.9%	15 1.4%	26 2.5%	13 1.2%	1,049
Dec. 31, 1998	762 68.8%	258 23.3%	24 2.2%	18 1.6%	30 2.7%	15 1.4%	1,107
Dec. 31, 1999	794 68.0%	287 24.6%	29 2.5%	14 1.2%	30 2.6%	14 1.2%	1,168
Technical							
Dec. 31, 1997	219 59.0%	120 32.3%	8 2.2%	9 2.4%	8 2.2%	7 1.9%	371
Dec. 31, 1998	223 59.2%	124 32.9%	8 2.1%	7 1.9%	8 2.1%	7 1.9%	377
Dec. 31, 1999	214 56.0%	130 34.0%	12 3.1%	9 2.4%	10 2.6%	7 1.8%	382
Administrative Support							
Dec. 31, 1997	15 3.2%	347 74.6%	12 2.6%	84 18.1%	0 0.0%	7 1.5%	465
Dec. 31, 1998	20 4.1%	353 73.2%	13 2.7%	85 17.6%	0 0.0%	11 2.3%	482
Dec. 31, 1999	26 5.3%	359 73.6%	8 1.6%	84 17.2%	0 0.0%	11 2.3%	488
Service							
Dec. 31, 1997	8 40.0%	9 45.0%	2 10.0%	1 5.0%	0 0.0%	0 0.0%	20
Dec. 31, 1998	5 29.4%	11 64.7%	1 5.9%	0 0.0%	0 0.0%	0 0.0%	17
Dec. 31, 1999	6 35.3%	10 58.8%	1 5.9%	0 0.0%	0 0.0%	0 0.0%	17

Workforce Representation

Department of Environment and Natural Resources

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	242 84.3%	23 8.0%	15 5.2%	2 0.7%	5 1.7%	0 0.0%	287
Dec. 31, 1998	254 82.2%	35 11.3%	15 4.9%	1 0.3%	4 1.3%	0 0.0%	309
Dec. 31, 1999	250 84.2%	31 10.4%	13 4.4%	0 0.0%	3 1.0%	0 0.0%	297
Skilled Craft							
Dec. 31, 1997	499 81.8%	76 12.5%	31 5.1%	0 0.0%	4 0.7%	0 0.0%	610
Dec. 31, 1998	533 81.9%	80 12.3%	32 4.9%	2 0.3%	4 0.6%	0 0.0%	651
Dec. 31, 1999	540 83.2%	72 11.1%	30 4.6%	3 0.5%	4 0.6%	0 0.0%	649
TOTAL							
Dec. 31, 1997	1,890 61.6%	885 28.9%	98 3.2%	121 3.9%	44 1.4%	29 0.9%	3067
Dec. 31, 1998	1,966 61.5%	927 29.0%	102 3.2%	122 3.8%	47 1.5%	35 1.1%	3199
Dec. 31, 1999	2,003 61.3%	964 29.5%	102 3.1%	117 3.6%	48 1.5%	34 1.0%	3268

Workforce Representation

Department of Health and Human Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	222 49.1%	163 36.1%	38 8.4%	15 3.3%	9 2.0%	5 1.1%	452
Dec. 31, 1998	221 48.3%	167 36.5%	39 8.5%	19 4.1%	8 1.7%	4 0.9%	458
Dec. 31, 1999	200 46.6%	169 39.4%	31 7.2%	17 4.0%	8 1.9%	4 0.9%	429
Management Related							
Dec. 31, 1997	257 29.3%	429 48.9%	66 7.5%	111 12.7%	8 0.9%	6 0.7%	877
Dec. 31, 1998	266 28.7%	461 49.7%	66 7.1%	119 12.8%	7 0.8%	9 1.0%	928
Dec. 31, 1999	251 26.9%	489 52.4%	47 5.0%	125 13.4%	9 1.0%	12 1.3%	933
Professional							
Dec. 31, 1997	1,236 22.2%	2,957 53.2%	333 6.0%	877 15.8%	57 1.0%	98 1.8%	5,558
Dec. 31, 1998	1,241 21.8%	3,025 53.3%	331 5.8%	923 16.3%	59 1.0%	101 1.8%	5,680
Dec. 31, 1999	1,183 21.8%	2,963 54.7%	230 4.2%	887 16.4%	62 1.1%	92 1.7%	5,417
Technical							
Dec. 31, 1997	823 13.4%	1,706 27.7%	1,285 20.9%	2,291 37.2%	20 0.3%	27 0.4%	6,152
Dec. 31, 1998	766 12.4%	1,693 27.5%	1,280 20.8%	2,372 38.5%	24 0.4%	30 0.5%	6,165
Dec. 31, 1999	602 11.1%	1,365 25.2%	1,062 19.6%	2,339 43.2%	17 0.3%	31 0.6%	5,416
Administrative Support							
Dec. 31, 1997	107 4.7%	1,520 66.9%	91 4.0%	526 23.2%	1 0.0%	27 1.2%	2,272
Dec. 31, 1998	117 5.1%	1,510 65.5%	91 3.9%	553 24.0%	1 0.0%	32 1.4%	2,304
Dec. 31, 1999	121 5.5%	1,410 64.0%	87 3.9%	553 25.1%	1 0.0%	31 1.4%	2,203
Service							
Dec. 31, 1997	216 12.1%	530 29.7%	386 21.6%	634 35.5%	6 0.3%	14 0.8%	1,786
Dec. 31, 1998	205 11.7%	522 29.9%	371 21.2%	630 36.0%	6 0.3%	14 0.8%	1,748
Dec. 31, 1999	217 11.7%	686 37.0%	320 17.3%	610 32.9%	3 0.2%	19 1.0%	1,855

Workforce Representation

Department of Health and Human Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	39 57.4%	4 5.9%	22 32.4%	3 4.4%	0 0.0%	0 0.0%	68
Dec. 31, 1998	32 51.6%	5 8.1%	20 32.3%	5 8.1%	0 0.0%	0 0.0%	62
Dec. 31, 1999	16 57.1%	3 10.7%	7 25.0%	2 7.1%	0 0.0%	0 0.0%	28
Skilled Craft							
Dec. 31, 1997	519 66.8%	51 6.6%	166 21.4%	33 4.2%	7 0.9%	1 0.1%	777
Dec. 31, 1998	524 67.7%	47 6.1%	160 20.7%	34 4.4%	8 1.0%	1 0.1%	774
Dec. 31, 1999	488 68.0%	44 6.1%	145 20.2%	32 4.5%	8 1.1%	1 0.1%	718
TOTAL							
Dec. 31, 1997	3,419 19.1%	7,360 41.0%	2,387 13.3%	4,490 25.0%	108 0.6%	178 1.0%	17,942
Dec. 31, 1998	3,372 18.6%	7,430 41.0%	2,358 13.0%	4,655 25.7%	113 0.6%	191 1.1%	18,119
Dec. 31, 1999	3,078 18.1%	7,129 41.9%	1,929 11.3%	4,565 26.9%	108 0.6%	190 1.1%	16,999

Workforce Representation

Information Technology Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	8 80.0%	2 20.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	10
Dec. 31, 1998	9 69.2%	4 30.8%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1999	11 64.7%	6 35.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	17
Management Related							
Dec. 31, 1997	5 29.4%	10 58.8%	0 0.0%	2 11.8%	0 0.0%	0 0.0%	17
Dec. 31, 1998	6 28.6%	10 47.6%	2 9.5%	3 14.3%	0 0.0%	0 0.0%	21
Dec. 31, 1999	2 11.1%	10 55.6%	1 5.6%	4 22.2%	1 5.6%	0 0.0%	18
Professional							
Dec. 31, 1997	102 56.7%	52 28.9%	10 5.6%	11 6.1%	5 2.8%	0 0.0%	180
Dec. 31, 1998	113 56.2%	58 28.9%	10 5.0%	15 7.5%	4 2.0%	1 0.5%	201
Dec. 31, 1999	124 57.1%	58 26.7%	11 5.1%	15 6.9%	7 3.2%	2 0.9%	217
Technical							
Dec. 31, 1997	13 32.5%	22 55.0%	4 10.0%	1 2.5%	0 0.0%	0 0.0%	40
Dec. 31, 1998	15 37.5%	23 57.5%	2 5.0%	0 0.0%	0 0.0%	0 0.0%	40
Dec. 31, 1999	14 29.8%	27 57.4%	5 10.6%	1 2.1%	0 0.0%	0 0.0%	47
Administrative Support							
Dec. 31, 1997	14 29.8%	22 46.8%	5 10.6%	6 12.8%	0 0.0%	0 0.0%	47
Dec. 31, 1998	12 25.5%	26 55.3%	4 8.5%	5 10.6%	0 0.0%	0 0.0%	47
Dec. 31, 1999	11 21.6%	26 51.0%	6 11.8%	7 13.7%	1 2.0%	0 0.0%	51
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Information Technology Services

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	2 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1999	4 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4
Skilled Craft							
Dec. 31, 1997	4 66.7%	0 0.0%	1 16.7%	1 16.7%	0 0.0%	0 0.0%	6
Dec. 31, 1998	3 60.0%	0 0.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	2 50.0%	0 0.0%	1 25.0%	1 25.0%	0 0.0%	0 0.0%	4
TOTAL							
Dec. 31, 1997	146 48.7%	108 36.0%	20 6.7%	21 7.0%	5 1.7%	0 0.0%	300
Dec. 31, 1998	160 48.6%	121 36.8%	19 5.8%	24 7.3%	4 1.2%	1 0.3%	329
Dec. 31, 1999	168 46.9%	127 35.5%	24 6.7%	28 7.8%	9 2.5%	2 0.6%	358

Workforce Representation

Department of Insurance

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	18 75.0%	1 4.2%	0 0.0%	3 12.5%	1 4.2%	1 4.2%	24
Dec. 31, 1998	17 70.8%	1 4.2%	0 0.0%	4 16.7%	1 4.2%	1 4.2%	24
Dec. 31, 1999	15 65.2%	3 13.0%	0 0.0%	3 13.0%	1 4.3%	1 4.3%	23
Management Related							
Dec. 31, 1997	74 49.7%	44 29.5%	11 7.4%	19 12.8%	1 0.7%	0 0.0%	149
Dec. 31, 1998	75 50.0%	46 30.7%	11 7.3%	16 10.7%	2 1.3%	0 0.0%	150
Dec. 31, 1999	78 45.3%	54 31.4%	12 7.0%	24 14.0%	3 1.7%	1 0.6%	172
Professional							
Dec. 31, 1997	45 60.8%	23 31.1%	2 2.7%	0 0.0%	4 5.4%	0 0.0%	74
Dec. 31, 1998	45 60.8%	21 28.4%	3 4.1%	1 1.4%	4 5.4%	0 0.0%	74
Dec. 31, 1999	49 62.0%	19 24.1%	4 5.1%	1 1.3%	5 6.3%	1 1.3%	79
Technical							
Dec. 31, 1997	0 0.0%	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	0 0.0%	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	0 0.0%	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Administrative Support							
Dec. 31, 1997	8 8.6%	60 64.5%	2 2.2%	21 22.6%	0 0.0%	2 2.2%	93
Dec. 31, 1998	6 6.6%	60 65.9%	1 1.1%	23 25.3%	0 0.0%	1 1.1%	91
Dec. 31, 1999	6 6.3%	60 63.2%	1 1.1%	27 28.4%	0 0.0%	1 1.1%	95
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Department of Insurance

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	11 64.7%	3 17.6%	2 11.8%	1 5.9%	0 0.0%	0 0.0%	17
Dec. 31, 1998	11 64.7%	3 17.6%	2 11.8%	1 5.9%	0 0.0%	0 0.0%	17
Dec. 31, 1999	11 68.8%	3 18.8%	1 6.3%	1 6.3%	0 0.0%	0 0.0%	16
Skilled Craft							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
TOTAL							
Dec. 31, 1997	156 43.1%	136 37.6%	17 4.7%	44 12.2%	6 1.7%	3 0.8%	362
Dec. 31, 1998	154 42.7%	136 37.7%	17 4.7%	45 12.5%	7 1.9%	2 0.6%	361
Dec. 31, 1999	159 40.8%	144 36.9%	18 4.6%	56 14.4%	9 2.3%	4 1.0%	390

Workforce Representation

Department of Juvenile Justice

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	19 39.6%	9 18.8%	12 25.0%	8 16.7%	0 0.0%	0 0.0%	48
Management Related							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	8 12.9%	18 29.0%	25 40.3%	11 17.7%	0 0.0%	0 0.0%	62
Professional							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	251 30.3%	222 26.8%	203 24.5%	138 16.6%	4 0.5%	11 1.3%	829
Technical							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	106 20.6%	50 9.7%	225 43.8%	124 24.1%	8 1.6%	1 0.2%	514
Administrative Support							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	4 2.8%	102 72.3%	0 0.0%	31 22.0%	0 0.0%	4 2.8%	141
Service							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	26 15.4%	34 20.1%	66 39.1%	43 25.4%	0 0.0%	0 0.0%	169

Workforce Representation

Department of Juvenile Justice

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	15 45.5%	0 0.0%	12 36.4%	5 15.2%	1 3.0%	0 0.0%	33
Skilled Craft							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	35 77.8%	1 2.2%	9 20.0%	0 0.0%	0 0.0%	0 0.0%	45
TOTAL							
Dec. 31, 1997	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1998	Organized within the Department of Health and Human Services and the Administrative Office of the Courts.						0
Dec. 31, 1999	464 25.2%	436 23.7%	552 30.0%	360 19.6%	13 0.7%	16 0.9%	1841

Workforce Representation

Department of Justice

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	39 73.6%	8 15.1%	3 5.7%	3 5.7%	0 0.0%	0 0.0%	53
Dec. 31, 1998	40 74.1%	8 14.8%	3 5.6%	3 5.6%	0 0.0%	0 0.0%	54
Dec. 31, 1999	44 71.0%	11 17.7%	4 6.5%	3 4.8%	0 0.0%	0 0.0%	62
Management Related							
Dec. 31, 1997	22 44.9%	24 49.0%	1 2.0%	2 4.1%	0 0.0%	0 0.0%	49
Dec. 31, 1998	25 41.7%	30 50.0%	1 1.7%	3 5.0%	0 0.0%	1 1.7%	60
Dec. 31, 1999	31 39.7%	41 52.6%	0 0.0%	5 6.4%	0 0.0%	1 1.3%	78
Professional							
Dec. 31, 1997	172 52.4%	131 39.9%	12 3.7%	10 3.0%	2 0.6%	1 0.3%	328
Dec. 31, 1998	178 51.9%	136 39.7%	12 3.5%	13 3.8%	2 0.6%	2 0.6%	343
Dec. 31, 1999	180 53.6%	128 38.1%	10 3.0%	13 3.9%	2 0.6%	3 0.9%	336
Technical							
Dec. 31, 1997	37 31.9%	59 50.9%	6 5.2%	12 10.3%	0 0.0%	2 1.7%	116
Dec. 31, 1998	36 29.3%	67 54.5%	7 5.7%	10 8.1%	0 0.0%	3 2.4%	123
Dec. 31, 1999	32 25.4%	72 57.1%	7 5.6%	11 8.7%	0 0.0%	4 3.2%	126
Administrative Support							
Dec. 31, 1997	9 3.4%	196 74.5%	7 2.7%	48 18.3%	1 0.4%	2 0.8%	263
Dec. 31, 1998	10 3.9%	193 74.5%	7 2.7%	46 17.8%	0 0.0%	3 1.2%	259
Dec. 31, 1999	11 4.1%	186 68.6%	9 3.3%	57 21.0%	2 0.7%	6 2.2%	271
Service							
Dec. 31, 1997	0 0.0%	3 50.0%	1 16.7%	2 33.3%	0 0.0%	0 0.0%	6
Dec. 31, 1998	0 0.0%	3 50.0%	1 16.7%	2 33.3%	0 0.0%	0 0.0%	6
Dec. 31, 1999	1 11.1%	5 55.6%	1 11.1%	2 22.2%	0 0.0%	0 0.0%	9

Workforce Representation

Department of Justice

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	191 79.9%	24 10.0%	11 4.6%	8 3.3%	5 2.1%	0 0.0%	239
Dec. 31, 1998	201 77.6%	30 11.6%	11 4.2%	10 3.9%	5 1.9%	2 0.8%	259
Dec. 31, 1999	185 76.1%	31 12.8%	10 4.1%	10 4.1%	5 2.1%	2 0.8%	243
Skilled Craft							
Dec. 31, 1997	9 75.0%	2 16.7%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1998	17 85.0%	2 10.0%	1 5.0%	0 0.0%	0 0.0%	0 0.0%	20
Dec. 31, 1999	17 89.5%	1 5.3%	1 5.3%	0 0.0%	0 0.0%	0 0.0%	19
TOTAL							
Dec. 31, 1997	479 44.9%	447 41.9%	42 3.9%	85 8.0%	8 0.8%	5 0.5%	1066
Dec. 31, 1998	507 45.1%	469 41.7%	43 3.8%	87 7.7%	7 0.6%	11 1.0%	1124
Dec. 31, 1999	501 43.8%	475 41.5%	42 3.7%	101 8.8%	9 0.8%	16 1.4%	1144

Workforce Representation

Department of Labor

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	13 50.0%	10 38.5%	3 11.5%	0 0.0%	0 0.0%	0 0.0%	26
Dec. 31, 1998	13 59.1%	6 27.3%	3 13.6%	0 0.0%	0 0.0%	0 0.0%	22
Dec. 31, 1999	17 73.9%	4 17.4%	2 8.7%	0 0.0%	0 0.0%	0 0.0%	23
Management Related							
Dec. 31, 1997	177 64.6%	52 19.0%	19 6.9%	18 6.6%	7 2.6%	1 0.4%	274
Dec. 31, 1998	181 67.8%	46 17.2%	21 7.9%	13 4.9%	5 1.9%	1 0.4%	267
Dec. 31, 1999	186 68.4%	46 16.9%	20 7.4%	13 4.8%	5 1.8%	2 0.7%	272
Professional							
Dec. 31, 1997	12 52.2%	10 43.5%	0 0.0%	0 0.0%	0 0.0%	1 4.3%	23
Dec. 31, 1998	13 37.1%	19 54.3%	1 2.9%	0 0.0%	1 2.9%	1 2.9%	35
Dec. 31, 1999	12 40.0%	15 50.0%	2 6.7%	0 0.0%	0 0.0%	1 3.3%	30
Technical							
Dec. 31, 1997	2 28.6%	4 57.1%	0 0.0%	1 14.3%	0 0.0%	0 0.0%	7
Dec. 31, 1998	2 22.2%	5 55.6%	1 11.1%	1 11.1%	0 0.0%	0 0.0%	9
Dec. 31, 1999	2 20.0%	5 50.0%	1 10.0%	2 20.0%	0 0.0%	0 0.0%	10
Administrative Support							
Dec. 31, 1997	1 1.2%	50 61.0%	4 4.9%	24 29.3%	0 0.0%	3 3.7%	82
Dec. 31, 1998	1 1.4%	39 53.4%	3 4.1%	25 34.2%	0 0.0%	5 6.8%	73
Dec. 31, 1999	2 2.5%	46 57.5%	3 3.8%	24 30.0%	0 0.0%	5 6.3%	80
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Department of Labor

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	2 66.7%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1998	2 66.7%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1999	3 75.0%	0 0.0%	1 25.0%	0 0.0%	0 0.0%	0 0.0%	4
TOTAL							
Dec. 31, 1997	207 49.9%	126 30.4%	27 6.5%	43 10.4%	7 1.7%	5 1.2%	415
Dec. 31, 1998	212 51.8%	115 28.1%	30 7.3%	39 9.5%	6 1.5%	7 1.7%	409
Dec. 31, 1999	222 53.0%	116 27.7%	29 6.9%	39 9.3%	5 1.2%	8 1.9%	419

Workforce Representation

Division of Motor Vehicles

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	10 55.6%	3 16.7%	3 16.7%	2 11.1%	0 0.0%	0 0.0%	18
Dec. 31, 1998	9 52.9%	3 17.6%	3 17.6%	2 11.8%	0 0.0%	0 0.0%	17
Dec. 31, 1999	8 50.0%	3 18.8%	3 18.8%	2 12.5%	0 0.0%	0 0.0%	16
Management Related							
Dec. 31, 1997	59 39.9%	62 41.9%	3 2.0%	21 14.2%	0 0.0%	3 2.0%	148
Dec. 31, 1998	57 35.0%	72 44.2%	5 3.1%	26 16.0%	0 0.0%	3 1.8%	163
Dec. 31, 1999	57 35.6%	72 45.0%	5 3.1%	25 15.6%	0 0.0%	1 0.6%	160
Professional							
Dec. 31, 1997	186 39.6%	198 42.1%	14 3.0%	61 13.0%	5 1.1%	6 1.3%	470
Dec. 31, 1998	190 39.6%	188 39.2%	26 5.4%	66 13.8%	3 0.6%	7 1.5%	480
Dec. 31, 1999	191 39.7%	182 37.8%	36 7.5%	58 12.1%	4 0.8%	10 2.1%	481
Technical							
Dec. 31, 1997	9 6.5%	85 61.6%	1 0.7%	42 30.4%	1 0.7%	0 0.0%	138
Dec. 31, 1998	8 5.7%	84 60.0%	1 0.7%	46 32.9%	1 0.7%	0 0.0%	140
Dec. 31, 1999	5 3.8%	81 61.8%	2 1.5%	43 32.8%	0 0.0%	0 0.0%	131
Administrative Support							
Dec. 31, 1997	12 3.2%	232 62.5%	6 1.6%	114 30.7%	0 0.0%	7 1.9%	371
Dec. 31, 1998	10 2.7%	209 56.5%	7 1.9%	138 37.3%	1 0.3%	5 1.4%	370
Dec. 31, 1999	12 3.3%	203 55.0%	5 1.4%	142 38.5%	2 0.5%	5 1.4%	369
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Division of Motor Vehicles

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	394 86.2%	21 4.6%	28 6.1%	3 0.7%	9 2.0%	2 0.4%	457
Dec. 31, 1998	395 85.7%	18 3.9%	32 6.9%	3 0.7%	11 2.4%	2 0.4%	461
Dec. 31, 1999	393 85.8%	17 3.7%	32 7.0%	3 0.7%	11 2.4%	2 0.4%	458
Skilled Craft							
Dec. 31, 1997	11 84.6%	0 0.0%	2 15.4%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1998	12 85.7%	0 0.0%	2 14.3%	0 0.0%	0 0.0%	0 0.0%	14
Dec. 31, 1999	14 87.5%	0 0.0%	2 12.5%	0 0.0%	0 0.0%	0 0.0%	16
TOTAL							
Dec. 31, 1997	681 42.2%	601 37.2%	57 3.5%	243 15.0%	15 0.9%	18 1.1%	1615
Dec. 31, 1998	681 41.4%	574 34.9%	76 4.6%	281 17.1%	16 1.0%	17 1.0%	1645
Dec. 31, 1999	680 41.7%	558 34.2%	85 5.2%	273 16.7%	17 1.0%	18 1.1%	1631

Workforce Representation

Department of Public Instruction

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	26 44.1%	21 35.6%	5 8.5%	5 8.5%	2 3.4%	0 0.0%	59
Dec. 31, 1998	27 45.8%	20 33.9%	5 8.5%	5 8.5%	1 1.7%	1 1.7%	59
Dec. 31, 1999	54 31.0%	78 44.8%	12 6.9%	23 13.2%	4 2.3%	3 1.7%	174
Management Related							
Dec. 31, 1997	19 31.7%	25 41.7%	5 8.3%	11 18.3%	0 0.0%	0 0.0%	60
Dec. 31, 1998	18 32.1%	21 37.5%	5 8.9%	11 19.6%	0 0.0%	1 1.8%	56
Dec. 31, 1999	18 18.0%	25 25.0%	5 5.0%	14 14.0%	1 1.6%	1 1.6%	64
Professional							
Dec. 31, 1997	60 30.6%	102 52.0%	10 5.1%	16 8.2%	6 3.1%	2 1.0%	196
Dec. 31, 1998	61 31.1%	102 52.0%	7 3.6%	16 8.2%	6 3.1%	4 2.0%	196
Dec. 31, 1999	39 41.5%	44 46.8%	4 4.3%	4 4.3%	2 2.1%	1 1.1%	94
Technical							
Dec. 31, 1997	1 5.0%	12 60.0%	2 10.0%	5 25.0%	0 0.0%	0 0.0%	20
Dec. 31, 1998	0 0.0%	12 60.0%	2 10.0%	6 30.0%	0 0.0%	0 0.0%	20
Dec. 31, 1999	1 5.9%	9 52.9%	2 11.8%	5 29.4%	0 0.0%	0 0.0%	17
Administrative Support							
Dec. 31, 1997	3 2.6%	62 53.9%	7 6.1%	41 35.7%	0 0.0%	2 1.7%	115
Dec. 31, 1998	5 4.3%	58 49.6%	6 5.1%	45 38.5%	0 0.0%	3 2.6%	117
Dec. 31, 1999	5 4.2%	60 50.4%	6 5.0%	45 37.8%	0 0.0%	3 2.5%	119
Service							
Dec. 31, 1997	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1

Workforce Representation

Department of Public Instruction

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	4 80.0%	0 0.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	5 83.3%	0 0.0%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1999	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Skilled Craft							
Dec. 31, 1997	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
TOTAL							
Dec. 31, 1997	116 25.2%	224 48.6%	31 6.7%	78 16.9%	8 1.7%	4 0.9%	461
Dec. 31, 1998	119 25.9%	215 46.7%	27 5.9%	83 18.0%	7 1.5%	9 2.0%	460
Dec. 31, 1999	125 26.1%	218 45.5%	30 6.3%	91 19.0%	7 1.5%	8 1.7%	479

Workforce Representation

Department of Revenue

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	27 75.0%	6 16.7%	2 5.6%	1 2.8%	0 0.0%	0 0.0%	36
Dec. 31, 1998	26 68.4%	8 21.1%	3 7.9%	1 2.6%	0 0.0%	0 0.0%	38
Dec. 31, 1999	26 66.7%	9 23.1%	3 7.7%	1 2.6%	0 0.0%	0 0.0%	39
Management Related							
Dec. 31, 1997	315 54.8%	177 30.8%	31 5.4%	44 7.7%	6 1.0%	2 0.3%	575
Dec. 31, 1998	306 52.8%	180 31.1%	34 5.9%	51 8.8%	6 1.0%	2 0.3%	579
Dec. 31, 1999	306 51.3%	189 31.7%	35 5.9%	59 9.9%	5 0.8%	3 0.5%	597
Professional							
Dec. 31, 1997	26 43.3%	22 36.7%	4 6.7%	6 10.0%	1 1.7%	1 1.7%	60
Dec. 31, 1998	24 41.4%	23 39.7%	2 3.4%	7 12.1%	1 1.7%	1 1.7%	58
Dec. 31, 1999	28 47.5%	21 35.6%	1 1.7%	6 10.2%	2 3.4%	1 1.7%	59
Technical							
Dec. 31, 1997	4 12.9%	23 74.2%	1 3.2%	3 9.7%	0 0.0%	0 0.0%	31
Dec. 31, 1998	6 14.6%	29 70.7%	1 2.4%	5 12.2%	0 0.0%	0 0.0%	41
Dec. 31, 1999	6 12.5%	33 68.8%	1 2.1%	7 14.6%	0 0.0%	1 2.1%	48
Administrative Support							
Dec. 31, 1997	29 6.3%	274 59.4%	16 3.5%	136 29.5%	2 0.4%	4 0.9%	461
Dec. 31, 1998	24 5.4%	256 57.3%	12 2.7%	146 32.7%	2 0.4%	7 1.6%	447
Dec. 31, 1999	27 6.1%	240 54.3%	14 3.2%	151 34.2%	2 0.5%	8 1.8%	442
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1

Workforce Representation

Department of Revenue

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	4 40.0%	1 10.0%	3 30.0%	2 20.0%	0 0.0%	0 0.0%	10
Dec. 31, 1998	4 40.0%	1 10.0%	3 30.0%	2 20.0%	0 0.0%	0 0.0%	10
Dec. 31, 1999	4 44.4%	1 11.1%	2 22.2%	2 22.2%	0 0.0%	0 0.0%	9
Skilled Craft							
Dec. 31, 1997	1 33.3%	0 0.0%	2 66.7%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1998	1 50.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1999	1 33.3%	0 0.0%	1 33.3%	1 33.3%	0 0.0%	0 0.0%	3
TOTAL							
Dec. 31, 1997	406 34.5%	503 42.7%	60 5.1%	192 16.3%	9 0.8%	7 0.6%	1177
Dec. 31, 1998	391 33.2%	497 42.3%	57 4.8%	212 18.0%	9 0.8%	10 0.9%	1176
Dec. 31, 1999	398 33.2%	493 41.2%	58 4.8%	227 18.9%	9 0.8%	13 1.1%	1198

Workforce Representation

Secretary of State

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	3 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1998	2 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1999	3 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Management Related							
Dec. 31, 1997	7 26.9%	13 50.0%	2 7.7%	4 15.4%	0 0.0%	0 0.0%	26
Dec. 31, 1998	6 24.0%	12 48.0%	2 8.0%	4 16.0%	0 0.0%	1 4.0%	25
Dec. 31, 1999	7 24.1%	13 44.8%	3 10.3%	5 17.2%	0 0.0%	1 3.4%	29
Professional							
Dec. 31, 1997	10 83.3%	1 8.3%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1998	9 75.0%	2 16.7%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	11 73.3%	4 26.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	15
Technical							
Dec. 31, 1997	2 15.4%	6 46.2%	0 0.0%	5 38.5%	0 0.0%	0 0.0%	13
Dec. 31, 1998	2 14.3%	8 57.1%	0 0.0%	4 28.6%	0 0.0%	0 0.0%	14
Dec. 31, 1999	2 12.5%	9 56.3%	0 0.0%	5 31.3%	0 0.0%	0 0.0%	16
Administrative Support							
Dec. 31, 1997	2 3.3%	33 55.0%	7 11.7%	17 28.3%	0 0.0%	1 1.7%	60
Dec. 31, 1998	3 4.8%	31 50.0%	6 9.7%	21 33.9%	0 0.0%	1 1.6%	62
Dec. 31, 1999	4 5.3%	31 40.8%	7 9.2%	30 39.5%	1 1.3%	3 3.9%	76
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Secretary of State

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
TOTAL							
Dec. 31, 1997	24 21.1%	53 46.5%	10 8.8%	26 22.8%	0 0.0%	1 0.9%	114
Dec. 31, 1998	22 19.1%	53 46.1%	9 7.8%	29 25.2%	0 0.0%	2 1.7%	115
Dec. 31, 1999	27 19.4%	57 41.0%	10 7.2%	40 28.8%	1 0.7%	4 2.9%	139

Workforce Representation

State Auditor's Office

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	3 42.9%	2 28.6%	1 14.3%	1 14.3%	0 0.0%	0 0.0%	7
Management Related							
Dec. 31, 1997	64 41.3%	43 27.7%	15 9.7%	29 18.7%	4 2.6%	0 0.0%	155
Dec. 31, 1998	65 40.1%	50 30.9%	14 8.6%	30 18.5%	3 1.9%	0 0.0%	162
Dec. 31, 1999	63 39.1%	50 31.1%	13 8.1%	31 19.3%	2 1.2%	2 1.2%	161
Professional							
Dec. 31, 1997	4 66.7%	1 16.7%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1998	3 50.0%	0 0.0%	2 33.3%	1 16.7%	0 0.0%	0 0.0%	6
Dec. 31, 1999	3 50.0%	0 0.0%	2 33.3%	1 16.7%	0 0.0%	0 0.0%	6
Technical							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Administrative Support							
Dec. 31, 1997	2 20.0%	2 20.0%	0 0.0%	5 50.0%	0 0.0%	1 10.0%	10
Dec. 31, 1998	2 18.2%	3 27.3%	0 0.0%	6 54.5%	0 0.0%	0 0.0%	11
Dec. 31, 1999	2 15.4%	5 38.5%	0 0.0%	6 46.2%	0 0.0%	0 0.0%	13
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

State Auditor's Office

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
TOTAL							
Dec. 31, 1997	73 41.2%	48 27.1%	17 9.6%	34 19.2%	4 2.3%	1 0.6%	177
Dec. 31, 1998	73 39.5%	55 29.7%	17 9.2%	37 20.0%	3 1.6%	0 0.0%	185
Dec. 31, 1999	71 37.8%	58 30.9%	16 8.5%	39 20.7%	2 1.1%	2 1.1%	188

Workforce Representation

Office of the State Controller

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	3 75.0%	1 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4
Dec. 31, 1998	1 33.3%	2 66.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1999	2 40.0%	3 60.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Management Related							
Dec. 31, 1997	13 34.2%	20 52.6%	0 0.0%	3 7.9%	0 0.0%	2 5.3%	38
Dec. 31, 1998	17 36.2%	24 51.1%	0 0.0%	4 8.5%	0 0.0%	2 4.3%	47
Dec. 31, 1999	15 34.9%	22 51.2%	0 0.0%	4 9.3%	0 0.0%	2 4.7%	43
Professional							
Dec. 31, 1997	7 33.3%	9 42.9%	2 9.5%	2 9.5%	0 0.0%	1 4.8%	21
Dec. 31, 1998	3 15.8%	10 52.6%	2 10.5%	2 10.5%	1 5.3%	1 5.3%	19
Dec. 31, 1999	6 30.0%	7 35.0%	2 10.0%	2 10.0%	2 10.0%	1 5.0%	20
Technical							
Dec. 31, 1997	3 33.3%	5 55.6%	0 0.0%	1 11.1%	0 0.0%	0 0.0%	9
Dec. 31, 1998	0 0.0%	2 66.7%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	3
Dec. 31, 1999	0 0.0%	2 66.7%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	3
Administrative Support							
Dec. 31, 1997	0 0.0%	12 92.3%	0 0.0%	1 7.7%	0 0.0%	0 0.0%	13
Dec. 31, 1998	0 0.0%	14 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14
Dec. 31, 1999	0 0.0%	11 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	11
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Office of the State Controller

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
TOTAL							
Dec. 31, 1997	26 30.6%	47 55.3%	2 2.4%	7 8.2%	0 0.0%	3 3.5%	85
Dec. 31, 1998	21 24.4%	52 60.5%	2 2.3%	7 8.1%	1 1.2%	3 3.5%	86
Dec. 31, 1999	23 28.0%	45 54.9%	2 2.4%	7 8.5%	2 2.4%	3 3.7%	82

Workforce Representation

Office of State Personnel

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	5 45.5%	3 27.3%	1 9.1%	2 18.2%	0 0.0%	0 0.0%	11
Dec. 31, 1998	6 42.9%	4 28.6%	1 7.1%	3 21.4%	0 0.0%	0 0.0%	14
Dec. 31, 1999	3 50.0%	1 16.7%	0 0.0%	2 33.3%	0 0.0%	0 0.0%	6
Management Related							
Dec. 31, 1997	15 27.8%	22 40.7%	4 7.4%	11 20.4%	1 1.9%	1 1.9%	54
Dec. 31, 1998	12 24.0%	19 38.0%	4 8.0%	13 26.0%	0 0.0%	2 4.0%	50
Dec. 31, 1999	18 29.5%	22 36.1%	4 6.6%	16 26.2%	0 0.0%	1 1.6%	61
Professional							
Dec. 31, 1997	5 33.3%	7 46.7%	0 0.0%	3 20.0%	0 0.0%	0 0.0%	15
Dec. 31, 1998	5 23.8%	10 47.6%	0 0.0%	4 19.0%	2 9.5%	0 0.0%	21
Dec. 31, 1999	2 16.7%	7 58.3%	0 0.0%	1 8.3%	2 16.7%	0 0.0%	12
Technical							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	9 50.0%	0 0.0%	9 50.0%	0 0.0%	0 0.0%	18
Administrative Support							
Dec. 31, 1997	0 0.0%	11 40.7%	1 3.7%	15 55.6%	0 0.0%	0 0.0%	27
Dec. 31, 1998	2 7.7%	13 50.0%	0 0.0%	11 42.3%	0 0.0%	0 0.0%	26
Dec. 31, 1999	1 8.3%	6 50.0%	0 0.0%	5 41.7%	0 0.0%	0 0.0%	12
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Office of State Personnel

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
TOTAL							
Dec. 31, 1997	25 23.4%	43 40.2%	6 5.6%	31 29.0%	1 0.9%	1 0.9%	107
Dec. 31, 1998	25 22.3%	47 42.0%	5 4.5%	31 27.7%	2 1.8%	2 1.8%	112
Dec. 31, 1999	24 22.0%	45 41.3%	4 3.7%	33 30.3%	2 1.8%	1 0.9%	109

Workforce Representation

Department of State Treasurer

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	10 76.9%	2 15.4%	0 0.0%	0 0.0%	1 7.7%	0 0.0%	13
Dec. 31, 1998	10 83.3%	2 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	12 85.7%	2 14.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14
Management Related							
Dec. 31, 1997	30 49.2%	26 42.6%	1 1.6%	4 6.6%	0 0.0%	0 0.0%	61
Dec. 31, 1998	34 50.0%	27 39.7%	1 1.5%	6 8.8%	0 0.0%	0 0.0%	68
Dec. 31, 1999	34 45.9%	31 41.9%	2 2.7%	7 9.5%	0 0.0%	0 0.0%	74
Professional							
Dec. 31, 1997	9 60.0%	4 26.7%	0 0.0%	0 0.0%	1 6.7%	1 6.7%	15
Dec. 31, 1998	13 68.4%	3 15.8%	0 0.0%	0 0.0%	2 10.5%	1 5.3%	19
Dec. 31, 1999	16 69.6%	4 17.4%	1 4.3%	0 0.0%	1 4.3%	1 4.3%	23
Technical							
Dec. 31, 1997	1 0.0%	13 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14
Dec. 31, 1998	1 0.0%	13 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14
Dec. 31, 1999	1 0.0%	13 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14
Administrative Support							
Dec. 31, 1997	10 8.5%	82 69.5%	5 4.2%	18 15.3%	0 0.0%	3 2.5%	118
Dec. 31, 1998	8 6.7%	84 70.6%	4 3.4%	19 16.0%	1 0.8%	3 2.5%	119
Dec. 31, 1999	11 9.3%	78 66.1%	4 3.4%	24 20.3%	0 0.0%	1 0.8%	118
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0

Workforce Representation

Department of State Treasurer

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
TOTAL							
Dec. 31, 1997	60 27.0%	128 57.7%	6 2.7%	22 9.9%	2 0.9%	4 1.8%	222
Dec. 31, 1998	66 28.3%	130 55.8%	5 2.1%	25 10.7%	3 1.3%	4 1.7%	233
Dec. 31, 1999	74 30.3%	129 52.9%	7 2.9%	31 12.7%	1 0.4%	2 0.8%	244

Workforce Representation

Department of Transportation

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	47	9	2	1	1	0	60
	78.3%	15.0%	3.3%	1.7%	1.7%	0.0%	
Dec. 31, 1998	54	9	3	1	1	0	68
	79.4%	13.2%	4.4%	1.5%	1.5%	0.0%	
Dec. 31, 1999	53	9	3	1	1	0	67
	79.1%	13.4%	4.5%	1.5%	1.5%	0.0%	
Management Related							
Dec. 31, 1997	282	108	34	25	7	4	460
	61.3%	23.5%	7.4%	5.4%	1.5%	0.9%	
Dec. 31, 1998	250	108	36	26	8	4	432
	57.9%	25.0%	8.3%	6.0%	1.9%	0.9%	
Dec. 31, 1999	252	137	30	25	10	5	459
	54.9%	29.8%	6.5%	5.4%	2.2%	1.1%	
Professional							
Dec. 31, 1997	1,099	175	92	52	69	11	1,498
	73.4%	11.7%	6.1%	3.5%	4.6%	0.7%	
Dec. 31, 1998	1,097	196	95	47	76	12	1,523
	72.0%	12.9%	6.2%	3.1%	5.0%	0.8%	
Dec. 31, 1999	1,119	207	98	44	83	16	1,567
	71.4%	13.2%	6.3%	2.8%	5.3%	1.0%	
Technical							
Dec. 31, 1997	1,603	192	153	20	67	17	2,052
	78.1%	9.4%	7.5%	1.0%	3.3%	0.8%	
Dec. 31, 1998	1,568	190	154	26	68	13	2,019
	77.7%	9.4%	7.6%	1.3%	3.4%	0.6%	
Dec. 31, 1999	1,516	189	147	27	66	13	1,958
	77.4%	9.7%	7.5%	1.4%	3.4%	0.7%	
Administrative Support							
Dec. 31, 1997	174	702	22	112	5	24	1,039
	16.7%	67.6%	2.1%	10.8%	0.5%	2.3%	
Dec. 31, 1998	176	704	24	120	6	25	1,055
	16.7%	66.7%	2.3%	11.4%	0.6%	2.4%	
Dec. 31, 1999	185	674	24	125	8	23	1,039
	17.8%	64.9%	2.3%	12.0%	0.8%	2.2%	
Service							
Dec. 31, 1997	14	5	5	4	2	1	31
	45.2%	16.1%	16.1%	12.9%	6.5%	3.2%	
Dec. 31, 1998	13	3	6	4	2	1	29
	44.8%	10.3%	20.7%	13.8%	6.9%	3.4%	
Dec. 31, 1999	12	5	4	4	1	1	27
	44.4%	18.5%	14.8%	14.8%	3.7%	3.7%	

Workforce Representation

Department of Transportation

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	7 77.8%	1 11.1%	0 0.0%	1 11.1%	0 0.0%	0 0.0%	9
Dec. 31, 1998	6 75.0%	1 12.5%	0 0.0%	1 12.5%	0 0.0%	0 0.0%	8
Dec. 31, 1999	7 77.8%	1 11.1%	0 0.0%	1 11.1%	0 0.0%	0 0.0%	9
Skilled Craft							
Dec. 31, 1997	4,626 72.9%	147 2.3%	1,206 19.0%	33 0.5%	317 5.0%	14 0.2%	6,343
Dec. 31, 1998	4,683 72.9%	155 2.4%	1,213 18.9%	36 0.6%	324 5.0%	16 0.2%	6,427
Dec. 31, 1999	4,587 73.1%	144 2.3%	1,177 18.8%	33 0.5%	316 5.0%	19 0.3%	6,276
TOTAL							
Dec. 31, 1997	7,852 68.3%	1,339 11.7%	1,514 13.2%	248 2.2%	468 4.1%	71 0.6%	11,492
Dec. 31, 1998	7,847 67.9%	1,366 11.8%	1,531 13.2%	261 2.3%	485 4.2%	71 0.6%	11,561
Dec. 31, 1999	7,731 67.8%	1,366 12.0%	1,483 13.0%	260 2.3%	485 4.3%	77 0.7%	11,402

Workforce Representation

UNC Hospital

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	11 44.0%	12 48.0%	0 0.0%	1 4.0%	0 0.0%	1 4.0%	25
Dec. 31, 1998	13 46.4%	13 46.4%	0 0.0%	1 3.6%	0 0.0%	1 3.6%	28
Dec. 31, 1999	15 46.9%	15 46.9%	0 0.0%	1 3.1%	0 0.0%	1 3.1%	32
Management Related							
Dec. 31, 1997	28 34.6%	40 49.4%	2 2.5%	9 11.1%	2 2.5%	0 0.0%	81
Dec. 31, 1998	27 33.8%	39 48.8%	1 1.3%	10 12.5%	3 3.8%	0 0.0%	80
Dec. 31, 1999	28 33.3%	44 52.4%	0 0.0%	9 10.7%	3 3.6%	0 0.0%	84
Professional							
Dec. 31, 1997	211 16.2%	897 68.9%	19 1.5%	108 8.3%	10 0.8%	57 4.4%	1302
Dec. 31, 1998	215 15.5%	959 69.0%	24 1.7%	108 7.8%	9 0.6%	74 5.3%	1389
Dec. 31, 1999	210 15.5%	937 69.0%	20 1.5%	108 8.0%	14 1.0%	69 5.1%	1358
Technical							
Dec. 31, 1997	125 24.4%	229 44.7%	39 7.6%	98 19.1%	8 1.6%	13 2.5%	512
Dec. 31, 1998	138 26.2%	226 43.0%	41 7.8%	99 18.8%	9 1.7%	13 2.5%	526
Dec. 31, 1999	144 28.2%	217 42.5%	38 7.5%	89 17.5%	8 1.6%	14 2.7%	510
Administrative Support							
Dec. 31, 1997	79 9.9%	278 34.8%	100 12.5%	320 40.1%	5 0.6%	17 2.1%	799
Dec. 31, 1998	82 10.2%	281 34.9%	94 11.7%	327 40.6%	6 0.7%	15 1.9%	805
Dec. 31, 1999	83 10.1%	284 34.6%	100 12.2%	327 39.8%	8 1.0%	19 2.3%	821
Service							
Dec. 31, 1997	44 10.7%	76 18.4%	122 29.5%	153 37.0%	11 2.7%	7 1.7%	413
Dec. 31, 1998	38 8.7%	100 22.8%	132 30.1%	151 34.5%	7 1.6%	10 2.3%	438
Dec. 31, 1999	36 7.9%	99 21.8%	124 27.3%	164 36.0%	14 3.1%	18 4.0%	455

Workforce Representation

UNC Hospital

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	17 63.0%	3 11.1%	4 14.8%	2 7.4%	1 3.7%	0 0.0%	27
Dec. 31, 1998	20 71.4%	3 10.7%	2 7.1%	2 7.1%	1 3.6%	0 0.0%	28
Dec. 31, 1999	21 72.4%	3 10.3%	2 6.9%	2 6.9%	1 3.4%	0 0.0%	29
Skilled Craft							
Dec. 31, 1997	88 63.8%	12 8.7%	27 19.6%	10 7.2%	1 0.7%	0 0.0%	138
Dec. 31, 1998	78 72.9%	4 3.7%	21 19.6%	3 2.8%	1 0.9%	0 0.0%	107
Dec. 31, 1999	87 65.9%	13 9.8%	25 18.9%	7 5.3%	0 0.0%	0 0.0%	132
TOTAL							
Dec. 31, 1997	603 18.3%	1,547 46.9%	313 9.5%	701 21.3%	38 1.2%	95 2.9%	3,297
Dec. 31, 1998	611 18.0%	1,625 47.8%	315 9.3%	701 20.6%	36 1.1%	113 3.3%	3,401
Dec. 31, 1999	624 18.2%	1,612 47.1%	309 9.0%	707 20.7%	48 1.4%	121 3.5%	3,421

Workforce Representation

Wildlife Resources Commission

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	12 92.3%	0 0.0%	1 7.7%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1998	12 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	12 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Management Related							
Dec. 31, 1997	1 16.7%	4 66.7%	0 0.0%	0 0.0%	0 0.0%	1 16.7%	6
Dec. 31, 1998	3 30.0%	5 50.0%	1 10.0%	0 0.0%	0 0.0%	1 10.0%	10
Dec. 31, 1999	3 33.3%	4 44.4%	0 0.0%	1 11.1%	0 0.0%	1 11.1%	9
Professional							
Dec. 31, 1997	80 80.0%	18 18.0%	0 0.0%	0 0.0%	0 0.0%	2 2.0%	100
Dec. 31, 1998	85 78.7%	22 20.4%	0 0.0%	0 0.0%	0 0.0%	1 0.9%	108
Dec. 31, 1999	88 80.0%	19 17.3%	1 0.9%	0 0.0%	1 0.9%	1 0.9%	110
Technical							
Dec. 31, 1997	80 85.1%	11 11.7%	0 0.0%	1 1.1%	2 2.1%	0 0.0%	94
Dec. 31, 1998	81 83.5%	12 12.4%	0 0.0%	2 2.1%	2 2.1%	0 0.0%	97
Dec. 31, 1999	85 80.2%	16 15.1%	0 0.0%	2 1.9%	2 1.9%	1 0.9%	106
Administrative Support							
Dec. 31, 1997	2 4.9%	25 61.0%	6 14.6%	7 17.1%	0 0.0%	1 2.4%	41
Dec. 31, 1998	4 8.9%	27 60.0%	5 11.1%	7 15.6%	1 2.2%	1 2.2%	45
Dec. 31, 1999	3 6.8%	27 61.4%	4 9.1%	8 18.2%	1 2.3%	1 2.3%	44
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1

Workforce Representation

Wildlife Resources Commission

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	190 96.0%	2 1.0%	4 2.0%	0 0.0%	2 1.0%	0 0.0%	198
Dec. 31, 1998	195 96.1%	2 1.0%	4 2.0%	0 0.0%	2 1.0%	0 0.0%	203
Dec. 31, 1999	182 95.8%	2 1.1%	4 2.1%	0 0.0%	2 1.1%	0 0.0%	190
Skilled Craft							
Dec. 31, 1997	23 95.8%	0 0.0%	0 0.0%	0 0.0%	1 4.2%	0 0.0%	24
Dec. 31, 1998	24 96.0%	0 0.0%	0 0.0%	0 0.0%	1 4.0%	0 0.0%	25
Dec. 31, 1999	25 96.2%	0 0.0%	0 0.0%	0 0.0%	1 3.8%	0 0.0%	26
TOTAL							
Dec. 31, 1997	388 81.5%	60 12.6%	11 2.3%	8 1.7%	5 1.1%	4 0.8%	476
Dec. 31, 1998	405 80.8%	68 13.6%	10 2.0%	9 1.8%	6 1.2%	3 0.6%	501
Dec. 31, 1999	399 80.1%	68 13.7%	9 1.8%	11 2.2%	7 1.4%	4 0.8%	498

Workforce Representation

University Totals

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	109 63.0%	34 19.7%	16 9.2%	12 6.9%	2 1.2%	0 0.0%	173
Dec. 31, 1998	108 60.0%	36 20.0%	16 8.9%	15 8.3%	5 2.8%	0 0.0%	180
Dec. 31, 1999	80 59.7%	25 18.7%	16 11.9%	11 8.2%	2 1.5%	0 0.0%	134
Management Related							
Dec. 31, 1997	310 27.6%	560 49.9%	71 6.3%	158 14.1%	6 0.5%	17 1.5%	1,122
Dec. 31, 1998	322 27.3%	590 50.0%	65 5.5%	179 15.2%	8 0.7%	15 1.3%	1,179
Dec. 31, 1999	315 25.8%	644 52.7%	63 5.2%	179 14.7%	3 0.2%	17 1.4%	1,221
Professional							
Dec. 31, 1997	973 34.6%	1,272 45.2%	149 5.3%	279 9.9%	65 2.3%	74 2.6%	2,812
Dec. 31, 1998	1,025 34.8%	1,343 45.6%	151 5.1%	275 9.3%	71 2.4%	80 2.7%	2,945
Dec. 31, 1999	1,135 34.6%	1,498 45.7%	161 4.9%	306 9.3%	84 2.6%	96 2.9%	3,280
Technical							
Dec. 31, 1997	821 33.7%	1,049 43.1%	134 5.5%	266 10.9%	55 2.3%	109 4.5%	2,434
Dec. 31, 1998	801 32.2%	1,090 43.8%	146 5.9%	289 11.6%	52 2.1%	111 4.5%	2,489
Dec. 31, 1999	849 32.5%	1,110 42.5%	146 5.6%	317 12.1%	65 2.5%	127 4.9%	2,614
Administrative Support							
Dec. 31, 1997	548 7.8%	4,313 61.2%	273 3.9%	1,743 24.7%	15 0.2%	157 2.2%	7,049
Dec. 31, 1998	586 8.4%	4,228 60.3%	273 3.9%	1,744 24.9%	16 0.2%	160 2.3%	7,007
Dec. 31, 1999	623 8.7%	4,235 59.0%	281 3.9%	1,836 25.6%	20 0.3%	179 2.5%	7,174
Service							
Dec. 31, 1997	210 10.3%	354 17.4%	586 28.9%	803 39.6%	25 1.2%	51 2.5%	2,029
Dec. 31, 1998	203 9.9%	354 17.3%	581 28.4%	819 40.1%	21 1.0%	66 3.2%	2,044
Dec. 31, 1999	199 9.6%	364 17.6%	603 29.2%	805 39.0%	27 1.3%	65 3.2%	2,063

Workforce Representation

University Totals

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	177 45.5%	33 8.5%	121 31.1%	40 10.3%	15 3.9%	3 0.8%	389
Dec. 31, 1998	190 45.6%	34 8.2%	132 31.7%	45 10.8%	14 3.4%	2 0.5%	417
Dec. 31, 1999	205 48.7%	36 8.6%	120 28.5%	44 10.5%	14 3.3%	2 0.5%	421
Skilled Craft							
Dec. 31, 1997	1,463 67.0%	92 4.2%	558 25.6%	26 1.2%	39 1.8%	4 0.2%	2,182
Dec. 31, 1998	1,485 67.4%	87 3.9%	555 25.2%	23 1.0%	47 2.1%	6 0.3%	2,203
Dec. 31, 1999	1,464 66.8%	94 4.3%	553 25.2%	26 1.2%	49 2.2%	6 0.3%	2,192
TOTAL							
Dec. 31, 1997	4,611 25.3%	7,707 42.4%	1,908 10.5%	3,327 18.3%	222 1.2%	415 2.3%	18,190
Dec. 31, 1998	4,720 25.6%	7,762 42.0%	1,919 10.4%	3,389 18.4%	234 1.3%	440 2.4%	18,464
Dec. 31, 1999	4,870 25.5%	8,006 41.9%	1,943 10.2%	3,524 18.5%	264 1.4%	492 2.6%	19,099

Workforce Representation

Appalachian State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	8 88.9%	1 11.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	9
Dec. 31, 1998	8 88.9%	1 11.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	9
Dec. 31, 1999	5 83.3%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Management Related							
Dec. 31, 1997	18 32.7%	37 67.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	55
Dec. 31, 1998	20 33.9%	39 66.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	59
Dec. 31, 1999	19 31.1%	42 68.9%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	61
Professional							
Dec. 31, 1997	42 38.5%	56 51.4%	1 0.9%	6 5.5%	1 0.9%	3 2.8%	109
Dec. 31, 1998	45 37.8%	66 55.5%	1 0.8%	4 3.4%	1 0.8%	2 1.7%	119
Dec. 31, 1999	55 39.9%	73 52.9%	2 1.4%	5 3.6%	1 0.7%	2 1.4%	138
Technical							
Dec. 31, 1997	30 42.9%	36 51.4%	1 1.4%	0 0.0%	2 2.9%	1 1.4%	70
Dec. 31, 1998	31 44.9%	35 50.7%	1 1.4%	0 0.0%	2 2.9%	0 0.0%	69
Dec. 31, 1999	32 45.7%	34 48.6%	1 1.4%	0 0.0%	3 4.3%	0 0.0%	70
Administrative Support							
Dec. 31, 1997	50 14.1%	295 83.3%	3 0.8%	4 1.1%	1 0.3%	1 0.3%	354
Dec. 31, 1998	53 14.3%	309 83.3%	3 0.8%	4 1.1%	1 0.3%	1 0.3%	371
Dec. 31, 1999	58 15.1%	318 82.6%	2 0.5%	3 0.8%	0 0.0%	4 1.0%	385
Service							
Dec. 31, 1997	83 38.4%	120 55.6%	6 2.8%	4 1.9%	3 1.4%	0 0.0%	216
Dec. 31, 1998	83 37.6%	124 56.1%	7 3.2%	4 1.8%	3 1.4%	0 0.0%	221
Dec. 31, 1999	82 37.4%	126 57.5%	5 2.3%	4 1.8%	2 0.9%	0 0.0%	219

Workforce Representation

Appalachian State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	9 56.3%	4 25.0%	2 12.5%	0 0.0%	1 6.3%	0 0.0%	16
Dec. 31, 1998	13 65.0%	4 20.0%	2 10.0%	0 0.0%	1 5.0%	0 0.0%	20
Dec. 31, 1999	16 69.6%	4 17.4%	2 8.7%	0 0.0%	1 4.3%	0 0.0%	23
Skilled Craft							
Dec. 31, 1997	145 98.0%	1 0.7%	1 0.7%	0 0.0%	1 0.7%	0 0.0%	148
Dec. 31, 1998	148 97.4%	2 1.3%	1 0.7%	0 0.0%	1 0.7%	0 0.0%	152
Dec. 31, 1999	152 96.2%	4 2.5%	1 0.6%	0 0.0%	1 0.6%	0 0.0%	158
TOTAL							
Dec. 31, 1997	385 39.4%	550 56.3%	14 1.4%	14 1.4%	9 0.9%	5 0.5%	977
Dec. 31, 1998	401 39.3%	580 56.9%	15 1.5%	12 1.2%	9 0.9%	3 0.3%	1020
Dec. 31, 1999	419 39.5%	602 56.8%	13 1.2%	12 1.1%	8 0.8%	6 0.6%	1060

Workforce Representation

East Carolina University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	15 83.3%	3 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	18
Dec. 31, 1998	15 83.3%	3 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	18
Dec. 31, 1999	9 75.0%	3 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Management Related							
Dec. 31, 1997	34 32.1%	64 60.4%	4 3.8%	4 3.8%	0 0.0%	0 0.0%	106
Dec. 31, 1998	36 30.3%	71 59.7%	4 3.4%	7 5.9%	1 0.8%	0 0.0%	119
Dec. 31, 1999	31 24.6%	82 65.1%	4 3.2%	9 7.1%	0 0.0%	0 0.0%	126
Professional							
Dec. 31, 1997	101 28.2%	223 62.3%	4 1.1%	22 6.1%	3 0.8%	5 1.4%	358
Dec. 31, 1998	101 26.4%	243 63.6%	6 1.6%	24 6.3%	1 0.3%	7 1.8%	382
Dec. 31, 1999	117 28.9%	247 61.0%	8 2.0%	24 5.9%	4 1.0%	5 1.2%	405
Technical							
Dec. 31, 1997	70 26.0%	156 58.0%	8 3.0%	19 7.1%	9 3.3%	7 2.6%	269
Dec. 31, 1998	68 24.5%	162 58.5%	10 3.6%	22 7.9%	8 2.9%	7 2.5%	277
Dec. 31, 1999	69 25.2%	157 57.3%	9 3.3%	21 7.7%	9 3.3%	9 3.3%	274
Administrative Support							
Dec. 31, 1997	42 4.2%	737 74.4%	27 2.7%	178 18.0%	0 0.0%	7 0.7%	991
Dec. 31, 1998	43 4.5%	715 74.0%	23 2.4%	177 18.3%	1 0.1%	7 0.7%	966
Dec. 31, 1999	46 4.6%	727 72.2%	23 2.3%	199 19.8%	2 0.2%	10 1.0%	1007
Service							
Dec. 31, 1997	10 4.3%	34 14.5%	97 41.5%	91 38.9%	2 0.9%	0 0.0%	234
Dec. 31, 1998	11 4.6%	35 14.6%	94 39.3%	98 41.0%	0 0.0%	1 0.4%	239
Dec. 31, 1999	11 4.7%	34 14.4%	87 36.9%	103 43.6%	0 0.0%	1 0.4%	236

Workforce Representation

East Carolina University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	24 61.5%	6 15.4%	4 10.3%	3 7.7%	2 5.1%	0 0.0%	39
Dec. 31, 1998	23 63.9%	4 11.1%	3 8.3%	5 13.9%	1 2.8%	0 0.0%	36
Dec. 31, 1999	26 61.9%	6 14.3%	4 9.5%	5 11.9%	0 0.0%	1 2.4%	42
Skilled Craft							
Dec. 31, 1997	125 63.8%	18 9.2%	52 26.5%	1 0.5%	0 0.0%	0 0.0%	196
Dec. 31, 1998	128 67.7%	10 5.3%	48 25.4%	2 1.1%	0 0.0%	1 0.5%	189
Dec. 31, 1999	133 67.2%	15 7.6%	47 23.7%	2 1.0%	0 0.0%	1 0.5%	198
TOTAL							
Dec. 31, 1997	421 19.0%	1,241 56.1%	196 8.9%	318 14.4%	16 0.7%	19 0.9%	2,211
Dec. 31, 1998	425 19.1%	1,243 55.8%	188 8.4%	335 15.0%	12 0.5%	23 1.0%	2,226
Dec. 31, 1999	442 19.2%	1,271 55.3%	182 7.9%	363 15.8%	15 0.7%	27 1.2%	2,300

Workforce Representation

Elizabeth City State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	0 0.0%	4 57.1%	3 42.9%	0 0.0%	0 0.0%	7
Dec. 31, 1998	0 0.0%	0 0.0%	3 50.0%	3 50.0%	0 0.0%	0 0.0%	6
Dec. 31, 1999	0 0.0%	0 0.0%	2 33.3%	4 66.7%	0 0.0%	0 0.0%	6
Management Related							
Dec. 31, 1997	1 7.1%	0 0.0%	3 21.4%	9 64.3%	0 0.0%	1 7.1%	14
Dec. 31, 1998	0 0.0%	0 0.0%	3 23.1%	10 76.9%	0 0.0%	0 0.0%	13
Dec. 31, 1999	2 14.3%	0 0.0%	3 21.4%	9 64.3%	0 0.0%	0 0.0%	14
Professional							
Dec. 31, 1997	1 2.6%	0 0.0%	23 59.0%	14 35.9%	0 0.0%	1 2.6%	39
Dec. 31, 1998	1 2.7%	0 0.0%	21 56.8%	14 37.8%	0 0.0%	1 2.7%	37
Dec. 31, 1999	1 2.7%	1 2.7%	19 51.4%	16 43.2%	0 0.0%	0 0.0%	37
Technical							
Dec. 31, 1997	0 0.0%	2 8.3%	7 29.2%	15 62.5%	0 0.0%	0 0.0%	24
Dec. 31, 1998	1 3.7%	2 7.4%	7 25.9%	17 63.0%	0 0.0%	0 0.0%	27
Dec. 31, 1999	1 4.2%	2 8.3%	6 25.0%	15 62.5%	0 0.0%	0 0.0%	24
Administrative Support							
Dec. 31, 1997	0 0.0%	3 3.1%	3 3.1%	88 90.7%	0 0.0%	3 3.1%	97
Dec. 31, 1998	0 0.0%	4 4.5%	2 2.2%	80 89.9%	0 0.0%	3 3.4%	89
Dec. 31, 1999	0 0.0%	5 5.3%	3 3.2%	84 89.4%	0 0.0%	2 2.1%	94
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	15 41.7%	21 58.3%	0 0.0%	0 0.0%	36
Dec. 31, 1998	0 0.0%	0 0.0%	15 41.7%	21 58.3%	0 0.0%	0 0.0%	36
Dec. 31, 1999	0 0.0%	0 0.0%	14 40.0%	21 60.0%	0 0.0%	0 0.0%	35

Workforce Representation

Elizabeth City State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	11 91.7%	1 8.3%	0 0.0%	0 0.0%	12
Dec. 31, 1998	0 0.0%	0 0.0%	11 84.6%	2 15.4%	0 0.0%	0 0.0%	13
Dec. 31, 1999	0 0.0%	0 0.0%	11 84.6%	2 15.4%	0 0.0%	0 0.0%	13
Skilled Craft							
Dec. 31, 1997	2 7.7%	1 3.8%	21 80.8%	2 7.7%	0 0.0%	0 0.0%	26
Dec. 31, 1998	2 8.3%	2 8.3%	19 79.2%	1 4.2%	0 0.0%	0 0.0%	24
Dec. 31, 1999	2 9.1%	2 9.1%	17 77.3%	1 4.5%	0 0.0%	0 0.0%	22
TOTAL							
Dec. 31, 1997	4 1.6%	6 2.4%	87 34.1%	153 60.0%	0 0.0%	5 2.0%	255
Dec. 31, 1998	4 1.6%	8 3.3%	81 33.1%	148 60.4%	0 0.0%	4 1.6%	245
Dec. 31, 1999	6 2.4%	10 4.1%	75 30.6%	152 62.0%	0 0.0%	2 0.8%	245

Workforce Representation

Fayetteville State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	1 50.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1998	1 50.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1999	1 50.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2
Management Related							
Dec. 31, 1997	2 14.3%	0 0.0%	7 50.0%	4 28.6%	0 0.0%	1 7.1%	14
Dec. 31, 1998	2 11.8%	1 5.9%	8 47.1%	5 29.4%	0 0.0%	1 5.9%	17
Dec. 31, 1999	2 10.5%	1 5.3%	8 42.1%	7 36.8%	0 0.0%	1 5.3%	19
Professional							
Dec. 31, 1997	3 8.3%	2 5.6%	13 36.1%	18 50.0%	0 0.0%	0 0.0%	36
Dec. 31, 1998	2 5.9%	0 0.0%	14 41.2%	18 52.9%	0 0.0%	0 0.0%	34
Dec. 31, 1999	2 6.3%	1 3.1%	13 40.6%	16 50.0%	0 0.0%	0 0.0%	32
Technical							
Dec. 31, 1997	0 0.0%	2 8.3%	6 25.0%	14 58.3%	1 4.2%	1 4.2%	24
Dec. 31, 1998	1 3.6%	1 3.6%	6 21.4%	17 60.7%	1 3.6%	2 7.1%	28
Dec. 31, 1999	2 7.4%	1 3.7%	5 18.5%	17 63.0%	1 3.7%	1 3.7%	27
Administrative Support							
Dec. 31, 1997	0 0.0%	11 8.0%	7 5.1%	115 83.9%	0 0.0%	4 2.9%	137
Dec. 31, 1998	0 0.0%	11 8.5%	9 6.9%	105 80.8%	0 0.0%	5 3.8%	130
Dec. 31, 1999	1 0.7%	14 10.3%	10 7.4%	105 77.2%	0 0.0%	6 4.4%	136
Service							
Dec. 31, 1997	0 0.0%	1 2.7%	10 27.0%	26 70.3%	0 0.0%	0 0.0%	37
Dec. 31, 1998	0 0.0%	1 2.7%	8 21.6%	28 75.7%	0 0.0%	0 0.0%	37
Dec. 31, 1999	0 0.0%	1 2.7%	8 21.6%	28 75.7%	0 0.0%	0 0.0%	37

Workforce Representation

Fayetteville State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	1 9.1%	0 0.0%	8 72.7%	2 18.2%	0 0.0%	0 0.0%	11
Dec. 31, 1998	1 7.1%	0 0.0%	11 78.6%	2 14.3%	0 0.0%	0 0.0%	14
Dec. 31, 1999	2 13.3%	1 6.7%	11 73.3%	1 6.7%	0 0.0%	0 0.0%	15
Skilled Craft							
Dec. 31, 1997	3 6.7%	1 2.2%	38 84.4%	2 4.4%	1 2.2%	0 0.0%	45
Dec. 31, 1998	2 4.3%	1 2.2%	39 84.8%	2 4.3%	2 4.3%	0 0.0%	46
Dec. 31, 1999	2 4.3%	1 2.1%	40 85.1%	2 4.3%	2 4.3%	0 0.0%	47
TOTAL							
Dec. 31, 1997	10 3.3%	17 5.6%	90 29.4%	181 59.2%	2 0.7%	6 2.0%	306
Dec. 31, 1998	9 2.9%	15 4.9%	96 31.2%	177 57.5%	3 1.0%	8 2.6%	308
Dec. 31, 1999	12 3.8%	20 6.3%	96 30.5%	176 55.9%	3 1.0%	8 2.5%	315

Workforce Representation

North Carolina A and T University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	0 0.0%	3 60.0%	2 40.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	1 11.1%	0 0.0%	3 33.3%	4 44.4%	1 11.1%	0 0.0%	9
Dec. 31, 1999	0 0.0%	0 0.0%	3 50.0%	2 33.3%	1 16.7%	0 0.0%	6
Management Related							
Dec. 31, 1997	3 5.4%	3 5.4%	12 21.4%	37 66.1%	0 0.0%	1 1.8%	56
Dec. 31, 1998	3 5.0%	3 5.0%	11 18.3%	42 70.0%	0 0.0%	1 1.7%	60
Dec. 31, 1999	4 7.1%	3 5.4%	8 14.3%	40 71.4%	0 0.0%	1 1.8%	56
Professional							
Dec. 31, 1997	10 11.1%	0 0.0%	29 32.2%	49 54.4%	1 1.1%	1 1.1%	90
Dec. 31, 1998	6 7.5%	0 0.0%	24 30.0%	46 57.5%	2 2.5%	2 2.5%	80
Dec. 31, 1999	8 9.2%	0 0.0%	27 31.0%	48 55.2%	2 2.3%	2 2.3%	87
Technical							
Dec. 31, 1997	5 10.9%	2 4.3%	21 45.7%	18 39.1%	0 0.0%	0 0.0%	46
Dec. 31, 1998	5 9.4%	0 0.0%	23 43.4%	25 47.2%	0 0.0%	0 0.0%	53
Dec. 31, 1999	5 8.5%	0 0.0%	26 44.1%	28 47.5%	0 0.0%	0 0.0%	59
Administrative Support							
Dec. 31, 1997	2 0.6%	7 2.2%	35 11.1%	270 85.4%	0 0.0%	2 0.6%	316
Dec. 31, 1998	3 1.0%	8 2.5%	34 10.8%	269 85.4%	0 0.0%	1 0.3%	315
Dec. 31, 1999	4 1.3%	7 2.3%	30 9.8%	263 85.9%	1 0.3%	1 0.3%	306
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	44 58.7%	31 41.3%	0 0.0%	0 0.0%	75
Dec. 31, 1998	0 0.0%	0 0.0%	49 57.0%	37 43.0%	0 0.0%	0 0.0%	86
Dec. 31, 1999	0 0.0%	0 0.0%	51 59.3%	35 40.7%	0 0.0%	0 0.0%	86

Workforce Representation

North Carolina A and T University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	4 10.5%	0 0.0%	24 63.2%	9 23.7%	1 2.6%	0 0.0%	38
Dec. 31, 1998	3 7.3%	0 0.0%	27 65.9%	10 24.4%	1 2.4%	0 0.0%	41
Dec. 31, 1999	3 8.1%	0 0.0%	23 62.2%	10 27.0%	1 2.7%	0 0.0%	37
Skilled Craft							
Dec. 31, 1997	6 7.0%	0 0.0%	76 88.4%	2 2.3%	2 2.3%	0 0.0%	86
Dec. 31, 1998	6 7.1%	0 0.0%	75 88.2%	3 3.5%	1 1.2%	0 0.0%	85
Dec. 31, 1999	4 5.1%	0 0.0%	71 89.9%	3 3.8%	1 1.3%	0 0.0%	79
TOTAL							
Dec. 31, 1997	30 4.2%	12 1.7%	244 34.3%	418 58.7%	4 0.6%	4 0.6%	712
Dec. 31, 1998	27 3.7%	11 1.5%	246 33.7%	436 59.8%	5 0.7%	4 0.5%	729
Dec. 31, 1999	28 3.9%	10 1.4%	239 33.4%	429 59.9%	6 0.8%	4 0.6%	716

Workforce Representation

North Carolina Central University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	1 20.0%	0 0.0%	2 40.0%	2 40.0%	0 0.0%	0 0.0%	5
Dec. 31, 1998	0 0.0%	0 0.0%	2 40.0%	2 40.0%	1 20.0%	0 0.0%	5
Dec. 31, 1999	0 0.0%	0 0.0%	3 75.0%	1 25.0%	0 0.0%	0 0.0%	4
Management Related							
Dec. 31, 1997	1 2.2%	0 0.0%	15 33.3%	27 60.0%	2 4.4%	0 0.0%	45
Dec. 31, 1998	1 2.4%	0 0.0%	12 28.6%	27 64.3%	2 4.8%	0 0.0%	42
Dec. 31, 1999	1 2.6%	1 2.6%	11 28.2%	24 61.5%	1 2.6%	1 2.6%	39
Professional							
Dec. 31, 1997	3 5.2%	2 3.4%	14 24.1%	38 65.5%	0 0.0%	1 1.7%	58
Dec. 31, 1998	2 4.0%	3 6.0%	17 34.0%	26 52.0%	0 0.0%	2 4.0%	50
Dec. 31, 1999	3 6.1%	3 6.1%	12 24.5%	28 57.1%	0 0.0%	3 6.1%	49
Technical							
Dec. 31, 1997	2 8.0%	0 0.0%	3 12.0%	19 76.0%	1 4.0%	0 0.0%	25
Dec. 31, 1998	3 12.5%	1 4.2%	2 8.3%	18 75.0%	0 0.0%	0 0.0%	24
Dec. 31, 1999	5 16.1%	1 3.2%	5 16.1%	20 64.5%	0 0.0%	0 0.0%	31
Administrative Support							
Dec. 31, 1997	1 0.6%	0 0.0%	17 9.4%	161 89.4%	0 0.0%	1 0.6%	180
Dec. 31, 1998	0 0.0%	3 1.7%	17 9.7%	154 88.0%	0 0.0%	1 0.6%	175
Dec. 31, 1999	0 0.0%	3 1.6%	27 14.8%	152 83.1%	0 0.0%	1 0.5%	183
Service							
Dec. 31, 1997	0 0.0%	1 1.3%	42 52.5%	37 46.3%	0 0.0%	0 0.0%	80
Dec. 31, 1998	0 0.0%	1 1.3%	39 50.6%	37 48.1%	0 0.0%	0 0.0%	77
Dec. 31, 1999	0 0.0%	0 0.0%	42 57.5%	31 42.5%	0 0.0%	0 0.0%	73

Workforce Representation

North Carolina Central University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	1 3.7%	0 0.0%	19 70.4%	6 22.2%	1 3.7%	0 0.0%	27
Dec. 31, 1998	1 3.2%	0 0.0%	20 64.5%	8 25.8%	2 6.5%	0 0.0%	31
Dec. 31, 1999	1 3.6%	0 0.0%	18 64.3%	7 25.0%	2 7.1%	0 0.0%	28
Skilled Craft							
Dec. 31, 1997	3 5.7%	2 3.8%	48 90.6%	0 0.0%	0 0.0%	0 0.0%	53
Dec. 31, 1998	4 7.4%	2 3.7%	47 87.0%	0 0.0%	1 1.9%	0 0.0%	54
Dec. 31, 1999	4 7.4%	2 3.7%	48 88.9%	0 0.0%	0 0.0%	0 0.0%	54
TOTAL							
Dec. 31, 1997	12 2.5%	5 1.1%	160 33.8%	290 61.3%	4 0.8%	2 0.4%	473
Dec. 31, 1998	11 2.4%	10 2.2%	156 34.1%	272 59.4%	6 1.3%	3 0.7%	458
Dec. 31, 1999	14 3.0%	10 2.2%	166 36.0%	263 57.0%	3 0.7%	5 1.1%	461

Workforce Representation

North Carolina School of the Arts

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	2 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1998	0 0.0%	2 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2
Dec. 31, 1999	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Management Related							
Dec. 31, 1997	7 46.7%	7 46.7%	0 0.0%	1 6.7%	0 0.0%	0 0.0%	15
Dec. 31, 1998	6 35.3%	9 52.9%	0 0.0%	2 11.8%	0 0.0%	0 0.0%	17
Dec. 31, 1999	4 44.4%	4 44.4%	0 0.0%	1 11.1%	0 0.0%	0 0.0%	9
Professional							
Dec. 31, 1997	2 15.4%	10 76.9%	0 0.0%	1 7.7%	0 0.0%	0 0.0%	13
Dec. 31, 1998	2 15.4%	11 84.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1999	5 29.4%	12 70.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	17
Technical							
Dec. 31, 1997	0 0.0%	10 83.3%	1 8.3%	1 8.3%	0 0.0%	0 0.0%	12
Dec. 31, 1998	0 0.0%	11 91.7%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	5 35.7%	8 57.1%	1 7.1%	0 0.0%	0 0.0%	0 0.0%	14
Administrative Support							
Dec. 31, 1997	8 14.0%	40 70.2%	2 3.5%	7 12.3%	0 0.0%	0 0.0%	57
Dec. 31, 1998	6 9.7%	41 66.1%	3 4.8%	12 19.4%	0 0.0%	0 0.0%	62
Dec. 31, 1999	4 6.5%	44 71.0%	2 3.2%	12 19.4%	0 0.0%	0 0.0%	62
Service							
Dec. 31, 1997	3 10.3%	4 13.8%	12 41.4%	10 34.5%	0 0.0%	0 0.0%	29
Dec. 31, 1998	1 3.7%	4 14.8%	11 40.7%	11 40.7%	0 0.0%	0 0.0%	27
Dec. 31, 1999	2 7.1%	3 10.7%	13 46.4%	10 35.7%	0 0.0%	0 0.0%	28

Workforce Representation

North Carolina School of the Arts

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	7 63.6%	0 0.0%	3 27.3%	1 9.1%	0 0.0%	0 0.0%	11
Dec. 31, 1998	7 63.6%	0 0.0%	3 27.3%	1 9.1%	0 0.0%	0 0.0%	11
Dec. 31, 1999	7 58.3%	1 8.3%	3 25.0%	1 8.3%	0 0.0%	0 0.0%	12
Skilled Craft							
Dec. 31, 1997	22 81.5%	0 0.0%	5 18.5%	0 0.0%	0 0.0%	0 0.0%	27
Dec. 31, 1998	24 80.0%	0 0.0%	6 20.0%	0 0.0%	0 0.0%	0 0.0%	30
Dec. 31, 1999	22 78.6%	2 7.1%	4 14.3%	0 0.0%	0 0.0%	0 0.0%	28
TOTAL							
Dec. 31, 1997	49 29.5%	73 44.0%	23 13.9%	21 12.7%	0 0.0%	0 0.0%	166
Dec. 31, 1998	46 26.4%	78 44.8%	24 13.8%	26 14.9%	0 0.0%	0 0.0%	174
Dec. 31, 1999	49 28.7%	75 43.9%	23 13.5%	24 14.0%	0 0.0%	0 0.0%	171

Workforce Representation

North Carolina School of Science and Math

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	1
Management Related							
Dec. 31, 1997	0 0.0%	0 0.0%	1 50.0%	1 50.0%	0 0.0%	0 0.0%	2
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	3 100.0%	0 0.0%	0 0.0%	3
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	3 100.0%	0 0.0%	0 0.0%	3
Professional							
Dec. 31, 1997	9 31.0%	8 27.6%	4 13.8%	6 20.7%	0 0.0%	2 6.9%	29
Dec. 31, 1998	10 33.3%	8 26.7%	5 16.7%	5 16.7%	0 0.0%	2 6.7%	30
Dec. 31, 1999	11 35.5%	8 25.8%	6 19.4%	5 16.1%	1 3.2%	0 0.0%	31
Technical							
Dec. 31, 1997	3 27.3%	3 27.3%	2 18.2%	1 9.1%	0 0.0%	2 18.2%	11
Dec. 31, 1998	4 40.0%	2 20.0%	2 20.0%	1 10.0%	0 0.0%	1 10.0%	10
Dec. 31, 1999	4 30.8%	4 30.8%	1 7.7%	3 23.1%	0 0.0%	1 7.7%	13
Administrative Support							
Dec. 31, 1997	0 0.0%	12 54.5%	1 4.5%	9 40.9%	0 0.0%	0 0.0%	22
Dec. 31, 1998	1 4.3%	13 56.5%	2 8.7%	7 30.4%	0 0.0%	0 0.0%	23
Dec. 31, 1999	1 4.2%	13 54.2%	2 8.3%	8 33.3%	0 0.0%	0 0.0%	24
Service							
Dec. 31, 1997	1 16.7%	0 0.0%	3 50.0%	2 33.3%	0 0.0%	0 0.0%	6
Dec. 31, 1998	0 0.0%	0 0.0%	5 71.4%	2 28.6%	0 0.0%	0 0.0%	7
Dec. 31, 1999	0 0.0%	0 0.0%	7 70.0%	3 30.0%	0 0.0%	0 0.0%	10

Workforce Representation

North Carolina School of Science and Math

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	3 33.3%	0 0.0%	5 55.6%	1 11.1%	0 0.0%	0 0.0%	9
Dec. 31, 1998	4 44.4%	0 0.0%	4 44.4%	1 11.1%	0 0.0%	0 0.0%	9
Dec. 31, 1999	4 44.4%	0 0.0%	4 44.4%	1 11.1%	0 0.0%	0 0.0%	9
Skilled Craft							
Dec. 31, 1997	8 72.7%	0 0.0%	3 27.3%	0 0.0%	0 0.0%	0 0.0%	11
Dec. 31, 1998	9 75.0%	0 0.0%	3 25.0%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	10 71.4%	0 0.0%	4 28.6%	0 0.0%	0 0.0%	0 0.0%	14
TOTAL							
Dec. 31, 1997	24 26.4%	23 25.3%	19 20.9%	21 23.1%	0 0.0%	4 4.4%	91
Dec. 31, 1998	28 29.5%	23 24.2%	21 22.1%	20 21.1%	0 0.0%	3 3.2%	95
Dec. 31, 1999	30 28.6%	25 23.8%	24 22.9%	24 22.9%	1 1.0%	1 1.0%	105

Workforce Representation

North Carolina State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	17 60.7%	9 32.1%	0 0.0%	2 7.1%	0 0.0%	0 0.0%	28
Dec. 31, 1998	15 51.7%	9 31.0%	1 3.4%	3 10.3%	1 3.4%	0 0.0%	29
Dec. 31, 1999	12 57.1%	5 23.8%	1 4.8%	2 9.5%	1 4.8%	0 0.0%	21
Management Related							
Dec. 31, 1997	62 33.0%	92 48.9%	8 4.3%	23 12.2%	1 0.5%	2 1.1%	188
Dec. 31, 1998	69 34.7%	93 46.7%	7 3.5%	28 14.1%	0 0.0%	2 1.0%	199
Dec. 31, 1999	60 31.4%	97 50.8%	7 3.7%	22 11.5%	1 0.5%	4 2.1%	191
Professional							
Dec. 31, 1997	207 47.4%	164 37.5%	10 2.3%	18 4.1%	25 5.7%	13 3.0%	437
Dec. 31, 1998	218 47.2%	172 37.2%	11 2.4%	19 4.1%	25 5.4%	17 3.7%	462
Dec. 31, 1999	222 46.3%	182 37.9%	14 2.9%	16 3.3%	25 5.2%	21 4.4%	480
Technical							
Dec. 31, 1997	273 37.7%	340 46.9%	26 3.6%	44 6.1%	16 2.2%	26 3.6%	725
Dec. 31, 1998	258 35.4%	348 47.8%	28 3.8%	46 6.3%	17 2.3%	31 4.3%	728
Dec. 31, 1999	272 36.6%	351 47.2%	26 3.5%	49 6.6%	16 2.2%	29 3.9%	743
Administrative Support							
Dec. 31, 1997	77 7.0%	714 65.2%	63 5.8%	216 19.7%	1 0.1%	24 2.2%	1095
Dec. 31, 1998	83 7.8%	686 64.1%	58 5.4%	220 20.6%	2 0.2%	21 2.0%	1070
Dec. 31, 1999	93 8.8%	659 62.1%	57 5.4%	225 21.2%	4 0.4%	23 2.2%	1061
Service							
Dec. 31, 1997	19 5.1%	19 5.1%	125 33.2%	174 46.3%	12 3.2%	27 7.2%	376
Dec. 31, 1998	19 5.2%	16 4.4%	125 34.5%	156 43.1%	10 2.8%	36 9.9%	362
Dec. 31, 1999	15 4.2%	18 5.1%	122 34.4%	159 44.8%	11 3.1%	30 8.5%	355

Workforce Representation

North Carolina State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	26 61.9%	2 4.8%	10 23.8%	4 9.5%	0 0.0%	0 0.0%	42
Dec. 31, 1998	25 54.3%	5 10.9%	12 26.1%	4 8.7%	0 0.0%	0 0.0%	46
Dec. 31, 1999	29 60.4%	4 8.3%	11 22.9%	4 8.3%	0 0.0%	0 0.0%	48
Skilled Craft							
Dec. 31, 1997	318 71.5%	19 4.3%	94 21.1%	7 1.6%	6 1.3%	1 0.2%	445
Dec. 31, 1998	316 72.0%	15 3.4%	95 21.6%	3 0.7%	8 1.8%	2 0.5%	439
Dec. 31, 1999	308 72.0%	12 2.8%	93 21.7%	4 0.9%	9 2.1%	2 0.5%	428
TOTAL							
Dec. 31, 1997	999 29.9%	1,359 40.7%	336 10.1%	488 14.6%	61 1.8%	93 2.8%	3,336
Dec. 31, 1998	1,003 30.1%	1,344 40.3%	337 10.1%	479 14.4%	63 1.9%	109 3.3%	3,335
Dec. 31, 1999	1,011 30.4%	1,328 39.9%	331 9.9%	481 14.5%	67 2.0%	109 3.3%	3,327

Workforce Representation

University of North Carolina at Asheville

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	2 66.7%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3
Dec. 31, 1998	3 75.0%	1 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4
Dec. 31, 1999	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1
Management Related							
Dec. 31, 1997	7 31.8%	11 50.0%	1 4.5%	2 9.1%	1 4.5%	0 0.0%	22
Dec. 31, 1998	5 25.0%	11 55.0%	1 5.0%	2 10.0%	1 5.0%	0 0.0%	20
Dec. 31, 1999	4 20.0%	14 70.0%	1 5.0%	1 5.0%	0 0.0%	0 0.0%	20
Professional							
Dec. 31, 1997	14 45.2%	17 54.8%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	31
Dec. 31, 1998	17 51.5%	14 42.4%	1 3.0%	1 3.0%	0 0.0%	0 0.0%	33
Dec. 31, 1999	18 51.4%	14 40.0%	2 5.7%	1 2.9%	0 0.0%	0 0.0%	35
Technical							
Dec. 31, 1997	11 44.0%	11 44.0%	1 4.0%	2 8.0%	0 0.0%	0 0.0%	25
Dec. 31, 1998	8 36.4%	12 54.5%	1 4.5%	1 4.5%	0 0.0%	0 0.0%	22
Dec. 31, 1999	9 31.0%	19 65.5%	1 3.4%	0 0.0%	0 0.0%	0 0.0%	29
Administrative Support							
Dec. 31, 1997	11 11.8%	72 77.4%	2 2.2%	8 8.6%	0 0.0%	0 0.0%	93
Dec. 31, 1998	16 17.0%	70 74.5%	1 1.1%	7 7.4%	0 0.0%	0 0.0%	94
Dec. 31, 1999	18 17.8%	72 71.3%	1 1.0%	10 9.9%	0 0.0%	0 0.0%	101
Service							
Dec. 31, 1997	5 13.2%	18 47.4%	12 31.6%	3 7.9%	0 0.0%	0 0.0%	38
Dec. 31, 1998	5 15.2%	15 45.5%	11 33.3%	2 6.1%	0 0.0%	0 0.0%	33
Dec. 31, 1999	5 13.2%	16 42.1%	13 34.2%	3 7.9%	1 2.6%	0 0.0%	38

Workforce Representation

University of North Carolina at Asheville

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	9 75.0%	1 8.3%	1 8.3%	0 0.0%	0 0.0%	1 8.3%	12
Dec. 31, 1998	11 91.7%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1999	10 90.9%	1 9.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	11
Skilled Craft							
Dec. 31, 1997	38 77.6%	9 18.4%	2 4.1%	0 0.0%	0 0.0%	0 0.0%	49
Dec. 31, 1998	41 77.4%	10 18.9%	2 3.8%	0 0.0%	0 0.0%	0 0.0%	53
Dec. 31, 1999	41 77.4%	9 17.0%	3 5.7%	0 0.0%	0 0.0%	0 0.0%	53
TOTAL							
Dec. 31, 1997	97 35.5%	140 51.3%	19 7.0%	15 5.5%	1 0.4%	1 0.4%	273
Dec. 31, 1998	106 39.1%	134 49.4%	17 6.3%	13 4.8%	1 0.4%	0 0.0%	271
Dec. 31, 1999	106 36.8%	145 50.3%	21 7.3%	15 5.2%	1 0.3%	0 0.0%	288

Workforce Representation

University of North Carolina at Chapel Hill

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	32 72.7%	8 18.2%	2 4.5%	1 2.3%	1 2.3%	0 0.0%	44
Dec. 31, 1998	29 69.0%	9 21.4%	2 4.8%	1 2.4%	1 2.4%	0 0.0%	42
Dec. 31, 1999	25 73.5%	7 20.6%	2 5.9%	0 0.0%	0 0.0%	0 0.0%	34
Management Related							
Dec. 31, 1997	91 27.4%	203 61.1%	5 1.5%	28 8.4%	1 0.3%	4 1.2%	332
Dec. 31, 1998	92 27.1%	211 62.1%	4 1.2%	26 7.6%	3 0.9%	4 1.2%	340
Dec. 31, 1999	98 25.9%	236 62.4%	7 1.9%	32 8.5%	1 0.3%	4 1.1%	378
Professional							
Dec. 31, 1997	395 35.0%	596 52.8%	20 1.8%	61 5.4%	25 2.2%	32 2.8%	1,129
Dec. 31, 1998	411 34.3%	631 52.6%	23 1.9%	69 5.8%	30 2.5%	35 2.9%	1,199
Dec. 31, 1999	466 32.5%	751 52.4%	32 2.2%	93 6.5%	41 2.9%	50 3.5%	1,433
Technical							
Dec. 31, 1997	251 30.4%	364 44.1%	39 4.7%	93 11.3%	21 2.5%	57 6.9%	825
Dec. 31, 1998	249 29.6%	378 45.0%	43 5.1%	98 11.7%	19 2.3%	53 6.3%	840
Dec. 31, 1999	273 30.1%	380 41.9%	38 4.2%	116 12.8%	31 3.4%	68 7.5%	906
Administrative Support							
Dec. 31, 1997	251 11.3%	1,429 64.6%	81 3.7%	416 18.8%	8 0.4%	28 1.3%	2,213
Dec. 31, 1998	272 12.4%	1,379 62.6%	91 4.1%	423 19.2%	6 0.3%	31 1.4%	2,202
Dec. 31, 1999	293 12.7%	1,387 60.3%	92 4.0%	480 20.9%	6 0.3%	41 1.8%	2299
Service							
Dec. 31, 1997	17 4.1%	71 17.0%	109 26.1%	213 51.0%	2 0.5%	6 1.4%	418
Dec. 31, 1998	17 3.9%	71 16.1%	115 26.1%	226 51.4%	2 0.5%	9 2.0%	440
Dec. 31, 1999	21 4.5%	71 15.2%	137 29.3%	225 48.1%	5 1.1%	9 1.9%	468

Workforce Representation

University of North Carolina at Chapel Hill

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	18 46.2%	2 5.1%	13 33.3%	6 15.4%	0 0.0%	0 0.0%	39
Dec. 31, 1998	19 45.2%	3 7.1%	15 35.7%	5 11.9%	0 0.0%	0 0.0%	42
Dec. 31, 1999	23 53.5%	3 7.0%	11 25.6%	6 14.0%	0 0.0%	0 0.0%	43
Skilled Craft							
Dec. 31, 1997	454 76.8%	15 2.5%	113 19.1%	5 0.8%	4 0.7%	0 0.0%	591
Dec. 31, 1998	468 76.6%	15 2.5%	115 18.8%	7 1.1%	5 0.8%	1 0.2%	611
Dec. 31, 1999	444 75.4%	17 2.9%	115 19.5%	8 1.4%	4 0.7%	1 0.2%	589
TOTAL							
Dec. 31, 1997	1,509 27.0%	2,688 48.1%	382 6.8%	823 14.7%	62 1.1%	127 2.3%	5,591
Dec. 31, 1998	1,557 27.2%	2,697 47.2%	408 7.1%	855 15.0%	66 1.2%	133 2.3%	5,716
Dec. 31, 1999	1,643 26.7%	2,852 46.4%	434 7.1%	960 15.6%	88 1.4%	173 2.8%	6,150

Workforce Representation

University of North Carolina at Charlotte

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	5 83.3%	0 0.0%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1998	5 71.4%	1 14.3%	1 14.3%	0 0.0%	0 0.0%	0 0.0%	7
Dec. 31, 1999	3 60.0%	1 20.0%	1 20.0%	0 0.0%	0 0.0%	0 0.0%	5
Management Related							
Dec. 31, 1997	20 32.3%	36 58.1%	2 3.2%	4 6.5%	0 0.0%	0 0.0%	62
Dec. 31, 1998	24 34.3%	39 55.7%	2 2.9%	5 7.1%	0 0.0%	0 0.0%	70
Dec. 31, 1999	25 34.2%	41 56.2%	2 2.7%	5 6.8%	0 0.0%	0 0.0%	73
Professional							
Dec. 31, 1997	55 47.0%	47 40.2%	4 3.4%	9 7.7%	0 0.0%	2 1.7%	117
Dec. 31, 1998	62 49.2%	47 37.3%	4 3.2%	11 8.7%	1 0.8%	1 0.8%	126
Dec. 31, 1999	63 48.5%	50 38.5%	5 3.8%	10 7.7%	1 0.8%	1 0.8%	130
Technical							
Dec. 31, 1997	29 43.3%	27 40.3%	4 6.0%	5 7.5%	1 1.5%	1 1.5%	67
Dec. 31, 1998	26 36.6%	32 45.1%	5 7.0%	6 8.5%	1 1.4%	1 1.4%	71
Dec. 31, 1999	25 31.3%	42 52.5%	6 7.5%	5 6.3%	1 1.3%	1 1.3%	80
Administrative Support							
Dec. 31, 1997	30 7.6%	297 75.2%	9 2.3%	54 13.7%	0 0.0%	5 1.3%	395
Dec. 31, 1998	29 7.2%	305 76.1%	7 1.7%	53 13.2%	0 0.0%	7 1.7%	401
Dec. 31, 1999	23 6.0%	296 76.9%	5 1.3%	53 13.8%	0 0.0%	8 2.1%	385
Service							
Dec. 31, 1997	5 5.4%	14 15.2%	15 16.3%	58 63.0%	0 0.0%	0 0.0%	92
Dec. 31, 1998	6 5.8%	14 13.5%	15 14.4%	69 66.3%	0 0.0%	0 0.0%	104
Dec. 31, 1999	8 7.6%	17 16.2%	15 14.3%	65 61.9%	0 0.0%	0 0.0%	105

Workforce Representation

University of North Carolina at Charlotte

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	28 68.3%	6 14.6%	3 7.3%	3 7.3%	1 2.4%	0 0.0%	41
Dec. 31, 1998	32 72.7%	5 11.4%	4 9.1%	3 6.8%	0 0.0%	0 0.0%	44
Dec. 31, 1999	35 76.1%	5 10.9%	3 6.5%	3 6.5%	0 0.0%	0 0.0%	46
Skilled Craft							
Dec. 31, 1997	112 72.7%	6 3.9%	30 19.5%	3 1.9%	2 1.3%	1 0.6%	154
Dec. 31, 1998	108 69.7%	5 3.2%	35 22.6%	2 1.3%	4 2.6%	1 0.6%	155
Dec. 31, 1999	108 68.4%	5 3.2%	37 23.4%	3 1.9%	4 2.5%	1 0.6%	158
TOTAL							
Dec. 31, 1997	284 30.4%	433 46.4%	68 7.3%	136 14.6%	4 0.4%	9 1.0%	934
Dec. 31, 1998	292 29.9%	448 45.8%	73 7.5%	149 15.2%	6 0.6%	10 1.0%	978
Dec. 31, 1999	290 29.5%	457 46.5%	74 7.5%	144 14.7%	6 0.6%	11 1.1%	982

Workforce Representation

General Administration

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	4 66.7%	2 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1998	4 66.7%	2 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Dec. 31, 1999	4 57.1%	3 42.9%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	7
Management Related							
Dec. 31, 1997	8 34.8%	13 56.5%	1 4.3%	1 4.3%	0 0.0%	0 0.0%	23
Dec. 31, 1998	7 35.0%	11 55.0%	1 5.0%	1 5.0%	0 0.0%	0 0.0%	20
Dec. 31, 1999	7 28.0%	13 52.0%	2 8.0%	3 12.0%	0 0.0%	0 0.0%	25
Professional							
Dec. 31, 1997	11 31.4%	15 42.9%	3 8.6%	5 14.3%	1 2.9%	0 0.0%	35
Dec. 31, 1998	13 38.2%	13 38.2%	2 5.9%	5 14.7%	1 2.9%	0 0.0%	34
Dec. 31, 1999	16 40.0%	13 32.5%	4 10.0%	6 15.0%	0 0.0%	1 2.5%	40
Technical							
Dec. 31, 1997	64 74.4%	14 16.3%	4 4.7%	3 3.5%	1 1.2%	0 0.0%	86
Dec. 31, 1998	60 72.3%	12 14.5%	6 7.2%	4 4.8%	1 1.2%	0 0.0%	83
Dec. 31, 1999	53 66.3%	15 18.8%	8 10.0%	3 3.8%	1 1.3%	0 0.0%	80
Administrative Support							
Dec. 31, 1997	9 12.2%	43 58.1%	3 4.1%	17 23.0%	0 0.0%	2 2.7%	74
Dec. 31, 1998	8 10.4%	44 57.1%	3 3.9%	19 24.7%	0 0.0%	3 3.9%	77
Dec. 31, 1999	6 8.1%	41 55.4%	3 4.1%	23 31.1%	0 0.0%	1 1.4%	74
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1998	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1
Dec. 31, 1999	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	1

Workforce Representation

General Administration

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1998	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Dec. 31, 1999	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0
Skilled Craft							
Dec. 31, 1997	5 62.5%	2 25.0%	1 12.5%	0 0.0%	0 0.0%	0 0.0%	8
Dec. 31, 1998	6 54.5%	4 36.4%	1 9.1%	0 0.0%	0 0.0%	0 0.0%	11
Dec. 31, 1999	6 54.5%	4 36.4%	1 9.1%	0 0.0%	0 0.0%	0 0.0%	11
TOTAL							
Dec. 31, 1997	101 43.3%	89 38.2%	13 5.6%	26 11.2%	2 0.9%	2 0.9%	233
Dec. 31, 1998	98 42.2%	86 37.1%	14 6.0%	29 12.5%	2 0.9%	3 1.3%	232
Dec. 31, 1999	92 38.7%	89 37.4%	19 8.0%	35 14.7%	1 0.4%	2 0.8%	238

Workforce Representation

University of North Carolina at Greensboro

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	7 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	7
Dec. 31, 1998	8 88.9%	1 11.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	9
Dec. 31, 1999	5 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5
Management Related							
Dec. 31, 1997	16 31.4%	31 60.8%	1 2.0%	3 5.9%	0 0.0%	0 0.0%	51
Dec. 31, 1998	18 31.0%	37 63.8%	0 0.0%	3 5.2%	0 0.0%	0 0.0%	58
Dec. 31, 1999	20 29.4%	42 61.8%	1 1.5%	4 5.9%	0 0.0%	1 1.5%	68
Professional							
Dec. 31, 1997	50 43.5%	48 41.7%	4 3.5%	8 7.0%	2 1.7%	3 2.6%	115
Dec. 31, 1998	59 48.0%	46 37.4%	4 3.3%	9 7.3%	3 2.4%	2 1.6%	123
Dec. 31, 1999	60 47.2%	50 39.4%	2 1.6%	11 8.7%	3 2.4%	1 0.8%	127
Technical							
Dec. 31, 1997	38 44.2%	32 37.2%	2 2.3%	12 14.0%	0 0.0%	2 2.3%	86
Dec. 31, 1998	36 39.6%	40 44.0%	1 1.1%	12 13.2%	0 0.0%	2 2.2%	91
Dec. 31, 1999	36 37.5%	44 45.8%	3 3.1%	12 12.5%	0 0.0%	1 1.0%	96
Administrative Support							
Dec. 31, 1997	24 7.0%	257 75.4%	7 2.1%	51 15.0%	0 0.0%	2 0.6%	341
Dec. 31, 1998	30 8.6%	245 70.4%	7 2.0%	63 18.1%	0 0.0%	3 0.9%	348
Dec. 31, 1999	32 8.9%	251 69.7%	8 2.2%	66 18.3%	0 0.0%	3 0.8%	360
Service							
Dec. 31, 1997	6 4.7%	6 4.7%	40 31.3%	76 59.4%	0 0.0%	0 0.0%	128
Dec. 31, 1998	4 3.5%	3 2.7%	33 29.2%	73 64.6%	0 0.0%	0 0.0%	113
Dec. 31, 1999	2 1.8%	4 3.5%	37 32.5%	71 62.3%	0 0.0%	0 0.0%	114

Workforce Representation

University of North Carolina at Greensboro

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	23 62.2%	3 8.1%	8 21.6%	1 2.7%	1 2.7%	1 2.7%	37
Dec. 31, 1998	25 62.5%	3 7.5%	8 20.0%	1 2.5%	2 5.0%	1 2.5%	40
Dec. 31, 1999	23 62.2%	4 10.8%	6 16.2%	1 2.7%	2 5.4%	1 2.7%	37
Skilled Craft							
Dec. 31, 1997	73 77.7%	4 4.3%	15 16.0%	1 1.1%	1 1.1%	0 0.0%	94
Dec. 31, 1998	76 79.2%	5 5.2%	14 14.6%	0 0.0%	1 1.0%	0 0.0%	96
Dec. 31, 1999	74 75.5%	5 5.1%	18 18.4%	0 0.0%	1 1.0%	0 0.0%	98
TOTAL							
Dec. 31, 1997	237 27.6%	381 44.4%	77 9.0%	152 17.7%	4 0.5%	8 0.9%	859
Dec. 31, 1998	256 29.2%	380 43.3%	67 7.6%	161 18.3%	6 0.7%	8 0.9%	878
Dec. 31, 1999	252 27.8%	400 44.2%	75 8.3%	165 18.2%	6 0.7%	7 0.8%	905

Workforce Representation

University of North Carolina at Pembroke

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	1 20.0%	3 60.0%	0 0.0%	0 0.0%	1 20.0%	0 0.0%	5
Dec. 31, 1998	2 40.0%	2 40.0%	0 0.0%	0 0.0%	1 20.0%	0 0.0%	5
Dec. 31, 1999	1 50.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2
Management Related							
Dec. 31, 1997	1 8.3%	4 33.3%	0 0.0%	0 0.0%	1 8.3%	6 50.0%	12
Dec. 31, 1998	1 9.1%	3 27.3%	0 0.0%	0 0.0%	1 9.1%	6 54.5%	11
Dec. 31, 1999	1 9.1%	5 45.5%	0 0.0%	1 9.1%	0 0.0%	4 36.4%	11
Professional							
Dec. 31, 1997	6 25.0%	3 12.5%	1 4.2%	2 8.3%	3 12.5%	9 37.5%	24
Dec. 31, 1998	6 24.0%	4 16.0%	0 0.0%	4 16.0%	3 12.0%	8 32.0%	25
Dec. 31, 1999	10 40.0%	2 8.0%	0 0.0%	2 8.0%	3 12.0%	8 32.0%	25
Technical							
Dec. 31, 1997	3 14.3%	3 14.3%	0 0.0%	2 9.5%	3 14.3%	10 47.6%	21
Dec. 31, 1998	4 18.2%	3 13.6%	0 0.0%	1 4.5%	2 9.1%	12 54.5%	22
Dec. 31, 1999	3 11.5%	4 15.4%	0 0.0%	2 7.7%	2 7.7%	15 57.7%	26
Administrative Support							
Dec. 31, 1997	2 2.0%	17 16.8%	0 0.0%	7 6.9%	4 4.0%	71 70.3%	101
Dec. 31, 1998	2 1.9%	17 16.2%	1 1.0%	10 9.5%	4 3.8%	71 67.6%	105
Dec. 31, 1999	2 1.9%	15 14.4%	1 1.0%	10 9.6%	4 3.8%	72 69.2%	104
Service							
Dec. 31, 1997	1 3.8%	1 3.8%	3 11.5%	1 3.8%	4 15.4%	16 61.5%	26
Dec. 31, 1998	2 7.1%	1 3.6%	2 7.1%	1 3.6%	4 14.3%	18 64.3%	28
Dec. 31, 1999	0 0.0%	1 3.1%	2 6.3%	1 3.1%	6 18.8%	22 68.8%	32

Workforce Representation

University of North Carolina at Pembroke

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	1 9.1%	1 9.1%	0 0.0%	1 9.1%	7 63.6%	1 9.1%	11
Dec. 31, 1998	1 9.1%	1 9.1%	0 0.0%	1 9.1%	7 63.6%	1 9.1%	11
Dec. 31, 1999	2 18.2%	1 9.1%	0 0.0%	1 9.1%	6 54.5%	1 9.1%	11
Skilled Craft							
Dec. 31, 1997	4 13.8%	1 3.4%	0 0.0%	1 3.4%	21 72.4%	2 6.9%	29
Dec. 31, 1998	4 13.3%	1 3.3%	0 0.0%	1 3.3%	23 76.7%	1 3.3%	30
Dec. 31, 1999	3 9.1%	1 3.0%	1 3.0%	1 3.0%	26 78.8%	1 3.0%	33
TOTAL							
Dec. 31, 1997	19 8.3%	33 14.4%	4 1.7%	14 6.1%	44 19.2%	115 50.2%	229
Dec. 31, 1998	22 9.3%	32 13.5%	3 1.3%	18 7.6%	45 19.0%	117 49.4%	237
Dec. 31, 1999	22 9.0%	30 12.3%	4 1.6%	18 7.4%	47 19.3%	123 50.4%	244

Workforce Representation

University of North Carolina at Wilmington

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	9 75.0%	3 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1998	10 76.9%	3 23.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1999	8 80.0%	2 20.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	10
Management Related							
Dec. 31, 1997	18 30.0%	38 63.3%	2 3.3%	2 3.3%	0 0.0%	0 0.0%	60
Dec. 31, 1998	17 27.4%	39 62.9%	3 4.8%	3 4.8%	0 0.0%	0 0.0%	62
Dec. 31, 1999	20 30.8%	40 61.5%	2 3.1%	3 4.6%	0 0.0%	0 0.0%	65
Professional							
Dec. 31, 1997	33 56.9%	22 37.9%	2 3.4%	1 1.7%	0 0.0%	0 0.0%	58
Dec. 31, 1998	38 53.5%	30 42.3%	2 2.8%	1 1.4%	0 0.0%	0 0.0%	71
Dec. 31, 1999	44 51.8%	36 42.4%	2 2.4%	3 3.5%	0 0.0%	0 0.0%	85
Technical							
Dec. 31, 1997	25 39.7%	35 55.6%	1 1.6%	1 1.6%	0 0.0%	1 1.6%	63
Dec. 31, 1998	26 40.0%	36 55.4%	1 1.5%	1 1.5%	0 0.0%	1 1.5%	65
Dec. 31, 1999	30 43.5%	32 46.4%	1 1.4%	5 7.2%	1 1.4%	0 0.0%	69
Administrative Support							
Dec. 31, 1997	18 7.3%	170 68.5%	5 2.0%	51 20.6%	1 0.4%	3 1.2%	248
Dec. 31, 1998	15 6.1%	171 70.1%	5 2.0%	48 19.7%	2 0.8%	3 1.2%	244
Dec. 31, 1999	18 6.8%	183 69.3%	6 2.3%	51 19.3%	5 1.9%	1 0.4%	264
Service							
Dec. 31, 1997	6 11.8%	1 2.0%	21 41.2%	23 45.1%	0 0.0%	0 0.0%	51
Dec. 31, 1998	7 13.0%	1 1.9%	21 38.9%	25 46.3%	0 0.0%	0 0.0%	54
Dec. 31, 1999	8 14.8%	2 3.7%	20 37.0%	24 44.4%	0 0.0%	0 0.0%	54

Workforce Representation

University of North Carolina at Wilmington

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	13 61.9%	5 23.8%	2 9.5%	0 0.0%	1 4.8%	0 0.0%	21
Dec. 31, 1998	15 68.2%	4 18.2%	3 13.6%	0 0.0%	0 0.0%	0 0.0%	22
Dec. 31, 1999	16 72.7%	3 13.6%	2 9.1%	0 0.0%	1 4.5%	0 0.0%	22
Skilled Craft							
Dec. 31, 1997	56 65.1%	9 10.5%	21 24.4%	0 0.0%	0 0.0%	0 0.0%	86
Dec. 31, 1998	56 65.1%	12 14.0%	18 20.9%	0 0.0%	0 0.0%	0 0.0%	86
Dec. 31, 1999	64 68.1%	11 11.7%	19 20.2%	0 0.0%	0 0.0%	0 0.0%	94
TOTAL							
Dec. 31, 1997	178 29.7%	283 47.2%	54 9.0%	78 13.0%	2 0.3%	4 0.7%	599
Dec. 31, 1998	184 29.8%	296 48.0%	53 8.6%	78 12.6%	2 0.3%	4 0.6%	617
Dec. 31, 1999	208 31.4%	309 46.6%	52 7.8%	86 13.0%	7 1.1%	1 0.2%	663

Workforce Representation

Western Carolina University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	7 77.8%	2 22.2%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	9
Dec. 31, 1998	6 75.0%	2 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	8
Dec. 31, 1999	5 83.3%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6
Management Related							
Dec. 31, 1997	19 44.2%	21 48.8%	0 0.0%	1 2.3%	0 0.0%	2 4.7%	43
Dec. 31, 1998	19 44.2%	22 51.2%	0 0.0%	1 2.3%	0 0.0%	1 2.3%	43
Dec. 31, 1999	16 40.0%	22 55.0%	0 0.0%	1 2.5%	0 0.0%	1 2.5%	40
Professional							
Dec. 31, 1997	31 33.0%	55 58.5%	1 1.1%	1 1.1%	4 4.3%	2 2.1%	94
Dec. 31, 1998	32 34.4%	53 57.0%	3 3.2%	0 0.0%	4 4.3%	1 1.1%	93
Dec. 31, 1999	34 36.2%	54 57.4%	1 1.1%	0 0.0%	4 4.3%	1 1.1%	94
Technical							
Dec. 31, 1997	16 55.2%	12 41.4%	1 3.4%	0 0.0%	0 0.0%	0 0.0%	29
Dec. 31, 1998	20 58.8%	14 41.2%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	34
Dec. 31, 1999	23 59.0%	16 41.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	39
Administrative Support							
Dec. 31, 1997	23 9.9%	202 87.1%	1 0.4%	3 1.3%	0 0.0%	3 1.3%	232
Dec. 31, 1998	25 10.7%	202 86.3%	1 0.4%	4 1.7%	0 0.0%	2 0.9%	234
Dec. 31, 1999	23 10.2%	196 86.7%	2 0.9%	3 1.3%	0 0.0%	2 0.9%	226
Service							
Dec. 31, 1997	54 40.9%	64 48.5%	4 3.0%	8 6.1%	0 0.0%	2 1.5%	132
Dec. 31, 1998	48 37.5%	68 53.1%	4 3.1%	7 5.5%	0 0.0%	1 0.8%	128
Dec. 31, 1999	45 35.4%	71 55.9%	5 3.9%	4 3.1%	0 0.0%	2 1.6%	127

Workforce Representation

Western Carolina University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	8 66.7%	3 25.0%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Dec. 31, 1998	8 61.5%	4 30.8%	1 7.7%	0 0.0%	0 0.0%	0 0.0%	13
Dec. 31, 1999	8 66.7%	3 25.0%	1 8.3%	0 0.0%	0 0.0%	0 0.0%	12
Skilled Craft							
Dec. 31, 1997	86 94.5%	4 4.4%	1 1.1%	0 0.0%	0 0.0%	0 0.0%	91
Dec. 31, 1998	84 96.6%	3 3.4%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	87
Dec. 31, 1999	84 95.5%	4 4.5%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	88
TOTAL							
Dec. 31, 1997	244 38.0%	363 56.5%	9 1.4%	13 2.0%	4 0.6%	9 1.4%	642
Dec. 31, 1998	242 37.8%	368 57.5%	9 1.4%	12 1.9%	4 0.6%	5 0.8%	640
Dec. 31, 1999	238 37.7%	367 58.1%	9 1.4%	8 1.3%	4 0.6%	6 0.9%	632

Workforce Representation

Winston-Salem State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Officials & Administrators							
Dec. 31, 1997	0 0.0%	0 0.0%	3 75.0%	1 25.0%	0 0.0%	0 0.0%	4
Dec. 31, 1998	1 20.0%	0 0.0%	3 60.0%	1 20.0%	0 0.0%	0 0.0%	5
Dec. 31, 1999	1 20.0%	0 0.0%	3 60.0%	1 20.0%	0 0.0%	0 0.0%	5
Management Related							
Dec. 31, 1997	2 9.1%	0 0.0%	9 40.9%	11 50.0%	0 0.0%	0 0.0%	22
Dec. 31, 1998	2 7.7%	1 3.8%	9 34.6%	14 53.8%	0 0.0%	0 0.0%	26
Dec. 31, 1999	1 4.3%	1 4.3%	7 30.4%	14 60.9%	0 0.0%	0 0.0%	23
Professional							
Dec. 31, 1997	0 0.0%	4 10.0%	16 40.0%	20 50.0%	0 0.0%	0 0.0%	40
Dec. 31, 1998	0 0.0%	2 5.9%	13 38.2%	19 55.9%	0 0.0%	0 0.0%	34
Dec. 31, 1999	0 0.0%	1 2.9%	12 34.3%	22 62.9%	0 0.0%	0 0.0%	35
Technical							
Dec. 31, 1997	1 3.8%	0 0.0%	7 26.9%	17 65.4%	0 0.0%	1 3.8%	26
Dec. 31, 1998	1 3.0%	1 3.0%	9 27.3%	20 60.6%	1 3.0%	1 3.0%	33
Dec. 31, 1999	2 5.9%	0 0.0%	9 26.5%	21 61.8%	1 2.9%	1 2.9%	34
Administrative Support							
Dec. 31, 1997	0 0.0%	7 6.8%	7 6.8%	88 85.4%	0 0.0%	1 1.0%	103
Dec. 31, 1998	0 0.0%	5 5.0%	6 5.9%	89 88.1%	0 0.0%	1 1.0%	101
Dec. 31, 1999	1 1.0%	4 3.9%	7 6.8%	89 86.4%	0 0.0%	2 1.9%	103
Service							
Dec. 31, 1997	0 0.0%	0 0.0%	27 50.0%	25 46.3%	2 3.7%	0 0.0%	54
Dec. 31, 1998	0 0.0%	0 0.0%	26 51.0%	22 43.1%	2 3.9%	1 2.0%	51
Dec. 31, 1999	0 0.0%	0 0.0%	24 53.3%	18 40.0%	2 4.4%	1 2.2%	45

Workforce Representation

Winston-Salem State University

	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female	TOTAL
Law Enforcement							
Dec. 31, 1997	2 18.2%	0 0.0%	7 63.6%	2 18.2%	0 0.0%	0 0.0%	11
Dec. 31, 1998	2 16.7%	0 0.0%	8 66.7%	2 16.7%	0 0.0%	0 0.0%	12
Dec. 31, 1999	0 0.0%	0 0.0%	10 83.3%	2 16.7%	0 0.0%	0 0.0%	12
Skilled Craft							
Dec. 31, 1997	3 7.0%	0 0.0%	37 86.0%	2 4.7%	1 2.3%	0 0.0%	43
Dec. 31, 1998	3 7.0%	0 0.0%	37 86.0%	2 4.7%	1 2.3%	0 0.0%	43
Dec. 31, 1999	3 7.5%	0 0.0%	34 85.0%	2 5.0%	1 2.5%	0 0.0%	40
TOTAL							
Dec. 31, 1997	8 2.6%	11 3.6%	113 37.3%	166 54.8%	3 1.0%	2 0.7%	303
Dec. 31, 1998	9 3.0%	9 3.0%	111 36.4%	169 55.4%	4 1.3%	3 1.0%	305
Dec. 31, 1999	8 2.7%	6 2.0%	106 35.7%	169 56.9%	4 1.3%	4 1.3%	297

Governor's Public Management Fellows Program Retention Rates:

The following are the retention numbers for the GPMFP cohorts as requested:

Cohort I (1998-2000)
- 11 accepted a Fellowship
- 7 remain in state government
- 4 left for other employment
- 63.6% retention rate

Cohort II (1999-2001)
- 12 accepted a Fellowship
- 8 remain in state government
- 4 left for other employment
- 66.7% retention rate

Cohort III (2000-2002)
- 11 accepted a Fellowship
- 10 remain in state government
- 1 left for other employment
- 90.9% retention rate

What is the law relating to prohibition of employment contracts?

GS 126-4 is the statutory basis for the rule. Title 25 NCAC 1C.025 prohibits employment contracts.

Mary Lee Robinson (Rep. Jeffus) Attachment 5, Page 94B

From: Charles Prysby [prysby@uncg.edu]
Sent: Monday, June 11, 2001 4:23 PM
To: maggiej@ncleg.net
Subject: internship program

Dear Representative Jeffus:

I understand that the budget currently under consideration eliminates the Governor's Public Management Fellowship Program. This program has allowed a small number of graduates from Master of Public Affairs and Administration programs to hold two-year internships in state agencies. The selection of the interns has been on a competitive basis, and the program has encouraged some of our brightest graduates to consider a career in state government. Prior to the creation of the program, there was little interest in state government by MPA graduates.

This program costs very little, but it greatly benefits the state by encouraging top candidates to work in state government. I think that it would be extremely shortsighted to eliminate the program. Moreover, I am greatly concerned that internship offers that were made this spring for the coming fiscal year will not be honored. Even though the state is facing fiscal difficulties, it does not seem necessary to reneg on job offers that have been accepted in good faith by individuals, who in some cases have turned down other opportunities to take the internship offer. Nor does it seem wise to eliminate a relatively inexpensive program that yields substantial dividends.

CP

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TEMPORARY EMPLOYEES

What is the average hourly rate for temporaries placed by the Temporary Solutions Program?

The average hourly rate on the last payroll produced for Temporary Solutions was $11.88.

How many temporaries are employed in the State system?

We do not have information on the number of temporary employees. Agencies and universities are not required to enter all temporaries into PMIS.

OFFICE OF STATE PERSONNEL -TRAVEL BY DIVISION

July 1, 1999 - June 30, 2000

Line Item	Description	Dir Ofc	EOS	Prog Eval	Adm Serv	HRD	ECC	Risk Cont	Per Serv	EAP	Flex	TOTAL
532711	Trans Air - In State											0
532712	Trans Air - Out State	599	124	730		775	1,008	619	312			4167
532714	Trans Grnd - In State	1,304	3,388	1,552	433	3,534	3,635	4,043	817	18,494	919	38119
532715	Trans Grnd - Out Stat	155	32			121	135		17			460
532717	Trans Other - In State											0
532718	Trans Other - Out State											0
532721	Lodging - In State	2,076	2,914	936	159	1,627	2,438	424	271	5,560	617	17022
532722	Lodging - Out State	2,171	512	1,361		2,135	2,817	559	409			9964
532724	Meals - In State	1,248	1,448	440	72	624	814	212	134	3,499	390	8881
532725	Meals - Out State	256	118	266		412	498	128	80			1758
532727	Misc. - In State	35	24	61	10		88	20				238
532728	Misc. - Out State					64						64
532731	Bd/Non Employee Tr	1,614	189	107		2,695						4605
532732	Bd/Non Employee Su	1,909	257	71		1,110						3347
	TOTALS	**$ 11,367**	**$ 9,006**	**$ 5,524**	**$ 674**	**$ 13,097**	**$ 11,433**	**$ 6,005**	**$ 2,040**	**$ 27,553**	**$ 1,926**	**$ 88,625**

July 1, 2000 - February 29, 2001

Line Item	Description	Dir Ofc	EOS	Prog Eval	Adm Serv	HRD	ECC	Risk Cont	Pers Serv	EAP	Flex	TOTAL
532711	Trans Air - In State	$	$	$	$	$	$	$	$	$	$	$
532712	Trans Air - Out State	324	1,073	162		754	567				448	3328
532714	Trans Grnd - In State	446	3,379	412	190	5,295	2,430	8,565	708	20,057	551	42033
532715	Trans Grnd - Out Stat	83	92			35						210
532717	Trans Other - In State											0
532718	Trans Other - Out State											0
532721	Lodging - In State	86	2,349	57	70	797	731	462	57	3,452	547	8608
532722	Lodging - Out State	1,221	1,834	610		1,411	587				1,238	6901
532724	Meals - In State	30	1,030	56	28	378	364	232	40	2,264	294	4716
532725	Meals - Out State	54	322	54		206	124				180	940
532727	Misc. - In State	2	8	15		40	5		12			82
532728	Misc. - Out State		153	48							26	227
532731	Bd/Non Employee Tr	1,405	435			3,703			155			5698
532732	Bd/Non Employee Su	840	451			1,379			16			2686
	TOTALS	**$ 4,491**	**$ 11,126**	**$ 1,414**	**$ 288**	**$ 13,998**	**$ 4,808**	**$ 9,259**	**$ 972**	**$ 25,773**	**$ 3,284**	**$ 75,429**

Purpose of Leave Expenditures:

Director's Office
- State Personnel Commission Meetings
- NASPE and IPMA Conference

EOS
- EEOI Training
- Consultative Services
- Recruitment Activities (Career Fairs)
- IPMA Conference

Program Evaluation
- Delegated HR Authority Evaluation
- NASPE Conference

Administrative Services
- PMIS Training

Human Resource Development (some receipts)
- Public Manager Program
- HR Program Training for Agency/University Staff
- Organizational Development
- Performance Management Training

Risk Control
- Safety and Health Evaluations
- Safety and Health Training
- Consultative Services in Safety and Health
- WC & UI Training

Personnel Services
- Consultative Services to Small Agencies

Employee Assistance
- Employee Consultations and Referrals

Flex Benefits (Receipts)
- Benefits Training & Enrollment Sessions
- Benefits Conference

Employment, Classification and Compensation
- Consultative Services in Class and Comp
- Consultative Services in Employee Relations
- Salary Conference

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OFFICE OF STATE PERSONNEL
SUMMARY OF PMIS COSTS

	Number	Cost
Reports - Agencies	9,818	
Reports - Universities	1,706	
Reports Statewide	722	
Reports OSP	904	
Total Report Cost (Including CPU and Printing)		**$ 163,475**
Agency Transaction Cost		$ 174,309
University Transaction Cost		$ 25,671
OSP Transition Cost		$ 37,268
Total Transaction Cost		**$ 237,248**
Image Cost		**$ 48,190**
New Systems Development		**$ 78,065**
Printing for Testing		**$ 25,000**
Systems Maintenance		**$ 50,930**
Disk Storage		**$ 82,510**
Tape Storage		**$ 15,269**
Printing Personnel Actions		**$ 34,800**
Lan/Server Support from ITS		**$ 43,951**
MsPs Server		**$ 23,772**
Total Expenditures		**$ 803,210**

PERSONNEL MANAGEMENT INFORMATION SYSTEM

The Personnel Management Information System is a centralized computer system that contains histories on employees and positions since 1975. This is a core business system which serves most all of the human resource data needs of State government. Most all information is available in on-line, hard-copy, and/or electronic dataset form.

Currently, there are limited inquiries available on the web. We are in the process of expanding the web applications so that all managers will have access to various HR reports.

Below are some statistics, which demonstrate the enormity of the system.

Number Departments, Board and Commissions	30
Number Universities	18
Number HR Offices	80
Number of PMIS Users (hooked directly to PMIS)	3,000
Number Active Positions SPA (Permanent and Temporary) 105,241 EPA 9,534	114,775
Number Inactive Positions (Position Transfers and Abolished Pos.)	150,000
Number Inactive Employees	250,000
Number Central Payroll Units using PMIS to Feed Payroll Information	70
Number Employee and Position Histories Maintained	12,000,000
Number Processing Histories (Audit Trail)	15,000,000
Number Transactions Processed Annually (approximately) PD-118 Position Action Forms---------- 37,500 PD-105 Employee Action Forms---------- 90,700 PD-135 Partial Longevity Forms---------- 10,000 Longevity Eligibles to Payroll---------- 30,000 Automated Employee Actions----------120,000 (COLA, CGRA, Hwy Patrol Incrs, Judicial Adjs) Performance Rating Entries---------- 90,000 Aggregate Service Updates---------- 100,000 Compensated Absences (Leave Liability)------- 60,000	658,200
Number On-Line Queries/Transactions	90
Number Batch Programs	300
Number Updates/Inquiries Annually	13,400,000
Number Hard-Copy Reports Generated Annually	12,000
Number Downloads Generated Annually	2,400

Number Agencies with State-wide Access Office of State Personnel General Assembly Office of State Budget, Planning and Management Office of State Auditor Governor's Office Controller's Office, Central Payroll Unit	6
Number Other Subsystems Statewide Vacancy Posting System Workers' Compensation, Safety and Health System Grievance Tracking System Disciplinary Tracking System EEO System Leave Tracking System Document-Imaging System Span of Control System Training Records System	9
Examples of Reports Generated Position/Employee Listing in many different formats Turnover Reports Projected Costs of Ranges Revisions and COLA Increases EEO Statistics Vacancy Reports Distribution by Title, Grade, Average Salaries, Age, Months of Service, etc. Activity Reports - No. of New Hires, Promotions, Separation by Reason, etc. Projected Retirements	

Office of State Personnel
Salaries by Division

DIVISION	No. Empl. Gen Fund	Salaries Gen Fund	No. Empl. Spec Fnd	Salaries Spec Fnd	No. Empl. Aux Fund	Salaries Aux Fund	No. Empl. Lasped	Lapsed Salariies	Total Employee	Total Salaries
Director's Office	4.00	$ 249,614							4.00	$ 249,614
Equal Employment	10.00	$ 512,534							10.00	$ 512,534
Program Evaluation	5.50	$ 260,040							5.50	$ 260,040
Administrative Services	17.30	$ 911,399	0.20	$ 11,890	7.00	$249,561			24.50	$1,172,850
Human Resource Development	26.56	$1,327,542	4.69	$146,381					30.75	$1,473,923
Employment, Class, & Comp.	40.75	$1,943,814							40.75	$1,943,814
Risk Control	6.50	$ 349,145	3.50	$163,784					10.00	$ 512,929
Personnel Services	5.50	$ 304,400					1.00	$34,083	6.50	$ 338,483
	116.11	$5,858,488	8.39	$322,055	7.00	$249,561	1	$34,083	132.00	$6,430,104

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OFFICE OF STATE PERSONNEL
HR CONSULTANTS BY DIVISION & GRADE

DIVISION		Grade 73		Grade 75		Grade 77
DIRECTOR'S OFFICE		0		2.00		0
Equal Employment		2.00		4.00		0
Program Evaluation		1.00		1.00		0
Administrative Services		0		0		0
Human Resource Development		0		18.25		0
Employment, Class, & Comp.		4.00		15.75		0
Risk Control		1.00		4.00		0
Personnel Services		2.00		2.00		0
TOTALS		**10.00**		**47.00**		**0**

OFFICE OF STATE PERSONNEL
HR CONSULTANTS BY DIVISION/SALARY

DIVISION	POSITION NUMBER	GRADE	SALARY	
Director's Office	4000-0301-0004-303	75	55,250	
	4000-0100-0004-009	75	48,236	
Equal Employment	4000-1200-0004-618	75	54,147	
	4000-1200-0004-482	75	53,044	
	4000-1200-0004-991	75	53,044	
	4000-1200-0004-531	75	46,707	
	4000-1200-0004-942	73	45,000	
	4000-1200-0004-988	73	44,808	
Program Evaluation	4000-0100-0004-422	75	48,974	
	4000-1200-0104-491	73	42,632	
Administrative Serv.	NONE			
Human Res. Dev.	4000-0201-0304-100	75	65,449	
	4000-0100-0004-004	75	62,400	
	4000-0500-0004-766	75	53,278	
	4000-0600-0004-779	75	36,565	(PT)
	4000-0500-0004-765	75	63,026	
	4000-0600-0004-994	75	46,707	
	4000-0600-0004-731	75	61,264	
	4000-0500-0004-261	75	56,676	
	4000-0600-0004-623	75	62,437	
	4000-0500-0004-984	75	42,435	(PT)
	4000-0500-0004-630	75	47,696	
	4000-0500-0004-692	75	46,707	
	4000-0500-0004-983	75	48,344	
	4000-0500-0004-768	75	56,719	
	4000-0500-0004-629	75	47,696	
	4000-0500-0004-628	75	47,696	
	4000-0500-0004-627	75	47,696	
	4000-0500-0004-982	75	51,237	
	4000-0500-0004-626	75	47,696	
ECC	4000-0302-0004-280	75	52,679	(PT)
	4000-0300-0004-011	75	35,771	(PT)
	4000-0302-0004-260	75	48,000	
	4000-0302-0004-281	75	56,758	
	4000-0301-0004-781	75	58,688	
	4000-0300-0004-300	75	53,178	
	4000-0201-0304-160	75	50,812	
	4000-0700-0004-018	75	50,409	
	4000-0201-0104-040	75	57,619	

DIVISION	POSITION NUMBER	GRADE	SALARY	
ECC continued	4000-0301-0004-931	75	48,794	
	4000-0300-0004-945	75	53,044	
	4000-0100-0004-600	75	56,124	
	4000-0300-0004-016	75	58,038	
	4000-0300-0004-019	75	53,044	
	4000-1002-0104-522	75	50,409	
	4000-0100-0004-619	75	60,095	
	4000-0302-0004-280	73	35,771	
	4000-0302-0004-963	73	46,478	
	4000-0302-0004-307	73	46,311	
	4000-0301-0004-330	73	29,749	
Risk Control	4000-0700-0004-002	75	55,323	
	4000-0700-0004-978	75	58,422	
	4000-0700-0004-567	75	56,676	
	4000-0700-0004-042	75	47.696	
	4000-0700-0004-655	73	42,000	
Personnel Services	4000-0301-0004-583	75	56,200	
	4000-1200-0004-997	75	44,800	
	4000-0300-0004-452	73	34,730	
	4000-0100-0004-990	73	43,800	

OFFICE OF STATE PERSONNEL
SPAN OF CONTROL BY DIVISION

DIVISION	Total Supervisors	Span 1:02	Span 1:03	Span 1:04	Span 1:05	Span 1:06	Span 1:07	Span 1:09	Span 1:11	Span 1:13	Span 1:14	Span 1:27
Director's Office	1								1			
Equal Employment	2	1					1					
Program Evaluation	1					1						
Administrative Services	3				1	1				1		
Human Resource Development	2					1						1
Employment, Class, & Comp.	7	1	1	2			2				1	
Risk Control	1							1				
Personnel Services	1					1						
TOTALS	18	2	1	2	1	4	3	1	1	1	1	1

MODEL COOPERATIVE EDUCATION PROGRAM (MCEP)

BACKGROUND

Recognizing the difficult task North Carolina State Government was experiencing in attracting a diverse pool of qualified applicants, the Equal Opportunity Services Division of the Office of State Personnel developed and implemented a special cooperative education program to address recruitment difficulties and underrepresentation problems. It is titled Model Cooperative Education Program (MCEP) and was funded by the General Assembly in 1984.

It is called cooperative education because it depends upon the cooperation of educators and employers in combining their resources to provide an enriching and rewarding education/training experience for students. Cooperative education has been hailed for its many advantages for the participating employer too. One in particular is that it constitutes a ready-made, effective training and recruitment program.

PURPOSE

- diversify state's workforce
- integrates theory with practical work experience
- develops coordination and establishes linkages with institutions of higher education

BENEFITS TO STATE

- reduce training costs
- meet and address critical need areas of the State's workforce
- bring trained employees into State Government
- address underrepresentation
- obtain productive employees through a year round program
- enjoy access to a pool of highly qualified and motivated employees

BENEFITS TO STUDENT

- gain practical work experience in public service
- develop self-confidence
- acquire first-hand learning from professionals in their field of study

REQUIREMENTS OF STUDENT

- North Carolina residents
- enrolled at a North Carolina school of higher education with a co-op program
- 2.0 grade point average

OPERATION OF PROGRAM-EQUAL OPPORTUNITY SERVICES DIVISION

- identify hard to fill positions with underrepresentation
- manage program funds and maintain records
- serve as liaison between agency and university
- screen applicants for qualifications and eligibility and refer to agency

OPERATION OF PROGRAM-AGENCY

- develop job descriptions with duties, responsibilities and qualifications
- interview referred students
- select students
- evaluate student's performance

CHART A: STATEWIDE TURNOVER RATE W/ VOLUNTARY & INVOLUNTARY BREAKDOWN

AVERAGE TURNOVER: STATEWIDE	PERCENT VOLUNTARY	PERCENT INVOLUNTARY**
15.35%	11.66%	3.69%

***Includes Separations due to death, retirement and dismissal.*

CHART B: TURNOVER BY OCCUPATIONAL GROUP

OCCUPATIONAL GROUP FROM STATE PAY PLAN	PERCENT VOLUNTARY	TOTAL TURNOVER
Clerical & Office Management Occupations	12.36	16.17
Accounting, Auditing & Financial Management	7.70	11.38
Legal, Administrative Management and Related	7.50	11.02
Data Processing/Information Technology	13.12	15.56
Informational & Educational	13.48	16.66
Human Services	11.35	15.15
Medical, Health & Laboratory	13.50	18.37
Licensing, Inspection & Public Safety	15.17	17.66
Institutional Services	12.27	18.84
Skilled Trades and Allied Classes	6.65	11.03
Engineering, Architectural & Allied Classes	6.50	9.75
Agricultural and Conservation Classes	6.95	9.69

NOTES:

- This information is based upon 87,068 employees subject to Chapter 126, State Personnel Act
- The time period covered is January 1, 2000 through December 31, 2000

OFFICE OF STATE PERSONNEL **Third Revision:**
1% BUDGET REDUCTION 2001-03 **7-May-01**

Abolish Position				
4000-0201-0004-030	HR Manager	$ 60,380		$ 60,380
Total Salaries				**$ 60,380**

Zero Base Line Item	Object	$ Cut	% Line Item
532199	Misc. Contracts	$ 1,950	5%
532700	Travel	$ 4,668	5%
532400	Maint. Agreements	$ 625	5%
534500	Equipment	$ 3,490	5%
Total Operating Budget Reductions		**$ 10,733**	

Abolish Position	**$ 60,380**
Total Salaries	**$ 60,380**
Soc. Sec.	**$ 4,619**
Retirement	**$ 4,836**
Medical Insurance	$ 2,256
Total Personal Services	**$ 72,091**
Operating Budget	**$ 10,733**
Total Reduction	**$ 82,824**
1% of Appropriation	**$ 82,821**

OFFICE OF STATE PERSONNEL **Third Revision:**
2% BUDGET REDUCTION 2001-03 **7-May-01**

Vacancies - Budgeted Salary Reduced

Position Number	Title	Budgeted	*Reduction*	Difference
4000-0100-0004-755	OA IV	$ 24,561	$ 19,951	$ 4,610
4000-0100-0004-990	HR Cons	$ 43,800	$ 35,162	$ 8,638
4000-0100-0004-422	HR Cons	$ 48,974	$ 46,707	$ 2,267
4000-0600-0004-166	OA V	$ 26,760	$ 20,752	$ 6,008
4000-1002-0404-521	OA IV	$ 24,185	$ 19,951	$ 4,234
4000-0202-0004-124	Proc. Asst. IV	$ 26,000	$ *22,103*	$ 3,897
TOTAL				**$ 29,654**

Abolish Positions

4000-0201-0004-030	HR Manager	$ 60,380
4000-1200-0004-997	HR Cons	$ 40,000
TOTAL		**$ 100,380**

Zero Base Line Item	Object	$ Cut	% Line Item
532199	Misc. Contracts	$ 1,950	5%
532700	Travel	$ 4,668	5%
532400	Maint. Agreements	$ 625	5%
534500	Equipment	$ 3,490	5%
Total Operating Budget Reductions		**$ 10,733**	

Budgeted Salary Reductions	**$ 29,654**
Abolish Positions	**$ 100,380**
Total Salaries	**$ 130,034**
Soc. Sec.	**$ 9,948**
Retirement	**$ 10,416**
Medical Insurance	**$ 4,512**
Total Personal Services	**$ 154,910**
Operating Budget	**$ 10,733**
Total Reduction	**$ 165,643**
2% of Appropriation	**$ 165,642**

Attachment 6

	OFFICE OF THE LIEUTENANT GOVERNOR		
	PROPOSED BUDGET REDUCTIONS		
	1%	2%	
531111 EPA-REG Salary Reserve	$5,847	$11,694	
531511 Social Security	447	895	
531521 Retirement	469	937	
TOTAL	$6,763	$13,526	

Attachment 7

Office of the State Controller
1% & 2% Budget Reductions

			2001-2002 RECOMMENDED BUDGET	2002-2003 RECOMMENDED BUDGET
Net Appropriations			$ 11,640,271	$ 11,640,271
1% Budget Reduction			$ (116,403)	$ (116,403)
Position 5008-0000-0000-065				
Data Base Analyst (Grade 80)				
Salary	$	(60,000)		
FICA	$	(4,590)		
Retirement	$	(4,278)		
Hospitalization	$	(2,256)	$ (71,124)	$ (71,124)
Reduce following line-items:				
5327XX-Travel			$ (6,000)	$ (6,000)
532850-Print, Bind, Duplicate			$ (5,000)	$ (5,000)
534521-Office Equipment			$ (5,000)	$ (5,000)
532821- Computer/Data Processing Services			$ (29,279)	$ (29,279)
Total Reductions			$ (116,403)	$ (116,403)
2% Budget Reduction			$ (232,805)	$ (232,805)
Position 5008-0000-0000-065				
Data Base Analyst (Grade 80)				
Salary	$	(60,000)		
FICA	$	(4,590)		
Retirement	$	(4,278)		
Hospitalization	$	(2,256)	$ (71,124)	$ (71,124)
Position 5009-0000-0000-118				
State Management Analyst (Grade 73)				
Salary	$	(41,000)		
FICA	$	(3,137)		
Retirement	$	(2,923)		
Hospitalization	$	(2,256)	$ (49,316)	$ (49,316)
Reduce following line-items:				
5327XX-Travel			$ (6,000)	$ (6,000)
532850-Print, Bind, Duplicate			$ (5,000)	$ (5,000)
534521-Office Equipment			$ (5,000)	$ (5,000)
532821- Computer/Data Processing Services			$ (96,365)	$ (96,365)
Total Reductions			$ (232,805)	$ (232,805)

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government Date: 5/9/01 1:00P.M

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Anne Wilner	NCCADL
Willie Riddick	DOR
Michelle Frazier	NC Bar Assoc
Kathie Austin	OSBPM
George Jeter	NCSOS
Bruce Hamm	" "
MICHAEL PEELER	NC SOS
Ann K. Harris	"
TONOLA Brown	"
Scott Templeton	Sci State
Dewey Linden	DOR
LARRY JONES	DOA
JOHN MASSEY	D.O.A. MFM
Carolyn Jernigan	DOA
Linda Wilson	DOA
Jeffrey Crow	DCR
Stella McMurray	DOI
Robert Wilson	Sec. of State Office
Kathy Cook	CAO
Cathy Morris	DCR
Renee' Vance	DCR
Donna Rossfield	DCR
Betsy Bagwell	DCR
Sandra M. Cooper	DCR/State Hist.
Carmen Johnson	DCR
John Morgan	OSC
JACK COOKE	DOI
TIM BRADLEY	DOI

VISITOR REGISTRATION SHEET

Appropriations - General Government - JOINT — 5/9/01 — 1:00 P.M.

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Kathy Gooch	Dept. of Admin.
Peggy Oliver	OSP
Carl Goodwin	OSP
Steve Davis	OSP
Nellie Riley	OSP
Thomas Clark	OSBPM
Byron Harris	OSBPM

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 9, 2001
Room 425
1:00 p.m.

Chairman: Rep. Maggie Jeffus

Continuation Budget Review (Flagged Items)

Office of State Personnel (follow-up items)

Department of Cultural Resources

Department of Insurance

Department of the Secretary of State

Office of Administrative Hearings

Department of Administration

Department of Revenue

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

May 9, 2001
1:00 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, May 9, 2001 at 1:00 p.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were three Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

Representative Jeffus, presiding chair, called the meeting to order and introduced the pages: Allison Miller and Allison Fowler of Fayetteville sponsored by Representative Bill Hurley, Ana Heberlein of Candler sponsored by Senator Charles Carter, Jr., and Keara Perry of Spring Hope sponsored by Senator A. B. Swindell, IV.

STATE BOARD OF ELECTIONS (Attachment 8)

Ms. Marilyn Chism explained the department's potential reductions. The governor's recommended budget is $3,218,453. The one percent reduction recommendation would come from the printing line item that would be $32,184. For the two percent reduction, the recommendation is that it comes from printing and campaign reporting reserve giving a total of $64,399.

Voted on and accepted.

DEPARTMENT OF CULTURAL RESOURCES (Attachment 9)

Senator Kinnaird spoke against any cuts in Cultural Resources. She stated that it is one of the few with actual hands on service day after day and they do not have a lot of positions that are not involved. She felt that the department should not cut it. Senator Allran agreed. Representative Barefoot spoke against cuts for Cultural Resources.

Representative Jeffus stated that she hears what they are saying but they still need to hear from the department.

Representative Jeffus recognized Ms. Renne Vance, Business Officer, to make the report for the Department of Cultural Resources. Ms. Vance stated that she understands the committee has some tough decisions to make budget wise and they want to contribute their fair share but no more. She continued with the flagged items and the proposed cuts.

1. **Vacant Positions:** (See Attachment 9, pages 1-2)

There are approximately fifty positions vacant out of about 750 positions in the department across the state at this time. Due to the freeze on hiring, this is the reason there are so many vacancies.

2. **Survey of Fees:** (See Attachment 9, pages 3-13)

It shows the fees charged in each location and the General Statute number that governs the fees.

3. **Statement of Financial Position:** (See Attachment 9, pages 14-15)

Ms. Vance stated that this reflects a summary of cuts in the Department since 1995.

4. **Cut Summary:** (See Attachment 9, page 16)

This indicates the six-year budget cuts summary (1995-01) for the department.

5. **N. C. Arts Council:** (See Attachment 9, pages 17-33)

Pages 18 through 20 of their current budget reflects the appropriation of $260,000 that was appropriated last year to allow the Arts Council to use all of its Federal money for grants. Pages 21-33 reflects those expenditures for grants and the application to the National Endowment for the Arts Council.

6. **Proposed Budget Reductions:** (See Attachment 9, pages 34-40)

Pages 34 through 40 reflect the one and two percent budget cuts for the department. Each Division was given a dollar figure to come up with as cuts.

Representative Jeffus stated that she is getting the consensus that the committee does not want cuts. She said that she did not know if the Appropriation chairs would allow this. Since the committee is unanimous on not making cuts, Senator Harris said that they could add a comment to let the chairs know how the committee feels.

Representative Jeffus stated that they would pass the cuts presented by Cultural Resources and add a comment as to how the committee feels about cutting the department.

The Appropriations chairs told the subcommittee chairs to take a one and two percent cut from all departments and that is what has to be done.

Representative Jeffus said that if you do not cut in one place then you would have to find somewhere else to cut that amount.

Michele Nelson stated that one percent of the Cultural Resources budget would be $600,000.

Senator Kinnaird made the motion to take the one percent of the Cultural Resources budget from Office of State Personnel and not take that amount from Cultural Resources. Motion carried.

Mr. Steve Davis, Assistant State Personnel Director, in a state of shock, was recognized to speak on the motion to ask the committee to please understand the impact of what this proposal would have on the office and its ability to deliver mandated services. If they come up with the figure that I understand that is on the table, we are likely going to see reductions of twenty or more employees. The budget would be cut almost ten percent.

Senator Kinnaird said that all the things that Mr. Davis talked about are essential but I think there are a lot of nonessential services that can be cut.

DEPARTMENT OF INSURANCE

Mr. Jack Cook, Director of the Risk Management Division, was recognized to discuss the Department of Insurance's role of inspecting state owned buildings. They inspect state owned buildings for fire and life safety. Their building inspections are done annually in accordance with the statute. They do not inspect the buildings while they are being built but only after the building has been built and accepted by the state. The electrical inspectors do inspections on all new construction.

OFFICE OF ADMINISTRATIVE HEARINGS (See Attachment 11 and 11A)

Judge Julian Mann III, Director, stated that he knew the committee is familiar with the operations of the office and the divisions. They are offering a one and two percent cut. One is a reduction of $28,641 by the elimination of one position. The material was not printed for the members so Judge Mann will come back later.

DEPARTMENT OF ADMINISTRATION (See Attachment 12)

Representative Jeffus recognized Ms. Gwynn T. Swinson, Secretary, to address several flagged items. As to the one and two percent cuts, she advised that their first item, of about $190,000, has to do with the Appalachian Regional Commission Assessment. Secretary Lyndo Tippett, Secretary of Department of Transportation, has agreed to pay that sum because those funds do go to the highway fund.

1. State Parking (See Attachment 12, Page 1)

The first flagged item deals with the increasing of parking fees for state employees. No consideration has been given to this issue. One reason is the equity issue

and the other is that they only govern the employees that park in the downtown complex and they would have to study the effects of parking fees of employees outside the downtown complex.

2. State Capital Police: (Attachment 12, Page 1)

They are having discussions with the Raleigh Police Department, have provided them with data, and have requested a proposal as to the costs and what services can be expected. At this time, they are not prepared to provide the information due to transition of the city manager.

Representative Sherrill asked if the first two flagged items might be included in a special provision for study.

3. Human Relations Commission (Attachment 12, Page 1)

Mr. Eddie Lawrence was present to answer any questions. The question was the difference between the 1999-2000 actual and the 2000-2001 budget. The reason was a vacant position that was vacant for most of the year but since has been filled. In addition, funds for operating costs were withheld in order to meet its targeted reversion for the hurricane relief efforts.

4. Youth Advocacy and Involvement (Attachment 12, Page 1)

Is the Youth Advocacy and Involvement a duplicate of the Model Co-op Program in the Office of State Personnel? Their program is a summer internship program and the one in the Office of State Personnel is a year round program. They do not want to cut this very valuable program but if need be they are willing to try some creative management such as a voluntary program and awarding them academic credit from their school. They are located in twenty-three different agencies across the state. Representative Adams spoke for the program and hopes it can be kept in place. For a statistical breakdown by race/gender, type of college, county, and schools see attachment 12A and 12B.

5. Motor Fleet: (Attachment 12, Page 1)

Mr. John Massey was recognized to speak to the rising gas costs and the impact on the department. They are averaging about $1.04 per gallon and in the prior year it was only about $0.81 per gallon. Budget cuts for travel money and rising fuel prices will drive revenue down.

6. Office on The Americans With Disabilities Act to The Office of State Personnel: (Attachment 12, Page 1)

What department should the Office on the Americans with Disabilities Act be located? The Department of Administration cannot answer as to whether it should be

moved to the Office of State Personnel. House Bill 1762 sponsored by Representative Roy Cooper did not pass but there was an Executive Order 15 entered which created a Council consisting of twenty-four officials. The ADA office coordinates agency compliance with regulations and rules. It is an unfunded mandate but a valuable mission and part of the program in the Department of Administration. Should you not reach the two percent cut, the ADA office will continue to be a part of the Department of Administration. There is a federal mandate that the state has something like this but does not indicate which department it is to be housed.

7. State Employees Incentive Bonus Program: (Attachment 12, Page 2)

How much money has the state employees incentive bonus program saved?

8. Energy Office: (Attachment 12, Page 2)

What is the balance in the Petroleum Violation Escrow fund, and how can it be used? Of the total amount available, $29,275,816, the North Carolina General Assembly has yet to allocate $11,278,776. The funds are in the State Treasury drawing interest. By court settlements and federal guidelines, the balance is earmarked for energy-conserving and energy-related programs.

9. State Construction Office: (Attachment 12, Page 2)

Mr. Speros J. Fleggas, P.E., Director, explained that the Department of Insurance's inspections are focused primarily in code compliance of the electrical wiring. The electrical contractor calls for an inspection to check the wiring before it is covered to make the code inspection and sign off so work can proceed. Their schedule is a little different as to when they are there as opposed to when the electrical inspectors make inspections. Many times they are there together and at other times their schedules are entirely different.

10. Public Information Programs: (Attachment 12, Pages 2-3)

The programs are listed and how they are funded in Attachment 12.

Senator Harris asked if the committee needed to flag or by special provision to study the operations of the motor fleet management system and the feasibility of privatizing the function? Rep. Jeffus answered that a special provision was needed.

Representative Sherrill stated that they flagged the Domestic Violence Commission. The Governor's proposal to consolidate the Domestic Violence Commission with the Council For Women could be a savings of as much as $110,000. Secretary Swinson stated that a deputy would serve as the director for the consolidated organization within the Department of Administration. The deputy would be a very strong person with a background in domestic violence and would report directly to the executive director in addition to providing staff for members for the Council For Women.

Representative Jeffus stated that the committee would meet again today thirty minutes after the last house adjourns.

The committee adjourned at 2:55 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment 8

STATE BOARD OF ELECTIONS

POTENTIAL REDUCTIONS:

Governor's Budget	$3,218,453
($53,000 reduction Printing 532850)	
Potential 1% Reduction	$32,184
(Printing 532850)	
Potential 2% Reduction	$64,399
(Adm. Printing 532850	$32,184)
(CRO Printing 532850	$12,000)
(Campaign Reptg Reserve 537108	$20,215)

Additional Information

① Copy Revenue

Amount received as of 4-30-01 is $9,157.57

Year ended June 2000	$10,117.31
Year ended June 1999	$10,334.70
Year ended June 1998	$ 5,865.96
Year ended June 1997	$8,487.91

G.S. 131-6.2 provides that public records are to be reproduced at actual cost.

State Board of Elections has no authority to increase fees for reproducing unless the actual cost to reproduce a document increases.

G.S. 163-82.10 is the controlling language for voter registration records.

The amount of copy revenue will be applied to this Agency's targeted reversion.

② Disbursement of Special Appropriations for Additional One-stop Absentee Voting Sites

State Board of Elections received	$250,000
Total Disbursed	$173,907
Balance	$ 76,093

House Bill 978 proposes to make grants to seven (7) counties totaling $60,000.

The remaining $16,000 will be applied to this Agency's targeted reversion.

§132-6.2. Provisions for copies of public records; fees.

(a) Persons requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. No request for copies of public records in a particular medium shall be denied on the grounds that the custodian has made or prefers to make the public records available in another medium. The public agency may assess different fees for different media as prescribed by law.

(b) Persons requesting copies of public records may request that the copies be certified or uncertified. The fees for certifying copies of public records shall be as provided by law. Except as otherwise provided by law, no public agency shall charge a fee for an uncertified copy of a public record that exceeds the actual cost to the public agency of making the copy. For purposes of this subsection, "actual cost" is limited to direct, chargeable costs related to the reproduction of a public record as determined by generally accepted accounting principles and does not include costs that would have been incurred by the public agency if a request to reproduce a public record had not been made. Notwithstanding the provisions of this subsection, if the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or if producing the record in the medium requested results in a greater use of information technology resources than that established by the agency for reproduction of the volume of information requested, then the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the agency or attributable to the agency. If anyone requesting public information from any public agency is charged a fee that the requester believes to be unfair or unreasonable, the requester may ask the Information Resource Management Commission to mediate the dispute.

163-82.10. Official record of voter registration. (a)Application Form Becomes Official Record. – A completed and signed registration application form described in G.S. 163- 82.3, once approved by the county board of elections, becomes the official registration record of the voter. The county board of elections shall maintain custody of the official registration records of all voters in the county and shall keep them in a place where they are secure. (b) Access to Registration Records. – Upon request by that person, the county board of elections shall provide to any person a list of the registered voters of the county or of any precinct or precincts in the county. The county board may furnish selective lists according to party affiliation, gender, race, date of registration, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and voter history including primary, general, and special districts, or any other reasonable category. The following shall apply if a county maintains or has its voter registration list maintained on a computer: (1) In addition to the typed, mimeographed, photocopied, computer printout or label lists, the county board of elections shall make the voter registration information available to the public on magnetic medium. Magnetic medium for the purpose of this section shall consist of nine track tape or 3.5 inch diskettes and 5.25 inch diskettes readily accessible using MS-DOS or Microsoft Windows operating systems or both such systems; and (2) Information requested on magnetic medium shall contain the following: voter name, county voter identification number, residential address, mailing address, sex, race, age or date of birth or both, party affiliation, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and any other district information available, and voter history including primary, general, and special districts, or any other reasonable category, provided that this subsection shall not require a county to computerize its lists, but if a county does computerize it shall comply with subdivisions (1) and (2) of this subsection. The county board shall require each person to whom a list is furnished to reimburse the board for the actual cost incurred in preparing it, except as provided in subsection (c) of this section. Actual cost for the purpose of this section shall not include the cost of any equipment or any imputed overhead expenses. It may include the actual cost of paper, labels, and magnetic medium. The purchaser at its discretion may provide the magnetic medium. When furnishing information under this subsection to a purchaser on a magnetic medium provided by the county board or the purchaser, the county board may impose a service charge of up to twenty-five dollars ($25.00). (c) Free Lists. – Free lists of all registered voters in the county shall be provided in the following cases: (1) A county board that maintains voter records on computer shall provide, upon written request, one free list to: a. The State chair of each political party; and b. The county chair of each political party once in every odd-numbered year, once during the first six calendar months of every even- numbered year, and once during the latter six calendar months of every even-numbered year. (2) A county board that does not maintain voter records on computer shall provide one free paper list every two years to the county chair of each political party. Each free list shall include the name, address, gender, date of birth, race, political affiliation, voting history, precinct, precinct name, precinct identification code, congressional district, senate district, representative district, and, where applicable, county commissioner district, city governing board district, fire district, soil and water conservation district, and voter history including primary, general, and special districts of each registered voter. The free paper list to the county party chairs shall group voters by precinct. All free lists shall be provided as soon as practicable but no later than 30 days after written request. Each State party chair shall provide the discs or tapes received from the county boards to candidates of that party who request the discs or tapes in writing. Each State party chair shall return discs and tapes to the county boards within 30 days after receiving them. As used in this section, "political party" means a political party as defined in G.S. 163-96. (1901, c. 89, s. 83; Rev., s. 4382; C.S., s. 6016; 1931, c. 80; 1939, c. 263, s. 31/2; 1949, c. 916, ss. 6, 7; 1953, c. 843; 1955, c. 800; 1959, c. 883; 1963, c. 303, s. 1; 1965, c. 1116, s. 1; 1967, c. 775, s. 1; 1973, c. 793, ss. 22, 25; 1975, c. 12; c. 395; 1979, 2nd Sess., c. 1242; 1981, c. 39, s. 1; c. 87, s. 1; c. 308, s. 1; c. 656; 1983, c. 218, ss. 1, 2; 1985, c. 211, ss. 1, 2; c. 472, s. 1; 1993 (Reg. Sess., 1994), c. 762, s. 2; 1995 (Reg. Sess., 1996), c. 688, s. 2.)

STATE BOARD OF ELECTIONS

6400 Mail Service Center • Raleigh, NC 27699-6400

GARY O. BARTLETT
Director

Mailing Address:

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March 8, 2001

Memorandum

To: Representative Wilma Sherrill

From: Gary O. Bartlett

Subject: State Board's Copy Policy

Enclosed is the report prepared at your request. If we may provide additional assistance, please let us know.

Enclosure

STATE BOARD OF ELECTIONS
Campaign Reporting

The Campaign Reporting budget (18025-1200) includes a budgeted revenue item of $2,500.00 for printing, binding, and duplicating service charges. These receipts are anticipated from copying fees at the rate of $0.10 per page. As of 12/31/2000, $7,846.16 has been received. Of the amount received, $5,346.16 can be requested to be transferred to the Campaign Reporting budget.

The Agency was asked to prepare a written report on the copy policy for the Campaign Financial Disclosure Reports and to give consideration to increasing the copy per page cost from $0.10 per page to possibly $0.25 per page. The following narrative gives consideration to that request.

Public Records Copy Policy
Paper Copy Policy for Campaign Financial Disclosure Reports

Copying of the financial disclosure reports (paper) filed by candidates, political committees and pacs began with the first reports filed in 1974. Some viewers chose to sit down and thumb through reports and manually transcribe the entries they found interesting. Others wanted copies of certain reports. Some preferred to not be seen reviewing reports and so a clerk was sent to pick up the copies. Prepaid copy orders at $0.25 a page were filled as quickly as the workload permitted. In the early 1980s, Campaign Reporting had several permanent temporary clerk positions and the personnel filling these positions kept a log, handed out the reports from file cabinets, refiled the reports, and made copies. The temporary positions were eliminated in the mid to late 1980s.

Recently filed reports are the most popular – all interested individuals want the information immediately. Some have developed databases that include historical data even more complete than those Campaign Reporting maintains. Limited to two full-time employees after the loss of the temporary clerk positions, the Campaign Reporting office developed a "self-service" program much like a library. Viewers place an outcard on the shelf and remove the file folder. The folder is left on the table for staff to review and refile.

Viewers were allowed to make copies on office copier for $0.25 a page, which, at that time and according to the reviewed process, was the cost of reproducing and processing the cash receipts and staff members continued to fill prepaid copy orders at $0.25 a page. Of course, the reports could be viewed and information hand-copied at no cost.

A coin-operated public use copier was added in the early 1990s. After a review by the appropriate planning department in DOA, the attached *Copy Policy* was followed. This policy set $0.25 a page for copy orders, and $ 0.10 a page for self-service and coin-operated copies and was continued until after the Public Records revisions, "no public agency shall charge a fee for an uncertified copy of a public record that exceeds the actual cost to the public agency of making the copy" [§ 132-6.2(b)]. A procedure for copy accounts with monthly invoicing was developed. Otherwise, prepaid copy orders were to be accepted. Prepaid orders became a requirement in the 1980s because Campaign Reporting received large copy orders that were not picked up and/or paid for after being filled.

In 1996, the Executive Secretary-Director, on the advice of counsel, reduced the cost of all copies to $0.10 per page. The reasoning for that policy was to save the staff time required to pull and count the number of pages in a report and return a call and wait for the check. This process linked with the cash receipts expense of processing a payment, including the possibility of a returned check, are a sound cost policy for the Agency that pleases the public.

While this policy has not been reviewed by DOA, it is felt that an accounting would prove it sound based on the following reasons. The clerical staff is very small and the Agency does not have a cash fund. Even Cash Receipts procedures are difficult to assign because of the limited number of clerical employees.

Electronic Copy Policy for Campaign Financial Disclosure Reports

Beginning in 1989, Campaign Reporting developed a method of mechanically reviewing or auditing the reports. By entering the contributions and expenditures into a database, certain of the review requirements could be met and the audit process shortened considerably. In addition to quicker auditing, the database was a bonus for the public. Any viewer could bring in formatted diskettes and copy all or part of the database at no cost. It should be noted that the database was for the previous two-year election cycle. It covered information beginning 28 months before. While it reduced the number of paper copies, the process did not remove the interest in reviewing currently filed reports as soon as they are filed.

Campaign Reporting interest in filer software began in 1993 when the Agency started looking for specialized software and needed a companion to the government side. In 1996, two things happened. The Agency developed a homepage and Campaign Reporting databases in a delimited ASC II format were available for downloading online. The conversion for the new software was completed and the filer software could be offered to campaign, political party and pac treasurers on a voluntary basis. Between 35 and 50 committees filed using the software in 1997 and 1998.

The Campaign Reform Act of 1997 added the requirement for electronic filing by statewide candidates, political parties, and pacs filing a report that shows in excess of five thousand dollars ($5,000.00) in contributions, in expenditures, or in loans that affects contests for statewide office.
The State Board of Elections was required to provide the software necessary to file an electronic report at no cost to the committee. The changes, such as employment information and a new reporting schedule, required an update to the software used by Campaign Reporting, a rewrite of the remote user software, and a conversion for electronic filing. The changes could not be made in time for 1998 elections, which included only judicial statewide races. Thus, the electronic filings received for 2000 elections were the first under the mandatory filing requirement.

One of the driving forces for electronic filing is early public access of campaign finance disclosure over the Internet. Placing software on the Internet that will allow the public to search, view, and print individual committee reports over the Internet without downloading a large and complicated database.

Summary Remarks and Recommendations

As previously stated, viewers want access to information simultaneous with filing. When no more than 75 reports are filed electronically and approximately 1,400 are filed on paper, electronic filing is just beginning. Mandatory electronic filing of campaign disclosure reports on a quarterly or monthly basis with the reports placed immediately on the Internet in a usable manner may satisfy the public. It is doubtful that the public will pay to access public information on the Internet.

Several local printing businesses charge $0.05 or $0.06 each for copies when customers bring their items in and make their own copies. The $0.10 per copy charge at the Campaign Reporting Office is reasonable because it includes the upkeep of the records and a location to use the records. The public may not be receptive to more than doubling the cost, if it is not in violation of G.S. 132-6.2. There is no doubt the number of copies made will continue to decrease.

If directed, the Agency will seek a new study of the copy rate and charge accordingly for paper copies of Campaign Reports.3/8/01 1:00 PM

YVONNE L. SOUTHERLAND
DEPUTY DIRECTOR

STATE BOARD OF ELECTIONS
CAMPAIGN REPORTING OFFICE
POST OFFICE BOX 1934
RALEIGH, NORTH CAROLINA 27602-1934

TELEPHONE
(919) 733-2186

COPY POLICY

The Campaign Reporting Office takes prepaid orders for copies of records, reports, etc. at 25 cents per page plus postage. We fill copy orders as quickly as possible after payment is received. Only checks are accepted for prepaid orders.

A copy order must be for complete reports, or at least designate which pages are desired. We cannot glean certain information from a report, such as contributions over $100, or from certain persons, or expenditures to certain persons, etc.

PUBLIC USE COPIER PAYMENT POLICY

Copiers in the Public Viewing Area are used on a first come basis.

Coin-operated Copier

- 10 cents per copy.
- Copier will accept nickels, dimes and quarters.
- Copier gives change for quarters.
- No receipt given, but we will sign a statement that you prepare.

Key Counter Copier with Automatic Document Feeder

- 10 cents per copy.
- May be used for making more than 100 copies.
- Payment must be by check.
- Receipt given upon payment.

THE CAMPAIGN REPORTING OFFICE DOES NOT HAVE A CHANGE FUND AND CANNOT ACCEPT CASH OTHER THAN IN THE COIN-OPERATED COPIER.

PERSONAL COPIERS AND SUPPLIES MAY NOT BE BROUGHT INTO THE CAMPAIGN REPORTING OFFICE DUE TO THE LIMITED SPACE AND ELECTRICAL SUPPLY AVAILABLE. VIEWERS MAY, OF COURSE, COPY BY HAND ANY INFORMATION FROM THE PUBLIC RECORDS IN THE OFFICE.

Disbursement of Special Appropriations

Grants for County to Operate Additional One-Stop Absentee Voting Sites

Grantee	Address	City/State/Zip	Federal Tax ID #	Approved Amount
Beaufort	PO Box 1016	Washington, NC 27889	56-6001521	$10,000
Bertie	PO Box 312	Windsor, NC 27983	56-6000276	5,000
Bladen	PO Box 512	Elizabethtown, NC 28337	56-6000277	14,986
Brunswick	P.O. Box 2	Bolivia, NC 28422	56-6000278	15,000
Buncombe	PO Box 7468	Asheville, NC 28802		0
*Chatham				
*Durham				
*Edgecombe				
Forsyth	680 W. Fourth Street	Winston-Salem, NC 27101-2730	56-6000450	15,000
Guilford	P O Box 3427	Greensboro, NC 27402	56-6000305	15,000
Haywood	1233 N Main St, Annex II	Waynesville, NC 28786	56-6001524	5,000
Hertford	PO Box 416	Winton, NC 27986	56-6001523	10,000
Jackson	401 Grindstaff Cove Rd	Sylva, NC 28779-2705	56-6000310	4,685
*Lenoir				
Madison	PO Box 142	Marshall, NC 28753	56-6000316	5,000
McDowell	Attn: Alison Morgan 60 E. Court Street	Marion, NC 28752	56-6000318	5,000
Mecklenburg	PO Box 34486	Charlotte, NC 28234	56-6000319	15,000
Orange	PO Box 220	Hillsborough, NC 27278		0
Pasquotank	PO Box 28	Elizabeth City, NC 27907-0028	56-6000328	4,920
Person	304 S. Morgan St, Rm 150	Roxboro, NC 27573	56-6000331	10,000
Robeson	PO Box 2159	Lumberton, NC 28359	56-6000335	9,316
Rutherford	PO Box 927	Rutherfordton, NC 28139	56-6000337	5,000
Transylvania	PO Box 868	Brevard, NC 28712	56-6000343	5,000
Union	PO Box 1106	Monroe, NC 28111-1106	56-6000345	10,000
Wake	P O Box 695	Raleigh, NC 27602-0695		0
*Warren				
Wayne	P O Box 1240	Goldsboro, NC 27533	56-6001520	10,000

*New approvals as of September 29, 2000.

Total Disbursed: $173,907
Remaining Balance: $76,093

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H **1**

HOUSE BILL 978

Short Title: Early Voting Funds/Grants. (Publ
Sponsors: Representatives Nesbitt, Alexander, Michaux (Primary Spons Baddour, Barefoot, Blue, Fitch, Goodwin, Hackney, Haire, Hensley, Insko, Luebke, Miller, Sherrill, Smith, Tolson, Wainwright, and Weiss.
Referred to: Appropriations.

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO AUTHORIZE GRANTS TO REIMBURSE COUNTIES FOR CONDUCTING EARLY VOTING AT SATELLITE LOCATIONS.

The General Assembly of North Carolina enacts:

SECTION 1. The North Carolina State Board of Elections shall make grants as specified in Section 2 of this act to certain counties that provided additional one-stop absentee voting sites in the 2000 General Election at locations other than the county board of elections office or the county courthouse. The funds for such grants shall come from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting sites. Under no circumstances shall any new grants by the State Board, under this act, be funded by any new appropriations. No other grants from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting shall be made other than those specified in Section 2 of this act, and any remaining funds from that appropriation shall revert to the General Fund on June 30, 2001.

SECTION 2. The State Board of Elections shall make grants to the following county boards of elections in the amounts specified:

(1) Buncombe in the amount of $15,000.
(2) Chatham in the amount of $5,000.
(3) Durham in the amount of $10,000.
(4) Edgecombe in the amount of $5,000.

(5) Lenoir in the amount of $10,000.
(6) Orange in the amount of $5,000.
(7) Wake in the amount of $10,000.

SECTION 3. This act is effective when it becomes law.

Attachment 9

DEPARTMENT OF CULTURAL RESOURCES

FLAGGED ITEMS

April 18, 2001

Vacant Positions pp. 1-2

Survey Of Fees pp. 3-13

Statement of Financial Position pp. 14-15
1998 and 1999 Governor's Business Council on the Arts and Humanities

Cut Summary 1995-2000 p. 16

NC Arts Council pp. 17-21 - NEA Award Letter, March 31, 2001 BD-701 Rpt, and Allocation of NEA Funds

pp. 22-33 - NEA Award Application

Revised 1% and 2% Cuts pp. 34-40

Vacant Positions
NC Department Of Cultural Resources
- April 18, 2001-

Position	Classification Title	Grade	Job Location	Date Vacant	RMKS	Budgeted Salary	Date Posted	Closing Date
1049	Facility Engineering Specialist	72	Capitol Projects	10-01-00	S	37,415 -MP	10-25-00	11-13-00
2028	First Flight Cen. Coordinator [R]	72T	First Flight Commission	09-16-00		41,660 -MP		Not Advertised
#2049	Administrative Officer III (R)	72	First Flight Commission	06-01-00		48,888 +MP		Not Advertised
2050	Historical Publications Administrator	76	State Hist. Publications	04-01-01		58,488 + MP		Not Advertised
2149	Archivist I (PT)	65	Archives & Records	01-22-01		13,967 -MP		Not Advertised
2161	Archivist I	65	Public Services Branch	02-01-01		27,933 -MP	04-18-01	04-30-01
2175	Processing Assistant IV	59	Public Services Branch	04-30-01		22,115 -MP		Not Advertised
2197	Records Managemnt Analyst II	68	Government Records Br.	02-01-01		28,729 MIN		Not Advertised
2218	Processing Assistant IV	59	Archives & Records	02-01-01		22,115 -MP		Not Advertised
2224	Processing Assistant III	57	Archives & Records	02-09-01		20,047 -MP		Not Advertised
2242	Archivist II	68	Archives & Records	09-01-00	<	33,474 -MP		Not Advertised
2360	Maintenance Mechanic III	62	Bentonville Battleground	03-01-01		28,978 +MP	04-18-01	04-30-01
2469	Historic Interpreter I	58	Wolfe Memorial	01-31-01		21,770 - MP		Not Advertised
2476	Historic Interpreter I	58	NC Transportation Museum	12-15-00		19,181 MIN	04-18-01	04-30-01
2480	Office Assistant III	57	NC Transportation Museum	01-15-01		21,790 -MP	01-17-01	02-09-01
2489	Historic Interpreter III	62	NC Transportation Museum	12-04-00		25,161 -MP	04-11-01	04-23-01
2492	Historic Site Assistant	58	Charlotte Hawkins Brown	06-01-00	3<	20,892 -MP		Not Advertised
2508	Program Assistant V	61	Tryon Palace	03-15-01		23,779 –MP	03-21-01	03-30-01
2538	Horticultural Technician	58T	Tryon Palace	03-02-01		19,181 MIN	04-18-01	04-30-01
2555	Research Historian (R)	68	Tryon Palace	02-01-00	1	37,801 +MP	02-09-00	03-30-00
2605	Administrative Assistant II	65	Historic Preservation	12-09-00		26,375 -MP	04-04-01	04-13-01
2634	Office Assistant III	57	Eastern Office	10-01-00	3	20,047 SMR	11-22-00	01-19-01
2635	Hist. Pres. Rest. Spec. II (R)	70	State Hist. Preservation	04-02-01		34,834 -MP	04-18-01	04-30-01
2639	Administrative Officer II	70	To be reallocated	02-01-01		$1		Not Advertised
2700	Security Officer I	60	Museum of History	10-01-00		20,752 MIN	12-20-00	01-31-01
2750	Director State Museum of History	FR	Museum of History	08-28-99		91,762 -MP	07-12-00	09-30-00
2769	Associate Museum Curator	68	Museum of History	01-01-01		28,729 MIN	12-20-00	01-30-01
2802	Associate Museum Curator	68	Museum of the Albemarle	01-18-01		29,201 -MP		Not Advertised
2807	Museum Specialist	66	Museum of the Albemarle	01-11-01		28,101 -MP		Not Advertised
2838	Administrative Services Assistant V	61	Museum of the Cape Fear	04-01-01		24,676 -MP	04-11-01	05-07-01
2948	Administrative Officer II [R]	70	Roanoke Island Commission	11-09-99	3	33,461 -MP	04-04-01	04-13-01

Over

Position	Classification Title	Grade	Job Location	Position Vacant	RMKS	Budgeted Salary	Date Posted	Closing Date For Applications
3118	Director of Security & Traffic I	69	Museum of Art	06-01-01		46,964 MAX		Not Advertised
3160	Artist Illustrator II	66T	Museum of Art	02-19-01		26,760 -0-		Not Advertised
3186	Office Assistant II (PT)	54	Museum of Art	02-17-01		9,991 -MP		Not Advertised
3243	Security Officer I	60	Museum of Art	01-15-01		21,139 -MP	03-14-01	04-06-01
3256	Security Officer I	60	Musuem of Art	11-01-00		21,306 -MP	03-14-01	04-24-01
3265	Security Officer I	60	Museum of Art	10-01-00		21,984 -MP	03-14-01	04-24-01
3276	Museum Security Guard	58T	Museum of Art			$1		Continuous Recruitment
3280	Museum Security Guard	58T	Museum of Art	03-09-01		19,566 -MP		Continuous Recruitment
3628	Processing Assistant V	61	NC Symphony	03-31-01		28,000 +MP	04-04-01	04-13-01
4108	Library Info. Technology Manager	74T	St. Library's Director's Office	01-23-01		48,007 +MP	04-11-01	04-23-01
4120	Librarian II	69	Library Services	03-01-01		30,101 -MP	04-18-01	05-08-01
4124	Librarian III	71	Information Services	02-05-01		35,265 -MP	04-18-01	05-08-01
4132	Librarian II (PT)	69	Library Services	10-16-98		$1.00	09-08-99	09-25-99
4152	Library Tech. Assistant I	61	Information Services	04-17-01		28,172 +MP		Not Advertised
4404	Librarian IV	74	Information Services	03-12-01		50,669 +MP	04-18-01	05-08-01
4613	Processing Assistant II	54	Library Services	01-25-01		17,576 SMR		Not Advertised
4621	Processing Assistant III	57	Library Services	03-15-01		22,928 MP		Not Advertised
4677	Office Assistant IV	59	Library Services	03-01-01		21,691 SMR		Not Advertised

1. **Not To Be Filled At This Time**
2. **Advertised In-House Only**
3. **Work-Against Employee**
4. **Time-Limited Position**
5. **Employee in Acting Capacity Promotion**

* **Position Classification Pending Official Approval**
** **Anticipated Vacancy**
S Advertised State Government Employees Only
[R]-Receipts Funded (F)-Federally Funded (TLP)-Time-Limited (PT)-Part-Time
PAR received to fill - pending approval
 # Position number out of sequence
< H.R. waiting for updated position description initiated by Division or Section

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
Archives and Records Section GS 121-4 and 5 [Refer to attached copy of GS 121-4(14)]	$.10 – Photocopy $.25 – Print from microfilm $2.00 – Minimum mail order charge for copies $1.00 – Certification of document $10.00 – Exemplification of document $8.00 – Typed certified copy $2.00 – Transcript for defunct post-secondary school $4.00 – Graphics camera print $.20 per image – Original negative microfilm $1.00 – Target sheet prepared by staff $18.00 – minimum charge per original microfilm order $12.00 – Duplicate diazo reel of microfilm (35mm) $10.00 – Duplicate diazo reel of microfilm (16mm) $18.00 – Duplicate silver reel of microfilm (35mm) $15.00 – Duplicate silver reel of microfilm (16mm) $1.40 – Processing of 16mm x 100' microfilm $2.80 – Processing of 16mm x 200' microfilm $1.75 – Processing of 35mm x 100' microfilm $.25 – Aperture card	$ 171,077.85

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
Archives and Records Section (Cont'd.) GS 121-4 and 5 [Refer to attached copy of GS 121-4(14)]	$.25 – Duplicate diazo aperture card $.25 – Duplicate diazo microfiche $5.00 per county – Land Grant Name Index microfiche $100.00 per set – Index to North Carolina Marriage Bonds microfiche $30.00 per set – Index of Revolutionary Army Accounts microfiche $50.00 per set – North Carolina Supreme Court Case Index microfiche $20.00 per set – Name Index to Tennessee Land Warrants microfiche $3.00 – 4" x 5" black and white photographic print $4.00 – 5" x 7" black and white photographic print $5.00 – 8" x 10" black and white photographic print $9.00 – 11" x 14" black and white photographic print $15.00 – 16" x 20" black and white photographic print 3.00 – 4" x 5" black and white copy negative $2.00 – Shipping and handling for photographic order $10.00 per inquiry – Search and handling fee charged out-of-state correspondents	

sources primarily for the economical housing, processing, servicing, microfilming or security of public records that must be retained for varying periods of time but which need not be retained in an agency's office equipment and space.

(10) "Secretary" shall mean the Secretary of Cultural Resources.

(11) "State historic site" or "state historic sites" shall mean a property or properties acquired by the State and administered by the Department of Cultural Resources because of its or their historical, archaeological, architectural, or cultural value in depicting the heritage of the State. (1973, c. 476, s. 48.)

Cross References. — As to official records of inoperative boards and agencies, see § 143-268.

§ 121-3. Name.

The archival and historical agency of the State of North Carolina shall be the Department of Cultural Resources. (1945, c. 55; 1955, c. 543, s. 1; 1973, c. 476, s. 48.)

§ 121-4. Powers and duties of the Department of Cultural Resources.

The Department of Cultural Resources shall have the following powers and duties:

(1) To accept gifts, bequests, devises, and endowments for purposes which fall within the general legal powers and duties of the Department. Unless otherwise specified by the donor or legator, the Department may either expend both the principal and interest of any gift or bequests or may invest such funds in whole or in part, by and with the consent of the State Treasurer.

(2) To conduct a records management program, including the operation of a records center or centers and a centralized microfilming program, for the benefit of all State agencies, and to give advice and assistance to the public officials and agencies in matters pertaining to the economical and efficient maintenance and preservation of public records.

(3) To preserve and administer, in the North Carolina State Archives, such public records as may be accepted into its custody, and to collect, preserve, and administer private and unofficial historical records and other documentary materials relating to the history of North Carolina and the territory included therein from the earliest times. The Department shall carefully protect and preserve such materials, file them according to approved archival practices, and permit them, at reasonable times and under the supervision of the Department, to be inspected, examined, or copied: Provided, that any materials placed in the keeping of the Department under special terms or conditions restricting their use shall be made accessible only in accordance with such terms or conditions.

(4) To have materials on the history of North Carolina properly edited, published as other State printing, and distributed under the direction of the Department. The Department may charge a reasonable price for such publications and devote the revenue arising from such sales to the work of the Department.

(5) With the cooperation of the State Board of Education and the Department of Public Instruction to develop, conduct, and assist in the

the people of the State to engage in the preservation and care of archives, historical manuscripts, museum items, and other historical materials; the writing and publication of State and local histories of high standard; the display and interpretation of historical materials; the marking and preservation of historic, architectural, or archaeological structures and sites of great importance; the teaching of North Carolina and local history in the schools and colleges; the appropriate observance of events of importance to the State's history; the publicizing of the State's history through media of public information; and other activities in historical and allied fields.

(14) With the approval of the Historical Commission, to charge and collect fees not to exceed cost for photographs, photocopies of documents, microfilm and other microforms and other audio or visual reproductions of public records or other documentary materials, objects, artifacts, and research materials; and for the restoration and preservation of documents and other materials important for archival or historical purposes.

(15) To encourage and develop, in cooperation with the Department of Administration and in consultation with the Department of Transportation, the Department of Commerce, the Department of Environment and Natural Resources, the North Carolina League of Municipalities, the North Carolina Association of County Commissioners, and the Historic Preservation Foundation of North Carolina, Inc., a central clearinghouse for information on historic preservation for the benefit and use of public and private agencies and persons in North Carolina.

(16) (See Editor's note) To enter into an agreement with a private nonprofit corporation for the management of facilities to provide food and beverages at the North Carolina Museum of History. Any net proceeds received by the private nonprofit corporation shall be devoted to the work of the Department. Any private nonprofit corporation entering into an agreement with the Department with regard to the management of the facilities may enter into further agreements with private persons or corporations concerning the operation of the facilities, providing such agreements are arrived at in a public manner, consistent with rules adopted by the Secretary of Administration pursuant to G.S. 143-53, and allowing for the submission of proposals or bids by all interested parties regardless of nationality, religion, race, gender or age. Subject to the provisions of Article 3, Chapter 143 of the General Statutes, the Department may enter into an agreement in regard to obtaining or installing equipment, furniture and furnishings for such facilities. The operation of food and beverage service shall be subject to the provisions of Article 3 of Chapter 111 of the General Statutes.

(17) (See Editor's note) To enter into an agreement with a private nonprofit corporation for the management of facilities to provide food and beverages at the North Carolina Museum of History. Any net proceeds received by the private nonprofit corporation shall be devoted to the work of the Department. Any private nonprofit corporation entering into an agreement with the Department with regard to the management of the facilities may enter into further agreements with private persons or corporations concerning the operation of the facilities. The Department may enter into an agreement in regard to obtaining or installing equipment, furniture, and furnishings for such facilities. (Rev., ss. 4540, 4541; 1907, c. 714, s. 2; 1911, c. 211, s. 6; C.S., s. 6142; 1925, c. 275, s. 11; 1943, c. 237; 1945, c. 55; 1955, c. 543, s. 1;

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Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
Historic Bath State Historic Site GS 121-4 (8) & (9); 143B-62(2)d	$1.00 per house (Palmer-Marsh and Bonner) for adults $.50 per house for students	$ 4,196.00
Historic Edenton State Historic Site GS 121-4 (8) & (9); 143B-62(2)d	Walking Tours that include the Iredell House: $1.00 per adult and $.25 per student Trolley Tours: $1.00 per adult and $.25 per student	$ 5,010.75
Reed Gold Mine State Historic Site GS 121-4 (8) & (9); 143B-62(2)d	Panning Charge: $1.50 per pan of dirt for group of 10 or more with a reservation $2.00 per pan of dirt if not a group	$ 43,361.50
Thomas Wolfe State Historic Site GS 121-4 (8) & (9); 143B-62(2)d	$1.00 admission for adults $.50 admission for students and for pre-scheduled groups of 10 or more	$ 5,147.50
Tryon Palace Historic Sites and Gardens 7 NCAC 4S .0103 GS 121-4 (8) & (9); 143B-10(j); 143B-62(2)d.; 143B-71	General Admission ticket to all museum buildings and gardens – $15.00 (adults) and $6.00 (students through high school) General Admission ticket to all museum buildings and gardens – groups of 20 or more arranged in advance – $12.00 (adults) and $5.00 (students through high school) General Admission ticket to all museum buildings and gardens – Military, AAA, and college student discount – $12.00 Palace Ticket only – groups of 20 or more arranged in advance – $10.00 (adults) and $3.00 (students through high school) Gardens and Crafts ticket only, including Stables, Kitchen Office, and Blacksmith Shop – $8.00 (adults) and $3.00 (students through high school) Special events, workshops, and lectures – $4.00 (adults) and $2.00 (students through high school) Academy ticket only – $2.00 (adults) and $1.00 (students through High school) Annual Pass for unlimited access to all museum buildings, gardens, Special tours, lectures, and workshops (except Decorative Arts Symposium) – $40.00 (adults) and $20.00 (students through high school)	$ 510,964.81

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
NC Maritime Museum – Southport (Became a branch of the NC Maritime Museum within Cultural Resources effective July 1, 2000) Enabling Legislation: GS 121-7.2	$2.00 admission for ages 16 to 62 $1.00 admission for those over 62 Free – Children up to 16 Free – school groups (including chaperones), regardless of age	$ -0-

State Historic Preservation Office – Photography Services GS 121-4	<u>Black and White Film Services</u> Develop and Enlarged Proofs: $10.00 – 36 exposure roll $8.00 – 24 exposure roll $8.00 – 20 exposure roll Duplicate Set of Proofs: $8.00 – 36 exposure roll $6.00 – 24 exposure roll $6.00 – 2 exposure roll $6.50 – 36 exposure to 1 sheet $3.00 – 1 single sheet Develop Fee: (no proofs) – $2.00 <u>Black and White Print Services</u> Prints from Negatives:				$ 12,257.20
		In-house	Consultant	Public	
	2x3 print (enlarged contact)	$1.50	$3.00	$3.00	
	3x5 print	$1.50	$3.00	$3.00	
	5x7 print	$1.50	$3.00	$4.00	
	8x10 print	$2.75	$4.50	$5.00	
	11x14 print	$6.50	$8.00	$9.00	
	Copy Work:				
	1-5x7 print from documentary	$4.50	$6.00	$7.00	
	1-8x10 print from documentary	$5.75	$7.50	$8.00	

Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
State Historic Preservation Office – Photography Services (Cont'd.) GS 121-4	<u>Slide Film Services</u> Process and Mount: $7.45 – 36 exposure roll $5.50 – 24 exposure roll Duplicate Slides: 1-5, $2.00 each 6-10, $1.00 each 11-20, $.75 each 20+, $.65 each Prints from Slides or Slides from Prints: Check for Current Prices	
Office of State Archaeology 7 NCAC 4R .0803 GS 121-4(14); 121-8(b),(f)	Curation and conservation services fee of $200.00 per cubic foot of Materials (effective April 1, 2001)	$ -0-
NC State Library Services Section (Includes copy fees for Genealogical Services mail/e-mail requests) 7 NCAC 2C .0103 GS 125-2(4) & (6) [Refer to attached copies of 7 NCAC 2C .0103 and GS 125-2(4)]	$.10 for photocopies made by customer $.20 for photocopies made by library staff $.25 for microform printout copies made by customer $.50 for microform printout copies made by library staff $.10 for computer printout copies made by customer $.20 for computer printout copies made by library staff $6.00 for census maps and/or custom maps copies $3.50 for ITS computer charge $.50 for diskettes made by customer $2.00 for diskettes made by library staff $3.00 – Minimum charge for up to 15 copies	$ 16,158.14
GS 125-11	Lost Book Fee – Cost of book at Current Replacement Value	$ 379.88
GS 125-2(6)	Overdue Fines for Films/Videos – $2.50 per day	$ 27.50

SUBCHAPTER 2C - INFORMATION SERVICES

SECTION .0100 - CIRCULATION AND REFERENCE

.0101 READING ROOM

The reading room of the Division of State Library is open from 8:00 a.m. to 5:30 p.m., Monday through Friday, except state holidays. The reading room collections consist of the reference collection, the index collection, periodicals, newspapers and the other library material in the reading room.

History Note: Statutory Authority G.S. 125-2; 143B-10;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. June 1, 1989; June 1, 1981.

.0102 CIRCULATION OF LIBRARY MATERIALS

(a) Materials from the circulating collections of the state library may be borrowed for use outside the reading room by state employees. Non-state employees may borrow materials from the library through interlibrary loan at their local libraries, or they may use the material within the state library.

(b) Certain materials are designated non-circulating and cannot be used outside the library. The non-circulating collection consists of the main reference collection, documents reference collection, rare book collection, genealogy collection, North Carolina vertical file material, newspapers not on microfilm, periodicals and desk copies. The circulating collections consist of the main book collection, main documents collection, newspapers on microfilm, North Carolina census on microfilm, genealogy core collection and the Works Progress Administration cemetery index.

(c) The state librarian may give authorization for materials to be loaned from the library's collections to reprint publishers or microform publishers in order that these publishers may duplicate the materials and make them available for sale. In such cases, it is the responsibility of the publishers to ensure that copyright restrictions are being observed and that the state library is not responsible for any copyright violations.

(d) If any borrower loses or damages library material charged in the borrower's name, the borrower will be responsible for the cost of replacing the material. Library borrowing privileges may be withheld until payment is made.

History Note: Statutory Authority G.S. 125-2; 143B-10;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. June 1, 1989; June 1, 1981.

.0103 PHOTOCOPYING

Photocopying services are available to the public and state employees at a cost determined by the cost of equipment, supplies and staff time required for copying. The library staff will not photocopy material in violation of copyright restrictions.

History Note: Statutory Authority G.S. 125-2; 143B-10;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. June 1, 1989; June 1, 1981.

.0104 REFERENCE SERVICES

The state library staff will provide instruction to patrons concerning the use of the library's facilities. The primary duties of the staff are to provide information and reference services for state employees and to select and maintain materials for the library's collection. Reference and information services will be provided for non-state employees as time permits.

History Note: Statutory Authority G.S. 125-2; 143B-10;
Eff. February 1, 1976;

Chapter 125.

Libraries.

Article 1.

State Library Agency.

Sec.
125-1. State library agency.
125-2. Powers and duties of Department of Cultural Resources.
125-3, 125-4. [Repealed.]
125-5. Public libraries to report to Department of Cultural Resources.
125-6. Librarian's seal.
125-7. State policy as to public library service; annual appropriation therefor; administration of funds.
125-8. Department of Cultural Resources authorized to accept and administer funds from federal government and other agencies.
125-9. Librarian certification.
125-10. Temporary certificates for public librarians.
125-11. Failure to return books.
125-11.1 through 125-11.4. [Reserved.]

Article 1A.

State Depository Library System.

125-11.5. Purpose.
125-11.6. Definitions.
125-11.7. State Library designated the official depository for all State publications.
125-11.8. State Publications Clearinghouse created.
125-11.9. Powers and duties of the State Library.
125-11.10. Duties of State agencies.
125-11.11. Advisory Committee.
125-11.12. [Repealed.]
125-11.13. Alkaline paper required for government publications.

Article 2.

Interstate Library Compact.

125-12. Compact enacted into law; form.
125-13. Political subdivisions to comply with laws governing capital outlay and pledging of credit.
125-14. "State library agency" defined.
125-15. State and federal aid to interstate library districts.
125-16. Compact Administrator and deputies.
125-17. Withdrawal from Compact.

Article 3.

Library Records.

125-18. Definitions.
125-19. Confidentiality of library user records.

Article 1.

State Library Agency.

§ 125-1. State library agency.

The library agency of the State of North Carolina shall be the Department of Cultural Resources. (1955, c. 505, s. 3; 1973, c. 476, s. 84.)

Cross References. — As to the State Library Commission, see §§ 143B-90, 143B-91.

State Government Reorganization. — The State Library was transferred to the Department of Art, Culture and History by former § 143A-195, enacted by Session Laws 1971, c. 864. See now § 143B-51.

§ 125-2. Powers and duties of Department of Cultural Resources.

The Department of Cultural Resources shall have the following powers and duties:

(1) To adopt a seal for use in official business.

(2) To make to the Governor a biennial report of its activities and needs, including recommendations for improving its services to the State, to be transmitted by the Governor to the General Assembly.

(3) To accept gifts, bequests and endowments for the purposes which fall within the general legal powers and duties of the Department of Cultural Resources. Unless otherwise specified by the donor or legator, the Department of Cultural Resources may either expend both the principal and interest of any gift or bequest or may invest such sums in whole or in part, by and with the consent of the State Treasurer, in securities in which sinking funds may be invested under the provisions of G.S. 142-34.

(4) To purchase and maintain collections of books, periodicals, newspapers, maps, films, audiovisual and other materials; to subscribe to computerized databases; to provide other resources, services and programs; and to serve as an information distribution center for State government and the people of the State as a means for the promotion of knowledge, education, commerce and business in the State. The scope of the library's collections, resources and services should be determined by the Secretary of Cultural Resources upon consideration of the recommendations of the State Library Commission; and in making these decisions, the Secretary shall take into account the collections, resources and services of other libraries throughout the State and the availability of such collections, resources and services to the general public. All materials owned by the State Library shall be available for free circulation to libraries and to all citizens of the State under rules and regulations fixed by the librarian, except that the librarian may restrict the circulation of books and other materials which, because they are rare or are used intensively in the library for reference purposes or for other good reasons, should be retained in the library at all times. The public schools shall be given equal priority in borrowing all films which are available for circulation.

(5) To give assistance, advice and counsel to other State agencies maintaining special reference collections as to the best means of establishing and administering such libraries and collections.

(5a) To provide for the establishment and maintenance of union catalogs.

(6) To fix reasonable penalties for damage to or failure to return any book, periodical or other material owned by the Department of Cultural Resources, or for violation of any rule or regulation concerning the use of books, periodicals, and other materials in the custody of the Department of Cultural Resources.

(7) Repealed by Session Laws 1987, c. 199, s. 4.

(8) To give assistance, advice and counsel to all libraries in the State, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to the best means of establishing and administering such libraries, as to the selection of books, cataloguing, maintenance and other details of library management.

(9) To provide library services to blind and physically handicapped readers of North Carolina by making available to them books and other reading materials in braille, or sound recordings or any other medium used by the blind and physically handicapped; to enter into contracts and agreements with appropriate libraries and other organizations for the purposes of serving the blind and physically handicapped; to enter into contracts with library agencies of other states for providing library service to the blind and physically handicapped of those states, provided adequate compensation is paid for such service and such contract is otherwise advantageous to this State.

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Survey of Fees – North Carolina Department of Cultural Resources

Location	Fee Description	Actual YE 6-30-00
Roanoke Island Festival Park **GS 143B-131.2**	**$8.00 admission for adults** **$5.00 admission for students (school or college)** **Free – Children 5 and under** **$6.00 admission for adult groups (a group is 10 or more and is booked in advance)** **$3.75 admission for student groups (a group is 10 or more and is booked in advance)** **Occasionally offer coupons for $1.00 off admission fee**	**$ 330,740.95**

Governor's Business Council on the Arts and Humanities

Statement of Financial Position
Year Ending April 30, 1999
(Unaudited)

Supplemental Statement:	Private Funds	State Funds	Total
Cost of 1998 Awards			
Artist Fees, etc. (Laurance Triplette, Inc.)	$ 8,745	$ -	$ 8,745
Reception at Governor's Mansion	$ 5,850	$ -	$ 5,850
Photography Expenses	$ 185	$ -	$ 185
Videos	$ -	$ 5,000	$ 5,000
Postage and Printing	$ 1,976	$ -	$ 1,976
Flowers for Awards Ceremony	$ 498	$ -	$ 498
Miscellaneous	$ 809	$ -	$ 809
Total Cost of 1998 Awards	$ 18,063	$ 5,000	$ 23,063

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Governor's Business Council on the Arts and Humanities

Statement of Financial Position
Year Ending April 30, 2000
(Unaudited)

Supplemental Statement:

Cost of 1999 Awards

	Private Funds	State Funds	Total
Artist Fees, etc. (Robert Levin)	$ 7,500	$ 2,500	$ 10,000
Reception at Governor's Mansion	$ 5,844	$ -	$ 5,844
Photography Expenses	$ -	$ 157	$ 157
Videos	$ -	$ 5,000	$ 5,000
Postage and Printing	$ 1,569	$ -	$ 1,569
Flowers for Awards Ceremony	$ 498	$ -	$ 498
Miscellaneous	$ 224	$ -	$ 224
Total Cost of 1999 Awards	$ 15,635	$ 7,657	$ 23,292

Department of Cultural Resources											
Six-Year Budget Cuts Summary											
		FY 95-96		FY 96-97	FY 97-98		FY 98-99		FY 99-00	Hurricane Floyd	FY 00-01 *
			Positions cut		Span of Control cuts			Positions cut		1-time reversion	
Division or Section											
Office of the Secretary		$ 1,617					$ 14,366			$ 7,875,000	
Administrative Services		$ 2,246					$ 14,884				
Archives & History Adm.		$ 19,758		$ 10,000			$ 10,144		$ 10,000	$ 5,170	
Historical Publications		$ 1,363	*1*				$ 10,110			$ 4,847	
Archives & Records		$ 13,194	*3*			*1*	$ 42,414	*1*	$ 10,000	$ 68,178	
Historic Sites		$ 47,107	*3*	$ 77,000	$ 30,000	*4*	$104,277		$162,825	$ 184,283	
Tryon Palace		$ 3,465				*3*	$ 18,961			$ 33,980	
State Capitol		$ 449					$ 6,921				
Maritime Museum							$ 12,606			$ 16,404	
Historic Preservation		$ 5,980		$ 5,474			$ 20,768	*0.25*			
Western Office		$ 2,483					$ 5,429				
Museum of Art		$ 1,209	*1*	$ 65,863		*1*	$ 55,338		$ 66,412		
Arts Council		$ 936							$ 5,000	$ 15,884	
NC Symphony		$ 6,537					$ 4,948				
State Library		$ 10,819	*2*	$ 47,500	$ 6,000	*1*	$ 63,200		$ 2,000	$ 77,784	
Museum of History		$ 36,092	*9.5*	$ 82,575	$ 30,000	*8*	$ 72,320		$ 93,303	$ 74,014	
Operating Reserves					$ 34,000					$ 345,000	$340,178
Roanoke Island Festival Park						*2*					
Other										$ 115,456	
Totals:		$153,255	*19.5*	$288,412	$100,000	*20*	$456,686	*1.25*	$349,540	$ 8,816,000	$340,178
			=$508,095			=$501,872					

* In addition to the $340,178 cut, the department was asked to revert $1.6 million in operating funds for the Budget Shortfall.

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NATIONAL ENDOWMENT FOR THE ARTS

The Nancy Hanks Center
1100 Pennsylvania Avenue NW
Washington DC 20506-0001
202/682-5400

Ms. Mary Regan
Executive Director
North Carolina Arts Council
N.C. Department of Cultural
Resources
Raleigh, NC 27699

MAY - 4 2000

Dear Ms. Regan:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

Grant Number: 00-6100-2042

Grant Amount: $604,000; which consists of the following components:

$416,600 Basic State Plan
$ 76,200 Arts Education
$111,200 Arts in Underserved Communities

Awarded to: North Carolina Arts Council

Category: Partnership

Discipline/Field: State & Regional

Period of Support: July 1, 2000 to June 30, 2001

Grant Project: To support Partnership Agreement activities, as described in your application (A00-000074) and the enclosed project budget.

Each of the Partnership Agreement components (e.g., Basic State Plan, Arts Education, Underserved Communities) must be matched by funds at least equal to the amount awarded for that component.

The enclosed "General Terms & Conditions" provide detailed information concerning the Endowment's regulations and procedures, the administrative requirements that apply to your grant, and your responsibilities as a grantee. Instructions for requesting the grant funds and reporting on your project are also enclosed. Please read this material carefully.

If you have any questions regarding the administrative requirements of this grant, our Grants & Contracts Office staff will be happy to assist you. They may be reached at (202) 682-5403.

Congratulations on your grant award!

Sincerely,

Bill Ivey
Chairman

Enclosures

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RMDSID46
BD701-03
460 DEPARTMENT OF CULTURAL RESOURCES
14800 CULT. RES.-GENERAL
1330 DIVISION OF THE ARTS COU

STATE OF NORTH CAROLINA GENERAL [redacted]GER SYSTEM
AUTHORIZED MONTHLY BUDGET REPORT
FOR THE PERIOD ENDING MARCH 31, 2001

DETAIL REPORT BY FUND

PAGE: 1
C-U-GL-BD701-AUTH REPORT
RUN DATE: 04/02/2001
ATBD701

Accounts ending with "00099" are from our FY 99-00 grant from the federal government. This is last year's money. We carried some of it forward and used it for operating support this year.

Not any of our "00000" federal grant appears in these operating support lines. All of that is going for grants on next page.

ACCOUNT	DESCRIPTION	** AUTHORIZED ** BUDGET	A C T U A L CURRENT	QUARTERLY	TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
EXPENDITURES-BUDGET AND ACTUAL									
531211	SPA-REG SALARIES-APPRO	973,394.00	80,102.90	240,308.71	716,072.26	257,321.74	.00	257,321.74	.98
531461	EPA&SPA-LONGVTY PAY-APPR	16,611.00	.00	5,537.00	16,611.00	.00	.00	.00	1.33
531511	SOCIAL SEC CONTRIB-APPRO	75,720.00	5,904.79	18,146.28	53,757.00	21,963.00	.00	21,963.00	.95
531521	REG RETIRE CONTRIB-APPRO	69,906.00	5,711.33	17,528.78	51,176.33	18,729.67	.00	18,729.67	.98
531561	MED INS CONTRIB-APPRO	56,010.00	4,699.50	14,098.50	40,603.68	15,406.32	.00	15,406.32	.97
531XXX	PERSONAL SERVICES	1,191,641.00	96,418.52	295,619.27	878,220.27	313,420.73	.00	313,420.73	.98
532140	SYSTEM IMPLE/INTEG SERV	46,971.00	1,444.84	33,905.11	40,701.27	6,269.73	1,433.56	4,836.17	1.20
53214000099	INFORMATN TECHNOLGY SVCS	2,021.00	.00	.00	2,021.08	.08-	.00	.08-	1.33
532192	HONORARIUMS	18,600.00	.00	.00	1,500.00	17,100.00	10,000.00	7,100.00	.82
532199	MISC CONTRACTUAL SERVICE	107,787.00	2,000.00	32,465.48	57,719.55	50,067.45	6,181.39	43,886.06	.79
53219900099	MISC CONTRACTUAL SERVICE	19,349.00	.00	.00	19,348.75	.25	.00	.25	1.33
532333	REPAIRS-OTHER EQUIPMENT	1,044.00	.00	45.00	233.60	810.40	.00	810.40	.30
532390	REPAIRS-OTHER	.00	.00	.00	.00	.00	2,400.00	2,400.00-	***
532490	MAINT AGREEMENT-OTHER	4,700.00	.00	395.00	3,747.46	952.54	.00	952.54	1.06
532521	RENT/LEASE-MOTOR VEHICLE	126.00	.00	.00	125.40	.60	.00	.60	1.33
532524	RENT/LEASE-GEN OFF EQUIP	8,926.00	1,941.84	8,734.32	8,829.72	96.28	13,895.64	13,799.36-	3.39
53259000099	RENT/LEASE OTHER PROPERT	500.00	.00	.00	500.00	.00	.00	.00	1.33
532712	TRANS AIR-OUT STATE,IN U	2,650.00	.00	.00	1,759.64	890.36	.00	890.36	.89
532714	TRANSP-GRND - IN STATE	21,999.00	1,977.23	4,377.78	12,104.90	9,894.10	.00	9,894.10	.73
53271400099	TRANSP-GRND - IN STATE	841.00	.00	.00	841.41	.41-	.00	.41-	1.33
532715	TRANS GRND-OUT STA,IN US	1,363.00	.00	140.08	674.18	688.82	.00	688.82	.66
53271500099	TRANS GRND-OUT STA,IN US	18.00	.00	.00	18.00	.00	.00	.00	1.33
532721	LODGING - IN STATE	11,118.00	613.37	1,542.54	4,864.00	6,254.00	.00	6,254.00	.58
53272100099	LODGING - IN STATE	627.00	.00	.00	627.35	.35-	.00	.35-	1.33
532722	LODGING-OUT STATE, IN US	8,536.00	.00	803.70	4,682.51	3,853.49	.00	3,853.49	.73
53272200099	LODGING-OUT STATE, IN US	282.00	.00	.00	282.15	.15-	.00	.15-	1.33
532724	MEALS - IN STATE	5,082.00	311.36	727.04	2,134.90	2,947.10	65.17	2,881.93	.58
53272400099	MEALS - IN STATE	276.00	.00	.00	276.00	.00	.00	.00	1.33
532725	MEALS-OUT OF STATE,IN US	2,751.00	.00	61.50	965.50	1,785.50	.00	1,785.50	.47
53272500099	MEALS-OUT OF STATE,IN US	80.00	.00	.00	80.00	.00	.00	.00	1.33
532727	MISC - IN STATE	4,515.00	25.00	129.35	1,534.35	2,980.65	.00	2,980.65	.45
53272700099	MISC - IN STATE	100.00	.00	.00	100.00	.00	.00	.00	1.33
532728	MISC - OUT STATE, IN US	3,500.00	.00	.00	2,793.00	707.00	.00	707.00	1.06
53272800099	MISC - OUT STATE, IN US	450.00	.00	.00	450.00	.00	.00	.00	1.33
532731	BD/NON-EMPLOYEE TRANSP	11,000.00	563.00	641.50	3,351.05	7,648.95	158.50	7,490.45	.43
53273100099	BD/NON-EMPLOYEE TRANSP	56.00	.00	.00	55.75	.25	.00	.25	1.33
532732	BD/NON-EMPLOYEE SUBSIS	31,536.00	238.49	641.11	11,524.79	20,011.21	189.36	19,821.85	.50
53273200099	BD/NON-EMPLOYEE SUBSIS	107.00	.00	.00	106.85	.15	.00	.15	1.33
532799	TRAVEL ADVANCES	.00	.00	.00	215.00	215.00-	.00	215.00-	***
532811	TELEPHONE SERVICE	19,945.00	13,606.87	15,130.80	18,502.07	1,442.93	.00	1,442.93	1.24
53281100099	TELEPHONE SERVICE	1,099.00	.00	.00	1,098.92	.08	.00	.08	1.33
532821	COMPUTER/DATA PROCESS SV	21,191.00	.00	4,080.00	10,200.00	10,991.00	.00	10,991.00	.64
53282100099	COMPUTER/DATA PROCESS SV	4,080.00	.00	.00	4,080.00	.00	.00	.00	1.33
532840	POSTAGE, FREIGHT & DELIV	25,410.00	12.38	9,337.59	21,974.61	3,435.39	151.00	3,284.39	1.16

ACCOUNT	DESCRIPTION	** AUTHORIZED ** BUDGET	ACTUAL CURRENT	ACTUAL QUARTERLY	ACTUAL TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
EXPENDITURES-BUDGET AND ACTUAL									
53284000099	POSTAGE, FREIGHT & DELIV	1,898.00	.00	.00	1,898.34	.34-	.00	.34-	1.33
532840003	POST,FR&DEL-POSTAL METER	12,395.00	1,402.82	3,356.95	8,682.99	3,712.01	.00	3,712.01	.93
532850	PRINT,BIND,DUPLICATE	74,557.00	113.54	20,671.80	31,632.39	42,924.61	8,662.32	34,262.29	.72
53285000099	PRINT,BIND,DUPLICATE	8,311.00	.00	.00	8,310.87	.13	.00	.13	1.33
532911	PROPERTY-INSURANCE	308.00	.00	.00	308.00	.00	.00	.00	1.33
532919	OTHER INSURANCE	4,000.00	.00	801.00	801.00	3,199.00	.00	3,199.00	.27
532942	OTHER EMP EDUCATIONAL EX	600.00	.00	95.00	220.00	380.00	.00	380.00	.49
532XXX	PURCHASED SERVICES	490,705.00	24,250.74	138,082.65	291,877.35	198,827.65	43,136.94	155,690.71	.91
533110	GENERAL OFFICE SUPPLIES	3,980.00	425.21	1,134.01	2,787.52	1,192.48	.00	1,192.48	.93
53311000099	GENERAL OFFICE SUPPLIES	448.00	.00	.00	447.94	.06	31.81	31.75-	1.43
533120	DATA PROCESSING SUPPLIES	2,000.00	.00	402.48	530.06	1,469.94	30.59	1,439.35	.37
53312000099	DATA PROCESSING SUPPLIES	245.00	.00	.00	245.38	.38-	.00	.38-	1.34
533310	GASOLINE	4.00	.00	.00	3.41	.59	.00	.59	1.14
533900	OTHER MATERIALS/SUPPLIES	1,350.00	.00	34.46	351.37	998.63	.00	998.63	.35
533XXX	SUPPLIES	8,027.00	425.21	1,570.95	4,365.68	3,661.32	62.40	3,598.92	.74
534521	OFFICE EQUIPMENT	1,199.00	.00	118.80	1,198.75	.25	.00	.25	1.33
534522	EQUIP-COMPUTERS	6,929.00	.00	.00	6,928.80	.20	.00	.20	1.33
53452200099	EQUIP-COMPUTERS	32,450.00	.00	.00	32,450.40	.40-	.00	.40-	1.33
53452800099	EQUIP-COMMUNICATIONS	6,996.00	.00	.00	6,995.20	.80	.00	.80	1.33
534539	OTHER EQUIPMENT	1,000.00	.00	947.89	947.89	52.11	.00	52.11	1.26
534710	COMPUTER SOFTWARE	6,522.00	.00	.00	5,796.36	725.64	.00	725.64	1.18
53471000099	COMPUTER SOFTWARE	14,061.00	.00	.00	14,061.23	.23-	.00	.23-	1.33
534XXX	PROPERTY, PLANT & EQUIP	69,157.00	.00	1,066.69	68,378.63	778.37	.00	778.37	1.32
53564000099	INDIRECT (OVERHEAD) COST	6,497.00	.00	.00	6,497.00	.00	.00	.00	1.33
535830	MEMBERSHIP DUES&SUBSCRIP	19,730.00	.00	55.00	3,345.90	16,384.10	.00	16,384.10	.23
535XXX	OTHER EXPENSES & ADJUST	26,227.00	.00	55.00	9,842.90	16,384.10	.00	16,384.10	.50
536900[00000]	GRANT	111,200.00	5,800.00	20,800.00	65,365.00	45,835.00	.00	45,835.00	.78
53690000099	GRANTS TO NG UNITS	30,283.00	.00	.00	30,282.05	.95	.00	.95	1.33
536948	LOST COLONY	260,000.00	.00	.00	260,000.00	.00	.00	.00	1.33
536950[00000]	ARTISTS IN SCHOOLS-REC	76,200.00	.00	29,000.00	48,175.00	28,025.00	.00	28,025.00	.84
53695000099	ARTISTS IN SCHOOLS-REC	5,702.00	.00	.00	5,702.00	.00	.00	.00	1.33
53695500097	BLUE RIDGE HERITAGE	85,753.00	.00	.00	19,207.83	66,545.17	.00	66,545.17	.30
536971	SHAKESPEARE FESTIVAL	260,000.00	.00	.00	260,000.00	.00	.00	.00	1.33
536988	OTHER AID AND GRANTS	50,000.00	.00	.00	50,000.00	.00	.00	.00	1.33
536990	GRANTS PROGRAM-APPRO	4,103,235.00	18,828.66	692,137.66	3,823,700.66	279,534.34	.00	279,534.34	1.24
536996	GRASSROOTS ARTS PROG-AP	2,143,367.00	46,058.00	216,703.00	2,087,277.00	56,090.00	.00	56,090.00	1.30
536997[00000]	GRANTS TO LOC COMM-REC	416,600.00	23,386.00	124,443.00	237,527.00	179,073.00	.00	179,073.00	.76

Below, accounts ending in "00000" are from FY 00-01, This year's federal grant. Those below correspond exactly to page DCR 66 in the General Goverment handout. I've added those other titles here.

"Underserved"

"Arts in Educ"

"Basic State Gr"

Prior to FY 00-01, we used $260,000 of the Basic State Grant for operating support. This year, all of the Basic State Grant is going to grants.

ACCOUNT	DESCRIPTION	** AUTHORIZED ** BUDGET	ACTUAL CURRENT	ACTUAL QUARTERLY	ACTUAL TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
EXPENDITURES-BUDGET AND ACTUAL									
536XXX	AID & PUBLIC ASSISTANCE	7,542,340.00	94,072.66	1,083,083.66	6,887,236.54	655,103.46	.00	655,103.46	1.22
	EXPENDITURES	9,328,097.00	215,167.13	1,519,478.22	8,139,921.37	1,188,175.63	43,199.34	1,144,976.29	1.17
REVENUES-ESTIMATED AND ACTUAL									
434320	SALE OF SURPLUS PROPERTY	.00	1.90	24.70	24.70	24.70-	.00		***
434390	OTH SALES OF GDS OR PUBL	2,000.00	1.13-	16.61	740.59	1,259.41	.00		.49
435600	REGISTRATION FEES	24,300.00	.00	.00	8,800.00	15,500.00	.00		.48
43730000099	INDIRECT(OVERHD) COST RE	6,497.00	.00	.00	6,497.00	.00	.00		1.33
437990	OTHER MISC. REVENUES	1,050.00	.00	600.00	1,050.00	.00	.00		1.33
438182	TR FR SPCE REV	70,819.00	.00	.00	.00	70,819.00	.00		.00
438925	TR FR PRIOR YR REC	50,000.00	.00	.00	50,000.00	.00	.00		1.33
538300	FUNDS TO REVERT	.00	.00	3,350.27	13,275.38	13,275.38-	.00	13,275.38-	***
53883000000	TFRS NEA-BASIC GRANT	604,000.00	41,776.00	219,722.00	321,881.00	282,119.00	.00	282,119.00	.71
53883000099	TRFS NEA - BASIC GRT	130,280.00	.00	.00	130,279.67	.33	.00	.33	1.33
53883400097	TRANS TO FUND 1330	85,753.00	.00	.00	19,207.83	66,545.17	.00	66,545.17	.30
	REVENUES	974,699.00	41,776.77	223,713.58	551,756.17	422,942.83	.00		.75
	APPROPRIATION	8,353,398.00	173,390.36	1,295,764.64	7,588,165.20	765,232.80	43,199.34		1.21

DCR 66

NORTH CAROLINA ARTS COUNCIL – SUMMARY OF FY 00-01 INCOME

State of North Carolina		
Grant Programs	$	4,103,235
Grassroots Arts Program		2,143,367
Personnel		1,192,721
Operating Support		393,448
Total State Income	**$**	**7,832,771**
Acct. #		
National Endowment for the Arts		
536997000000 — Basic State Grant - grants to local communities	$	416,600
536950000000 — Arts in Education Alloction		76,200
536900000000 — Underserved Allocation		111,200
Total Federal Income	**$**	**604,000**
Total FY 00-01 Income	**$**	**8,436,771**

* * * * *

STATE ARTS AGENCIES' LEGISLATIVE APPROPRIATIONS - FY 00-01

Per Capita Ranking*

1	Hawaii	$ 4.94
2	New York	2.87
3	Massachusetts	2.80
4	Minnesota	2.66
5	Michigan	2.60
46	Colorado	.44
47	Oregon	.41
48	Tennessee	.33
49	Montana	.32
50	Texas	.23

Southern Arts Federation States:

8	Florida	$ 2.19
12	South Carolina	1.24
16	Louisiana	1.12
17	Alabama	1.08
21	**North Carolina**	**.98**
23	Kentucky	.97
26	Mississippi	.85
41	Georgia	.54
48	Tennessee	.33

*population figures are 2000 census

Application Part I

OMB No. 3135-0112
Expires 11/30/2000
D

Please check here if your name or address has changed since your last application: ☒

Applicant (official IRS name): North Carolina Arts Council

Mailing Address:
Department of Cultural Resources
Raleigh, NC 27699-4632

Street Address (if different):
221 East Lane Street
Raleigh, NC 27601

World Wide Web Address: www.ncarts.org

Organization type (check one):

☒ State Arts Agency (2-61-18) ☐ Regional Arts Organization (2-61-77) ☐ National Service Organization for SAAs and RAOs (2-61-03)

Taxpayer ID Number (9-digit number): 56 – 6062189

Period of Support (e.g., 07/01/00 to 06/30/01): 07 / 01 / 00 to: 06 / 30 / 01

Project Director (Last, first): Trovillion, Nancy (Check one) ☐ Mr. ☒ Ms.

Title: Assistant Director

Telephone: (919) 733-2111 **ext.** 28 **Fax:** (919) 733-4834 **E-Mail:** nancy.trovillion@ncmail.net

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that the applicant will comply with the federal requirements specified under "Assurance of Compliance" on pages 32-33.

Authorizing Official (Last, first): Regan, Mary (Check one) ☐ Mr. ☒ Ms.

Title: Executive Director

Telephone: (919) 733-2111 **ext.** 20 **Fax:** (919) 733-4834 **E-Mail:** mary.regan@ncmail.net

Signature of Authorizing Official: Mary Regan **Date:** 10/7/99

Additional Authorizing Official (Last, first): (Check one) ☐ Mr. ☐ Ms.

Title:

Telephone: ( ) **ext.** **Fax:** ( ) **E-Mail:**

Signature of Additional Authorizing Official: **Date:** / /

Changes in Conflict of Interest Policy and/or Appeals Process: Since you last applied for a Basic State or Regional grant, has there been any change in your:

☐ **Conflict of Interest Policies** ☐ **Appeals Process**

If so, please include a copy of your current policies/process in your application package.

State Executive Order 12372: Is the application subject to review by the State Executive Order 12372 Process:

a. **Yes** ☐ This preapplication/application was made available to the State Executive Order 12372 Process for review on: _____ (date).

b. **No** ☐ This program is not covered by Executive Order 12372

or

☒ This program has not been selected by the state for review.

Are you delinquent on repayment of any federal debt (check one)? ☒ No ☐ Yes
If yes, attach an explanation (one-page maximum).

Staff Membership

OMB No. 3135-0112
Expires 11/30/2000
D

Applicant (official IRS name): North Carolina Arts Council

Name	Position Title/Area of Responsibility
Mary Regan	Executive Director
Nancy Trovillion	Asst. Director/program staff
Gail Frye	Admin. Asst/Personnel Officer
Cynthia Mixter	Budget/Purchasing Officer
Ardath Weaver	Support Serv.Dir./grants, data
Jean Poston	Grants Officer
Nancy Holder	Support Serv. Admin./ grants
Christine Wagner	Information Systems Admin.
Amy Brannock	Arts & Tourism Director
Miriam Sauls	Communications Director
Beverly Ayscue	Public Art Coordinator
Linda Dougherty	Public Art Coordinator
Judye Jacobs	Program Assistant
Janie Wilson	Arts in Communities Director
John LeSueur	Community Programs Admin.
Rosalinda McGloin * (504)	Outreach Coordinator
Viola Bullock *	Program Assistant
Bonnie Pierce	Arts in Education Director
H. Wayne Martin	Folklife Director
Beverly Patterson	Folklife Specialist
Katherine Reynolds	Program Assistant
Victoria Vitiello	Touring/Presenting Director
Deborah McGill	Literature/Public Media Dir.
Jeffrey Pettus	Visual Arts Director
Karen Wells	Performing Arts Director
Linda Gary *	Program Assistant

Board Membership

OMB No. 3135-0112
Expires 11/30/2000
D

Applicant (official IRS name): North Carolina Arts Council

Name	City	Occupation	Arts Interest/Affiliation
Margaret Newman +	Winston-Salem	cultural and civic leader	all art forms/NCAC chair
Mary Lou Babb +	Charlotte	cultural and civic leader	visual/chair, Arts Ed panel
Amy Blumenthal	Charlotte	sheet music publisher	performing arts
Marie Colton	Asheville	former legislator	chair, Series Support
John Cooper	Valle Crucis	pres., Mast Gen'l Store	folk, performing arts
Alberta Cuthbertson *	Greensboro	retired art teacher	visual, arts education
John Davidson, Jr. +	Brasstown	dir., Campell Folk School	chair, Folklife panel
Charles Davis +*	Durham	choreographer, dancer	chair, Dance panel
Dawn Enochs	Manteo	motel owner/operator	community arts
Robert Godfrey +	Asheville	univ. art department head	chair, Visual Arts Panel
Marianne Hayworth	High Point	cultural and civic leader	visual, literature
John Herrera *	Chapel Hill	credit union v.p.	crafts, community arts
Dwight Holland	Asheboro	retired curator of design	folk, community arts
Galdys Hunt *	Hope Mills	dir., Native Am. assn.	community arts
C. Jane Johnson	Catawba	dir., youth touring theater	theater, arts education
Georgia Johnson +	New Bern	realtor	chair,Arts in Communities
Robert Kadis +	Goldsboro	commercial developer	chair, Theater panel
Mary Jane Letts *	Cherokee	dir., Coop. Ext. Service	theater, community arts
William Myers +*	Wilson	musician, retired educator	chair, Presenting Artists
Elizabeth Parks	Fayetteville	painter, sculptor	visual, arts education
David Perry +	Carrboro	editor, UNC Press	chair, Literature panel
Shirley Spears +	Greensboro	cultural and civic leader	chair, Music panel
Edwin Wilson	Winston-Salem	Sr. VP, Wake Forest Univ	literature, performing arts
Connie Yow	Wrightsville Beach	design consultant	visual, arts education

Disclosure of Lobbying Activities

Approved by OMB
0348-0046
D

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See opposite page for public burden disclosure.) Standard Form – LLL

1. **Type of Federal Action** ☐ contract X grant ☐ cooperative agreement ☐ loan ☐ loan guarantee ☐ loan insurance

2. **Status of Federal Action** ☐ contract X initial award ☐ post-award

3. **Report Type** X initial filing ☐ material change

   For material change only: year_____ quarter_____ date of last report_____

4. **Name and Address of Reporting Entity:** X **Prime** ☐ **Subawardee Tier, *if known*:**

North Carolina Arts Council
Department of Cultural Resources
Raleigh, NC 27699-4632

Congressional District, *if known*: 4

5. **If Reporting Entity in No. 4 is Subawardee,** enter name and address of prime: N/A **Congressional District, *if known*:** N/A

6. **Federal Department/Agency:** National Endowment for the Arts

7. **Federal Program Name/Description:** Partnership **CFDA Number, *if applicable*:** 45.025

8. **Federal Action Number, *if known*:** N/A

9. **Award Amount, *if known*:** $ N/A

10a. **Name and Address of Lobbying Registrant** (if individual, last name, first name, MI):

b. **Individuals Performing Services** (including address if different from 10a) (last name, first name, MI):

11. **Information requested through this form is authorized by Title 31 U.S.C., Section 1352.**
This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: Mary B Regan

Print Name: Mary B. Regan

Title: Executive Director

Telephone No. 919-733-2111, ext. 20

Date: 10/7/99

Federal Use Only

NORTH CAROLINA ARTS COUNCIL STRATEGIC PLAN 1999-2001

Approved by the Board, June 17, 1999

INTRODUCTION

Recognizing the state's rich cultural climate in 1964, Governor Terry Sanford established the North Carolina Arts Council to strengthen North Carolina's creativity, invention and prosperity. Today, 35 years later as we approach the end of the 20th century, North Carolina is known throughout the world for its pottery traditions, literary legacy, Southern Appalachian music traditions, jazz, blues and gospel heritage, and its abundance of outstanding artists and arts institutions.

While we have much to celebrate in the arts, we can't forget that this decade has been our most challenging yet as public arts funding has been attacked at every level of government. But with these trials and challenges have come many changes that have ultimately unified and strengthened North Carolina's arts community. We've banded together to get our message out—that the arts are vital to community life and that there is a large and growing industry devoted to producing arts programs for the public good. Our efforts have paid off, and more doors are opening on partnership opportunities in all segments of society. The demand for high quality arts programs has significantly increased, and many arts organizations have doubled or even tripled their operating budgets since 1990.

As we prepare for a new century, the arts in North Carolina have never been more essential to the state's efforts to achieve a strong economy, well-educated children, vital communities and a healthy environment. We are requesting a critically needed increase of $5 million from the state legislature to support and sustain our important arts resources and to meet the increased demands of the state's citizens and visitors for arts programs and services. Our strategic plan has been developed through a series of board, staff and public meetings to reflect the vision, aspirations and pressing needs of the arts in the state. The plan's three strategic goals emphasize our support of artists and arts organizations, our role in strengthening communities through the arts, and our responsibility to advance the state government agenda. And most importantly, our 1999-2001 strategic plan moves us closer to the fulfillment of Governor Sanford's founding dream, "to have the arts, in the broadest definition, become a part of the lives of all the people."

GOAL I. DEVELOP, PRESERVE AND SUSTAIN NORTH CAROLINA'S ARTS RESOURCES

Objective 1. Support the state's organizations which produce exemplary arts programs.

The significance of North Carolina's arts infrastructure is reflected in the diversity and vitality of more than 2,000 arts organizations. These include museums, symphonies, dance and opera companies, folk and craft schools, arts councils, theaters, galleries, literary publications, arts centers, summer music, dance and theater festivals, and outdoor dramas. Due to an almost flat budget during the nineties, our funding has decreased significantly for many of these institutions at a time when sustaining support is no longer available from other funding sources. Many new organizations are also emerging, some of them as full-fledged institutions.

1999-2001 Strategies:

- Increase funds to arts organizations to sustain their ongoing programs and administrative functions. Conduct an evaluation of the General Support grant program through a staff and constituent assessment process.
- Provide support for innovative literary, performing, and visual arts programs, including exhibitions, concerts, film festivals, reading series, and the creation of new work.
- Provide consulting services through the Peer Advisory Network, the New Realities Program, and the Management/Technical Assistance Program. Develop a mentoring program to pair administrators with more experienced peers.
- Provide resource information and professional development opportunities to arts administrators through peer roundtables, workshops, conferences, publications, data services, and staff consultations.
- Provide assistance to arts organizations to increase their computer capabilities and establish or upgrade web sites. Upgrade the Council's computer system so that constituents will have direct access to the central database and the ability to submit grants electronically.
- Train new arts administrators through our Community Arts Administration Internships and Folklife Summer Internship.

Objective 2. Preserve and promote the state's folk cultural heritage through documentary projects and public programs.

North Carolina's folk traditions are among the richest and most abundant of any in the nation. They reflect the diversity of the state's many cultures, and are expressed through the artistry of basket makers, gospel and blues musicians, potters, buck and flat foot dancers, wood carvers, string band and bluegrass musicians, storytellers and quilt makers. We document these important traditions through audio and videotape recordings, photographs and film. We provide public programs and publications to deepen understanding and appreciation of these valuable resources.

1999-2001 Strategies:

- Present North Carolina Folk Heritage Awards to folk artists who have made outstanding contributions to the state's cultural heritage.
- Develop and fund projects that document and encourage the continuation of the state's folk arts traditions.
- Increase distribution of documentary recordings and other materials through our web site and newsletter.
- Develop and fund folk arts programs including festivals, exhibitions, publications, recordings, concerts, workshops and radio programs.
- Provide assistance to communities that want to recognize, preserve and present their local traditions.

Objective 3. Improve financial support and professional opportunities for North Carolina's artists.

The state is home to a large and growing artist population which includes writers, choreographers, dancers, sculptors, composers, musicians, painters, filmmakers, craft artists, playwrights, screenwriters and actors. We support artists in the development and creation of art because it's essential to our cultural heritage and to the creative vitality of the state. We provide funding to artists through fellowships, residencies and project grants. We also publish an artist directory and produce a booking conference to increase work opportunities for artists.

1999-2001 Strategies:

- Provide $8,000 fellowships to 25 artists annually to recognize artistic achievement and support the development and creation of new work.
- Provide opportunities for visual artists and writers to be in residence at various centers outside the state.
- Provide scholarships for film/video artists to access the services and programs of South Carolina's media arts center. Provide career development opportunities through workshops and conferences.
- Increase funds for project grants to artists through the Regional Artists Project Grant Program, administered by local arts councils. Expand the number of counties served through this program.
- Publish and distribute the NC Touring Artist Directory, a resource guide with information on over 200 NC artists who work in performance, educational and community settings.
- Provide resource information and professional development opportunities to artists through workshops, conferences, publications, data services and staff consultations.

GOAL II. DEEPEN THE CONNECTION BETWEEN THE ARTS AND NORTH CAROLINA'S COMMUNITIES

Objective 1. Strengthen partnerships with local arts councils to provide arts programming in all 100 counties through the Grassroots Arts Program.

For more than 20 years the Grassroots Arts program has provided arts funds on a per capita basis to all 100 counties through one of the nation's most extensive and highly respected networks of local arts councils. Grassroots money is used to produce community arts festivals, provide art classes to community members of all ages, bring artists into schools, and support opportunities for citizens to perform and participate in community theaters, choruses, writers groups and art guilds. These funds also provide sustaining support to arts councils, which have become vital players in community planning and economic development over the last decade.

1999-2001 Strategies:

- Increase funding for the Grassroots Arts Program and modify the distribution formula to provide a base of $2,000 for every county.
- Conduct joint planning and evaluation sessions with local arts councils on a regular basis. Hold a roundtable meeting with the larger arts councils.
- Strengthen GAP ties to county government through notification of grant awards and increased communication.
- Provide mentors to Designated County Partners (DCPs) in need of assistance, and establish alternative distribution systems in counties without DCPs.
- Provide resource information and professional development opportunities to local arts councils through the annual Executive Director's Retreat and other workshops, conferences, publications and staff consultations.

Objective 2. Increase the availability of multicultural arts programs and programs inclusive of diverse populations.

Twenty-five percent of the state's people are African-American, Asian-American, Latino and Native American, reflecting a multicultural population which is almost twice the national average. We work to build appreciation for the artistic expression within these distinct and diverse communities. At the beginning of this decade, we created the Multicultural Organization Development Program, which has resulted in a strong base of multicultural arts programs. We plan to evaluate and restructure the program to better support these growing organizations and to provide assistance to emerging groups. More arts programs are needed that address the needs of people with disabilities and older adults who comprise 19% of the state's population. There is also a growing interest in arts in healthcare programs in hospitals and other facilities statewide.

1999-2001 Strategies:

- Provide financial support and technical assistance to multicultural organizations for their artistic and administrative development.
- Provide resource information and professional development opportunities to multicultural organizations and artists through workshops, conferences, peer roundtables and staff consultations.
- Develop and fund arts programs that build appreciation and understanding of the state's diverse cultures. Increase outreach efforts to Latino and Asian-American populations.
- Develop and fund arts programs for people with disabilities, in healthcare facilities and for older adults. Provide information and assistance to organizations to help make their facilities and arts programs more accessible to people with disabilities.
- Work with an advisory committee to improve the accessibility of the Council's facilities, programs and services.

Objective 3. Increase arts programming in rural communities.

While several of our arts institutions reside in rural regions of the state, many of our most rural counties need more infrastructure and resources to sustain ongoing arts programs in their communities. We provide arts councils and other organizations in rural areas with technical assistance and special incentives to increase grant funding for arts activities. A more targeted approach is needed to develop sustainable rural arts councils, comprehensive arts in education programs, and longer touring artist residencies.

1999-2001 Strategies:

- Develop and fund a Rural Arts Leadership Program to develop a stronger arts infrastructure in 5-10 low-wealth rural counties. Funding and resource teams would be provided to hire professional staff for local arts councils, develop comprehensive arts in education programs and support long-term artist residencies.
- Increase funding for arts programs in rural counties by providing staff assistance and funding incentives. Develop relationships with other agencies, including the Rural Center and the Cooperative Extension Service to increase support for and participation in rural arts programs.

Objective 4. Provide support for performances and artists residencies in communities across the state.

The Council has a long history of connecting artists with communities through our touring programs. Through support for performances, workshops and a range of activities in schools and community settings, we help artists provide valuable arts experiences and build community awareness about the role of the arts. We've created a program to provide poetry readings by the NC Poet Laureate and to support other poetry projects across the state. We've developed and funded tours of national, international and North Carolina artists to benefit people in all areas of the state.

1999-2001 Strategies:

- Provide support to organizations to present performances and residencies by performing, literary and visual artists.
- Develop and fund community-based artist residencies that place artists in residence in a community for up to a year. Encourage creative planning and collaboration between artists and community participants in designing and conducting residencies.
- Provide funds to support activities of the North Carolina Poet Laureate at public events throughout the state. Develop a web site and other materials to promote the importance of poetry and the work of the Poet Laureate.
- Produce Arts Market, a statewide artists showcase and booking conference designed to strengthen partnerships among presenters, schools, community organizations and artists.
- Provide resource information and professional development opportunities to presenters through workshops, conferences, publications and staff consultations.

Objective 5. Develop and support public art projects that enliven community buildings and spaces.

Since 1988, the Council has managed the commissioning of 61 public art projects funded through the state's Artworks for State Buildings Program. Artists who create the works respond to the community's needs at each project site, so the art reflects the site's unique history, character, relevance or use. As a result, this public art collection represents North Carolina's rich, broad range of people and experience, from rural to urban settings. We also present education programs about the value of public art to community life and provide assistance to communities interested in pursuing public art projects.

1999-2001 Strategies:

- Manage the state's Artworks for State Buildings Program collection, including the installation of 9 new art works. Publish educational materials for each site. Develop a conservation system for the artworks in the collection.
- Provide funding and staff assistance to organizations and communities for public art projects and community design master plans.
- Produce and distribute "A Guide to North Carolina's Artworks for State Buildings," which documents the 61 works in the collection.
- Develop public forums for artists and community members to talk about art in the public environment.
- Expand the public art network of planners interested in strengthening the role of public art in communities.
- Work with the regional transit authority and the state's high speed rail system personnel to encourage the inclusion of public art in new transit systems.

GOAL III. HEIGHTEN UNDERSTANDING OF THE ROLE AND VALUE OF THE ARTS TO THE STATE

Objective 1. Build public awareness about the benefit of the arts to the lives of North Carolinians.

The Council provides public funding to approximately 500 arts organizations, 300 school, community and civic groups, and 45 artists per year, and yet, the general public and the boards of arts organizations themselves sometimes do not understand the role of public funding in the arts and arts opportunities available to them. We work to increase awareness of the arts by strengthening relationships with the media statewide and by providing resources to local arts organizations to enable them to strengthen relationships with their local media. We provide information resources and marketing tools to artists and arts organizations in response to their increasing interest in promoting their work and increasing their visibility.

1999-2001 Strategies:

- Work with the Department of Commerce and other divisions within the Department of Cultural Resources to develop joint projects related to heritage tourism, cultural preservation and economic development. Continue planning and developing marketing strategies for cultural tourism in the eastern region.
- Coordinate the Interagency Heritage Tourism Task Force, which includes representatives from 5 state agencies.
- Develop a maps and trails web site to promote North Carolina arts sites and events to tourists and visitors. Develop visitor information packets for distribution at welcome centers and tourism offices.
- Hold planning meetings to develop strategies for increasing tourism to African-American cultural sites.
- Publish and distribute guidebooks that will promote Cherokee arts and cultural sites and traditional music sites as part of the Blue Ridge Heritage Initiative. Create a directory of Cherokee artists who provide programs about Cherokee arts and culture.
- Develop a joint program with the Community Colleges System to create partnerships between community colleges and their local arts resources to improve community cultural life.
- Provide funds and staff coordination to develop consortia initiatives related to cultural tourism, economic development and international exchange.

1999-2001 Strategies:

- Conduct a research project to document the impact of arts experiences on community life in North Carolina.
- Provide the media with information on Council-funded programs and statewide arts developments.
- Produce publications, including an annual report and newsletter, to inform constituents and the public of the scope and reach of the Council's activities. Provide greater public access to information in the Council's database.
- Provide tools to assist artists and arts organizations in media relations and marketing.
- Develop programs and materials for public presentations on the arts in the state.
- Distribute materials for grantees to use in publicizing the Council's and legislature's roles in the funding and development of their arts programs.
- Expand the Council's web site to provide more resource information to artists and arts organizations, and to promote North Carolina's arts resources to potential participants and tourists.

Objective 2. Further the role of the arts as an essential part of education.

Education is the top priority of the Governor, who has increased teacher pay and created Smart Start, an early childhood initiative. The state currently has the largest number of board-certified art teachers in the country. The Council works with education agencies, artists and arts organizations to develop arts in education programs that strengthen the connection between the arts and learning. We support initiatives, such as the Kenan Institute's A+ Schools Program, that demonstrate that integration of the arts into the basic curriculum improves overall student success. We work closely with the Arts Education Leadership Coalition (AELC) and the NC Alliance for Arts Education (NCAAE) to promote awareness about the benefits of arts education.

1999-2001 Strategies:

- Assist the AELC and the NCAAE in positioning the arts as integral to a quality education.
- Develop and fund projects that create and strengthen arts education opportunities for children and youth through partnerships between artists, arts organizations and educational organizations. Evaluate and strengthen our ability to fund after-school programs.
- Provide training opportunities including artist/teacher institutes and workshops on assessment and evaluation. Continue our partnership with the NC Teaching Fellows to provide an arts component of their training program.
- Coordinate the second phase of the North Carolina Arts Education Community Partnerships Project in collaboration with the Southern Arts Federation. Provide funding and resource teams to develop comprehensive arts in education programs, especially in rural areas.
- Collaborate with the UNC School of Education to develop a model for connecting the state's music traditions with the NC Standard Course of Study.
- Increase early childhood arts in education programs by providing grant funds and training for artists and child care workers.
- Provide resource information, publications and staff consultations on arts in education.

Objective 3. Develop initiatives to strengthen the role of the arts in economic and community development, tourism, international relations, and human services.

The Council is forging stronger relationships with other state agencies, especially the Department of Commerce. We're developing an African-American heritage publication and an eastern heritage project with the Division of Tourism, Film and Sports Development. We created the Blue Ridge Heritage Initiative with partners in North Carolina, Tennessee and Virginia to address issues of tourism, sustainable economic development, natural resource conservation and cultural preservation. We have developed international projects with Israel and Mexico. We see great potential for future partnerships that will create new opportunities for the arts.

North Carolina **Arts Council**

MEMO

To Norma Stokes

From Jan C. Poston

Date 2/29

Subject Partnership Agreement 00-01

You have the application already. We apply for the money amount in Feb/March of every year and that is when we do the BD606A. So here are these 2 items

FY 2000

APPLICATION FORM PART II

OMB No. 3135-0112 Expires 11/30/2000

Name of Applicant: North Carolina Arts Council

Application #: A-00-000074

Amount Requested from the Arts Endowment for:

	Basic State Plan		Arts Education		Arts in Underserved Communities (SAAs only)		Total Amount Requested
SAAs	$ 416,600	+	$ 76,200	+	$ 111,200	=	$ 604,000
	Basic Regional Plan		**Regional Performing Arts Touring Initiative**				**Total Amount Requested**
RAOs	$	+	$			=	$

B. Income:

Total match for this project	Basic State Plan or Regional Plan	Arts Education or Regional Performing Arts Touring Initiative	Arts in Underserved Communities (SAAs only)	Total Match
Cash match (refers to the cash donations, grants, and revenues that are expected or received; identify sources)	$ 594,433 (State)	$ 319,021 (State)	$ 133,115 (State)	$ 1,046,569
In-kind contributions (identify items within Direct Costs and the sources)	$	$	$	$
TOTAL MATCH	$ 594,433	$ 319,021	$ 133,115	$ 1,046,569

Note: The matching funds for each component (e.g., Basic State Plan or Arts Education or Arts in Underserved Communities) must be at least equal to the amount requested for that same component. "A. Total Amount Requested" in each column plus "B. Total Match" in each column must equal "C. Total Project Costs" in each column.

C. Expenses:

Direct Costs	Basic State Plan or Regional Plan	Arts Education or Regional Performing Arts Touring Initiative	Arts in Underserved Communities (SAAs only)	Total Project Costs
Salaries and wages	$ 485,155	$ 36,071	$ 0	$ 521,226
Fringe benefits	109,278	8,200	0	117,478
Travel	22,750	3,250	0	26,000
Other expenses (include subgrants to artists or arts organizations)	356,634	347,700	244,315	948,649
TOTAL DIRECT COSTS	$ 973,817	$ 395,221	$ 244,315	$ 1,613,353
Indirect costs (if applicable)[1]	37,216	0	0	37,216
TOTAL PROJECT COSTS	$ 1,011,033	$ 395,221	$ 244,315	$ 1,650,569

[1] Rate established with the Arts Endowment or another federal agency. Attach copy of indirect cost rate agreement.

FEDERAL AGENCY Institute of Museum and Library Services RATE 15.5 % (proposed) x BASE $ 240,100

APPLICATION FORM PART II

OMB No. 3135-0112 Expires 11/30/2000

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that the applicant will comply with the federal requirements specified under "Assurance of Compliance" on pages 00-00.

Authorizing Official: Mary B. Regan Title: Executive Director

(Check one) ☐ Mr. ☑ Ms.

Telephone & Extension: (919) 733 - 2111 ext. 20 Fax Number: (919) 733 - 4834

E-Mail: mary.regan@ncmail.net

Signature of Authorizing Official:

X

Date: / /

Additional Authorizing Official: Title:

(Check one) ☐ Mr. ☐ Ms.

Telephone & Extension: ( ) - ext. Fax Number: ( ) -

E-Mail:

Signature of Additional Authorizing Official: X Mary Regan Date: 2/29/00

PROJECT BUDGET: National Endowment for the Arts

Grantee North Carolina Arts Council
Grant # 00-6100-2042

Important Instructions: The budget set out below is derived from your application, revised budget and/or other correspondence. Expenditures on this project should be in general agreement with the budget. Deviation without prior NEA approval will be limited to the standards set forth in the grant and the provisions of circulars A-110 or A-102, whichever is applicable. NEA's obligation will not be increased by any of the above unless specifically agreed to in writing.

Contributions	Cash	$ 1,046,569		
	In-Kind	$		
			TOTAL Contributions	$ 1,046,569
Grants	NEA	$ 604,000		
	Other	$		
			TOTAL Grants	$ 604,000
Revenues				$
			GRAND TOTAL	$ 1,650,569

Expenses			
Direct Costs			
Salaries and Wages	$ 521,226		
Fringe Benefits	117,478		
Supplies and Materials			
Travel	26,000		
Permanent Equipment			
Other	948,649		
		TOTAL Direct	$ 1,613,353
Indirect Costs	$ 37,216		
		TOTAL Project Costs	$ 1,650,569

Notes:
In order to claim Indirect Costs as included in this budget, you must produce an indirect cost rate agreement applicable to the funding period prior to closing out this grant.

Department of Cultural Resources			
1% and 2% cuts, FY 2001-2003			
		1%	2%
1110 Office of the Secretary			
532199	Misc. Contractual Services	$ 10,860	$ 24,976
1120 Administrative Services			
534522	Equip-Computers	$ 9,853	$ 22,519
1210 Director's Office, Archives & History			
531311	Temp. wages	$ 1,500	$ 1,500
531511	Social Security	$ 115	$ 115
532199	Misc. Contract. Service	$ 4,759	$ 12,500
532731	BD/non-employee trans.	$ 500	$ 800
532732	BD/non-employee subs.	$ 500	$ 800
532860	Advertising		$ 1,897
535830	Membership Dues	$ 500	$ 500
536901	First Flight Centennial Comm.	$ 7,068	$ 16,220
		$ 14,942	$ 34,332
1220 Historical Publications			
532850	Print, Bind, Duplicate	$ 6,461	$ 14,767
1230 Archives and Records			
531211	position #2149, PT Archivist I		$ 13,967
531311	Temporary Salaries		$ 7,805
531511	Social Security		$ 1,666
532199	Misc. Contractual Services	$ 3,000	$ 3,000
532210	Electricity (OBHC) 1230201	$ 2,577	$ 4,000
532721	Lodging-in state		$ 2,500
532731	Bd/Non-employee Transportatio	$ 2,000	$ 2,000
532732	Bd/Non-employee Subsistence	$ 1,000	$ 1,000
532850	Print, Bind, Duplicate	$ 6,000	$ 7,000
532860	Advertising	$ 5,500	$ 5,700
533110	General Office supplies		$ 700
533900	Other Materials/Supplies	$ 5,000	$ 5,500
534511	Office Furniture		$ 500
534522	Equipment-computers		$ 3,834
534539	Other Equipment	$ 3,000	$ 5,000

		$ 28,077	$ 64,172

1241 Historic Sites			
532390	Repairs -Other		$ 19,000
532512	Rent/Lease -- Buildings/Office	$ 7,000	$ 7,000
532850	Print, Bind, Duplicate		$ 5,000
532942	Other Emp. Educational Ex.	$ 8,000	$ 9,000
533900	Other Materials and Supplies	$ 4,315	$ 34,853
534522	Equipment-Computers		$ 2,000
534541	Motor Vehicles	$ 41,000	$ 41,000
534610	Art and Artifacts		$ 20,000
		$ 60,315	**$ 137,853**
1242 Tryon Palace			
532310	Repairs to Buildings	$ 2,684	$ 5,368
532390	Other Repairs	$ 1,056	$ 2,112
532490	Maintenance/Service Contracts	$ 1,386	$ 2,773
532714	Trans.Ground in state		$ 3,528
532919	Other Insurance	$ 1,656	$ 3,312
533900	Other supplies and materials	$ 4,999	$ 10,087
534511	Furniture -- Office	$ 1,000	$ 2,000
534522	Equipment-computers		$ 743
534539	Other Equipment	$ 2,492	$ 4,984
		$ 15,273	**$ 34,907**
1243 State Capitol			
531311	Temporary Salaries	$ 3,900	$ 9,000
531321	Social Security	$ 261	509
		$ 4,161	**$ 9,509**
1245 Maritime Museum			
532199	Misc. Contr. Services		$ 1,802
532182	Laundry Service Agreement	$ 100	$ 100
532320	Repairs - Other Structures	$ 2,000	$ 4,000
532521	Rent/Lease - Motor Vehicles	$ 400	$ 400
532524	Rent/Lease - Gen. Office Equip	$ 100	$ 100
532850	Printing Binding Duplicating	$ 1,000	$ 1,000
532912	Motor Vehicle Insurance	$ 1,500	$ 1,500
532913	Liability Insurance	$ 2,000	$ 2,000
533900	Other Materials & Supplies	$ 2,000	$ 4,000
534539	Other Equipment	$ 264	$ 4,000
535900	Other Expenses		$ 2,500
		$ 9,364	**$ 21,402**

1250 Historic Preservation/Arch.			
532199	Misc. Contractual Serv.	$ 1,858	$ 2,575
532390	Repairs	$ 650	$ 1,490
532714	In-State Transportation	$ 1,946	$ 8,613
532715	Out-of-State Transportation	$ 100	$ 100
532721	In-State Lodging	$ 247	$ 497
532724	In-State Meals	$ 600	$ 1,226
532725	Out-of-State Meals	$ 235	$ 285
532727	In-State Miscellaneous	$ 795	$ 1,070
532728	Out-of-State Miscellaneous	$ 1,150	$ 1,350
532731	Bd/Non-Employee Trans.	$ 431	$ 500
532732	Bd/Non-Employee Subs.	$ 200	$ 200
532850	Print, Bind, & Duplicate	$ 900	$ 1,415
532942	Other Employee Ed Exp.	$ 326	$ 768
533110	General Office Supplies	$ 50	$ 150
533900	Other Materials & Supplies	$ 1,435	$ 4,779
534511	Office Furniture	$ 1,822	$ 3,097
534539	Other Equipment	$ 148	$ 148
534522	Equipment-computers	$ -	$ 500
534539	Other equipment	$ -	$ 304
535830	Membership, dues, subscr.	$ -	$ 400
		$ 12,893	**$ 29,467**
1290 Western Office			
532714	Trans. Ground In-state	**$ 2,956**	**$ 6,757**
1320 NC Museum of Art			
532199	Misc. Contractual	$ 16,560	$ 23,500
532490	Maintenance Agreement		$ 1,000
532512	Rent/Lease Building	$ 5,345	$ 5,345
532590	Rent/Lease Other	$ 800	$ 800
532711	Trans.air in state	$ 100	$ 100
532712	Trans.air out of state in US	$ 125	$ 125
532714	Trans. Ground in state	$ 2,000	$ 2,000
532715	Trans.Ground out of state	$ 294	$ 294
532716	Trans. Ground out of country	$ 200	$ 200
532722	Lodging out of state, us	$ 1,000	$ 1,000
532723	Lodging out of country	$ 739	$ 739
532725	Meals out of state	$ 500	$ 500
532726	Meals out of country	$ 300	$ 300
532728	Out-of-State Miscellaneous	$ 2,000	$ 2,000

532729	Misc. Out of country	$ 500	$ 500
532811	Telephone Service	$ 1,440	$ 5,000
532840	Postage		$ 2,000
532850	Print, Bind, & Duplicate	$ 1,020	$ 1,250
532919	Other Insurance		$ 5,000
532942	Educational Expense		$ 1,900
	Museum of Art, continued		
533240	Carpentry/Hardware supplies		$ 891
533900	Other Materials supplies		$ 2,500
534522	Equipment-computers		$ 6,500
534539	Equipment-other		$ 6,089
534630	Books-Library		$ 5,000
534710	Computer Software		$ 715
		$ 32,923	**$ 75,248**
1330 Arts Council			
536990	Grants Program	$ 39,146	$ 87,326
536996	Grassroots Arts Program	$ 10,000	$ 25,000
536948	Lost Colony	$ 2,197	$ 5,022
536971	Shakespeare Festival	$ 2,197	$ 5,022
		$ 53,540	**$ 122,370**
1340 NC Symphony			
532840	Postage	$ 2,962	$ 2,956
532811	Telephone		$ 2,814
532911	Property Insurance		$ 1,000
		$ 2,962	**$ 6,770**
1360 Grants in Aid to Arts			
536932	Vagabond School of Drama	$ 407	$ 1,000
536935	NC State Art Society	$ 182	$ 500
536936	NC Sympony Society	$ 17,630	$ 40,137
		$ 18,219	**$ 41,637**
1410 State Library Services			
532850	Printing, Binding, Dup.	$ 3,250	$ 3,250
534630	Library Learning Res. (books)	$ 10,542	$ 61,796
		$ 13,792	**$ 65,046**
1480 State Library Statewide Programs & Grants			

532812	Telecommunication Ser.	$ 26,078	$ 26,078
536960	Aid to Counties	$ 144,013	$ 329,149
		$ 170,091	**$ 355,227**

1500 Museum of History			
531211	SPA Regular salaries	$ 107,714	$ 107,714
531511	Social Security	$ 8,240	$ 8,240
531521	Retirement	$ 8,617	$ 8,617
531561	Med. Insurance	$ 9,024	$ 9,024
		$ 133,595	**$ 133,595**
	TOTAL FOR DEPARTMENT	**$ 600,277**	**$1,200,554**
Budget Code 14802			
1584 Roanoke Island Commission		**$ 18,782**	**$ 37,565**

Attachment 11

Michele Nelson (Fiscal Research)

From: Michele Nelson (Fiscal Research)
Sent: Thursday, April 26, 2001 4:19 PM
To: 'camille.winston@ncmail.net'; 'thomas.cheek@ncmail.net'
Subject: Agency Reductions for 2001-03

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

The additional 1% for OAH is $28,641, which combined with the Governor's cuts ($44,000) provides total reductions of $72,641.

The budgeted salary of the vacant Clerk-Typist position offered for the additional 1% is $23,793. Adding SS and retirement @ 15.66% ($3,726) and medical of $2,256, the total position reduction is $29,775. Since this amount is $1,134 over the additional 1%, is it possible to adjust one or more of the line items reduced in the Governor's package to achieve the same total reduction of $72,641? Thomas, would this be agreeable with your office?

Thanks.

~~~~~~~~~~~~~~~~~~~
Michele T. Nelson
Fiscal Research Division
Room 619, LOB
(919) 733-4910
(919) 715-7586
michelen@ncleg.net
~~~~~~~~~~~~~~~~~~~

OFFICE OF ADMINISTRATIVE HEARINGS

ADDITIONAL BUDGET CUTS FOR

2001-03 BIENNIUM

	1% Cut	2% Cut
Proposed Appropriation (after 1.5% Reduction	2,864,088.00	2,864,088.00
Proposed Budget Cut	~~28,641~~ 29,775	~~57,282~~

Due to the fact that over 90% of the total budget for the Office of Administrative Hearings is salary and salary related line items, it is most difficult for us to identify additional cuts to an already tight budget. Any additional budget cuts, above those identified in the Governor's budget, would have to come from the following areas:

note 1	Salaries and related expenses	29,775 ~~28,641~~	29,775 ~~28,641~~
note 2	Travel Expenses		28,641
	Total	~~28,641~~ 29,775	~~57,282~~ 58,416

note 1 OAH would have to cut one position to meet this reduction. The position identified is number 8210-1100-0000-061, which was originally established as a clerk typist in the Civil Rights Division.

note 2 OAH would have to cut more than one half of our total travel budget in order to meet this reduction. This would necessitate us to require all hearings to be conducted in a maximum of only four locations across the State. A great number would have to be moved to Raleigh in order to eliminate travel expenses being incurred by the ALJ's.

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Removed** The following nonrecurring appropriations are removed from the base line budget: Compensation Bonus	$ (18,704)	$ (18,704)
2. **Nonrecurring Reductions Restored** The following nonrecurring reductions are restored in the base line budget: Death Benefit Contribution Rate	$ 3,181	$ 3,181
Retiree Health Premium Reserve	14,315	14,315
Total Appropriation	$ 17,496	$ 17,496
Total Consensus Base Line Adjustments	$ (1,208)	$ (1,208)

Recommended Reductions:

1. **Increase Budgeted Receipts** The Office of Administrative Hearings can increase its budgeted receipts and reduce the amount of appropriations required to support current operations.	$ (13,866) ~~(15,000)~~	$ (13,866) ~~(15,000)~~
2. **Increase Efficiency Savings** The Office of Administrative Hearings can reduce its budget for support cost and contracted funds (maintenance agreement of equipment, membership and subscriptions, legal services and system implementation).	$ (29,000)	$ (29,000)
Total Recommended Reductions	$ (44,000)	$ (44,000)

Attachment IIA

OFFICE OF ADMINISTRATIVE HEARINGS

ADDITIONAL BUDGET CUTS FOR

2001-03 BIENNIUM

	1% Cut	2% Cut
Proposed Appropriation (after 1.5% Reduction	2,864,088.00	2,864,088.00
Proposed Budget Cut	**28,641**	**57,282**

Due to the fact that over 90% of the total budget for the Office of Administrative Hearings is salary and salary related line items, it is most difficult for us to identify additional cuts to an already tight budget. Any additional budget cuts, above those identified in the Governor's budget, would have to come from the following areas:

note 1	Salaries and related expenses	28,641	28,641
note 2	Travel Expenses		28,641
	Total	28,641	57,282

note 1 OAH would have to cut one position to meet this reduction. The position identified is number 8210-1100-0000-061, which was originally established as a clerk typist in the Civil Rights Division.

note 2 OAH would have to cut more than one half of our total travel budget in order to meet this reduction. This would necessitate us to require all hearings to be conducted in a maximum of only four locations across the State. A great number would have to be moved to Raleigh in order to eliminate travel expenses being incurred by the ALJ's.

CUT IDENTIFIED TO OSBM. 44000 - 1.5% of BUDGET (IN GOVERNORS Budget)

attachment 12

DEPARTMENT OF ADMINISTRATION
General Government Flagged Items
May 8, 2001

1. State Parking – Consideration for increasing parking fees for state employees
   There is no consideration being given to this issue.

2. State Capital Police – Consideration to privatizing force
   The Department recommends that a study be conducted to address this question, as preliminary information gathered is not complete. There is information from 1995, but it is dated.

3. Human Relations Commission – What is the difference between the 99/00 actual and the 00/01 budget?
   HRC's actual expenditures were less than budgeted by approximately $100,000 for fiscal year 1999-2000 for two reasons: 1) A position (Human Relations Specialist) was vacant for the majority of the year but has since been filled, and 2) Funds for operating costs were withheld in order for DOA to meet its targeted reversion in support of the hurricane relief efforts imposed on state agencies last fiscal year. (Operating costs were subsidized for this period by HUD funds which are not continuous funding.)

4. Youth Advocacy and Involvement – Is this duplicative of the Model Co-op Program in OSP?
   The OSP program provides managers with student applications for funded positions, and the agency managers select incoming junior or seniors for the typical co-op year which is a full-time job, i.e. fall-spring, spring-summer, etc. YAIO matches incoming sophomores, juniors and seniors with proposed agency projects. (A few graduating seniors apply for this program, but they have to be going to graduate school to be eligible.) See Attachment A, page 4

5. Motor Fleet – Is revenue likely to go down due to rising gas costs?
   Yes. Budget cuts of travel monies and escalating fuel costs will drive revenue down.

6. Office on the Americans with Disabilities Act to the Office of State Personnel - Should this office be in OSP?
   The Department of Administration cannot answer this question as it is more appropriate for the OSP to do so. This agency provides statewide program support for training on ADA, and is an unfunded mandate in the Office of the Secretary.

7. State Employees Incentive Bonus Program – How much money has been saved?

Overall Program Statistics	
Quantified first year savings (1998 to date)	$2,637,142
Awards approved ($)	$ 428,501
Monetary winners approved	168
Quality awards (non-monetary)	9
Total days leave granted for quality awards	17
Fiscal Year 2000-2001 Program Statistics	
Quantified first year savings	$1,214,877
Awards approved ($)	$189,428
(Includes $69,425 savings and $13,885 in awards pending certification)	

8. Energy Office – What is the balance in the Petroleum Violation Escrow fund, and how can it be used?

   Of the total amount available, $29,275,816, the General Assembly has yet to allocate $11, 278, 776, and these funds sit in the State Treasury drawing interest. This balance, by court settlements and federal guidelines, is earmarked for energy-conserving and energy-related programs.

9. State Construction Office – Inspection of buildings; DOA's role vs. DOI's role; can there be better coordination?

   See Attachment B, letter from State Construction Office Director Speros Fleggas to Rep. Wilma Sherrill, dated May 2, 2001.

   In summary, a combined review by DOI and State Construction has been discussed in the past. Also, a legislative study committee considered such a consolidation in the mid-1980s, but did not act on the recommendations (last paragraph of Fleggas letter).

10. Public Information Programs

    Council for Women

    - Distinguished Women's Banquet – Receipts and $25,000 in corporate and foundation donations
    - Women's History Month – No money expended
    - Women's Health Manual – Corporate grant
    - Connections Leadership Conference – Foundations and corporate donors
    - Women in the Military – Corporate sponsor (Sprint)
    - Sexual Assault Awareness Month – No money expended
    - Take Our Daughters to Work Day – Women's Bureau ($1,400 federal)

    State Veterans Nursing Home dedication – No money expended

    State Veterans Cemeteries – No money expended

    State Veterans Scholarships – State funded; $4,430,000 for FY 2000-2001

    Commission of Indian Affairs

    - Indian Unity Conference – Federally funded

Indian Youth Unity Conference – Federally funded

Youth Advocacy and Involvement Office
- Youth Legislative Assembly – $32,000 - Receipt supported
- Youth Mini-Grants - $6,500 state appropriations

Human Relations Commission
- Martin Luther King Mini-Grants – State funded, $50,000 annually
- Fair Housing Month – Federally funded
- Martin Luther King Bell Ringing Ceremony – No money expended

Historically Underutilized Businesses
- Ten HUB Regional Training Conferences – $3,390 from Secretary's Office budget

State Surplus Property
- Bluebird House Project Using Surplus Shipping Pallets – No money expended
- 1999 US Open Signs Up for Bid – No money expended

Motor Fleet Management
- Rebuilt Cars Program Expands – Receipts supported; can rebuild two cars for the price of one new vehicle; rebuilt over 400 vehicles in last 2.5 years

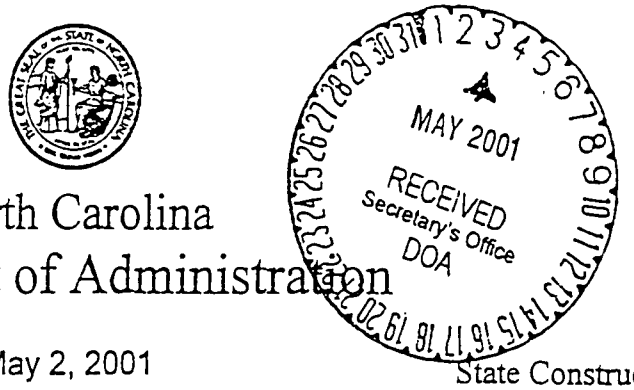
Attachment A

Comparisons between NC State Government Internship Program, Co-Op and Institute of Government

Characteristic	Internship Program	Co-Op	IOG
Pay	$6.75/hr	$6.73-$14.00	$6.75/hour
Percent of salary pd by program	100%	0-25%	100%
# of students in program	103	10-30	20
Origination	1973	1984	1963
School represented in program	40-55 yearly	10-12 yearly	?
Benefits	none	Vacation and sick leave	Arranged housing which is supplemented by program, trip to Washington D.C.
Work period	10 weeks during summer	1-3 sessions (spring, summer, fall)	10 weeks during the summer
Academic credit	Can be arranged by student	Can be arranged by student	Can be arranged by student or credit for Poli 96 arranged by program
Residency requirement	Must be NC resident	None	NC resident attending school in or out of state, Any state resident attending NC college
Student status	Freshman-Graduate and Profession schools		Sophomore-Senior
GPA	2.5		None stated

D04 4

Attachment B



North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

May 2, 2001

State Construction Office
Speros J. Fleggas, P.E., Director

Honorable Wilma M. Sherrill
North Carolina House of Representatives
403 Legislative Office Building
Raleigh, NC 27601-1096

Dear Representative Sherrill:

This is in response to your questions at General Government subcommittee this morning concerning the review responsibilities of the Department of Insurance (DOI) relative to the State Construction Office.

G.S. 58-31-40 prohibits the State Construction Office from approving plans and specifications until DOI has reviewed and approved as to fire protection. DOI usually limits their review comments to Volume I (General Construction) and I-C (Accessibility) of the N.C. Building Code. The emphasis even to this review is limited to egress requirements, UL ratings on assembly systems and occupancy requirements. DOI will also review the fire alarm system. Basically, the review is limited to anything that might involve life safety to the occupants and limit property losses in the event of a fire.

The State Construction Office under G.S. 143-31.1 and G.S. 143-341 is the only agency that performs a broad-based comprehensive review of the design and construction of the entire project. As part of our review, we will comment on budget, statutory and procedural issues involved with public work, the sufficiency of bid and contract documents, mechanical and electrical building systems and mechanical, plumbing, and electrical code violations when they are noted. In addition, we look closely at the architectural and structural aspects of the design. Fire alarm systems are reviewed beyond code compliance for the functional and practical aspects of the design.

From a technical standpoint, the entire review process could be handled from within the State Construction Office. Several of our staff are already code certified by DOI. However, additional staff and resources would needed to accomplish added review responsibilities.

Mailing Address:
1307 Mail Service Center
Raleigh, N.C. 27699-1307

Telephone (919) 733-7962
Fax (919) 733-6609
State Courier #56-02-01

Location:
301 N. Wilmington St., Ste. 450
Raleigh, North Carolina 27601

An Equal Opportunity/Affirmative Action Employer

DOA5

Regarding the inspection process, G.S. 143-143.2 prohibits power companies from connecting to a new building until an electrical inspection and certification is issued by the appropriate building inspector. That would be DOI for State buildings. The DOI inspectors limit their inspections to code violations only. Under G.S. 143-341, the State Construction Office looks at constructability issues, quality of the installation, function, serviceability, and adherence to plans and specifications. DOI advised us in July 2000, that they are no longer performing functionality inspections of fire alarm systems. Their plan review section checks the layout and design of alarm and sprinkler systems and their field inspectors conduct a standard inspection of the electrical wiring. The inspection and certification of the alarm system is left to the alarm designer and contractor. It is our opinion that these systems are too critical to life safety without a system check out and verification by the State at final inspection that they are functional and working properly.

A combined review by DOI and the State Construction Office has been discussed in the past. The design community has expressed a desire to coordinate with only one agency and have one plan review as a way of simplifying the design review process. Out of respect for the fine job that DOI does and the close working relationship between the departments, the Department of Administration has not promoted such a concept. In the mid 1980's, the General Assembly considered such a consolidation through a study committee, but elected not to act on such recommendations.

If you need additional information, please let me know.

Very truly yours,

Speros J. Fleggas, PE

SJF/smf

cc: Secretary Gwynn Swinson
Carlton Myrick
Martha Glass
Brooks Skinner

DOA6

attachment 12 A

STATISTICAL BREAKDOWN

2001 Internship Applicants

RACE/GENDER

White Female	131	White Male	80
African American Female	40	African American Male	7
Hispanic Female	3	Hispanic Male	0
Asian Female	6	Asian Male	5
American Indian	1	Other	0
White/Japanese	1	**TOTAL MALE**	**92**
Lebanese/American	1	**TOTAL APPLICANTS**	**279**
Iranian	1		
Other	3		
TOTAL FEMALE	**187**		

TYPE OF COLLEGE

Public	Private	Community/Technical	Out of State	TOTAL
195	64	6	14	279

COUNTY

Alamance	1	Forsyth	5	Pender	1
Alexander	2	Gaston	2	Person	2
Bertie	1	Graham	1	Pitt	7
Brunswick	2	Guilford	13	Randolph	1
Buncombe	3	Halifax	3	Robeson	1
Cabarrus	1	Harnett	6	Rockingham	1
Camden	3	Haywood	1	Rowan	5
Carteret	4	Iredell	2	Rutherford	1
Caswell	2	Jackson	4	Scotland	4
Catawba	2	Johnston	3	Stanly	1
Chatham	1	Jones	1	Stokes	2
Chowan	1	Lee	2	Surry	4
Cleveland	1	Macon	1	Transylvania	2
Craven	3	Madison	1	Union	1
Cumberland	13	Mecklenburg	13	Wake	54
Dare	2	Nash	2	Washington	1
Davidson	2	New Hanover	13	Watauga	4
Davie	1	Northampton	1	Wayne	3
Duplin	1	Onslow	3	Wilkes	2
Durham	15	Orange	28	Wilson	4
Edgecombe	4	Pamlico	1	Total Counties	62

DOA

Attachment 12B

STATISTICAL BREAKDOWN

2001 Internship Applicants

SCHOOLS

Appalachian State University	9	NC State University	28
Barton College	1	Peace College	1
Beaufort County Community College	1	Princeton University	1
Brevard College	2	Salem College	1
Campbell University	14	Scripps College	1
Central Piedmont Community College	2	Spelman College	1
Clemson University	1	St. Augustine's College	1
Coastal Carolina Community College	1	Tulane University	1
College of the Albemarle	1	UNC Asheville	3
College of William and Mary	1	UNC Chapel Hill	74
Davidson College	2	UNC Charlotte	2
Duke University	11	UNC Greensboro	7
East Carolina University	17	UNC Pembroke	3
Elizabeth City State University	5	UNC Wilmington	16
Elon College	5	University of Georgia	1
Emory University	1	University of Notre Dame	1
Fayetteville State University	5	University of Pennsylvania	1
Gardner Webb University	2	University of Tennessee	1
Guilford College	1	Wake Forest University	12
Haywood Community College	1	Warren Wilson College	1
Johnson C. Smith University	2	Wesleyan University	1
Manchester College	1	Western Carolina University	12
Mars Hill College	1	Winston-Salem State University	1
Meredith College	6	Yale University	1
Methodist College	1		
Middlebury College	1		
Mount Holyoke College	1		
NC A & T	2		
NC Wesleyan College	1		
NC Central University	8	Total Schools	54

DOA

Attachment 12 C

Department of Administration
Proposed Reductions
Continuation Budget FY 2001-03

	Proposed 1%	Proposed 2%
Office of the Secretary	$190,080	$190,080
Replace appropriated funds by Highway Funds for Highway's portion of ARC assessment dues		
Itemized account detail to be provided		
Office of Fiscal Management	27,870	27,870
Abolish Departmental Supply Store		
(1) Position (Processing Assistant III)		
Human Resource Management		
Pending approval of current legislation (House Bill 441 & Senate Bil 747) the State Employee Incentive Bonus Program will become receipt supported eliminating appropriation support of two positions.	114,997	114,997
Youth Involvement Office		
Abolish 100% of Internship Program:		
1st year reduction due to phase out period		66,663
2nd year reduction after phase out period		300,175
This program will have to be phased out since current internships are awarded through 8/3/01.		
Board of Ethics	10,000	10,000
Miscellaneous Contractual Services $10,000		
Council for Women	7,000	7,000
Miscellaneous Contractual Services		
Board of Ethics	2,000	2,000
Travel		
State Capitol Police	30,210	30,210
Abolish Police Officer II Position		
Performing Safety Awareness to State Government Agencies		
Reduce Overall Departmental Printing Budget 10%	10,000	10,000
(Implementing electronic forms and communication were possible)		
Office of the Secretary		
Abolish American Disabilities Act (ADA) Program in the Office of the Secretary		101,875
Board of Science and Technology		
1% - Eliminate 1 position (Soc. Research Asst. II position) and all research grant funds.	155,410	
2% - Eliminate all of Board of Science and Technology with the exception of (3) Positions - Executive Director, Admin. Sec. III and Education Consultant II.		306,099
1st Year **Department of Administration Proposed Reductions**	$547,367	$866,584
2nd Year - Internship Program Reductions Annualized. Majority of Interns have been employed for 1st year of the biennium. This would annualize the reducition in the second year of the biennium.		233,512
2nd Year **Department of Administration Proposed Reductions**	$ 547,367	$ 1,100,096

Revised 5/2/01

JOINT
APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

May 9, 2001
5:30 p.m.

The Joint APPROPRIATIONS Subcommittee on General Government met on Wednesday, May 9, 2001 at 5:30 p.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. There were three Senate members present. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

OFFICE OF ADMINISTRATIVE HEARINGS (See Attachments 11 and 11A)

Representative Jeffus, presiding chair, recognized Judge Julian Mann III, Director, to continue with his report from earlier today. For the one percent cut, they proposed the elimination of one position. They offered an alternative for the two percent, which they hope would not have to be taken and was a cut in the travel for the statewide one hundred county venues, which they have for the Hearing Division. The Administrative Procedures Act requires that all contested cases be heard in the counties where the petitioner resides. They have about seven major locations that are very close to most of the counties in the state and major cities and if they went to the two percent cut, they would need a statutory change in the venue required by petitioners where they could not insist on a home county venue. This is not a complete travel budget at the two percent cut but it is about half. They would be forced to retreat into cities that are more populated and also closer to Raleigh with the majority of the hearing being conducted in Raleigh.

Ms. Michele Nelson made a comment on a correction of the one percent cut. (See Attachment 11)

DEPARTMENT OF ADMINISTRATION (Attachment 12C)

Representative Jeffus recognized Secretary Gwynn T. Swinson to conclude her report on proposed reductions.

Ms. Swinson began on page one with an overview of the proposed reductions. In Human Resource Management there is pending legislation on the State Employee Incentive Bonus Program that would become receipt supported therefore eliminating appropriation support of two positions. This item needs to be **flagged** in case the legislation does not pass.

Mr. Charles F. Smith, Director, Veteran's Affairs, spoke on scholarships. The scholarship program was first originated in 1931 for the children of World War I veterans and further extended to the return of Veterans of World War II. This scholarship is for children of deceased, disabled, POWs, and MIAs war veterans. They must be residents of North Carolina when they entered that period of service in which the wartime service connected disability was incurred or the child was born in North Carolina and has lived in North Carolina continuously since birth. One exception is when a child is born outside the state in one of the border counties and the nearest medical facility would be outside the state. This would be an exception to the rule as long as they came back to the state immediately after discharge from the hospital. It is only for schools operating in the State of North Carolina, either state or private colleges, universities or technical schools. The private institutions are not for profit and must adhere to certain administrative procedures with the statute covering the awarding of the scholarship. There are four classes of scholarships. The current budget for this program is approximately $4.5 million and with approximately 1,100 students in school. They have ten years to use this scholarship after it is awarded. There are no Federal funds used in this program.

Representative Jeffus stated that they were going to work on a special provision for this.

Mr. Smith stated that the scholarship is for eight semesters. There are students that attend community colleges for the first two years and don't use the scholarship and might come back and use it for a school that cost more. There is the limit as to the number of semesters they can use of the scholarship. About forty percent of the graduates use the full amount within four years.

The program was completely revamped in 1945 because North Carolina has never paid a bonus to returning veterans. They thought it better to help the children than pay a wartime bonus as so many states have done.

The program is advertised twice a year through the county district veteran's service officers and advertised in veterans' publications.

The governor appoints the North Carolina Veterans Affairs Commission with one member from each congressional district. The Commission decides on the scholarships. Members of the Commission must be veterans. The applicants are checked to see if they have applied for or received any other type of aid.

Representative Adams requested a **breakdown** of the applicants for the past ten years. Mr. Smith stated that they break it down by district, county, ethnic background, and sex. They may not have it for the past ten years but will furnish the available figures.

DEPARTMENT OF REVENUE (Attachments 13, 13A, 13 B)

Mr. E. Norris Tolson, Secretary, was recognized to present the Department of Revenue. Mr. Tolson introduced Mr. Keith F. McCombs, Director, Accounting Division, to cover the flagged items.

1. Criminal Investigations: (Attachment 13A)

The first item is with regard to the question concerning the difference in fiscal year 1999-00 of the Criminal Investigations Budget compared to fiscal year 2000-01 Authorized and fiscal year 2001-02 and fiscal year 2002-03 Recommended Budgets.

2. Tax Research Division: (Attachment 13A)

The second item flagged was in the Tax Research Division and the question was why they had twenty people in 1999-00 and they had nineteen people in this current year but the budget increased. The department was allocated $150,000 in 1999-00 to establish four positions in the Tax Research Division. They were given $250,000 this year and actually could not fund all four positions until they received the $250,000 in the current year. The money was not spent that was allocated in 1999-00 because they did not have the money to fill all four positions. They are trying to fill the positions now.

3. Number of Auditors: (Attachment 13A)

They have 223 auditors that are in Raleigh and field offices throughout the state.

4. Consolidation of Field Offices: (Attachment 13, Pages 1-2)

The fourth item that was flagged had to do with the consolidation of a number of field offices in the state. Mr. McCombs stated that Secretary Tolson would address this flagged item. Previously they talked about the cost of consolidation of offices. The first of two, Asheville because of a reorganization that took place last year and approved by Governor Hunt they were adding some taxpayer assistance people to the field. The Asheville office could not accommodate the revenue and exam people plus taxpayer assistance people so they needed a new office location. They took the lowest bid that came in through the General Services and it came out as $87,000 for the new office location that will accommodate the people that are already in place. The Hendersonville office is about a fifteen-minute drive away. By combining it with Asheville, they could save about $21,000 and not jeopardize customer service. The same is true in Winston-Salem. By combining the Lexington office with Winston-Salem, they saved about $14,000. No employees will be lost in this process.

SECRETARY OF STATE (Attachment 14)

Representative Jeffus recognized Secretary Elaine Marshall. She introduced Mr. Michael Peeler, Deputy of Administration, to go over the flagged items from previous meetings.

1. Publications Status: (Attachment 14, Page 2)

Mr. Peeler stated that the first item is on the Secretary of State's recommendation on changes to publications statutes. The Session Laws and Journals required to be distributed to certain agencies. The statute states to whom it will be sent and how many copies. Not all of the persons listed want these publications. They suggest that the statute be amended. Secretary Marshall stated that their office did not print the publications but just distribute. Representative Sherrill suggested a special provision.

3. Travel and Other Employee Expenses: (Attachment 14, Page 3)

Mr. Peeler continued that the next item is a summary of travel and other employee expenses. The request was for an additional breakout by divisions and for the past five years. Of the travel total of $85,063, they have offered a one percent cut that equals about $31,000. The two percent cut would reduce it about $44,000. Secretary Marshall pointed out in the last three columns that the certified travel budget has been in the $70,000 to $80,000 range for the last five years but they have actually spent less than that amount on travel. They have found that they have been able to cover other administrative operating costs at the office. The Notary Public office depleted its operating funds as of this past December and that is only half way through the year. They are seeing an unprecedented increase in the number of people that want to be notaries. They have used budgeted money from travel. Also, they have leased space for storage because Archives no longer accepts items. They took money from the travel budget to cover the cost of the leased space.

4. Cost to Reprint North Carolina Government: (Attachment 14, Pages 4-5)

Mr. Peeler continued that the North Carolina Government publication has not been produced in more than twenty years. The estimated cost would be $150,000 to $200,000 for printing and that does not include the cost of one clerk typist and a qualified editorial assistant for a limited time. The 8"x10" book was last printed in 1981 and consist of 1,573 pages.

5. Span of Control: (Attachment 14, Page 6)

Mr. Peeler briefly covered the information on the span of control for 1995 and current.

6. Comparison of Secretary of State Publications To Institute of Government Publications: (Attachment 14, Page 7)

Mr. Peeler stated they did not find that the content was duplicated but found two with similar titles. Representative Sherrill stated that she receives many calls for the Directory of Boards and Commissions publication and wanted to know if it was updated every two years? Secretary Marshall stated that it has not been printed since 1996. It has not been funded. At that time, the Secretary of State had the revenue to go ahead and do it, but they have not had the funds since then. It is a highly popular and requested book.

They are the depositories of information that is kept current. Representative Sherrill wanted to know if they could expand the report and do an update? This is policy and we need to do both.

7. Request Fee Increase Including Comparative Data For Other States: (Attachment 14, Pages 8-15)

Mr. Peeler stated that this is one of three areas where the budget process, we believe this year, has some unintended consequences. One of the proposals they considered and offered was the fee increase. The committee members wanted to know how North Carolina's fees compared with other states. (See page 8) The Corporate Certificates of Existence is on page 9 for neighboring states. Those are the two fees that they proposed an increase. A copy of that legislation (House Bill 1396) begins on page 10.

8. Decrease In Receipts Due To Lack of Tape Sales: (Attachment 14, Page 16)

The next item is the decrease in receipts due to lack of tape sales as charted on page 16. Mr. Peeler stated that the name has been changed to sale of data. The chart shows the budgeted level and the actual receipts for the data sales. Secretary Marshall stated that the shortfall was due to a couple of things. This information was on the data base system at State Information Processing and when they moved off that server environment, which was the appropriate thing to do, that eliminated a part of their regular subscribers who had a standing order and received it once a month. Many have probably seen it in their local newspapers. The Raleigh News and Observer puts it in about once a week listing the number of incorporations in Wake County, Orange County, etc., who the registered person was,etc. That is a standing order they have purchased. Part of it is because of the merger of newspapers. Some have mergered so they just need it one time. Also, since they have moved to the client server, these people pay a subscription fee to the Secretary of State, and it is under the public information law so we can only charge them what the real cost is. It is free on the Net but newspapers do not want it that way because when they get it from them in the file form they can manipulate it and use it better for their purposes.

9. Printing Budget: (Attachment 14, Page 17)

Mr. Peeler stated that they have listed the publications they would like to print. The two publications listed are statutory, Directory of State and County Officials and Election Results, and were not offered up for the one or two percent cuts.

10. Rent For Leased Space For The Uniform Commercial Code Division: (Attachment 14, Pages 18-19)

The memorandum to the chairs dated April 24, 2001, details the rent situation and explains how they ended with a shortfall. Mr. Scott Templeton, Deputy Secretary, spoke on the issue. The space was needed for the consolidation of 101 filing offices in North

Carolina under the Uniform Commerical Code into one central filing office in Raleigh. This was needed by July 1, 2001, as a result of legislation passed revising Article 9 of the Uniform Commercial Code. The provision is vital in the North Carolina economy. Any transaction where somebody is buying something and as a result of that purchase, having to borrow money, you have a collateral interest created and filing is made in their office. Revised Article 9 stated that subsequent creditors might do a form of credit checks on that debtor. As part of the process, they will centralize all into one office instead of one in every county. They worked with the State Property Office to develop a proposal of the amount of space needed and the budget.

Secretary Marshall stated that they are in the transition stages right now and as of July 1, the Registrar of Deeds will be closing their Uniform Commercial Code and those documents will be directed to the Secretary of State's office.

This issue was placed on hold to see where the money would come for the amount of the leased space.

11. Status on Implementation of Revised UCC Article 9: (Attachment 14, Pages 20-22)

Mr. Peeler introduced Mr. Scott Templeton to review the status. He referred the committee to the memorandum listing the questions by the committee and the answers. He presented a quick overview of the material.

Representative Jeffus announced that there would not be a committee meeting in the morning. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

VISITOR REGISTRATION SHEET

JOINT

APPROPRIATIONS Subcommittee on General Government Date: 5/9/01 5:30P.M.

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Anne Wilson	NCAJJ
Willie Riddick	DOR
Kathy Crooke	DOA
[illegible]	DOA
Connie Thurston	OAH
Juleau Mann	OAH
Kathy Crooke	DOA
Martha Glass	DOA
Pam Deardorff	DOA
McKinley Wooten, Jr.	DOA
Brooks Skinner	DOA
Keith McCoy	DOR
Peggy Oliver	OSP
Cure Goodwin	OSP
Dewey Sanders	DOR
Doris Islam	DOR
John Morgan	OSC
Byron Harris	OSBPM
Thomas Clark	OSBPM

Attachment 13

North Carolina Department of Revenue
Field Offices Consolidation Analysis

	Cost Prior to Consolidation		Cost After Consolidation		Additional Costs Savings
Asheville (A)					
◆ Rent	$39,816		$80,364 (new location)*		
◆ Data Lines	7,200		7,200		
Total Cost		$47,016		$87,564	$40,548
Hendersonville (B)					
◆ Rent	$14,489		$0		
◆ Data Lines	7,200		0		
Total Cost		$21,689		$0	$21,689

* Due to reorganization, Asheville was selected as a taxpayer services site. Additional space was required to house these employees (five to six) in addition to two Motor Fuels employees in Hendersonville. Space was not available at current site. Bids were solicited and State Property and the Council of State approved the most appropriate bid although higher than current lease. Space can also be provided in Asheville for three revenue officers currently in Hendersonville at a cost savings.

Additional *Costs*					$18,859
Winston - Salem (C)					
◆ Rent	$48,890		$73,590 (new location) **		
◆ Data Lines	7,200		7,200		
Total Cost		$56,090		$80,790	$24,700
Lexington (D)					
◆ Rent	$7,200		$0		
◆ Data Lines	7,200		0		
Total Cost		$14,400		$0	$14,400

** As a result of consolidation, Winston-Salem was selected as a site for taxpayer services personnel (five to six employees). Space was not available at the current location and the existing location was in an undesirable location. Front windows of that office had been broken on two occasions and believed to have been caused by a discharge of firearms. In addition, the office did not meet several new code requirements. Bids were solicited and the most appropriate bid was approved by State Property and the Council of State. The new space can also accommodate the three revenue officers currently deployed in Lexington. Consolidating Lexington with Winston-Salem could result in savings currently committed to that location.

Additional *Costs*					$10,300
Rockingham (E)					
◆ Rent	$20,484		$0		
◆ Data Lines	7,200		0		
Sanford (F)					
◆ Rent	$8,678		$0		
◆ Data Lines	7,200		0		
Total Cost		$15,878		$0	$15,878
New Location **Southern Pines (G)**					
◆ Rent	$0		$22,500 (estimated)		
◆ Data Lines	0		7,200		
Total Cost		$0		$29,700	$29,700
Savings					$13,862

Field Offices Consolidation Analysis (cont.)

	Cost Prior to Consolidation		Cost After Consolidation		Additional Costs Savings
Concord (H)					
◆ Rent	$11,712		$0		
◆ Data Lines	7,200		0		
Total Cost		$18,912		$0	$18,912
Salisbury (I)					
◆ Rent	$29,353		$0		
◆ Data Lines	7,200		0		
Total Cost		$36,553		$0	$36,553
New Location Concord/Kannapolis (J)					
◆ Rent	$0		$41,000 (estimated)		
◆ Data Lines	0		7,200		
Total Cost		$0		$48,200	$48,200
Savings					$7,265

Total Additional Costs	$8,032

(A) Asheville- new lease to begin 6/1/01
(B) Hendersonville - lease expires 5/31/01

(C) Winston-Salem - new lease to began 2/01/01
(D) Lexington - lease expires 8/31/01

(E) Rockingham - lease expires 11/31/01 (month-to-month until 12/01/01)
(F) Sanford - lease expires 8/31/01 (month-to-month until 12/01/01)
(G) Southern Pines - new lease projected to begin 12/01/01

(H) Concord - lease expires 9/30/01 (month-to-month until 01/01/02)
(I) Salisbury - lease expires 12/31/01
(J) Concord/Kannapolis - new lease projected to begin 01/01/02

Attachment 13A

NC Department of Revenue
Flagged Items

(1) Criminal Investigations

With regard to the question concerning the difference in FY 1999-00 Criminal Investigations Budget compared to FY 2000-01 Authorized and FY 2001-02 and FY 2002-03 Recommended Budgets, please see the following:

FY 2000-01 Authorized Budget	$645,452
FY 1999-2000 Actual	596,804
Difference	48,648

Approximately $21,430 of the difference represents the legislative increases for division employees for FY 2000-01. Also, a position was vacant from 4-16-99 until 1-10-00 that would have generated actual salary expenditures in the amount of $30,120.

As additional information, the Department has never received additional funding for the retirement benefits based on LEO status; an additional amount of $20,127 was requested in the Continuation Budget to cover the projected increases.

(2) Number of Auditors in the Department is 223.

13 B

Michele Nelson (Fiscal Research)

From: Keith McCombs [keith.mccombs@ncmail.net]
Sent: Tuesday, May 08, 2001 11:22 AM
To: Michele Nelson (Fiscal Research)
Cc: Norris Tolson; Reggie Hinton; Sabra Faires; Ann Tilley
Subject: Tax Research Appropriations

Michele....Please see the explanation below with regard to the question asked by Rep. Sherrill on the appropriations for Tax Research (Page DOR-61).

The Department was appropriated $150,000 in FY 1999-2000 and $250,000 in FY 2000-2001 to fund additional "tax analyst" positions in Tax Research. With an effective date of March 1, 2000, four positions (two Economist III and two Economist II) were established with the Office of State Personnel at a base salary of $48,500 each (position #'s 40250, 40255, 40260 and 40265). The Department did not receive the full funding of all four positions until FY 2000-01, although they were originally established in FY 1999-00. The four "new" positions were not filled in FY 1999-2000 so the expenditure for the salaries and benefits would not be reflected in the "Acutal" column on the "Fiscal Data" sheet (Page DOR-61). The number of positions allocated to the Tax Research Division did change from 16 to 20 in FY 1999-00 as a result of the four "new" positions.

Also, the change in the number of positions from 20 to 19 from FY 1999-00 to FY 2000-01 is because of, (1) the abolishment of position #40250 (Economist III) by the 2000 General Assembly, (2) the abolishment of position #40314 (Statistical Assistant V) by the Department, and (3) the establishment of position #40251 (Economist III) with receipts from the Bill Lee Tax Credits monies from the Department of Commerce.

If you should need further information please let me know.

.....Keith

Attachment 14

Page	Committee Request – Flagged Items
2	SOS recommendation on changes to publications statues
3	Travel (including travel expenditures for the past 5 years)
4 - 5	Cost to reprint NC Government
6	Comparison of SOS publications to IOG publications
7	Span of Control
8 - 15	Request Fee increase including comparative data for other states
16	Decrease in receipts due to lack of tape sales (Revenue From Sale of Data)
17	Printing budget
18 - 19	Rent for leased space for UCC Division
20 - 22	Status on implementation of Revised UCC Article 9.

Memorandum

To: Secretary Elaine F. Marshall

From: George Jeter

Date: 05/09/01

Re: Session Laws and Journal Distribution

We have received requests in recent years from various agencies throughout the State concerning our distribution of Session Laws and Journals. This process is one mandated to us by law to follow. The law dictates, complete with specific numbers, which agencies we must send copies of the General Assembly's Session Laws and House and Senate Journals.

Invariably, the agencies contacting us ask us to reduce the number of copies we send them or to cease sending anything entirely. Since the state law is exceeding detailed about how we should mail out the books (GS 147-45), we have felt we could not honor these requests.

The Publications staff believes it could save the State money if the General Assembly would amend the statute to allow us discretion to determine to whom we provide these books to and in what amounts. Our concept would be to reduce the amounts of books sent to the agencies that wanted fewer books. We would not try to end or reduce circulation to any agency that did not want fewer books.

We already have this degree of latitude in distribution in some of our other books. If the statute is amended, we will formally canvass the list of current mandated recipients to determine whether they want to continue to receive the books and in what amounts. The results of the canvass will then be used to establish a permanent distribution list for each book that can be adjusted as necessary each year.

Please let me or Publications Director Sam Stowe know if you have any further questions.

Attached is a copy of the law and a sample of correspondence on this matter.

Secretary of State
Summary of Travel & Other Employee Expense

	Admin.	Publications	Corps.	UCC	Securities	BLIO	Notary Public	Land Records	Charitable Fund Raising		Dept. Certified Travel	Dept. Authorized Travel
	1110	1120	1210	1220	1230	1240	1300	1400	1600	TOTAL	Budget	Budget
Travel Summary												
Actual Expenditures												
FY 1996-97	6403	893	1409	922	8649	1836	2382	4864	0	**27358**	**88122**	**39212**
FY 1997-98	10001	126	4580	216	3349	3640	869	5231	0	**28012**	**73056**	**47295**
FY 1998-99	19343	996	725	897	6713	1955	285	5734	167	**36815**	**77569**	**46131**
FY 1999-00	17516	2014	635	1956	6901	1150	878	4670	0	**35720**	**75566**	**55713**
FY 2000-01 as of 4-30-01	15574	274	3006	2512	8847	452	651	3738	275	**35329**	**85308**	**66149**
Recommended Budget												
FY2001-02	30500	1700	5200	14200	17374	2850	1400	7939	3900	**85063**		

2

North Carolina Government Publication

Note: This is a short summary of the out-of-print North Carolina Government book and what it would take to get it back into print. A one-time updated printing would probably be good for at least 10 years. Please keep in mind, this book has not been produced in more than 20 years, so this is strictly an estimate:

North Carolina Government, 1585-1979

This giant 1,573 page book with 8"X10" pages was last printed in 1981. It's a kind of "Super Manual" when compared to the regular North Carolina Manual we print every two years.

Arguably, it is the most complete history book of official North Carolina information ever printed. We receive requests for this book regularly, 20 years after its last printing. Topics covered in this book and in no other centralized source that we know of include:

- A history of the Lords Proprietor era.
- A history of Colonial North Carolina information.
- North Carolina in the Confederacy information.
- A complete list of State House and Senate members dating back to the early Colonial days.
- A comprehensive listing of North Carolinians holding Federal office in history.
- Detailed mappings of North Carolina past and present.
- Histories of each North Carolina county.

Such topics are covered in the book from a strictly factual listing-type basis—typically giving names and dates of persons holding office or records of Constitutional changes and so on.

This book is the true one-volume compendium of factual data about North Carolina.

Realistically, this is not a book that can be republished on a regular basis due to its size, scope and printing cost. However, it is certainly a book that should be restored for a new generation of readers, historians, researchers and everyone interested in preserving North Carolina's historical record. Surviving copies of the 1981 book are cherished by their owners.

Also, at present it only exists in bound printed form since it was published before the Computer Age and is not "stored" in any type of modern record keeping device.

The best thing we should do is have the book's information re-keyed into a modern computer system and then updated by a qualified researcher who can add the past 22 years' worth of data into the various tables and lists.

We believe there would be a minimum of one year of work involved by 2 staffers—one a clerk typist and the other a qualified editorial assistant. We do not have the in-house staff to take this on, since it would be a full-time job.

However, restoring the book through this process would save its information, and build upon it for another generation. It would also put the book on a computer system for the first time so we would no longer be dependent on the few remaining bound copies as the only records of this vital information.

We recommend that 5,000 copies of the book be hardbound and distributed much like the North Carolina Manual. This would give our state libraries and educational institutions their once-in-a-generation chance for the book. **Given present day printing costs, it would take $150,000-$200,000 to make such a printing, not including the cost of hiring the two time-limited workers mentioned above.**

If possible, work could be done to put the book on the Internet in electronic form as well. It should be noted though, that this book is an immense volume and perhaps publishing it on a CD or similar device might be more realistic as a form of electronic publication.

Department of the Secretary of State, Span of Control

	Number of Employees	Number of Supervisors	Percentage of Supervisors to Total	Average Span Agency Wide	Agency Benchmark	Max No. Supervisor Levels
1995	117	31	26	3.74	6.37	6
Current	196	32	16.3	6.13	6.37	6

Comparison of SOS publications to IOG publications

We have not identified any duplicative publications by the Department of the Secretary of State and the Institute of Government.

There are two publications which share a similar name. However, the content is quite different.

These two publications are as follows:

Institute of Government Publication, A Guide for North Carolina State Boards, Commissions and Councils This publication provides information, statutes and rules regarding the function of boards, commissions and councils in general.

Department of the Secretary of State publication. Directory of North Carolina Boards and Commissions This publication provides individual contact names at the Board or Commission, addresses and telephone numbers. In addition a description of the purpose, the membership and terms of members is provided where applicable.

COMPARISON OF NOTARY PROVISIONS

	Term	Commission Fee	Bond Requirement	Seal Requirement	Jurisdiction
ALABAMA	4 years	$11-15 (Varies per county)	$10,000	Embosser (unnec. on acknowl.)	State or County
ALASKA	4 years	$40	$1,000	Embosser or inked stamp	State
AMER. SAMOA	1 year (1st term) 2 years (after 1st)	None	None	Embosser or inked stamp	Territory of A.S.
ARIZONA	4 years	$25 ($18 recording fee)	$5,000	Inked stamp	State
ARKANSAS	10 years	$20	$4,000	Embosser or inked stamp	State
CALIFORNIA	4 years	$72 ($40 for renewal)	$15,000	Inked stamp	State
COLORADO	4 years	$10	None	Embosser or inked stamp	State
CONNECTICUT	5 years	$60	None	None	State
DELAWARE	2 yrs. (1st term) 2 or 4 years	$53 $53 (2 yrs.) or $78 (4 yrs.)	None	Embosser or black inked stamp	State
DIST. OF COLUMBIA	5 years	$50	$2,000	Embosser	District of Columbia
FLORIDA	4 years	$39	$7,500	Inked stamp	State
GEORGIA	4 years	$15	None	Embosser or inked stamp	State
GUAM	4 years	$50	$1,000	Embosser and inked stamp	Territory of Guam
HAWAII	4 years	$40 ($40 for renewal)	$1,000	Embosser or inked stamp	State
IDAHO	6 years	$30	$10,000	Inked stamp	State or outside state for special documents
ILLINOIS	4 years	$10	$5,000	Black inked stamp	State
INDIANA	8 years	$5	$5,000	Embosser or inked stamp	State
IOWA	3 years	$30	None	None	State
KANSAS	4 years	$10	$7,500	Embosser or inked stamp	State
KENTUCKY	4 years	$10	Varies per county	None	State or County
LOUISIANA	Life	$35 ($20 for renewal)	$5,000: attorneys exempt	None	Parish (attys., state)
MAINE	7 years	$25	None	None	State
MARYLAND	4 years	$21	None	Embosser or inked stamp	State
MASSACHUSETTS	7 years	$25	None	None	State
MICHIGAN	4-5 years (expires on birthday)	$3	$10,000	None	State
MINNESOTA	5 years	$40	None	Inked stamp	State
MISSISSIPPI	4 years	$25	$5,000	Embosser or inked stamp	State
MISSOURI	4 years	$25	$10,000	Embosser or black inked stamp	State
MONTANA	4 years	$20	$5,000	Embosser or inked stamp	State
NEBRASKA	4 years	$30	$10,000	Inked stamp	State
NEVADA	4 years	$35	$10,000	Inked stamp	State
NEW HAMPSHIRE	5 years	$50	None	Embosser or inked stamp	State
NEW JERSEY	5 years	$25	None	None	State
NEW MEXICO	4 years	$10	$500	Embosser or inked stamp	State
NEW YORK	2 years	$30	None	None	State
NORTH CAROLINA	5 years	$30	None	Embosser or inked stamp	State
NORTH DAKOTA	6 years	$25	$7,500	Embosser or inked stamp	State
NOR. MARIANAS	2 years	$25	$1,000	Black inked stamp	Northern Marianas
OHIO	5 years	$5 plus appropriate county fees	None	Embosser or inked stamp	State
OKLAHOMA	4 years	$25 ($20 for renewal)	$1,000	Embosser or inked stamp	State
OREGON	4 years	$20	None	Black inked stamp	State
PENNSYLVANIA	4 years	$40	$3,000	Embosser and inked stamp	State
PUERTO RICO	Life	Apprx. $50 (exam fee)	$15,000	Embosser or inked stamp	Puerto Rico
RHODE ISLAND	4 years	$80	None	None	State
SOUTH CAROLINA	10 years	$25	None	None	State
SOUTH DAKOTA	6 years	$10	$5,000	Embosser or inked stamp	State
TENNESSEE	4 years	$12	$10,000	Embosser or inked stamp	State
TEXAS	4 years	$21	$10,000	Embosser or inked stamp	State
U.S. VIRGIN ISLANDS	4 years	$100 ($75 for renewal)	$5,000	Embosser	U.S. Virgin Islands
UTAH	4 years	$20	$5,000	Inked stamp (State encourages embosser in addition to inked seal)	State
VERMONT	4 years	$20	None	None	State
VIRGINIA	4 years	$25	None	None	State
WASHINGTON	4 years	$20	$10,000	Embosser or inked stamp	State
WEST VIRGINIA	10 years	$50 (+$2 recording fee)	None	Inked stamp	State
WISCONSIN	4 years	$20	$500	Embosser or inked stamp	State
WYOMING	4 years	$30	$500	Embosser or inked stamp	State

CORPORATE CERTIFICATES OF EXISTENCE

South Carolina	**$10.00**
Georgia	**$10.00**
Tennessee	**$ 6.00**
Virginia	**$20.00**

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H

HOUSE BILL 1396

Short Title:	Fees for Corporate Certificate of Existence.	(Public)
Sponsors:	Representative Michaux.	
Referred to:	Finance.	

April 26, 2001

A BILL TO BE ENTITLED

AN ACT TO ESTABLISH A FEE FOR CERTIFICATES OF EXISTENCE AND AUTHORIZATION FOR CORPORATIONS, NONPROFIT CORPORATIONS, AND LIMITED LIABILITY COMPANIES AND TO PROVIDE FOR CERTIFICATES OF EXISTENCE, CERTIFICATES OF AUTHORIZATION, AND FEES FOR THOSE CERTIFICATES FOR LIMITED LIABILITY PARTNERSHIPS AND LIMITED PARTNERSHIPS.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 55-1-22(a)(25), 55A-1-22(a)(26), and 57C-1-22(a)(24) are repealed.

SECTION 2. G.S. 55-1-28 is amended by adding a new subsection to read:

"(d) The Secretary of State shall establish a reasonable fee, not to exceed fifteen dollars ($15.00), for furnishing a certificate of existence or certificate of authorization pursuant to this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 3. Effective July 1, 2003, G.S. 55-1-28(d), as enacted in Section 2 of this act, reads as rewritten:

"(d) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifteen dollars ~~($15.00),~~ ($15.00) for furnishing a certificate of existence or certificate of authorization pursuant to this section. ~~The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the

Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 4. G.S. 55A-1-28 is amended by adding a new subsection to read:

"(d) The Secretary of State shall establish a reasonable fee, not to exceed fifteen dollars ($15.00), for furnishing a certificate of existence or certificate of authorization pursuant to this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 5. Effective July 1, 2003, G.S. 55A-1-28(d), as enacted in Section 4 of this act, reads as rewritten:

"(d) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifteen dollars ~~($15.00),~~ ($15.00) for furnishing a certificate of existence or certificate of authorization pursuant to this section. ~~The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 6. G.S. 57C-1-28 is amended by adding a new subsection to read:

"(d) The Secretary of State shall establish a reasonable fee, not to exceed fifteen dollars ($15.00), for furnishing a certificate of existence or certificate of authorization pursuant to this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 7. Effective July 1, 2003, G.S. 57C-1-28(d), as enacted in Section 6 of this act, reads as rewritten:

"(d) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifteen dollars ~~($15.00),~~ ($15.00) for furnishing a certificate of existence or certificate of authorization pursuant to this section. ~~The establishment of the fee by the~~

~~Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 8. Article 3B of Chapter 59 of the General Statutes is amended by adding a new section to read:

"**§ 59-84.5. Certificate of existence.**

(a) Anyone may apply to the Secretary of State to furnish a certificate of existence for a domestic registered limited liability partnership or a certificate of authorization for a foreign limited liability partnership.

(b) A certificate of existence or authorization shall set forth all of the following:

(1) The domestic registered limited liability partnership's name or the foreign limited liability partnership's name used in this State.

(2) That (i) the domestic registered limited liability partnership is duly registered under the law of this State and the date of its registration; or (ii) that the foreign limited liability partnership is registered to transact business in this State.

(3) That the registration of the domestic registered limited liability partnership or foreign limited liability partnership has not been suspended for failure to comply with Subchapter I of Chapter 105 of the General Statutes, The Revenue Act, and that the registration of the limited liability partnership has not been revoked.

(4) That its most recent annual report required by G.S. 59-84.4 either has been delivered to the Secretary of State or is not delinquent.

(5) That its registration has not been withdrawn.

(6) Other facts of record in the office of the Secretary of State that may be requested by the applicant.

(c) Subject to any qualification stated in the certificate, a certificate of existence or authorization issued by the Secretary of State may be relied upon as conclusive evidence that the domestic or foreign limited liability partnership has registered as required by this Chapter.

(d) The Secretary of State shall establish a reasonable fee, not to exceed fifteen dollars ($15.00), for furnishing a certificate of existence or certificate of authorization pursuant to this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 9. Effective July 1, 2003, G.S. 59-84.5(d), as enacted in Section 8 of this act, reads as rewritten:

"(d) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifteen dollars ~~($15.00),~~ ($15.00) for furnishing a certificate of existence or certificate of authorization pursuant to this section. ~~The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 10. Part 2 of Article 5 of Chapter 59 of the General Statutes is amended by adding a new section to read:

"**§ 59-206.3. Certificate of existence.**

(a) Anyone may apply to the Secretary of State to furnish a certificate of existence for a domestic limited partnership or a certificate of authorization for a foreign limited partnership.

(b) A certificate of existence or authorization shall set forth all of the following:

(1) The domestic limited partnership's name or the foreign limited partnership's name used in this State.

(2) That (i) the domestic limited partnership has filed a certificate of limited partnership under the law of this State and the date the certificate of limited partnership was filed; or (ii) that the foreign limited partnership is authorized to transact business in this State.

(3) That the domestic limited partnership or foreign limited partnership has not been suspended for failure to comply with Subchapter I of Chapter 105 of the General Statutes, The Revenue Act.

(4) That its registration has not been cancelled.

(5) Other facts of record in the office of the Secretary of State that may be requested by the applicant.

(c) Subject to any qualification stated in the certificate, a certificate of existence or authorization issued by the Secretary of State may be relied upon as conclusive evidence that the domestic or foreign limited partnership has registered as required by this Chapter.

(d) The Secretary of State shall establish a reasonable fee, not to exceed fifteen dollars ($15.00), for furnishing a certificate of existence or certificate of authorization pursuant to this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to

this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 11. Effective July 1, 2003, G.S. 59-206.3(d), as enacted in Section 10 of this act, reads as rewritten:

"(d) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifteen dollars ~~($15.00),~~ ($15.00) for furnishing a certificate of existence or certificate of authorization pursuant to this section. ~~The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of five dollars ($5.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of Chapters 55, 55A, 55B, 57C, and 59 of the General Statutes. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 12. G.S. 10A-4 reads as rewritten:

"**§ 10A-4. Commissioning.**

(a) Except as provided in subsection (c) of this section, the Secretary shall commission as a notary any qualified person who submits an application in accordance with this Chapter.

(b) A person qualified for a notarial commission shall meet all of the following requirements:

(1) Be at least 18 years of age.

(2) Reside or work in this State.

(3) Satisfactorily complete a course of study that is approved by the Secretary and consists of not less than three hours nor more than six hours of classroom instruction provided by community colleges throughout the State, unless the person is a licensed member of the Bar of this State.

(4) Purchase and keep as a reference a manual approved by the Secretary that describes the duties, authority, and ethical responsibilities of notaries public.

(5) Submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary and be available at the register of deeds office in each county. Every application shall bear the signature of the applicant written with pen and ink, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths. The applicant shall also obtain the recommendation of one publicly elected official in North Carolina whose recommendation shall be contained on the application.

(6) ~~Pay a nonrefundable fee of thirty dollars ($30.00).~~ Pay a nonrefundable fee in an amount established pursuant to subsection (f) of this section.

(c) The Secretary may deny an application for commission or recommission as a notary if any of the following applies to the applicant:

(1) The applicant has been convicted of a crime involving dishonesty or moral turpitude.

(1a) The applicant has been convicted of a felony and the applicant's rights have not been restored.

(2) The applicant has had a notarial commission or professional license revoked, suspended, or restricted by this or any other state.

(3) The applicant has engaged in official misconduct, whether or not disciplinary action resulted.

(d), (e) Repealed by Session Laws 1998-228, s. 3.

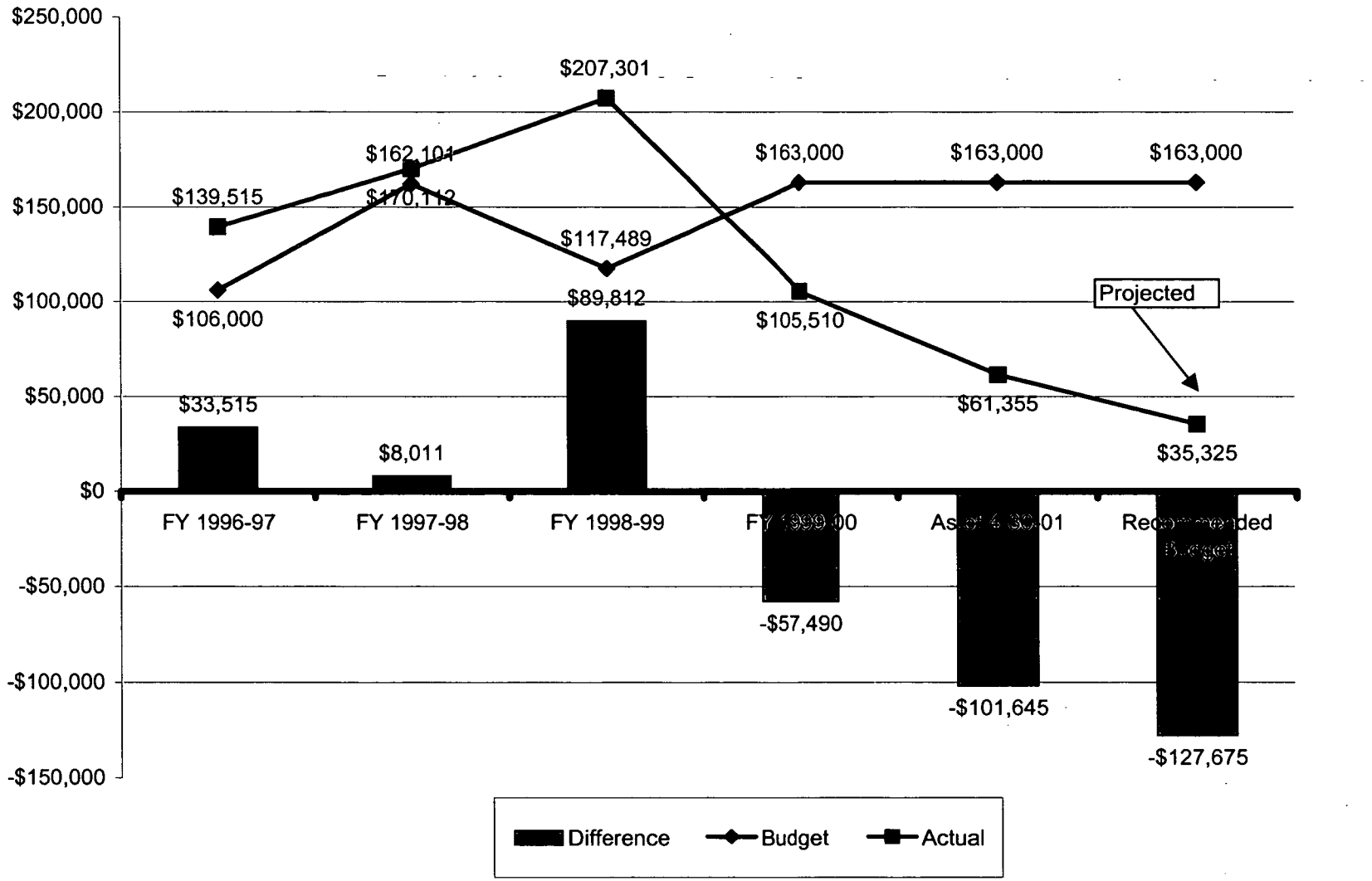
(f) The Secretary of State shall establish a reasonable fee, not to exceed fifty dollars ($50.00), for applications submitted under this section. The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes. The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of thirty dollars ($30.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of this Chapter. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 13. Effective July 1, 2003, G.S. 10A-4(f), as enacted in Section 12 of this act, reads as rewritten:

"(f) The Secretary of State shall ~~establish a reasonable fee, not to exceed~~ collect a fee of fifty dollars ~~($50.00),~~ ($50.00) for applications submitted under this section. ~~The establishment of the fee by the Secretary of State shall not be subject to the rulemaking procedures contained in Article 2A of Chapter 150B of the General Statutes.~~ The amount of any fee received by the Secretary of State pursuant to this subsection that is in excess of thirty dollars ($30.00) shall not revert to the General Fund, but shall be used by the Secretary of State for the administration of this Chapter. Monies received and spent pursuant to this subsection shall be subject to audit pursuant to the Executive Budget Act, Article 1 of Chapter 143 of the General Statutes."

SECTION 14. Sections 3, 5, 7, 9, 11, and 13 of this act become effective July 1, 2003. The remainder of this act becomes effective October 1, 2001.

Revenue From Sale of Data



Secretary of State

Publications Division Recommended Budget FY 2001-02

Publication	
1. Directory of State & County Officials	$18,000
2. Directory of Boards & Commissions	$18,000
3. N. C. Constitution	$7,000
4. Guide Books	$30,000
5. Election Results	$6,500
6. Miscellaneous	$25,000
Total	$104,500

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State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

FRANKLIN SCOTT TEMPLETON
DEPUTY SECRETARY OF STATE

Memorandum

Date: April 24, 2001

To: Honorable Edward N. Warren
Honorable Margaret M. Jeffus
Honorable Wilma M. Sherrill

From: Scott Templeton ST

Re: Rent expense for leased space

Our legislative liaison Robert Wilson recently asked that I provide you with information regarding the development of the current $127,000 rent shortfall for FY 2001-02 for the space the department is now leasing in the old Raleigh Federal Building. I hope that this memo provides the desired information.

In early 2000, the department started consulting with the state property office regarding space needs and expense for additional personnel should the legislature pass Revised Article 9 of the Uniform Commercial Code ("UCC"), 2000 Senate Bill 1305. As you may recall, in 1997 when the Department of the Secretary of State was allocated its current space in the Old Revenue Building, the department employed approximately 117 employees. By April 2000, when the department (except for the Securities Division) had moved into the Old Revenue Building, the department had grown 29% to 151 employees. This growth resulted in our UCC Section requiring its employees to "double up" in cubicles designed for one employee. Senate Bill 1305 proposed, among other changes, to centralize the then-local filing of many UCC documents into one office at the Department of the Secretary of State. That centralization, plus other proposed changes in the law, caused the department to request 45 additional employees. If the legislation passed, it would be impossible to house the expanded UCC staff in the department's existing space.

In late May 2000, I provided legislative fiscal staff with a memo regarding the estimated resources required to implement Senate Bill 1305. In that memo, rent expense for FY 2001-02 was estimated to be $225,000, based upon information provided by the state property office. That rent expense was subsequently included in the June 28, 2000 fiscal note for the legislation, which was ultimately approved by the General Assembly. The legislation was written in such a way to generate revenue to cover expenditures needed for program expansion and operation.

TWO SOUTH SALISBURY STREET
PO BOX 29622, RALEIGH, NC 27626-0622
919.807.2005 - FAX 807.2010
STEMPLET@SOSNC.COM - WWW.SOSNC.COM

The fiscal note projected revenues for FY 2000-01 of $3,926,055 (against expenditures of $2,759,668), and revenues in FY 2001-02 and following years of $8,804,529 (against expenditures of $1,804,557).

After the legislation was approved, department staff worked again with the state property office to put the required space out to bid. The space was bid twice, because no acceptable space was initially available. The currently leased space in the old Raleigh Federal Building on Fayetteville Street Mall was offered during the second round of bids, and was the most suitable space.

The Raleigh Federal space, however, was priced above the rent budget for FY 2001-02. Our staff entered into discussions with the state budget office, and obtained agreement that the actual rent amount ($352,143 for FY 2001-02; $369,134 for FY 2002-03) would be included in the recommended continuation budget for the department. These discussions and agreement occurred before the current budget crisis became evident. The Council of State then approved the lease on December 5, 2000.

Earlier this calendar year, however, after the budget crisis became evident, we were informed by state budget that continuation budget would be reset to the actual budget as of December 31, 2000. This meant that the previously negotiated budget for the FY 2001-02 and 2002-03 rents was no longer valid, and the recommended budget reverted back to the $225,000 initially requested and approved, thus the current $127,000 shortfall for FY 2001-02.

I hope that this information is helpful; please let Robert Wilson or me know if you have additional questions.

c Ms. Marilyn Chism

approx. 21,000 sq ft. rentable.

State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

FRANKLIN SCOTT TEMPLETON
DEPUTY SECRETARY OF STATE

Memorandum

Date: May 9, 2001

To: Marilyn Chism
Fiscal Research Division, North Carolina General Assembly

From: Scott Templeton

Re: Update to requested information regarding
Uniform Commercial Code (UCC) program

This is in response to your recent request that we update the material provided to you on February 16, 2001 regarding the implementation status for Revised Article 9 of the Uniform Commercial Code. For your convenience I have restated your February questions in bold below (updated where appropriate), and interlineated our updated answers.

1. Question: What is the schedule for the move?
Answer: A few pieces of equipment are already in the new space. Furniture installation is scheduled for next week, and the personnel move will occur the week of May 21.

2. Question: How many of the authorized positions have been filled?
Answer: Forty-one positions were authorized for hiring in phases on October 1, 2000 (four positions), January 1, 2001 (nineteen positions) and April 1, 2001 (eighteen positions). Eleven positions are filled; six offers are being processed; the remaining twenty-four Processing Assistant V positions are posted. For more detail, see Attachment A.

3. Question: Where are the new employees physically located, if the move has not already occurred?
Answer: The new positions are currently working throughout the Department of the Secretary of State offices at Two South Salisbury Street. For example, the mail position is working with staff in the departmental mailroom. The technical position is sharing space with other technical personnel. The training position is now "doubling up" with another employee in an upstairs office.

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4. Question: Is hiring on hold because of the statewide freeze?
Answer: Because of the importance of the UCC program to the business community and the state's economy, we do not consider these positions to be "frozen" with respect to the current budgetary situation.

5-6. What is your filing activity? Can you give me some sense of the numbers for the same quarter of the previous year?
Answer:

Month	2000 UCC Filings	2001 UCC Filings
January	10,450	11,351
February	11,960	10,150
March	12,297	11,067

7. Question: What is the status of the automation?
Answer: Our technical staff provides the following information: Overall application development is 75-80% complete. This means that many application sub-components are complete while other sub-components are still under development. Equipment procurement is complete. The application project will be completed and tested in time for implementation on July 1, 2001.

Please contact me if we can be of further assistance.

Attachment

Attachment A

Staff added to administer UCC Revised Article 9
Status as of May 9, 2001

Position Classification and Quantity Recommended in 6/28/00 Fiscal Note	Position Classification Approved by OSP	Effective Date	Status
Director (1)	Administrative Officer II	10/1/00	Position filled.
Executive Assistant (1)	Administrative Services Assistant V	10/1/00	Position filled.
Applications Analyst Programmer (1)	Applications Analyst Programmer II	10/1/00	Position filled.
Administrative Assistant (2)	Information Processing Technician	(1) 1/1/01 (1) 4/1/01	1/1/01 position filled. 4/1/01 offer being processed.
Staff Development Specialist (1)	Staff Development Specialist II	10/1/00	Position filled.
Administrative Officer (2)	Administrative Assistant II	(1) 1/1/01 (1) 4/1/01	1/1/01 position filled. 4/1/01 offer being processed.
Information Processing Technician (8)	Information Processing Technician	(4) 1/1/01 (4) 4/1/01	1/1/01 positions filled. 4/1/01 offers being processed.
Processing Assistant V (24)	Processing Assistant V	(12) 1/1/01 (12) 4/1/01	All positions posted. All positions posted.
Mail Clerk (1)	Mail Clerk II	1/1/01	Position filled.

General Government

1% and 2% Agency Reductions

Department of Administration
Proposed Reductions
Continuation Budget FY 2001-03

	Proposed 1%	Proposed 2%
Office of the Secretary	**$190,080**	**$190,080**
Replace appropriated funds by Highway Funds for Highway's portion of ARC assessment dues		
Itemized account detail to be provided		
Office of Fiscal Management	**27,670**	**27,670**
Abolish Departmental Supply Store		
(1) Position (Processing Assistant III)		
Human Resource Management		
Pending approval of current legislation (House Bill 441 & Senate Bil 747) the State Employee Incentive Bonus Program will become receipt supported eliminating appropriation support of two positions.	**114,997**	**114,997**
Youth Involvement Office		
Abolish 100% of Internship Program:		
1st year reduction due to phase out period		**66,663**
2nd year reduction after phase out period		**300,175**
This program will have to be phased out since current internships are awarded through 8/3/01.		
Board of Ethics	**10,000**	**10,000**
Miscellaneous Contractual Services $10,000		
Council for Women	**7,000**	**7,000**
Miscellaneous Contractual Services		
Board of Ethics	**2,000**	**2,000**
Travel		
State Capitol Police	**30,210**	**30,210**
Abolish Police Officer II Position		
Performing Safety Awareness to State Government Agencies		
Reduce Overall Departmental Printing Budget 10%	**10,000**	**10,000**
(Implementing electronic forms and communication were possible)		
Office of the Secretary		
Abolish American Disabilities Act (ADA) Program in the Office of the Secretary		**101,875**
Board of Science and Technology		
1% - Eliminate 1 position (Soc. Research Asst. II position) and all research grant funds.	**155,410**	
2% - Eliminate all of Board of Science and Technology with the exception of (3) Positions - Executive Director, Admin. Sec. III and Education Consultant II.		**306,099**
1st Year **Department of Administration Proposed Reductions**	**$547,367**	**$866,584**
2nd Year - Internship Program Reductions Annualized. Majority of Interns have been employed for 1st year of the biennium. This would annualize the reducition in the second year of the biennium.		**233,512**
2nd Year **Department of Administration Proposed Reductions**	**$ 547,367**	**$ 1,100,096**

Revised 5/2/01

OFFICE OF ADMINISTRATIVE HEARINGS

ADDITIONAL BUDGET CUTS FOR

2001-03 BIENNIUM

	1% Cut	2% Cut
Proposed Appropriation (after 1.5% Reduction	2,864,088.00	2,864,088.00
Proposed Budget Cut	**28,641**	**57,282**

Due to the fact that over 90% of the total budget for the Office of Administrative Hearings is salary and salary related line items, it is most difficult for us to identify additional cuts to an already tight budget. Any additional budget cuts, above those identified in the Governor's budget, would have to come from the following areas:

note 1	Salaries and related expenses	28,641	28,641
note 2	Travel Expenses		28,641
	Total	28,641	57,282

note 1 OAH would have to cut one position to meet this reduction. The position identified is number 8210-1100-0000-061, which was originally established as a clerk typist in the Civil Rights Division.

note 2 OAH would have to cut more than one half of our total travel budget in order to meet this reduction. This would necessitate us to require all hearings to be conducted in a maximum of only four locations across the State. A great number would have to be moved to Raleigh in order to eliminate travel expenses being incurred by the ALJ's.

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Office of the State Auditor

1% and 2% Cuts

Governor's Recommended Budget $11,984.518.00

1 percent budget reduction would equal	$119,845.18
2 percent budget reduction would equal	$239,690.36

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Potential Additional Reductions

Office of State Budget	2001-02	2002-03
531211 Salary Reserve	$ 9,267.00	$ 9,267.00
531311 Temporary Salaries	$ 5,000.00	$ 5,000.00
5327XX Staff Travel	$ 1,000.00	$ 1,000.00
532731 ABC Travel	$ 10,000.00	
532732 ABC Subsistence	$ 10,000.00	
532814 Cellular Phones	$ 300.00	$ 300.00
532850 Printing	$ 5,000.00	$ 5,000.00
533110 Office Supplies	$ 1,000.00	$ 1,000.00
534511 Office Furniture	$ 500.00	$ 500.00
534521 Office Equipment	$ 500.00	$ 500.00
534522 Computers	$ 2,000.00	$ 2,000.00
535830 Memberships/Subscription	$ 1,000.00	$ 1,000.00
535900 Other Expenses	$ 1,000.00	$ 1,000.00
	$ 46,567.00	**$ 26,567.00**
Geodetic Survey		
532199 Miscellaneous Contracts	$ 24,000.00	$ 24,000.00
Grand Total	**$ 70,567.00**	**$ 50,567.00**

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OSC 29
ORIGINAL

Office of the State Controller
1% & 2% Budget Reductions

	2001-2002 RECOMMENDED BUDGET	2002-2003 RECOMMENDED BUDGET
Net Appropriations	$ 11,640,271	$ 11,640,271
1% Budget Reduction		
Reduce Data Processing Cost 532821- Computer/Data Processing Services	$ (116,403)	$ (116,403)
2% Budget Reduction		
Reduce Data Processing Cost 532821- Computer/Data Processing Services	$ (232,805)	$ (232,805)

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REVISED

Office of the State Controller
1% & 2% Budget Reductions

			2001-2002 RECOMMENDED BUDGET	2002-2003 RECOMMENDED BUDGET
Net Appropriations			$ 11,640,271	$ 11,640,271
1% Budget Reduction			$ (116,403)	$ (116,403)
Position 5008-0000-0000-065				
Data Base Analyst (Grade 80)				
Salary	$	(60,000)		
FICA	$	(4,590)		
Retirement	$	(4,278)		
Hospitalization	$	(2,256)	$ (71,124)	$ (71,124)
Reduce following line-items:				
5327XX-Travel			$ (6,000)	$ (6,000)
532850-Print, Bind, Duplicate			$ (5,000)	$ (5,000)
534521-Office Equipment			$ (5,000)	$ (5,000)
532821- Computer/Data Processing Services			$ (29,279)	$ (29,279)
Total Reductions			$ (116,403)	$ (116,403)
2% Budget Reduction			$ (232,805)	$ (232,805)
Position 5008-0000-0000-065				
Data Base Analyst (Grade 80)				
Salary	$	(60,000)		
FICA	$	(4,590)		
Retirement	$	(4,278)		
Hospitalization	$	(2,256)	$ (71,124)	$ (71,124)
Position 5009-0000-0000-118				
State Management Analyst (Grade 73)				
Salary	$	(41,000)		
FICA	$	(3,137)		
Retirement	$	(2,923)		
Hospitalization	$	(2,256)	$ (49,316)	$ (49,316)
Reduce following line-items:				
5327XX-Travel			$ (6,000)	$ (6,000)
532850-Print, Bind, Duplicate			$ (5,000)	$ (5,000)
534521-Office Equipment			$ (5,000)	$ (5,000)
532821- Computer/Data Processing Services			$ (96,365)	$ (96,365)
Total Reductions			$ (232,805)	$ (232,805)

FRD DRAFT
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DCR 144

ORIGINAL

USING THE ADJUSTED APPROPRIATION (AFTER 1.5% CUT). THE FOLLOWING REFLECTS BUDGET CUTS AT 1% AND 2% SPREAD THROUGHT THE FUNDS.
SFY 2001-2003

BC 14800

FUND	FUND NAME	ADJ APPROP	1.0% CUT	ADJ TOTAL	2.0% CUT	ADJ TOTAL
1110	OFFICE OF THE SECRETARY	1,273,651	12,737	1,260,914	25,473	1,248,178
1120	ADMINSTRATIVE SERVICES	1,148,339	11,483	1,136,856	22,967	1,125,372
1210	DIV OF ARCHIVES-ADMIN.	917,744	9,177	908,567	18,355	899,389
1210	FIRST FLIGHT CENT COMM	823,800	8,238	815,562	16,476	807,324
1220	HISTORICAL PUBLICATIONS	753,028	7,530	745,498	15,061	737,967
1230	ARCHIVES & RECORDS	3,272,429	32,724	3,239,705	65,449	3,206,980
1241	STATE HISTORIC SITES	7,029,739	70,297	6,959,442	140,595	6,889,144
1242	TRYON PALACE	1,780,065	17,801	1,762,264	35,601	1,744,464
1243	STATE CAPITOL/VISITOR CTR	484,922	4,849	480,073	9,698	475,224
1245	NC MARITIME MUSEUM	1,091,375	10,914	1,080,461	21,828	1,069,548
1250	ARCHAEOLOGY/HIST PRESERV.	1,502,635	15,026	1,487,609	30,053	1,472,582
1290	WESTERN OFFICE-ARCH & HIST	344,555	3,446	341,109	6,891	337,664
1320	MUSEUM OF ART	3,837,208	38,372	3,798,836	76,744	3,760,464
1330	ARTS COUNCIL	5,720,187	57,202	5,662,985	114,404	5,605,783
1330	LOST COLONY	260,000	2,600	257,400	5,200	254,800
1330	SHAKESPEARE FESTIVAL	260,000	2,600	257,400	5,200	254,800
1340	NC SYMPHONY	345,236	3,452	341,784	6,905	338,331
1360	GRANTS IN AID TO ARTS(includes: Flat Rock,NC Art Soc, NC Symphony)	2,123,252	21,233	2,102,019	42,465	2,080,787
1410	STATE LIBRARY SERVICES	4,646,804	46,468	4,600,336	92,936	4,553,868
1480	STATEWIDE PROG & GRANTS	16,784,753	167,848	16,616,905	335,695	16,449,058
1500	MUSEUM OF HISTORY	5,287,796	52,878	5,234,918	105,756	5,182,040
1991	INDIRECT RESERVE	0	0	0	0	0
1992	CONTINUATION RESERVE	340,178	3,402	336,776	6,804	333,374
	TOTAL	60,027,696	600,277	59,427,419	1,200,554	58,827,142

BC 14802

FUND	FUND NAME	SUBTOTAL ADJ APPROP	1.0% CUT	ADJ TOTAL	2% CUT	ADJ TOTAL
1584	Roanoke Island Commission	1,878,245	18,782	1,859,463	37,565	1,840,680

filesname:1%, 2% cuts sfy 01-03

FRD DRAFT

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Department of Cultural Resources			
1% and 2% cuts, FY 2001-2003			
		1%	2%
1110 Office of the Secretary			
532199	Misc. Contractual Services	**$ 10,860**	**$ 24,976**
1120 Administrative Services			
534522	Equip-Computers	**$ 9,853**	**$ 22,519**
1210 Director's Office, Archives & History			
531311	Temp. wages	$ 1,500	$ 1,500
531511	Social Security	$ 115	$ 115
532199	Misc. Contract. Service	$ 4,759	$ 12,500
532731	BD/non-employee trans.	$ 500	$ 800
532732	BD/non-employee subs.	$ 500	$ 800
532860	Advertising		$ 1,897
535830	Membership Dues	$ 500	$ 500
536901	First Flight Centennial Comm.	$ 7,068	$ 16,220
		$ 14,942	**$ 34,332**
1220 Historical Publications			
532850	Print, Bind, Duplicate	**$ 6,461**	**$ 14,767**
1230 Archives and Records			
531211	position #2149, PT Archivist I		$ 13,967
531311	Temporary Salaries		$ 7,805
531511	Social Security		$ 1,666
532199	Misc. Contractual Services	$ 3,000	$ 3,000
532210	Electricity (OBHC) 1230201	$ 2,577	$ 4,000
532721	Lodging-in state		$ 2,500
532731	Bd/Non-employee Transportatio	$ 2,000	$ 2,000
532732	Bd/Non-employee Subsistence	$ 1,000	$ 1,000
532850	Print, Bind, Duplicate	$ 6,000	$ 7,000
532860	Advertising	$ 5,500	$ 5,700
533110	General Office supplies		$ 700
533900	Other Materials/Supplies	$ 5,000	$ 5,500
534511	Office Furniture		$ 500
534522	Equipment-computers		$ 3,834
534539	Other Equipment	$ 3,000	$ 5,000

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		$ 28,077	$ 64,172

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1241 Historic Sites			
532390	Repairs -Other		$ 19,000
532512	Rent/Lease -- Buildings/Office	$ 7,000	$ 7,000
532850	Print, Bind, Duplicate		$ 5,000
532942	Other Emp. Educational Ex.	$ 8,000	$ 9,000
533900	Other Materials and Supplies	$ 4,315	$ 34,853
534522	Equipment-Computers		$ 2,000
534541	Motor Vehicles	$ 41,000	$ 41,000
534610	Art and Artifacts		$ 20,000
		$ 60,315	**$ 137,853**
1242 Tryon Palace			
532310	Repairs to Buildings	$ 2,684	$ 5,368
532390	Other Repairs	$ 1,056	$ 2,112
532490	Maintenance/Service Contracts	$ 1,386	$ 2,773
532714	Trans.Ground in state		$ 3,528
532919	Other Insurance	$ 1,656	$ 3,312
533900	Other supplies and materials	$ 4,999	$ 10,087
534511	Furniture -- Office	$ 1,000	$ 2,000
534522	Equipment-computers		$ 743
534539	Other Equipment	$ 2,492	$ 4,984
		$ 15,273	**$ 34,907**
1243 State Capitol			
531311	Temporary Salaries	$ 3,900	$ 9,000
531321	Social Security	$ 261	509
		$ 4,161	**$ 9,509**
1245 Maritime Museum			
532199	Misc. Contr. Services		$ 1,802
532182	Laundry Service Agreement	$ 100	$ 100
532320	Repairs - Other Structures	$ 2,000	$ 4,000
532521	Rent/Lease - Motor Vehicles	$ 400	$ 400
532524	Rent/Lease - Gen. Office Equip	$ 100	$ 100
532850	Printing Binding Duplicating	$ 1,000	$ 1,000
532912	Motor Vehicle Insurance	$ 1,500	$ 1,500
532913	Liability Insurance	$ 2,000	$ 2,000
533900	Other Materials & Supplies	$ 2,000	$ 4,000
534539	Other Equipment	$ 264	$ 4,000
535900	Other Expenses		$ 2,500
		$ 9,364	**$ 21,402**

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1250 Historic Preservation/Arch.					
532199	Misc. Contractual Serv.	$	1,858	$	2,575
532390	Repairs	$	650	$	1,490
532714	In-State Transportation	$	1,946	$	8,613
532715	Out-of-State Transportation	$	100	$	100
532721	In-State Lodging	$	247	$	497
532724	In-State Meals	$	600	$	1,226
532725	Out-of-State Meals	$	235	$	285
532727	In-State Miscellaneous	$	795	$	1,070
532728	Out-of-State Miscellaneous	$	1,150	$	1,350
532731	Bd/Non-Employee Trans.	$	431	$	500
532732	Bd/Non-Employee Subs.	$	200	$	200
532850	Print, Bind, & Duplicate	$	900	$	1,415
532942	Other Employee Ed Exp.	$	326	$	768
533110	General Office Supplies	$	50	$	150
533900	Other Materials & Supplies	$	1,435	$	4,779
534511	Office Furniture	$	1,822	$	3,097
534539	Other Equipment	$	148	$	148
534522	Equipment-computers	$	-	$	500
534539	Other equipment	$	-	$	304
535830	Membership, dues, subscr.	$	-	$	400
		$	**12,893**	**$**	**29,467**
1290 Western Office					
532714	Trans. Ground In-state	**$**	**2,956**	**$**	**6,757**
1320 NC Museum of Art					
532199	Misc. Contractual	$	16,560	$	23,500
532490	Maintenance Agreement			$	1,000
532512	Rent/Lease Building	$	5,345	$	5,345
532590	Rent/Lease Other	$	800	$	800
532711	Trans.air in state	$	100	$	100
532712	Trans.air out of state in US	$	125	$	125
532714	Trans. Ground in state	$	2,000	$	2,000
532715	Trans.Ground out of state	$	294	$	294
532716	Trans. Ground out of country	$	200	$	200
532722	Lodging out of state, us	$	1,000	$	1,000
532723	Lodging out of country	$	739	$	739
532725	Meals out of state	$	500	$	500
532726	Meals out of country	$	300	$	300
532728	Out-of-State Miscellaneous	$	2,000	$	2,000

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532729	Misc. Out of country	$ 500	$ 500
532811	Telephone Service	$ 1,440	$ 5,000
532840	Postage		$ 2,000
532850	Print, Bind, & Duplicate	$ 1,020	$ 1,250
532919	Other Insurance		$ 5,000
532942	Educational Expense		$ 1,900
	Museum of Art, continued		
533240	Carpentry/Hardware supplies		$ 891
533900	Other Materials supplies		$ 2,500
534522	Equipment-computers		$ 6,500
534539	Equipment-other		$ 6,089
534630	Books-Library		$ 5,000
534710	Computer Software		$ 715
		$ 32,923	**$ 75,248**
1330 Arts Council			
536990	Grants Program	$ 39,146	$ 87,326
536996	Grassroots Arts Program	$ 10,000	$ 25,000
536948	Lost Colony	$ 2,197	$ 5,022
536971	Shakespeare Festival	$ 2,197	$ 5,022
		$ 53,540	**$ 122,370**
1340 NC Symphony			
532840	Postage	$ 2,962	$ 2,956
532811	Telephone		$ 2,814
532911	Property Insurance		$ 1,000
		$ 2,962	**$ 6,770**
1360 Grants in Aid to Arts			
536932	Vagabond School of Drama	$ 407	$ 1,000
536935	NC State Art Society	$ 182	$ 500
536936	NC Sympony Society	$ 17,630	$ 40,137
		$ 18,219	**$ 41,637**
1410 State Library Services			
532850	Printing, Binding, Dup.	$ 3,250	$ 3,250
534630	Library Learning Res. (books)	$ 10,542	$ 61,796
		$ 13,792	**$ 65,046**
1480 State Library Statewide Programs & Grants			

FRD DRAFT
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532812	Telecommunication Ser.	$ 26,078	$ 26,078
536960	Aid to Counties	$ 144,013	$ 329,149
		$ 170,091	**$ 355,227**

FRD DRAFT
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1500 Museum of History			
531211	SPA Regular salaries	$ 107,714	$ 107,714
531511	Social Security	$ 8,240	$ 8,240
531521	Retirement	$ 8,617	$ 8,617
531561	Med. Insurance	$ 9,024	$ 9,024
		$ 133,595	**$ 133,595**
	TOTAL FOR DEPARTMENT	**$ 600,277**	**$1,200,554**
Budget Code 14802			
1584 Roanoke Island Commission		**$ 18,782**	**$ 37,565**

FRD DRAFT
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State Board of Elections

Total Recommended Appropriations

	2001-02		2002-03
Base Line Budget	$ 3,524,060		$ 3,524,060
(2000-01 Authorized Budget as of 12/31/00			
Consensus Base Line Adjustments	(252,607)		(252,607)
Revised Base Line Budget	3,271,453		3,271,453
Recommended Reductions	(53,000)		(53,000)
Recommended Continuation Budget	3,218,453		3,218,453
Recommended Expansion			
Recommended Budget	3,218,453		3,218,453
1% Decrease	32,184		32,184
2% Decrease	64,399		64,399

The amounts of the potential reductions are $32,184 and $64,399. We have been unable to identify any of the zero-based budget expenditure accounts that would yield that dollar amount. We have already begun to utilize email for distribution of information to the 100 county boards of elections, but it is not expected or anticipated to yield a reduction equivalent to the amounts requested.

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NC GENERAL ASSEMBLY
BUDGET RECONCILIATION

4/2/01

	FY 01/02		FY 02/03	
	GA Proposed	Governor Prop.	GA Proposed	Governor Prop.
Budget	$ 41,576,119	$ 40,567,848	$ 46,289,469	$ 40,567,848
Adjustments				
Exp. Reductions & Rev. Increases				
Reduce Budgeted Reserves	614,000	614,000	614,000	614,000
Reduce Session Budget by 2 Wks	908,856	-	908,856	-
Increase Cafeteria Revenue	100,000	-	200,000	-
Reduce Budgeted Reserves	899,415	-	1,724,414	-
Reduce Budgeted Temporary Salaries	1,600,000	-	3,700,000	-
Subtotal	4,122,271	614,000	7,147,270	614,000
Expenditure Increases				
Data Processing	2,500,000	-	811,649	-
Adjusted Budget	$ 39,953,848	$ 39,953,848	$ 39,953,848	$ 39,953,848
Additional Reductions:				
First 1%:				
Reduce Budgeted Reserves	$ 400,000			
Reduce Budgeted Temporary Salaries			$ 400,000	
2nd 1%:				
Reduce Budgeted Reserves	$ 400,000			
Reduce Budgeted Temporary Salaries			$ 400,000	

Office of the Governor

Potential Additional Reductions
as requested by the
General Government Appropriations Subcommittee

Fund			
1120	**Dues to National Associations**		
535830	Membership dues	$ 9,741	
	Total fund 1120		$ 9,741
Fund			
1130	**Intergovernmental Relations**		
531651	Compensation to Board Members	$ 600	
532199	Misc Contractual Services	$ 990	
532390	Repairs-other	$ 242	
532430	Maint Agreement-Equip	$ 878	
532840	Postage	$ 1,505	
532850	Printing	$ 1,567	
532911	Property Insurance	$ 50	
533120	Data Processing Supplies	$ 70	
535830	Membership dues	$ 1,000	
	Total fund 1130		$ 6,902
Fund			
1210	**Citizen's affairs**		
532717	Transp other in-state	$ 10	
532821	Computer/Data Process sv	$ 739	
532930	Registration Fees	$ 71	
533110	General Office Supplies	$ 1,000	
535830	Membership dues	$ 70	
	Total fund 1210		$ 1,890
Fund			
1230	**Education**		
532711	Transp air in-state	$ 1,000	
	Total fund 1230		$ 1,000

FRD DRAFT
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Department of Insurance
General Government Sub-Committee Presentation
April-01
Proposed Cuts to Governor's Continuation Budget
Cut in 13900 - General Fund - FY 2001-2003

Account	Description	Total 1200
532712	Trans-Air-Out State	6,100
532714	Trans-Grnd-In State	2,700
532715	Trans-Grnd-Out-State	5,700
532721	Lodging-In State	3,077
532722	Lodging-Out State	2,698
532724	Meals-In State	3,000
532725	Meals-Out State	50
532930	Registration Fees	6,675
Total		**30,000**

Comments: These cuts are from **Fund 1200 (Company Services)**, within the General Fund 13900. This Fund temporarily is supported by appropriations which are repaid by the Department of Insurance. The repayments are transferred quarterly from the Insurance Regulatory Fund. Accordingly, these cuts will not result in a net savings to the State's General Fund.

Department of Insurance
General Government Sub-Committee Presentation
April-01
Proposed Cuts to Governor's Continuation Budget
Cut in 13901 (GF-Direct Appropriations) -FY 2001-2003

Special Budget Cut in 13901- (GF- Direct Appropriations) FY 2001-2002 $3,000,000

Comments: This cut is from the Budget code 13901(General Fund- Direct Appropriations). Funds are appropriated in 13901for transfer to the Volunteer Safety Worker's Compensation Fund (63902). The General Fund Appropriations, Volunteer Contributions (Premiums) and interest, are being combined to build up the Fund balance in order to be self-sustaining. Cuts in Appropriations will extend the time that the Fund grows to a self-sustaining level.

Department of Insurance
General Government Sub-Committee Presentation
Optional Additional 1% & 2% Cut in 13900 - General Fund - FY 2001-2003

		Fund 1500	
Account	**Description**	1%	2%
532850	Printing - Code Books	233,000	466,000
~~434310~~	~~Sale of Publication~~	~~233,000~~	~~466,000~~

FRD DRAFT
INTERNAL USE ONLY

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	OFFICE OF THE LIEUTENANT GOVERNOR		
	PROPOSED BUDGET REDUCTIONS		
	1%	2%	
531111 EPA-REG Salary Reserve	$5,847	$11,694	
531511 Social Security	447	895	
531521 Retirement	469	937	
TOTAL	$6,763	$13,526	

FRD DRAFT
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OFFICE OF STATE PERSONNEL
1% BUDGET REDUCTION 2001-03

Revised:
30-Apr-01

#2

Position Number	Title	Budgeted	Minimum	Difference
(Vacancies)				
4000-0100-0004-755	OA IV	$ 24,561	$ 19,951	$ 4,610
4000-0100-0004-990	HR Cons	$ 43,800	$ 35,162	$ 8,638
4000-1200-0004-997	HR Cons	$ 44,800	$ 35,162	$ 9,638
				$ -
4000-0100-0004-422	HR Cons	$ 48,974	$ 46,707	$ 2,267
				$ -
4000-0600-0004-550	HR Media Prog. Cons.	$ 48,891	$ 37,148	$ 11,743
				$ -
4000-0600-0004-166	OA V	$ 26,760	$ 20,752	$ 6,008
				$ -
4000-1002-0404-521	OA IV	$ 24,185	$ 19,951	$ 4,234
4000-0202-0004-124	Proc. Asst. IV	$ 26,000	$ 19,951	$ 6,049
				$ -
4000-0202-0004-948	Prog I	$ 43,764	$ 40,650	$ 3,114
4000-0301-0004-150	Prog II	$ 59,000	$ 54,500	$ 4,500

Total Salary Reductions	**$**	**60,801**
Soc. Sec.	**$**	**4,651**
Retirement	**$**	**4,335**
Total Personal Services	**$**	**69,787**
Operating Budget	**$**	**13,034**
Total Reduction	**$**	**82,821**
1% of Appropriation	**$**	**82,821**

Zero Base Line Item	Object	$ Cut	% Line Item
532199	Misc. Contracts	$ 4,273	11%
532700	Travel	$ 4,886	5%
532400	Maint. Agreements	$ 700	6%
534500	Equipment	$ 3,175	5%
Total Operating Budget Reductions		**$ 13,034**	

FRD DRAFT
INTERNAL USE ONLY

OFFICE OF STATE PERSONNEL **Third Revision:**
1% BUDGET REDUCTION 2001-03 **7-May-01**

Abolish Position			
4000-0201-0004-030	HR Manager	$ 60,380	$ 60,380
Total Salaries			**$ 60,380**

Zero Base Line Item	**Object**	**$ Cut**	**% Line Item**
532199	Misc. Contracts	$ 1,950	5%
532700	Travel	$ 4,668	5%
532400	Maint. Agreements	$ 625	5%
534500	Equipment	$ 3,490	5%
Total Operating Budget Reductions		**$ 10,733**	

Abolish Position	**$ 60,380**
Total Salaries	**$ 60,380**
Soc. Sec.	**$ 4,619**
Retirement	**$ 4,836**
Medical Insurance	$ 2,256
Total Personal Services	**$ 72,091**
Operating Budget	**$ 10,733**
Total Reduction	**$ 82,824**
1% of Appropriation	**$ 82,821**

FRD DRAFT
INTERNAL USE ONLY

OFFICE OF STATE PERSONNEL **Third Revision:**
2% BUDGET REDUCTION 2001-03 **7-May-01**

Vacancies - Budgeted Salary Reduced

Position Number	Title	Budgeted	*Reduction*	Difference
4000-0100-0004-755	OA IV	$ 24,561	$ 19,951	$ 4,610
4000-0100-0004-990	HR Cons	$ 43,800	$ 35,162	$ 8,638
4000-0100-0004-422	HR Cons	$ 48,974	$ 46,707	$ 2,267
4000-0600-0004-166	OA V	$ 26,760	$ 20,752	$ 6,008
4000-1002-0404-521	OA IV	$ 24,185	$ 19,951	$ 4,234
4000-0202-0004-124	Proc. Asst. IV	$ 26,000	$ *22,103*	$ 3,897
TOTAL				**$ 29,654**

Abolish Positions

4000-0201-0004-030	HR Manager	$ 60,380
4000-1200-0004-997	HR Cons	$ 40,000
TOTAL		**$ 100,380**

Zero Base Line Item	Object	$ Cut	% Line Item
532199	Misc. Contracts	$ 1,950	5%
532700	Travel	$ 4,668	5%
532400	Maint. Agreements	$ 625	5%
534500	Equipment	$ 3,490	5%
Total Operating Budget Reductions		**$ 10,733**	

Budgeted Salary Reductions	**$ 29,654**
Abolish Positions	**$ 100,380**
Total Salaries	**$ 130,034**
Soc. Sec.	**$ 9,948**
Retirement	**$ 10,416**
Medical Insurance	**$ 4,512**
Total Personal Services	**$ 154,910**
Operating Budget	**$ 10,733**
Total Reduction	**$ 165,643**
2% of Appropriation	**$ 165,642**

FRD DRAFT
INTERNAL USE ONLY

Department of Revenue
Budget Code 14700
1% and 2% Budget Reductions
Fiscal Years 2001-2002 and 2002-2003

FRD DRAFT
INTERNAL USE ONLY

❑ *Positions identified for 1% reduction*
◆ *Positions identified for 2 % reduction*

			1%	2%
1602 - Security				
531211	SPA-Reg Salaries - Appropriations		$18,480	18,4
❑	*Position No. 4791-0000-0024-010 - Processing Assistant III*	$18,480		
531511	Social Security Contribution - Appropriations		1,414	1,4
531521	Reg Retirement Contribution - Appropriations		1,480	1,4
531561	Medical Insurance Contribution - Appropriations		2,256	2,2
	Total		**$23,630**	**$23,63**
	Positions		(1)	(1
1605 - Planning, Development and Technology				
531211	SPA-Reg Salaries - Appropriations		$0	$33,50
◆	*Position No. 4773-0000-0030-602 - Computing Consultant I*	$33,507		
1311	Regular Temporary Wages - Appropriations		20,000	20,00
1411	OT Pay - Appropriations		20,000	20,00
1431	Shift Premium Pay - Appropriations		10,000	10,00
531511	Social Security Contribution - Appropriations		3,825	6,38
531521	Reg Retirement Contribution - Appropriations		2,403	5,08
531561	Medical Insurance Contribution - Appropriations		0	2,25
	Total		**$56,228**	**$97,23**
	Positions			(1
1607 - Tax Research				
531311	Regular Temporary Wages - Appropriations		$2,740	$2,740
531511	Social Security Contribution - Appropriations		210	210
	Total		**$2,950**	**$2,950**
1621 - Corporate, Excise & Insurance				
531311	Regular Temporary Wages - Appropriations		$10,000	$10,000
531511	Social Security Contribution - Appropriations		765	765
	Total		**$10,765**	**$10,765**
1627 - Sales & Use				
531311	Regular Temporary Wages - Appropriations		$6,000	$6,000
1511	Social Security Contribution - Appropriations		459	459
	Total		**$6,459**	**$6,459**

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			1%	2%
1641 - Office Examination				
531211	SPA-Reg Salaries - Appropriations		$85,117	$
◆	*Position No. 4781-0000-0060-050 - Office Assistant III*	$20,973		
◆	*Position No. 4781-0000-0060-510 - Revenue Admin. Officer I*	40,574		
◆	*Position No. 4781-0000-0060-519 - Processing Assistant IV*	22,632		
◆	*Position No. 4781-0000-0061-127 - Processing Assistant V*	24,590		
❑	*Position No. 4781-0000-0062-110 - Processing Assistant III*	18,842		
❑	*Position No. 4781-0000-0062-409 - Processing Assistant III*	18,806		
❑	*Position No. 4781-0000-0063-225 - Processing Assistant III*	18,480		
❑	*Position No. 4781-0000-0063-010 - Processing Assistant V*	28,989		
◆	*Position No. 4781-0000-0063-510 - Processing Assistant IV*	21,973		
531311	Regular Temporary Wages - Appropriations		100,000	100,0
531511	Social Security Contribution - Appropriations		15,769	25,7
531521	Reg Retirement Contribution - Appropriations		6,818	17,2
531561	Medical Insurance Contribution - Appropriations		9,024	20,3
531625	State Disability		21,016	21,0
	Total		**$237,744**	**$400,24**
	Positions		**(4)**	**(**
1643 - Office Services (Taxpayer Assistance)				
531211	SPA-Reg Salaries - Appropriations		$20,351	$98,70
◆	*Position No. 4782-0000-0065-300 - Revenue Admin. Officer I*	$42,602		
❑	*Position No. 4782-0000-0065-415 - Processing Assistant III*	20,351		
◆	*Position No. 4782-0000-0065-700 - Administrative Assistant I*	35,749		
531311	Regular Temporary Wages - Appropriations		20,000	J
531511	Social Security Contribution - Appropriations		3,087	9,08
531521	Reg Retirement Contribution - Appropriations		1,630	7,90
531561	Medical Insurance Contribution - Appropriations		2,256	6,76
	Total		**$47,324**	**$142,45**
	Positions		**(1)**	**(3**
1660 - Field Operations (Examination & Collection)				
531211	SPA-Reg Salaries - Appropriations		$118,413	$367,36
◆	*Position No. 4784-0000-0070-036 - Processing Assistant V*	$28,887		
◆	*Position No. 4784-0000-0072-012 - Processing Assistant III*	20,328		
◆	*Position No. 4784-0000-0073-056 - Revenue Officer I*	32,659		
❑	*Position No. 4784-0000-0073-315 - Revenue Field Auditor I*	37,148		
◆	*Position No. 4784-0000-0073-321 - Revenue Field Auditor I*	37,805		
❑	*Position No. 4784-0000-0075-056 - Revenue Officer II*	43,390		
❑	*Position No. 4784-0000-0075-204 - Revenue Field Auditor I*	37,875		
◆	*Position No. 4784-0000-0076-230 - Revenue Field Auditor II*	59,419		
◆	*Position No. 4784-0000-0076-365 - Revenue Officer I*	33,298		
◆	*Position No. 4784-0000-0076-371 - Revenue Officer I*	36,555		
531311	Regular Temporary Wages - Appropriations		18,469	27,297
531511	Social Security Contribution - Appropriations		10,471	30,192
531521	Reg Retirement Contribution - Appropriations		9,485	29,426
531561	Medical Insurance Contribution - Appropriations		6,768	9
	Total		**$163,606**	**$476,839**
	Positions		**(3)**	**(10)**

			1%	2%
1670 - Unauthorized Substance				
1211	SPA-Reg Salaries - Appropriations		$0	$37,3
	◆ *Position No. 4783-0000-0069-775 - Unauth Sub Tax Enf Agent*	$37,321		
531511	Social Security Contribution - Appropriations		0	2,85
531521	Reg Retirement Contribution - Appropriations		0	2,98
531561	Medical Insurance Contribution - Appropriations		0	2,25
	Total		**$0**	**$45,42**
	Positions			(1
1681 - Administrative Services				
532199	Miscellaneous Contractual Services		$5,985	$5,98-
532430	Maintenance Agreement - Equipment		10,000	10,000
532840003	Postage, Freight & Delivery - Postal Meter		58,547	58,547
532930	Registration Fees		15,000	15,000
	Total		**$89,532**	**$89,531**
1683 - Financial Services				
531311	Regular Temporary Wages - Appropriations		$10,000	$10,000
531511	Social Security Contribution-Appropriations		1,454	1,454
531625	State Disability		9,000	9,000
	Total		**$20,454**	**$20,454**
85 - Documents & Payments Processing				
531211	SPA-Reg Salaries - Appropriations		$86,388	$175,751
	◆ *Position No. 4787-0000-0090-007 - Office Assistant IV*	$20,946		
	❑ *Position No. 4787-0000-0090-883 - Data Entry Specialist*	22,091		
	❑ *Position No. 4787-0000-0090-882 - Data Entry Specialist*	22,111		
	❑ *Position No. 4787-0000-0090-889 - Data Entry Specialist*	22,984		
	❑ *Position No. 4787-0000-0091-109 - Processing Assistant III*	19,202		
	◆ *Position No. 4787-0000-0092-408 - Processing Assistant III*	24,371		
	◆ *Position No. 4787-0000-0095-120 - Processing Assistant III*	20,973		
	◆ *Position No. 4787-0000-0091-200 - Processing Unit Supervisor IV*	23,073		
531511	Social Security Contribution - Appropriations		6,754	13,590
531521	Reg Retirement Contribution - Appropriations		6,920	14,078
531561	Medical Insurance Contribution - Appropriations		9,024	18,048
531625	State Disability		1,895	1,895
	Total		**$110,981**	**$223,362**
	Positions		**(4)**	**(8)**
	Total Budget Reductions		**$769,673**	**$1,539,346**
	Total Positions		**(13)**	**(33)**

Reduction of Budget as Recommended by Governor Easley

KRC 5

Description	Account		1% red	Total	2% red	Total
SPA-Reg Salaries	531211	206171.00		206171.00		206171.00
EPA&SPA Longevity	531461	3311.00		3311.00		3311.00
Social Security contrib.	531511	16107.00		16107.00		16107.00
Reg Retirement contrib.	531521	16804.00		16804.00		16804.00
Med Ins. Contrib.	531561	9024.00		9024.00		9024.00
Board Member Compens.	531651	26000.00	-2000.00	24000.00	-2000.00	24000.00
Personal Services	**531XXX**	**277417.00**	**-2000.00**	275417.00	**-2000.00**	275417.00
Maint Agreement - Equip	532430	1050.00		1050.00		1050.00
Rent/Lease -Office Bldg	532512	15750.00		15750.00		15750.00
Rent/Lease -Office Equip	532524	500.00		500.00		500.00
Trans Air - Out State	532712	500.00		500.00		500.00
Trans Grnd - In State	532714	125.00		125.00		125.00
Trans Grnd Out State	532715	100.00		100.00		100.00
Lodging Out State	532722	1000.00		1000.00		1000.00
Meals In State	532724	50.00		50.00		50.00
Meals Out State	532725	220.00		220.00		220.00
Bd/Non-Employee Trans	532731	7000.00		7000.00	-730.00	6270.00
Bd/Non-Employee Subsis	532732	1635.00		1635.00		1635.00
Telephone	532811	2000.00		2000.00	-200.00	1800.00
Computer/Data Process	532821	1735.00		1735.00		1735.00
Postage, Freight & Deliv	532840	1200.00		1200.00	-450.00	750.00
Print, Bind, Duplicate	532850	1500.00	-500.00	1000.00	-500.00	1000.00
Registration Fees	532930	850.00		850.00	-300.00	550.0
Other Emp Educational Ex	532942	600.00		600.00		600.00
Purchased Services	**532XXX**	**35815.00**	**-500.00**	**35315.00**	**-2180.00**	**33635.00**
General Office Supplies	533110	2003.00		2003.00		2003.00
Data Processing Supplies	533120	500.00		500.00		500.00
Supplies	**533XXX**	**2503.00**	**0.00**	**2503.00**	**0.00**	**2503.00**
Furn-Office	534511	3000.00		3000.00	-1000.00	2000.00
Office Equipment	534521	1000.00		1000.00		1000.00
Equip-Computers	534522	3200.00	-200.00	3400.00	-700.00	2500.00
Library & Learning	534630	4000.00	-500.00	4500.00	-500.00	3500.00
Computer Software	534710	1000.00	-90.00	1090.00	-200.00	800.00
Property, Plant & Equipment	**534XXX**	**12200.00**	**-790.00**	**12990.00**	**-2400.00**	**9800.00**
Membership Dues & Subscr	535830	500.00		500.00		500.00
Other Admin Expense	535890	250.00		250.00		250.00
Other Expenses & Adjust	**535XXX**	**750.00**	**0.00**	**750.00**	**0.00**	**750.00**
Dependent Care	538010	400.00		400.00		400.00
Intragovernmental Trans	**538XXX**	**400.00**	**0.00**	**400.00**	**0.00**	**400.00**
		329085.00	**-3290.00**	**327375.00**	**-6580.00**	**322505.00**

FRD DRAFT

INTERNAL USE ONLY

4/18/2001

Secretary of State

Recommended Budget $8,760,901

1% Cut = $87,609; 2% Cut = $175,218

DIVISION/ACCOUNT	1% AMOUNT	2% AMOUNT
Administration		
Travel	$ 12,200	$ 14,500
1110-532140 System Implementation	7,309	7,309
1110-532199 Misc. Contractual Serv.	3,159	3,159
1110-532942 Employee Educ. Exp.	500	500
1110-533120 Data Processing Supplies	300	300
1110-533130 Photographic Supplies	150	150
1110-534511 Office Furniture	300	300
Publications		
Travel	1,200	1,200
1120-531221 Time Limited Salaries	1,241	1,241
Corporations		
Travel	3,200	3,200
1210-531411 Overtime Pay	8,000	8,000
1210-532199 Misc. Contractual Serv.	2,000	2,000
1210-532430 Maintenance-Equipment		6,693
1210-532942 Employee Educ. Exp.	10,080	10,080
1210-533120 Data Processing Supplies	1,500	1,500
1210-534511 Office Furniture	2,000	2,000
1210-535890 Other Admin. Exp.	2,000	2,000
Universal Commercial Code		
Travel	11,200	11,200
1220-532199 Misc. Contractual Serv.	10,000	10,000
Securities		
Travel	1,270	7,300
1230-532942 Employee Educ. Exp.	1,200	1,200
1230-534511 Office Furniture	1,500	1,500
1230-535890 Other Admin Exp.	1,100	1,100
Business License Information		
Travel	2,300	2,300
1240-1211 Salaries-SPA		55,140
1240-1511 Social Security		4,218
1240-1521 Retirement		4,416
1240-1561 Medical Insurance		4,512
1240-532199 Misc. Contractual Serv.	150	150
1240-532814 Cellular Phone	100	100
1240-533120 Data Processing Supplies	100	100
1240-534511 Office Furniture	500	500
1240-535890 Other Admin. Exp.	100	100
Notary Public		
1300-532199 Misc. Contractual Serv.	2,000	2,000
Land Records		
Travel		4,300
1400-534511 Office Furniture	950	950
Total	$ 87,609	$ 175,219

3 Business License Consultants vacancies $ remaining

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FRD DRAFT

INTERNAL USE ONLY

Governor's
Summary of Recommendations

General Government
pp. 49-95

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion Budget

Department of Administration

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 63,402,230	$ 63,402,230
2.	Consensus Base Line Adjustments (See Footnote)	(2,323,579)	(2,323,579)
3.	Revised Base Line Budget	$ 61,078,651	$ 61,078,651
4.	Recommended Reductions	(386,471)	(386,471)
5.	Recommended Continuation Budget	$ 60,692,180	$ 60,692,180
6.	Recommended Expansion	1,225,000	1,225,000
7.	RECOMMENDED BUDGET	$ 61,917,180	$ 61,917,180

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Reductions Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (316,735)	$ (316,735)
Compensation Bonus (OSP)	(54,777)	(54,777)
Top of Salary Range Bonus	(44,926)	(44,926)
Top of Salary Range Bonus(OSP)	(2,076)	(2,076)
Sexual Assault Funds	(225,000)	(225,000)
Domestic Violence Funds	(1,000,000)	(1,000,000)
National World War II Memorial Funds	(392,000)	(392,000)
Lumbee Self-Determination Funds	(100,000)	(100,000)
State Health Purchasing Alliance	(111,962)	(111,962)
Governor – Transition Team	(170,000)	(170,000)
Governor – Inauguration	(149,500)	(149,500)
Total Appropriation	$ (2,566,976)	$ (2,566,976)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution	$ 44,295	$ 44,295
Retiree Health Premium Reserve	199,102	199,102
Total Appropriation	$ 243,397	$ 243,397
Total Consensus Base Line Adjustments	$ (2,323,579)	$ (2,323,579)

Recommended Reductions:

1. Board of Science & Technology		
Two positions in the Board of Science & Technology can be abolished without effecting the current level of operation of this Board. The two positions recommended for elimination are:		
Administrative Officer I		
Deputy Director	$ (111,014)	$ (111,014)
Number of Positions	(2.0)	(2.0)

Recommended Reductions - Continued:

	2001-02	2002-03
2. **Domestic Violence Commission**		
The responsibilities of the Governor's Commission on Domestic Violence can be consolidated with those of the NC Council For Women without effecting the effort to address domestic violence. The position of Executive Director of the Commission would be abolished and the employee currently filling this position would be transferred to the vacant Executive Director position of the Council for Women. Additionally, a vacant Administrative Secretary II position for the Commission would be abolished.	$ (109,639)	$ (109,639)
Number of Positions	(2.0)	(2.0)
3. **Secretary's Office**		
An Administrative Assistant I position can be abolished.	$ (41,456)	$ (41,456)
Number of Positions	(1.0)	(1.0)
4. **Office of State Personnel**		
Two Human Resource Consultant positions can be abolished along with a reduction of other operating expenses.	$ (124,362)	$ (124,362)
Number of Positions	(2.0)	(2.0)
Total Recommended Reductions	$ (386,471)	$ (386,471))
Total Number of Positions	(7.0)	(7.0)

Recommended Expansion:

		2001-02	2002-03
1.	**Sexual Assault Funds** Funds are recommended for the continuation of sexual assault programs and the prevention of sexual assault within the state.	$ 225,000	$ 225,000
2.	**Domestic Violence Prevention Funds** Funds are recommended to provide grants for domestic violence programs.	$ 1,000,000	$ 1,000,000
	Total Recommended Expansion	$ 1,225,000	$ 1,225,000

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Office of Administrative Hearings

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 2,909,296	$ 2,909,296
2.	Consensus Base Line Adjustments (See Footnote)	(1,208)	(1,208)
3.	Revised Base Line Budget	$ 2,908,088	$ 2,908,088
4.	Recommended Reductions	(44,000)	(44,000)
5.	Recommended Continuation Budget	$ 2,864,088	$ 2,864,088
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 2,864,088	$ 2,864,088

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

		2001-02		2002-03
1.	**Nonrecurring Appropriations Removed** The following nonrecurring appropriations are removed from the base line budget: Compensation Bonus	$	(18,704)	$ (18,704)
2.	**Nonrecurring Reductions Restored** The following nonrecurring reductions are restored in the base line budget:			
	Death Benefit Contribution Rate	$	3,181	$ 3,181
	Retiree Health Premium Reserve		14,315	14,315
	Total Appropriation	$	17,496	$ 17,496
	Total Consensus Base Line Adjustments	$	(1,208)	$ (1,208)

Recommended Reductions:

1.	**Increase Budgeted Receipts** The Office of Administrative Hearings can increase its budgeted receipts and reduce the amount of appropriations required to support current operations.	$	(15,000)	$ (15,000)
2.	**Increase Efficiency Savings** The Office of Administrative Hearings can reduce its budget for support cost and contracted funds (maintenance agreement of equipment, membership and subscriptions, legal services and system implementation).	$	(29,000)	$ (29,000)
	Total Recommended Reductions	$	(44,000)	$ (44,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Office of State Auditor

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 12,330,883	$ 12,330,883
2.	Consensus Base Line Adjustments (See Footnote)	(164,365)	(164,365)
3.	Revised Base Line Budget	$ 12,166,518	$ 12,166,518
4.	Recommended Reductions	(182,000)	(182,000)
5.	Recommended Continuation Budget	$ 11,984,518	$ 11,984,518
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 11,984,518	$ 11,984,518

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (85,044)	$ (85,044)
Top of Salary Range Bonus	(11,821)	(11,821)
Completion of Performance Audit on the Department of Revenue	(144,144)	(144,144)
Total Appropriation	$ (241,009)	$ (241,009)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 13,935	$ 13,935
Retiree Health Premium Reserve	62,709	62,709
Total Appropriation	$ 76,644	$ 76,644
Total Consensus Base Line Adjustments	$ (164,365)	$ (164,365)

Recommended Reductions:

1. Increase Budgeted Receipts		
The State Auditor's Office can increase its budgeted receipts for the biennium. The increase in budgeted receipts results in a reduction in required appropriations needed to support current operations.	$ (182,000)	$ (182,000)
Total Recommended Reductions	$ (182,000)	$ (182,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Office of the State Controller

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 11,718,683	$ 11,718,683
2.	Consensus Base Line Adjustments (See Footnote)	98,588	98,588
3.	Revised Base Line Budget	$ 11,817,271	$ 11,817,271
4.	Recommended Reductions	(177,000)	(177,000)
5.	Recommended Continuation Budget	$ 11,640,271	$ 11,640,271
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 11,640,271	$ 11,640,271

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

		2001-02	2002-03
1.	**Nonrecurring Appropriations Removed**		
	The following nonrecurring appropriations are removed from the base line budget:		
	Compensation Bonus	$ (46,693)	$ (46,693)
	Top of Salary Range Bonus	(11,116)	(11,116)
	Total Appropriation	$ (57,809)	$ (57,809)
2.	**Nonrecurring Reductions Restored**		
	The following nonrecurring reductions are restored in the base line budget:		
	Death Benefit Contribution Rate	$ 7,527	$ 7,527
	Retiree Health Premium Reserve	33,870	33,870
	One-Time reduction of Data Processing funds	115,000	115,000
	Total Appropriation	$ 156,397	$ 156,397
	Total Consensus Base Line Adjustments	$ 98,588	$ 98,588

Recommended Reductions:

1.	**Abolish Vacant Position**		
	The Office of State Controller can eliminate the vacant position of Accounting Clerk III.	$ (26,313)	$ (26,313)
	Number of Positions	(1.0)	(1.0)
2.	**Data Processing Expense**		
	The Office of State Controller can reduce the frequency of updates to the accounting records and reduce its data processing expenses.	$ (150,687)	$ (150,687)
	Total Recommended Reductions	$ (177,000)	$ (177,000)
	Total Number of Positions	(1.0)	(1.0)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of Cultural Resources

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 63,437,052	$ 63,437,052
2.	Consensus Base Line Adjustments (See Footnote)	(2,596,356)	(2,596,356)
3.	Revised Base Line Budget	$ 60,840,696	$ 60,840,696
4.	Recommended Reductions	(813,000)	(813,000)
5.	Recommended Continuation Budget	$ 60,027,696	$ 60,027,696
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 60,027,696	$ 60,027,696

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Reduced		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (329,073)	$ (329,073)
Top of Salary Range Bonus	(49,269)	(49,269)
Queen Anne's Revenge	(249,818)	(249,818)
Basic Grants Program	(1,200,000)	(1,200,000)
Grassroots Arts Program	(800,000)	(800,000)
Aid to Counties	(500,000)	(500,000)
Total Appropriation	$ (3,128,160)	$ (3,128,160)
2. Nonrecurring Reductions Restored		
The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 34,845	$ 34,845
Retiree Health Premium Reserve	156,781	156,781
Museum of History Reserve	340,178	340,178
Total Appropriation	$ 531,804	$ 531,804
Total Consensus Base Line Adjustments	$ (2,596,356)	$ (2,596,356)

Recommended Reductions:

1. Historic Sites		
Reductions are recommended in the operating budget of Historic Sites.	$ (300,000)	$ (300,000)
2. Maritime Museum		
Reductions are recommended in the rent/lease of buildings at the NC Maritime Museum. This reduction will not impair the delivery of program services.	$ (22,791)	$ (22,791)

Recommended Reductions - Continued:

		2001-02	2002-03
3.	**NC Arts Council** Budget reductions are recommended in the following grant programs: Basic Grants and Grassroots Arts Program, the Lost Colony, and the Shakespeare Festival.	$ (102,947)	$ (102,947)
4.	**NC Museum of Art** Budget reductions are recommended for other supplies and materials in the Museum of Art's budget.	$ (17,000)	$ (17,000)
5.	**Grants in Aid to Arts** The budgeted grants for the Vagabond School of Drama and the NC Symphony Society are recommended for reductions.	$ (17,727)	$ (17,727)
6.	**NC Museum of History** Reductions are recommended for building repairs, other equipment, and office equipment in the NC Museum of History's budget.	$ (352,535)	$ (352,535)
	Total Recommended Reductions	$ (813,000)	$ (813,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Roanoke Island Commission

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 1,907,245	$ 1,907,245
2.	Consensus Base Line Adjustments (See Footnote)	-	-
3.	Revised Base Line Budget	$ 1,907,245	$ 1,907,245
4.	Recommended Reductions	(29,000)	(29,000)
5.	Recommended Continuation Budget	$ 1,878,245	$ 1,878,245
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 1,878,245	$ 1,878,245

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Recommended Reductions:

		2001-02	2002-03
1.	**Roanoke Island Commission** Budgeted transfers to Special Revenue Fund 24802-Roanoke Island Commission can be reduced without having a material impact on the mission of this program.	$ (29,000)	$ (29,000)
	Total Recommended Reductions	$ (29,000)	$ (29,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

State Board of Elections

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 3,524,060	$ 3,524,060
2.	Consensus Base Line Adjustments (See Footnote)	(252,607)	(252,607)
3.	Revised Base Line Budget	$ 3,271,453	$ 3,271,453
4.	Recommended Reductions	(53,000)	(53,000)
5.	Recommended Continuation Budget	$ 3,218,453	$ 3,218,453
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 3,218,453	$ 3,218,453

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Reduced		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (9,689)	$ (9,689)
Multiple One-Stop Voting Sites Grant Funds	(250,000)	(250,000)
Total Appropriation	$ (259,689)	$ (259,689)
2. Nonrecurring Reductions Restored		
The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 1,287	$ 1,287
Retiree Health Premium Reserve	5,795	5,795
Total Appropriation	$ 7,082	$ 7,082
Total Consensus Base Line Adjustments	$ (252,607)	$ (252,607)

Recommended Reductions:

1. Administration		
It is recommended that the budget for printing be reduced.	$ (53,000)	$ (53,000)
Total Recommended Reductions	$ (53,000)	$ (53,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

General Assembly

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 40,649,367	$ 40,649,367
2.	Consensus Base Line Adjustments (See Footnote)	(81,519)	(81,519)
3.	Revised Base Line Budget	$ 40,567,848	$ 40,567,848
4.	Recommended Reductions	(614,000)	(614,000)
5.	Recommended Continuation Budget	$ 39,953,848	$ 39,953,848
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 39,953,848	$ 39,953,848

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (113,638)	$ (113,638)
Top of Salary Range Bonus		
Legislative Prescription Drug Card study for the elderly	(250,000)	(250,000)
Mental Health Legislative Study Commission transfer from MH (budget code 14460)	(350,000)	(350,000)
Total Appropriation	$ (713,638)	$ (713,638)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 19,932	$ 19,932
Retiree Health Premium Reserve	89,687	89,687
One-Time reduction from the General Assembly Contingency Reserve	522,500	522,500
Total Appropriation	$ 632,119	$ 632,119
Total Consensus Base Line Adjustments	$ (81,519)	$ (81,519)

Recommended Reductions:

1. Contingency Reserve		
The North Carolina General Assembly can reduce its reserve and transfer funds for contingencies, without affecting its current level of operation.	$ (614,000)	$ (614,000)
Total Recommended Reductions	$ (614,000)	$ (614,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Office of the Governor

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 5,631,542	$ 5,631,542
2.	Consensus Base Line Adjustments (See Footnote)	2,197	2,197
3.	Revised Base Line Budget	$ 5,633,739	$ 5,633,739
4.	Recommended Reductions	(135,834)	(135,834)
5.	Recommended Continuation Budget	$ 5,497,905	$ 5,497,905
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 5,497,905	$ 5,497,905

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

		2001-02	2002-03
1.	**Nonrecurring Appropriations Reduced**		
	The following nonrecurring appropriations are removed from the base line budget:		
	Compensation Bonus	$ (28,545)	$ (28,545)
2.	**Nonrecurring Reductions Restored**		
	The following nonrecurring appropriations are restored in the base line budget:		
	Death Benefit Contribution Rate	$ 5,590	$ 5,590
	Retiree Health Premium Reserve	25,152	25,152
	Total Appropriation	$ 30,742	$ 30,742
	Total Consensus Base Line Adjustments	$ 2,197	$ 2,197

Recommended Reductions:

1.	**Operating Expenses**			
	Operating expenses can be reduced in the following programs:			
	Administration	(60,649)		
	Intergovernmental Relations	(5,000)		
	Citizen Affairs	(7,660)		
	Raleigh Executive Residence	(10,257)		
	Western Executive Residence	(1,434)		
	Total Operating Expenses		$ (85,000)	$ (85,000)
2.	**Clean NC**			
	The position for the director of the Clean NC program will become a receipt supported position.		$ (50,834)	$ (50,834)
	Total Recommended Reductions		$ (135,834)	$ (135,834)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Office of State Budget, Planning, and Management

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 5,818,759	$ 5,818,759
2.	Consensus Base Line Adjustments (See Footnote)	(28,859)	(28,859)
3.	Revised Base Line Budget	$ 5,789,900	$ 5,789,900
4.	Recommended Reductions	(87,000)	(67,000)
5.	Recommended Continuation Budget	$ 5,702,900	$ 5,722,900
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 5,702,900	$ 5,722,900

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Reduced**		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (35,219)	$ (35,219)
Top of Salary Range Bonus	(22,263)	(22,263)
Total Appropriation	$ (57,482)	$ (57,482)
2. **Nonrecurring Reductions Restored**		
The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 5,204	$ 5,204
Retiree Health Premium Reserve	23,419	23,419
Total Appropriation	$ 28,623	$ 28,623
Total Consensus Base Line Adjustments	$ (28,859)	$ (28,859)

Recommended Reductions:

1. **Operating Expenses**		
Operating expenses can be reduced for contract employees and printing. Additionally, board/non-staff travel and subsistence in the amount of $20,000 for the Advisory Budget Commission tour can be reduced for the first year of the biennium.	$ (87,000)	$ (67,000)
Total Recommended Reductions	$ (87,000)	$ (67,000)

Surveying and Mapping

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 1,428,872	$ 1,428,872
2.	Consensus Base Line Adjustments (See Footnote)	(196,027)	(196,027)
3.	Revised Base Line Budget	$ 1,232,845	$ 1,232,845
4.	Recommended Reductions	(21,000)	(21,000)
5.	Recommended Continuation Budget	$ 1,211,845	$ 1,211,845
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 1,211,845	$ 1,211,845

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (10,178)	$ (10,178)
Top of Salary Range Bonus	(1,449)	(1,449)
Farmland Preservation Transfer from Agriculture	(200,000)	(200,000)
Total Appropriation	$ (211,627)	$ (211,627)
2. Nonrecurring Reductions Restored		
The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 2,836	$ 2,836
Retiree Health Premium Reserve	12,764	12,764
Total Appropriation	$ 15,600	$ 15,600
Total Consensus Base Line Adjustments	$ (196,027)	$ (196,027)

Recommended Reductions:

1. Geodetic Survey		
The budget for miscellaneous contract services can be reduced in each year of the biennium.	$ (21,000)	$ (21,000)
Total Recommended Reductions	$ (21,000)	$ (21,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion Budget

OSBPM – Special Appropriations

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 3,700,000	$ 3,700,000
2.	Consensus Base Line Adjustments (See Footnote)	(620,000)	(620,000)
3.	Revised Base Line Budget	$ 3,080,000	$ 3,080,000
4.	Recommended Reductions	-	-
5.	Recommended Continuation Budget	$ 3,080,000	$ 3,080,000
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 3,080,000	$ 3,080,000

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Removed**		
The following nonrecurring appropriations are removed from the base line budget:		
NC Humanities Council	$ (100,000)	$ (100,000)
National Association of Counties Annual National Convention	(200,000)	(200,000)
National and Regional Boards	(120,000)	(120,000)
Reserve for Rules Review Commission Lawsuits	(200,000)	(200,000)
Total Appropriation		
Total Consensus Base Line Adjustments	$ (620,000)	$ (620,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

North Carolina Housing Finance Agency

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 8,300,000	$ 8,300,000
2.	Consensus Base Line Adjustments (See Footnote)	(3,000,000)	(3,000,000)
3.	Revised Base Line Budget	$ 5,300,000	$ 5,300,000
4.	Recommended Reductions	(80,000)	(80,000)
5.	Recommended Continuation Budget	$ 5,220,000	$ 5,220,000
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 5,220,000	$ 5,220,000

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Removed** The following nonrecurring appropriations are removed from the base line budget: Housing Trust Fund	$ (3,000,000)	$ (3,000,000)
Total Consensus Base Line Adjustments	$ (3,000,000)	$ (3,000,000)

Recommended Reductions:

1. **Housing Trust Fund** The recurring appropriation to the Housing Trust Fund can be reduced. The Housing Trust Fund provides affordable housing opportunities for low to moderate income households through rental and home ownership programs.	$ (80,000)	$ (80,000)
Total Recommended Reductions	$ (80,000)	$ (80,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of Insurance

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 23,570,505	$ 23,570,505
2.	Consensus Base Line Adjustments (See Footnote)	(178,217)	(178,217)
3.	Revised Base Line Budget	$ 23,392,288	$ 23,392,288
4.	Recommended Reductions	(30,000)	(30,000)
5.	Recommended Continuation Budget	$ 23,362,288	$ 23,362,288
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 23,362,288	$ 23,362,288

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

		2001-02	2002-03
1.	**Nonrecurring Appropriations Removed**		
	The following nonrecurring appropriations are removed from the base line budget:		
	Compensation Bonus	$ (170,512)	$ (170,512)
	Top of Salary Range Bonus	(38,471)	(38,471)
	Information Technology Funds	(300,000)	(300,000)
	Public Protection Classifications	(14,000)	(14,000)
	Computer Personnel - Support	(16,500)	(16,500)
	Total Appropriation	$ (539,483)	$ (539,483)
2.	**Nonrecurring Reductions Restored**		
	The following nonrecurring appropriations are restored in the base line budget:		
	Death Benefit Contribution	$ 25,742	$ 25,742
	Retiree Health Premium Reserve	115,524	115,524
	Building Code Book Sales	220,000	220,000
	Total Appropriation	$ 361,266	$ 361,266
	Total Consensus Base Line Adjustments	$ (178,217)	$ (178,217)

Recommended Reductions:

1.	**Company Services**		
	The budget for travel, subsistence, and registration fees can be reduced without effecting the current level of operation.	$ (30,000)	$ (30,000)
	Total Recommended Reductions	$ (30,000)	$ (30,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of Insurance - Direct

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 4,500,000	$ 4,500,000
2.	Consensus Base Line Adjustments (See Footnote)	-	-
3.	Revised Base Line Budget	$ 4,500,000	$ 4,500,000
4.	Recommended Reductions	(3,000,000)	-
5.	Recommended Continuation Budget	$ 1,500,000	$ 4,500,000
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 1,500,000	$ 4,500,000

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Recommended Reductions:

		2001-02	2002-03
1.	**Volunteer Safety Worker's Compensation Fund** The department can reduce the appropriation for the Volunteer Safety Worker's Compensation Fund in the first year of the biennium without effecting the actuarial soundness of the fund.	$ (3,000,000)	$ -
	Total Recommended Reductions	$ (3,000,000)	$ -

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments Expansion Budget

Office of the Lieutenant Governor

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 685,577	$ 685,577
2.	Consensus Base Line Adjustments (See Footnote)	731	731
3.	Revised Base Line Budget	$ 686,308	$ 686,308
4.	Recommended Reductions	(10,000)	(10,000)
5.	Recommended Continuation Budget	$ 676,308	$ 676,308
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 676,308	$ 676,308

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Reduced** The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (3,768)	$ (3,768)
2. **Nonrecurring Reductions Restored** The following nonrecurring appropriations are restored in the base line budget:		
Death Benefit Contribution	$ 818	$ 818
Retiree Health Premium Reserve	3,681	3,681
Total Appropriation	$ 4,499	$ 4,499
Total Consensus Base Line Adjustments	$ 731	$ 731

Recommended Reductions:

1. **Salaries and Wages** The Lieutenant Governor's Office can reduce its budget for salaries and wages without impacting its current level of operation.	$ (10,000)	$ (10,000)
Total Recommended Reductions	$ (10,000)	$ (10,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion Budget

Department of Revenue

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 78,509,890	$ 78,509,890
2.	Consensus Base Line Adjustments (See Footnote)	(1,542,606)	(1,542,606)
3.	Revised Base Line Budget	$ 76,967,284	$ 76,967,284
4.	Recommended Reductions	(1,154,500)	(1,154,500)
5.	Recommended Continuation Budget	$ 75,812,784	$ 75,812,784
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 75,812,784	$ 75,812,784

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. **Nonrecurring Appropriations Removed**		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (577,829)	$ (577,829)
Top of Salary Range Bonus	(49,686)	(49,686)
Nonrecurring items from 2000-01		
a) Funding in the amount of $1,491,860 was appropriated by the 1999 General Assembly long session for contractual funding for implementing the Department's Data Capture Project.		
b) Funding in the amount of $53,100 in start-up for funds for 11 new interstate auditor's computers, furniture and equipment was appropriated by the 1999 long session of the General Assembly.	(1,544,960)	(1,544,960)
Total Appropriation	$ (2,172,475)	$ (2,172,475)
2. **Nonrecurring Reductions Restored**		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 71,564	$ 71,564
Retiree Health Premium Reserve	322,039	322,039
One-Time Reduction in Contract Services	236,266	236,266
Total Appropriation	$ 629,869	$ 629,869
Total Consensus Base Line Adjustments	$ (1,542,606)	$ (1,542,606)

Recommended Reductions:

	2001-02	2002-03
1. **Abolish Assistant Secretary Position** The department can eliminate an exempt Assistant Secretary position and continue to carry out its mission without this position being in its organizational structure.	$ (112,113)	$ (112,113)
Number of Positions	(1.0)	(1.0)
2. **Temporary Wages, Contractual Services and Support Cost** The department can reduce its temporary wage line item and corresponding employer matching social security and travel, rent, advertising, data processing, supplies, equipment, and furniture.	$ (1,042,387)	$ (1,042,387)
Total Recommended Reductions	$ (1,154,500)	$ (1,154,500)
Total Number of Positions	(1.0)	(1.0)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Rules Review Commission

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 381,957	$ 381,957
2.	Consensus Base Line Adjustments (See Footnote)	(47,872)	(47,872)
3.	Revised Base Line Budget	$ 334,085	$ 334,085
4.	Recommended Reductions	(5,000)	(5,000)
5.	Recommended Continuation Budget	$ 329,085	$ 329,085
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 329,085	$ 329,085

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (1,615)	$ (1,615)
Appropriations for attorney fees from the NC Board of Pharmacy lawsuit	(48,000)	(48,000)
Total Appropriation	$ (49,615)	$ (49,615)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 317	$ 317
Retiree Health Premium Reserve	1,426	1,426
Total Appropriation	$ 1,743	$ 1,743
Total Consensus Base Line Adjustments	$ (47,872)	$ (47,872)

Recommended Reductions:

1. Increased Efficiency Savings		
The Rules Review Commission can reduce its budget for purchased services, supplies and equipment.	$ (5,000)	$ (5,000)
Total Recommended Reductions	$ (5,000)	$ (5,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of Secretary of State

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 9,755,907	$ 9,755,907
2.	Consensus Base Line Adjustments (See Footnote)	(995,006)	(995,006)
3.	Revised Base Line Budget	$ 8,760,901	$ 8,760,901
4.	Recommended Reductions	(30,000)	(30,000)
5.	Recommended Continuation Budget	$ 8,730,901	$ 8,730,901
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 8,730,901	$ 8,730,901

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (69,977)	$ (69,977)
Top of Salary Range Bonus	(9,553)	(9,553)
Reduction of Start-up support cost:		
a) $37,049 initial cost for 4 new positions in Corporation Division		
b) $1,891,004 start up for new Uniform Commercial Code section (41 new positions)	(1,928,053)	(1,928,053)
Total Appropriation	$ (2,007,583)	$ (2,007,583)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 8,488	$ 8,488
Retiree Health Premium Reserve	38,196	38,196
Total Appropriation	$ 46,684	$ 46,684
3. Annualizations		
Salary, fringe benefits, and support costs for 41 positions funded for a portion of 2000-01 need to be annualized.	$ 965,893	$ 965,893
Total Consensus Base Line Adjustments	$ (995,006)	$ (995,006)

Recommended Reductions:

		2001-02	2002-03
1.	**Support Cost and Contract Reductions** The Secretary of State's Office can reduce its budget for contractual services, maintenance agreements, data processing charges, educational expenses, data processing supplies and miscellaneous expenses.	$ (30,000)	$ (30,000)
	Total Recommended Reductions	$ (30,000)	$ (30,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of State Treasurer

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 15,085,672	$ 15,085,672
2.	Consensus Base Line Adjustments (See Footnote)	(7,248,665)	(7,248,665)
3.	Revised Base Line Budget	$ 7,837,007	$ 7,837,007
4.	Recommended Reductions	(118,000)	(118,000)
5.	Recommended Continuation Budget	$ 7,719,007	$ 7,719,007
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 7,719,007	$ 7,719,007

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

Consensus Base Line Adjustments:

	2001-02	2002-03
1. Nonrecurring Appropriations Removed		
The following nonrecurring appropriations are removed from the base line budget:		
Compensation Bonus	$ (30,411)	$ (30,411)
Top of Salary Range Bonus	(5,825)	(5,825)
Nonrecurring Appropriations		
a) $7,011,404 for info. technology upgrades, improve investment banking system, upgrade payroll, and implement core banking system		
b) $243,500 buy out lease of department's mainframe storage system	(7,254,904)	(7,254,904)
Total Appropriation	$ (7,291,140)	$ (7,291,140)
2. Nonrecurring Reductions Restored		
The following nonrecurring reductions are restored in the base line budget:		
Death Benefit Contribution Rate	$ 4,451	$ 4,451
Retiree Health Premium Reserve	20,032	20,032
Total Appropriation	$ 24,483	$ 24,483
3. Annualizations		
Partially funded personnel costs (salary and fringe benefits) that were appropriated by the 2000 Short Session of the General Assembly need to be annualized.	$ 17,992	$ 17,992
Total Consensus Base Line Adjustments	$ (7,248,665)	$ (7,248,665)

Recommended Reductions:

		2001-02	2002-03
1.	**Reduction in Contracted Services** The Department of State Treasurer can reduce its budget for contracted financial and audit services without effecting its current level of services.	$ (118,000)	$ (118,000)
	Total Recommended Reductions	$ (118,000)	$ (118,000)

N.C. State Budget, 2001-03: Summary of Recommendations
General Fund - Recommended Adjustments and Expansion

Department of State Treasurer
Fire and Rescue Squad Retirement System

Total Recommended Appropriations

		2001-02	2002-03
1.	Base Line Budget (2000-01 Authorized Budget as of 12-31-00)	$ 12,294,780	$ 12,294,780
2.	Consensus Base Line Adjustments (See Footnote)	-	-
3.	Revised Base Line Budget	$ 12,294,780	$ 12,294,780
4.	Recommended Reductions	-	-
5.	Recommended Continuation Budget	$ 12,294,780	$ 12,294,780
6.	Recommended Expansion	-	-
7.	RECOMMENDED BUDGET	$ 12,294,780	$ 12,294,780

FOOTNOTE:

Line 2. Consensus Base Line Adjustments include:

- Deletion of Nonrecurring (NR) Appropriations made in the 2000 Session
- Restoration of Nonrecurring (NR) Reductions made in the 2000 Session
- Building Reserves
- Enrollment/Entitlement Increases
- Transfers between budget codes

2001

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

MINUTES

APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 24, 2001

The Joint Appropriations Subcommittee on General Government met Thursday, May 24, 2001 at 1:00 a.m. in Room 425 of the Legislative Office Building. Two of the Senate members were present. Representatives present were: Co-Chair Maggie Jeffus, Co-Chair Wilma Sherrill: Mitchell Setzer, Marvin Lucas, and Alma Adams. Michele Nelson and Marilyn Chism from the fiscal staff were present.

Senator Ed Warren chaired the meeting. He recognized the Pages present: Shope Elaine Dawson, from LaGrange, Tyler Evans McLawhorn from Winterville. Both Pages are from Senator Warren's district. Senator Warren also recognized Rachel Harris, who is an Intern in Senator Harris's office.

The first item of agenda for this afternoon is "Budget Adjustments and Special Provisions/2001-03 Biennium. Senator Warren called on the Staff members Michele Nelson and Marilyn Chism to review the documents. He said that after the documents have been reviewed and there has been opportunity for discussion, and that the Senate members would vote. The House will at that time be excused if that desire.

Marilyn Chism and Michele Nelson began on page 1 of the Budget Adjustments (attachment # 1) and reviewed the document page by page. After the review was completed, Senator Warren asked for discussion or questions.

Senator Allrand asked for specifics regarding the disbanding of Crime Control and Public safety. Marilyn Chism stated that they were not privy to the details. The recommendation that they received was to eliminate crime control and disburse the responsibility.

Representative Sherrill stated that for the record that she didn't believe that the House members of this committee had agreed on this and that certainly as a Chairperson, she had not agreed. Senator Warren explained that the House would have an opportunity to review, discuss and vote on all of this material at a later time.

The meeting then moved on to the Special Provisions report. (attachment # 2). The report was reviewed page by page. On page 13 Marilyn Chism noted that it is support for the provisions in the memorandum to Judge Julian Mann, Chief Administrative Law Judge, Office of Administrative Hearings, dated January 30, 2001 and distributed to the committee. A copy is attached as attachment # 3.

Continuing on page 13 of the "Special Provisions" document, Michele Nelson explained that the report provides for reallocations downward for a number of positions and upward for some and some that will remain the same. Those positions that are allocated downward would not occur until the position was vacated. Senator Warren asked, "how many positions were downgraded?" Michele Nelson counted them and reported six downward and four upward, the balance would remain the same.

Michele Nelson continued to review the report as it is written. There was little general discussion and comment.

The meeting continued with a review of a report titled "Final Report on Pilot Program on Collection of Bad Debts by State Agencies (per S.L.2000-67, Section 22.1)." (Attachment # 4). Mr. Don Waugh, Assistant State Controller.

Representative Sherrill asked if there is a list of who owes money except for mental patients. Mr. Waugh said there was not such a list and to create one would be very expensive. There were few other comments about ways that money might be collected and no conclusions were made.

The meeting concluded. The next meeting is scheduled for Monday, June 4 at 3:00 p.m.

The House of Representative members were excused. The Senate voted to accept the Budget Adjustments and Special provisions/2001-03 Biennium as written.

Adjourned.

Respectfully Submitted,

Senator Ed Warren, Chair

Delores Ledford, Clerk

Gen Govt

VISITOR REGISTRATION SHEET

~~APPROPRIATIONS JUSTICE AND PUBLIC~~ SAFETY

Name of Committee

Date

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Byron Harris	OSBPM
Thomas Cheek	OSBPM

General Government

Budget Adjustments

May 24, 2001

General Assembly

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	$40,567,848		$40,567,848	
Legislative Changes				
1900 Reserves and Transfers				
1 Reserves and Transfers Reduce contingency reserve funds in the following accounts each fiscal year: 531521 Retirement - ($613,857) 531561 Medical Insurance - ($65,125) 537195 Agency Reserves - ($334,875)	($1,014,000)	R	($1,014,000)	R
Total Legislative Changes	($1,014,000)	R	($1,014,000)	R
Total Position Changes				
Revised Budget	$39,553,848		$39,553,848	

Governor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	$5,633,739		$5,633,739	

Legislative Changes

1110 Administration

2 Reduce Operating Expenses ($60,649) R ($60,649) R

Reduce the operating budget in the following line items:

Office Furniture and Equipment	$7,066
Computer Equipment	$13,000
Computer Software	$6,591
Maintenance Agreement	$7,492
Travel	$10,000
Cellular Phone	$6,500
Telephone	$10,000

3 Clean NC ($50,834) R ($50,834) R

Change funding for director position from appropriation to receipts as recommended by the Governor. The source of receipts will be federal and private grants. -1.00 -1.00

1120 Dues to National Associations

4 Reduce Membership Dues ($9,741) R ($9,741) R

Reduce the budget for dues paid to national associations.

1130 Intergovernmental Relations

5 Reduce Operating Budgets ($11,902) R ($11,902) R

Reduce the operating budgets in the following line items

Compensation to Board Members	$600
Miscellaneous Contractual Services	$990
Repairs	$242
Maintenance Agreements	$878
Postage	$1,505
Printing	$1,567
Property Insurance	$50
Data Processing Supplies	$70
Membership Dues	$1,000
Travel	$5,000

	FY 2001-02		FY 2002-03	
1210 Citizen's Affairs				
6 Reduce Operating Budget	($9,550)	R	($9,550)	R

Reduce operating budgets in the following line items:

In-state transportation	$10
Data Processing Services	$739
Registration Fees	$71
General Office Supplies	$1,000
Membership Dues	$70
Administrative Services	$4,600
Miscellaneous Contractual Services	$1,025
Maintenance Agreements	$2,035

1230 Education				
7 Reduce Operating Budget	($1,000)	R	($1,000)	R

Reduce operating budget for in-state transportation.

1631 Raleigh Executive Residence				
8 Reduce Operating Budget	($36,904)	R	($36,904)	R

Laundry Services	$400
Pest Control Services	$250
Misc. Contractual Services	$475
Electric Services	$5,491
Natural Gas	$1,237
Water/Sewer	$1,471
In-state Transportation	$2,090
Printing	$1,500
Registration Fees	$300
Imp. Education Assistance Program	$600
Data Processing Supplies	$300
Food Supplies	$7,232
Clothing and Uniforms	$581
Office Furniture	$420
Residential Furniture	$3,257
Membership Dues	$300
Transfer to other agencies	$4,000
Repairs	$3,000
Computer Equipment	$4,000

	FY 2001-02		FY 2002-03	
1632 Western Executive Residence				
9 Reduce Operating Budget	($10,254)	R	($10,254)	R
Reduce the operating budget in the following line items:				
Laundry Services	$50			
Security Services	$165			
Pest Control Services	$150			
Misc. Contractual Services	$630			
Natural Gas	$1,000			
Water/Sewer	$1,000			
Residential Furniture	$1,625			
Membership Dues	$300			
Transfer to other agencies	$4,000			
Repairs	$1,934			
Communication Equipment	$75			
Lease Other Property	$50			
Telephone Service	$200			
Janitorial Supplies	$2,375			
Other Materials and Supplies	$1,000			
Total Legislative Changes	**($190,834)**	**R**	**($190,834)**	**R**
Total Position Changes	-1.00		-1.00	
Revised Budget	**$5,442,905**		**$5,442,905**	

State Budget, Planning & Management

GENERAL FUND

	FY 2001-02	FY 2002-03
Recommended Budget	**$5,789,900**	**$5,789,900**

Legislative Changes

1310 State Budget, Planning & Management

10 Reduce Operating Budget ($93,567) R ($93,567) R

Reduce the operating budget in the following items: ($40,000) NR

Contracted Employees	$45,000
Printing	$22,000
Salary Reserve	$9,267
Temporary Salaries	$5,000
Staff Travel	$1,000
ABC Travel (fee 2001-02 only)	$20,000
ABC Subsistence (fy 2001-02 only)	$20,000
Cellular Phones	$300
Printing	$5,000
Office Supplies	$1,000
Office Furniture	$500
Office Equipment	$500
Computers	$2,000
Membership/Subscriptions	$1,000
Other Expenses	$1,000

1310 State Budget, Planning and Management

11 Personnel Adjustments ($72,849) R ($72,849) R

Transfers a receipt-supported Statistician II position currently housed in the State Data Center within the State Planning Section to the Employment Security Commission. Eliminates an appropriation-supported State Management Analyst position (#3003-0405-0000-804) also housed in the State Data Center. These positions are responsible for analyzing the employment activity data captured in the common follow-up information management system. The salary ($45,077) and benefits ($9,315) for the Statistician II position are currently funded by a transfer from the Worker Trainer Trust Fund in the Department of Commerce. -2.00 -2.00

12 Transfer Personnel ($93,941) R ($93,941) R

Transfers the Administrator for Surveying and Mapping to the Division of Emergency Management within the Department of Crime Control and Public Safety. Flood Plain Mapping will be transferred to CCPS as a Type I transfer. Geodetic Survey, County Boundaries, and the Center for Geographic Information Analysis will be transferred to the Division of Land Resources within the Department of Environment and Natural Resources as a Type I transfer as defined by G.S. 143A-6. -1.00 -1.00

	FY 2001-02		FY 2002-03	
13 Eliminate Planning and Analysis Unit Eliminates the Administrator for State Planning and the seven Planning Analysts positions responsible for strategic planning analysis. Also abolishes an Applications Analyst Programmer Specialist position and an Office Assistant III positions which support the strategic planning analysis function. All ten positions are eliminated effective September 1, 2001. The statutory requirements for performing strategic planning analysis will be repealed.	($359,288) -10.00	R	($690,418) -10.00	R
Total Legislative Changes	**($619,645)** **($40,000)**	R NR	**($950,775)**	R
Total Position Changes	-13.00		-13.00	
Revised Budget	**$5,130,255**		**$4,839,125**	

State Budget, Planning & Management - Flood Mapping and Surveying

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$1,232,845**		**$1,232,845**	
Legislative Changes				
1412 Geodetic Survey				
14 Transfer Geodetic Survey	($1,035,096)	R	($1,035,096)	R
Transfers the responsibilities and staff of the Geodetic Survey section within Surveying and Mapping to the Division of Land Resources within the Department of Environment and Natural Resources. The transfer has all the elements of a Type I transfer as defined in G.S. 143A-6. County Boundaries and the Center for Geographic Information Analysis will be transferred to DENR also and Flood Plain Mapping will be transferred to Division of Emergency Management within the Department of Crime Control and Public Safety.	-22.00		-22.00	
15 Operating Budget Adjustments	($45,000)	R	($45,000)	R
Reduce the operating budget in the miscellaneous contractual services line item.				
1413 County Boundaries				
16 Transfer County Boundaries	($152,749)	R	($152,749)	R
Transfer the responsibilities and staff of the County Boundaries unit Surveying and Mapping to the Division of Land Resources within the Department of Environment and Natural Resources. The transfer has all of the elements of a Type I transfer as defined in G.S. 143A-6. Geodetic Survey and the Center for Geographic Information Analysis will also be transferred. Flood Plain Mapping will be transferred to the Division of Emergency Management within the Department of Crime Control and Public Safety.	-1.00		-1.00	
1415 Flood Plain Mapping				
17 Transfer Flood Plain Mapping	$0	R	$0	R
Transfers the responsibility and staff of the Flood Plain Mapping unit within Surveying and Mapping to the Division of Emergency Management within the Department of Crime Control and Public Safety. The transfer has all of the elements of a Type I transfer as defined in G.S. 143A-6. The receipt-supported General Fund budget is $18,473,555. Geodetic Survey, County Boundaries and the Center for Geographic Information Analysis will be transferred to the Division of Land Resources within the Department of Environment and Natural Resources.	-8.00		-8.00	

	FY 2001-02		FY 2002-03	
Center for Geographic Information & Analysis				
18 Transfer Ctr for Geographic Information & Analysis Transfer the Center for Geographic Information and Analysis to the Division of Land Resources within the Department of Commerce. The program has a receipt-supported budget of $1,758,906 which is in budget code 23006, fund 2510 and 25 positions. The transfer has all of the elements of a Type I transfer as defined in G.S. 143A-6. Geodetic Survey and County Boundaries will also be transferred. Flood Plain Mapping will be transferred to the Division of Emergency Management within the Department of Crime Control and Public Safety.	$0 0.00	R	$0 0.00	R
Total Legislative Changes	**($1,232,845)**	R	**($1,232,845)**	R
Total Position Changes	-31.00		-31.00	
Revised Budget	**$0**		**$0**	

State Budget, Planning & Management - Special Appropriations

GENERAL FUND

	FY 2001-02		FY 2002-03
Recommended Budget	**$3,080,000**		**$3,080,000**
Legislative Changes			
1022 2001 Special Appropriations			
19 Advisory Commission on Military Affairs Provides funds to support the Commission.	$200,000	NR	
20 Bodie Island Lighthouse Provides matching funds for restoration and preservation of the Bodie Island Lighthouse as allocated under the federal Save America's Treasures program.	$200,000	NR	
Total Legislative Changes	**$400,000**	**NR**	
Total Position Changes			
Revised Budget	**$3,480,000**		**$3,080,000**

Lieutenant Governor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$686,308**		**$686,308**	
Legislative Changes				
1110 Administration				
21 Salaries and Wages Reduce salary reserve and related benefits each fiscal year.	($16,763)	R	($16,763)	R
Total Legislative Changes	**($16,763)**	**R**	**($16,763)**	**R**
Total Position Changes				
Revised Budget	**$669,545**		**$669,545**	

Secretary of State

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	$8,760,901		$8,760,901	

Legislative Changes

1100 Administration

22 Reduce Operating Budget ($34,918) R ($34,918) R

Reduce operating budget in the following line items:

Travel	$12,200
Miscellaneous Contracted Service	$13,159
System Implementation	$7,309
Employee Education Expenses	$500
Data Processing Supplies	$300
Photographic Supplies	$150
Office Furniture	$300
Other Expenses	$1,000

1120 Publications

23 Reduce Operating Budget ($3,441) R ($3,441) R

Reduce operating budget in the following line-items:

Computer Data Processing Services	$1,000
Travel	$1,200
Time-Limited Salaries	$1,241

1210 Corporations

24 Reduce Operating Budgets ($45,580) R ($45,580) R

Reduce operating budgets in the following line items:

Maintenance Agreements	$5,220
Employee Education Expense	$20,160
Data Processing Supplies	$3,000
Travel	$3,200
Over-time Pay	$8,000
Miscellaneous Contractual Services	$2,000
Office Furniture	$2,000
Other Administrative Expenses	$2,000

1220 Uniform Commercial Code

25 Reduce Operating Budget ($21,200) R ($21,200) R

Reduce the operating budgets for travel and miscellaneous contractual services.

	FY 2001-02		FY 2002-03	
1230 Securities Division				
26 Reduce Operating Budgets	($6,270)	R	($6,270)	R
Reduce operating budgets in the following line items:				
Travel $1,270 Employee Education $2,400 Office Furniture $1,500 Other Administrative Expense $1,100				
1240 Business License Information Office				
27 Reduce Operating Budget	($3,250)	R	($3,250)	R
Reduce the operating budget in the following line-items:				
Travel $2,300 Miscellaneous Contractual Services $150 Cellular Phone $100 Data Processing Supplies $100 Office Furniture $500 Other Administrative Expense $100				
1300 Notary Public				
28 Reduce Operating Budget	($2,000)	R	($2,000)	R
Reduce operating budget for miscellaneous contractual services.				
1400 Land Records				
29 Reduce Operating Budget	($950)	R	($950)	R
Reduce operating budget for office furniture.				
Total Legislative Changes	**($117,609)**	**R**	**($117,609)**	**R**
Total Position Changes				
Revised Budget	**$8,643,292**		**$8,643,292**	

Auditor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$12,166,518**		**$12,166,518**	
Legislative Changes				
1210 Field Audit Division				
30 Over-realized Receipts	($301,845)	R	($301,845)	R
Reduce the General Fund appropriation for field audits. The Department has over-realized its budgeted receipts for audit work related to single audit and CAFR. Increasing budgeted receipts to more accurately reflect receipts will result in a reduction in the required General Fund appropriation				
Total Legislative Changes	**($301,845)**	**R**	**($301,845)**	**R**
Total Position Changes				
Revised Budget	**$11,864,673**		**$11,864,673**	

Treasurer

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$7,837,007**		**$7,837,007**	
Legislative Changes				
1210 Investment Management				
31 Reduce Operating Budget	($195,190)	R	($195,190)	R
Reduce the operating budget for financial and audit services.				
Total Legislative Changes	**($195,190)**	**R**	**($195,190)**	**R**
Total Position Changes				
Revised Budget	**$7,641,817**		**$7,641,817**	

Treasurer - Retirement for Fire and Rescue Squad Workers

GENERAL FUND

	FY 2001-02		FY 2002-03
Recommended Budget	**$12,294,780**		**$12,294,780**
Legislative Changes			
1412 Gen Fund Contribution to Fire Pension Fund			
32 Reduce Contribution to Fire Pension			
Reduce the General Fund contribution to the Firemen's Pension Fund	($2,077,883)	NR	
Total Legislative Changes	**($2,077,883)**	**NR**	
Total Position Changes			
Revised Budget	**$10,216,897**		**$12,294,780**

Insurance

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	$23,392,288		$23,392,288	

Legislative Changes

1100 Administration

33 Operating Budget Adjustments ($4,000) R ($4,000) R

Reduces the operating budgets in the following line items:

Repairs - Buildings - ($312)
Repairs - Computers - ($500)
Travel - ($2,580)
Office Furniture - ($214)
Office Equipment - ($118)
Computer Equipment - ($276)

1200 Company Services

34 Reduce Operating Budget ($96,414) R ($96,414) R

Reduce operating budget in the following line items:

Information Technology Services - ($500)
Maintenance Agreement-Equipment - ($7,590)
Maintenance Agreement-Software - ($6,715)
Travel - ($24,841)
Telephone Service - ($1,000)
Printing, Binding, Duplicating - ($2,904)
Registration Fees - ($6,675)
Other Employee Educational Expense - ($14,247)
Office Furniture - ($13,182)
Office Equipment - ($610)
Computer Equipment - ($14,150)
Computer Software - ($4,000)

1300 Technical Services Group

35 Operating Budget Reductions ($62,533) R ($62,533) R

Reduces the operating budget in the following line items:

Repairs - Buildings - ($470)
Travel - ($27,074)
Telephone Service - ($2,396)
Postage, Freight, Delivery - ($1,037)
Printing, Binding, Duplicating - ($9,604)
Advertising - ($1,320)
Office Furniture - ($12,250)
Computer Equipment - ($8,132)
Computer Software - ($250)

	FY 2001-02		FY 2002-03	
1400 Public Service Group				
36 Operating Budget Reduction	($48,708)	R	($48,708)	R
Reduce operating budget in the following line items:				
Maintenance Agreement ($500)				
Travel - ($33,890)				
Telecommunication Data Charge - ($5,000)				
Computer/Data Processing Service - ($2,845)				
Printing, Binding, Duplicating - ($4,028)				
Advertising - ($1,320)				
Registration Fees - ($400)				
Office Furniture - ($1,433)				
Office Equipment - ($612)				
1500 Office of State Fire Marshall				
37 Operating Budget Reductions	($51,345)	R	($51,345)	R
Reduces operating budget in the following line items:				
Administrative Services ($9,845)				
Travel - ($2,500)				
Postage, Freight, Delivery - ($12,500)				
Printing, Binding, Duplicating - ($2,500)				
Educational Supplies - ($1,500)				
Computer Software - ($22,500)				
Total Legislative Changes	**($263,000)**	**R**	**($263,000)**	**R**
Total Position Changes				
Revised Budget	**$23,129,288**		**$23,129,288**	

Insurance - Volunteer Safety Workers' Compensation Fund

GENERAL FUND

	FY 2001-02		FY 2002-03
Recommended Budget	**$4,500,000**		**$4,500,000**
Legislative Changes			
1900 Reserves and Transfers			
38 Volunteer Safety Workers' Compensation Fund			
Reduce the General Fund appropriation to the Volunteer Safety Worker's Compensation Fund for fiscal year 2001-2002 as recommended by the Governor.	($3,000,000)	NR	
Total Legislative Changes	**($3,000,000)**	**NR**	
Total Position Changes			
Revised Budget	**$1,500,000**		**$4,500,000**

Administration

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$61,078,651**		**$61,078,651**	
Legislative Changes				
1111 Office of the Secretary				
39 Reduce Personnel	($41,757)	R	($41,757)	R
Abolish vacant Administrative Assistant position as recommended by the Governor.	-1.00		-1.00	
40 Appalachian Research Commission	($190,080)	R	($190,080)	R
Replace appropriated funds with Highway Funds for the Highway's portion of the Appalachian Research Commission assessment dues.				
1121 Office of Fiscal Management				
41 Reduce Personnel	($27,670)	R	($27,670)	R
Abolish one Processing Assistant III position in the Departmental Supply Store which has already been abolished. The employee has been reassigned.	-1.00		-1.00	
1122 Human Resources Management				
42 State Employee Incentive Bonus Program	($114,997)	R	($114,997)	R
Change the funding for two positions responsible for administering the State Employee Incentive Bonus Program from appropriation support to receipt-support. The State Employee Incentive Bonus Program will become receipt-supported pending legislative approval.	-2.00		-2.00	

	FY 2001-02		FY 2002-03	
1311 Office of State Personnel				
43 Personnel Reductions	($451,566)	R	($451,566)	R
Abolish nine (9) vacant positions and related benefits:	-9.00		-9.00	
5 Human Resource Consultants- #4000-0100-0004-619 - ($71,762) #4000-0301-0004-330 - ($36,664) #4000-1200-0004-997 - ($54,072) #4000-0100-0004-422 - ($58,899) #4000-0100-0004-990 - ($52,915)				
Human Resources Manager-#4000-0201-0004-030 - ($72,092) Processing Assistant-#4000-0202-0004-124 - ($32,328) Office Assistant IV-#4000-0100-0004-755 - ($30,663) Office Assistant V-#4000-0600-0004-166 - ($33,207) (Eliminates the PREPARE Program)				
Eliminate management layers - ($8,964)				
44 Operating Budget Adjustments	$152,540	R	$152,540	R
Adjust funds in the following accounts each fiscal year:				
532170 Administrative Services - ($10,000) 532199 Misc. Contracts - ($1,950) 532400 Maintenance Agreements - ($625) 532700 Travel - ($4,668) 532800 Comm & Data Processing - $200,000 532850 Printing - ($5,000) 532860 Advertising - ($1,000) 532930 Registration Fees - ($727) 534500 Equipment - ($3,490) 53XXXX Model Co-op Program - ($20,000)				
45 Program Personnel	($27,817)	R	($27,817)	R
Combine an Applications Analyst Programmer II- #4000-1200-0004-618 ($45,478) and Applications Analyst Programmer I-#4000-0202-0004-948 ($52,873) positions and create a new Applications Analyst Programmer II at pay grade 74 with salary and benefits of $70,533. Adjustment in salary and benefits provides a reduction of ($27,817).	-1.00		-1.00	
1623 State Capitol Police				
46 Reduce Personnel	($30,210)	R	($30,210)	R
Abolish vacant Police Officer II position currently responsible for providing safety awareness to State agencies.	-1.00		-1.00	

	FY 2001-02		FY 2002-03	
47 Reduce State Capitol Police Force	($917,243)	R	($1,228,289)	R
Reduce State Capitol Police Force by eliminating 13 vacant positions (Chief, Major, 5 Police Officer Is, 1 Telecommunicator, and 5 Property Guards), 6 Police Officer II positions, 10 Police Officer I positions, 3 Police Officer III (Lieutenants) positions, and 1 Telecommunicator position effective September 1, 2001. The remaining force will consist of 3 Police Officer III (Lieutenant) positions, 19 Police Officer I positions assigned as building officers, 5 Property Guards, 2 Telecommunicators and 1 Administrative Assistant.	-33.00		-33.00	
The patrol responsibilities will be assumed by the City of Raleigh.				
The operating budget will be reduced by $1,164,009 for salaries and benefits and $64,280 for operating expenses.				
1731 North Carolina Council for Women				
48 Domestic Violence Prevention Funds	$1,000,000	R	$1,000,000	R
Provide funding for grants to domestic violence programs as recommended by the Governor.				
49 Reduce Operating Budget	($7,000)	R	($7,000)	R
Reduce miscellaneous contractual services.				
50 Sexual Assault Funds	$225,000	R	$225,000	R
Provide funding, as recommended by the Governor, for the continuation of sexual assault programs and the prevention of sexual assault within the state				
1783 Governor's Domestic Violence Commission				
51 Reduce Personnel	($110,349)	R	($110,349)	R
Eliminate the positions of Executive Director and vacant Administrative Secretary in the Domestic Violence Commission as recommended by the Governor. The responsibilities of the Commission will be consolidated with those of the NC Council for Women. The employee in the Executive Director's position will be transferred to the Council. The Administrative Secretary's position is vacant.	-2.00		-2.00	
1810 Ethics Board				
52 Reduce Operating Budget	($12,000)	R	($12,000)	R
Reduce miscellaneous contractual services ($10,000) and travel ($2,000).				

	FY 2001-02		FY 2002-03	
1871 Board of Science and Technology				
53 Transfer Board of Science and Technology	($371,302)	R	($371,302)	R
Transfers the Board of Science and Technology, including 3 positions (Executive Director, Administrative Secretary III, and Education Consultant), to the Department of Commerce. Special provision recodifies the statutory authority of the Board as established in Part 27 of Article 9 of Chapter 143B of the General Statutes to Part 18 of Article 10 of Chapter 143B of the General Statutes.	-3.00		-3.00	
54 Reduce Personnel and Grant Funding	($155,410)	R	($155,410)	R
Eliminate a Social Research Assistant II position and all research grant funding.	-1.00		-1.00	
55 Abolish Positions	($111,014)	R	($111,014)	R
Abolish vacant Deputy Director position and the Administrative Officer I position as recommended by the Governor.	-2.00		-2.00	
Department Wide				
56 Reduce Printing	($10,000)	R	($10,000)	R
Reduce the printing budget throughout the Department. The Department will implement electronic forms and communication were possible.				
XXXX Transfers from Crime Control & Public Safety				
57 Transfer-In of CVCF and RVAF			$2,130,159	R
With the elimination of the Department of Crime Control and Public Safety, the Crime Victims' Compensation Fund and the Rape Victims' Assistance Fund programs will transfer to the Department of Administration by June 30, 2002.			10.00	
58 Transfer-In of National Guard Program			$9,262,680	R
With the elimination of the Department of Crime Control and Public Safety, the North Carolina National Guard will transfer to the Department of Administration effective June 30, 2002.The transfer includes an expansion of $140,000 in the state funding required to match the federal funding for the Tarheel Challenge Program. The program will be funded on a 60% federal to 40% state match basis beginning in fiscal year 2002.			106.00	
59 Transfer in of Governor's Crime Commission			$1,364,000	R
With the elimination of the Department of Crime Control and Public Safety, the Governor's Crime Commission will transfer to the Department of Administration effective July 1, 2002.			40.50	

	FY 2001-02		FY 2002-03	
60 Emergency Mgmt. Program Transfer			$2,949,449	R
With the elimination of the Department of Crime Control and Public Safety, the Emergency Management Program will transfer to the Department of Administration by June 30, 2002. This transfer includes the Flood Plain Mapping program and the Administrator for Surveying and Mapping position that will transfer to the Division of Emergency Management from the Office of State Budget, Planning, and Management effective July 1, 2001. The receipt-supported budget for the Flood Plain mapping that will transfer to Emergency Management is $18,473,555 and the appropriated funding for the administrator's salary that will transfer to Emergency Management is $93,941.			153.00	
Emergency Management Budget less reductions $2,855,508 Salary/Benefit for Position from OSBPM $93,941 Total transfer $2,949,449				
61 Transfer in of CCPS Administrative Staff			$394,006	R
With the elimination of the Department of Crime Control and Public Safety, eleven positions currently in the Administration Division of CCPS will transfer to the Department of Administration.			11.00	
62 Civil Air Patrol Transfer			$157,880	R
With the elimination of the Department of Crime Control and Public Safety, the Civil Air patrol will transfer to the Department of Administration effective June 30, 2002.			2.00	
Total Legislative Changes	**($1,200,875)**	R	**$14,746,253**	R
Total Position Changes	-56.00		266.50	
Revised Budget	**$59,877,776**		**$75,824,904**	

State Controller

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$11,817,271**		**$11,817,271**	
Legislative Changes				
1000 Departmentwide				
63 1211 Salaries and Wages	($97,437)	R	($97,437)	R
Abolish vacant Accounting Clerk III # 5009-0000-0000-110 and Data Base Analyst # 5008-0000-0000-065 positions with a reduction in salary and related benefits.	-2.00		-2.00	
64 Operating Budget Adjustments	($195,966)	R	($195,966)	R
Reduce the following line items each year of the biennium: 5327XX Travel - ($6,000) 532821 Data Processing Services - ($179,966) 532850 Printing, Binding, Duplicating - ($5,000) 534521 Office Equipment - ($5,000)				
Total Legislative Changes	**($293,403)**	R	**($293,403)**	R
Total Position Changes	-2.00		-2.00	
Revised Budget	**$11,523,868**		**$11,523,868**	

Revenue

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$76,967,284**		**$76,967,284**	

Legislative Changes

1600 Administration

65 Adjust Personnel ($67,420) R ($67,420) R

Abolish vacant Staff Development Coordinator position, #4771-0000-0020-410 and related benefits. -1.00 -1.00

1602 Security

66 Adjust Personnel ($23,630) R ($23,630) R

Abolish vacant Processing Assistant III position, # 4791-0000-0024-010 and related benefits. -1.00 -1.00

1605 Planning, Development, and Technology

67 Operating Budget Adjustments ($809,714) R ($809,714) R

Reduce the following accounts each fiscal year:

531311 Temporary Wages - ($60,000)
531411 OT Pay - ($20,000)
531431 Shift Premium Pay - ($10,000)
531511 Social Security - ($6,885)
531521 Retirement - ($2,403)
532140 System Implementation - ($250,000)
532310 Repairs - ($9,092)
532512 Rent/Lease Buildings/Offices - ($5,000)
532712 Trans. Air/Out of State - ($10,000)
532715 Trans. Ground/Out of State - ($5,000)
532722 Lodging/Out of State - ($5,000)
532821 Computer/Data Processing Svs - ($250,000)
532860 Advertising - ($10,000)
533110 Gen Office Supplies - ($6,334)
533120 Data Processing Supplies - (5,000)
534511 Office Furniture - ($30,000)
534521 Office Equipment - ($25,000)
534522 Equipment/Computers - ($75,000)
534710 Computer Software - ($25,000)

	FY 2001-02		FY 2002-03	
1607 Tax Research				
68 Personnel and Operating Budget Adjustments	($58,126)	R	($58,126)	R
Eliminate salary and benefits for a vacant Statistical Assistant V position, #4774-0000-0040-312 ($28,263, and reduce funds in the following accounts each fiscal year:	-1.00		-1.00	
531311 Temporary Wages - ($27,740)				
531511 Social Security - ($2,123)				
1621 Corporate, Excise & Insurance				
69 Adjust Operating Budget	($10,765)	R	($10,765)	R
Reduce funds in the following accounts each year:				
531311 Temporary Wages - ($10,000)				
531511 Social Security - ($765)				
1627 Sales & Use				
70 Adjust Operating Budget	($6,459)	R	($6,459)	R
Reduce funds in the following accounts each year:				
531311 Temporary Wages - ($6,000)				
531511 Social Security - ($459)				
1629 Property Tax				
71 Additional Personnel	$63,936	R	$63,936	R
Appropriate funds for salary, benefits, operating expense, office furniture and equipment to support a Property Tax Valuation Specialist I position. The cost associated with the position will be reimbursed through the allowance for administrative cost available per G.S.105-501 in the year subsequent to the year the cost is incurred.	$9,600 1.00	NR	1.00	
1641 Office Examination				
72 Personnel and Budget Adjustments	($237,744)	R	($237,744)	R
Make the following adjustments in the division's budget each fiscal year:	-4.00		-4.00	
Eliminate four (4) vacant positions - ($85,117)				
3 Processing Assistant III - #4781-0000-0062-110, #4781 0000-0062-409, and #4781-0000-0063-225				
1 Processing Assistant V - #4781-0000-0063-010				
531311 Temporary Wages - ($100,000)				
531511 Social Security - ($15,769)				
531521 Retirement - ($6,818)				
531561 Med Insurance - ($9,024)				
531625 State Disability Payments - ($21,016)				

	FY 2001-02		FY 2002-03	
1643 Office Services (Taxpayer Assistance)				
73 Personnel and Operating Adjustments	($70,954)	R	($70,954)	R
Abolish two (2) vacant Processing Assistant III positions - #4782-0000-0065-415 ($25,794) and #4782-0000-0065-768 ($23,630), reduce temporary wages (531311) and adjust related benefits.	-2.00		-2.00	
1660 Field Operations (Examinations & Collection)				
74 Personnel and Operating Budget Adjustments	($19,882)	R	($19,882)	R
Reduce temporary wages (531311) and social security (531511).				
1670 Unauthorized Substance Tax				
75 Operating Budget Adjustment	($26,530)	R	($26,530)	R
Reduce the following accounts each fiscal year:				
531311 Temporary Wages - ($20,000)				
531511 Social Security - ($1,530)				
535890 Other Administrative Services - ($5,000)				
1681 Administrative Services				
76 Operating Budget Adjustments	($349,401)	R	($349,401)	R
Reduce the following accounts each fiscal year:				
532199 Misc. Contractual Services - ($65,985)				
532430 Maintenance Agreements/Equipment - ($34,411)				
532821 Computer/Data Process Service - ($20,000)				
532840003 Post, Freight & Del/Postage Meter - ($58,547)				
532850001 Print Official Statements - ($23,625)				
532930 Registration Fees - ($15,000)				
532942 Other Employee Ed Exp - ($126,833)				
533120 Data Processing Supplies - ($50,000)				
533900 Other Materials $ Supplies - ($20,000)				
534521 Office Equipment - ($22,113)				
535830 Membership Dues & Subscriptions - ($25,000)				
1683 Financial Services				
77 Operating Budget Adjustments	($20,454)	R	($20,454)	R
Adjust the following accounts each fiscal year:				
531311 Temporary Wages - ($10,000)				
531511 Social Security - ($1,454)				
531625 Eliminate State Disability Payments - ($9,000)				

	FY 2001-02		FY 2002-03	
1685 Documents & Payments Processing				
78 Personnel and Operating Budget Adjustments	($110,981)	R	($110,981)	R
Make the following adjustments in the division's budget:	-4.00		-4.00	
Eliminate four (4) vacant positions - ($86,388) 3 Data Entry Specialists - #4787-0000-0090-883, #4787-0000-0090-882, and #4787-0000-0090-889 1 Processing Assistant III - #4787-0000-0092-408				
531511 Social Security ($6,754) 531521 Retirement ($6,920) 531561 Med Insurance ($9,024)				
531625 Eliminate State Disability Payments - ($1,895)				
Total Legislative Changes	**($1,748,124)**	R	**($1,748,124)**	R
	$9,600	NR		
Total Position Changes	-12.00		-12.00	
Revised Budget	**$75,228,760**		**$75,219,160**	

Cultural Resources

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$60,840,696**		**$60,840,696**	

Legislative Changes

1110 Office of the Secretary

79 Budget Adjustment ($10,860) R ($10,860) R

Reduce funds for miscellaneous contractual services (532199).

1120 Administrative Services

80 Adjust Operating Budget ($9,842) R ($9,842) R

Reduce funds for computers equipment (534522).

1210 Archives & History/Director's Office

81 Operating Budget Adjustments ($14,942) R ($14,942) R

Reduce the following accounts each fiscal year:

531311 Temp Wages - ($1,500)
531511 Social Security - ($115)
532199 Misc. Contractual Services - ($4,759)
532731 BD/Non-employee Trans - ($500)
532732 BD/Non-employee Subsistence - ($500)
535830 Membership Dues - ($500)
536901 First Flight Commission - ($7,068)

1220 Historical Publications

82 Budget Adjustment ($6,461) R ($6,461) R

Reduce funding for printing, binding and duplication (532850).

1230 Archives and Records

83 Operating Budget Adjustments ($28,077) R ($28,077) R

Reduce the following accounts each fiscal year:

532199 Misc. Contractual Services - ($3,000)
532210 Electricity - ($2,577)
532731 BD/Non-employee Trans. - ($2,000)
532732 BD/Non-employee Subsistence - ($1,000)
532850 Printing, Binding & Duplication - ($6,000)
532850 Advertising - ($5,500)
533900 Other Materials/Supplies - ($5,000)
534539 Other Equipment - ($3,000)

	FY 2001-02		FY 2002-03	
84 Digitization of Public Records Provide funds to complete Information Technology project planning and for IRMC Project Certification related to digitization of public records (532140).	$50,000	R	$50,000	R
1241 State Historic Sites				
85 Operating Budget Adjustment Reduce the following accounts each fiscal year: 532199 Misc. Contractual Services - ($130,000) 532512 Rent/Lease-Buildings or Offices - ($7,000) 532721 Lodging/In State - ($20,000) 532724 Meals/In State - ($10,000) 532942 Other Emp. Ed Expense - ($8,000) 533900 Other Materials & Supplies - ($4,315) 534511 Office Furniture - ($10,000) 534541 Motor Vehicles - ($71,000) 534549 Art & Artifacts - ($100,000)	($360,315)	R	($360,315)	R
1242 Tryon Palace				
86 Adjust Operating Budget Reduce the following accounts: 532310 Building Repairs - ($2,684) 532390 Other Repairs - ($1,056) 532490 Maintenance/Service Contracts - ($1,386) 532919 Other Insurance - ($1,656) 533900 Other Supplies & Materials - ($4,999) 534511 Office Furniture - ($1,000) 534539 Other Equipment - ($2,492)	($15,273)	R	($15,273)	R
1243 State Capitol				
87 Budget Adjustment Reduce the following accounts: 531311 Temporary Wages - ($3,900) 531321 Social Security - ($261)	($4,161)	R	($4,161)	R
1245 NC Maritime Museum				
88 Operating Budget Adjustment Reduce funds in the following accounts each fiscal year: 532182 Laundry Service Agreement - ($100) 532320 Repairs/Other Structures - ($2,000) 532512 Office Rent/Lease - ($22,791) 532521 Rent/Lease-Motor Vehicles - ($400) 532524 Rent/Lease Gen. Office Equip. - ($100) 532850 Printing, Binding, & Dup - ($1,000) 532912 Motor Vehicle Insurance - ($1,500) 532913 Liability Insurance - ($2,000) 533900 Other Materials & Supplies - ($2,000) 534539 Other Equipment ($264)	($32,155)	R	($32,155)	R

1250 Historic Preservation

89 Operating Budget Adjustments ($12,893) R ($12,893) R

Reduce the following accounts each fiscal year:

532199 Misc. Contractual Services - ($1,858)
532390 Repairs - ($650)
532714 Trans/In State - ($1,946)
532715 Trans/Out of State - ($100)
532721 Lodging/In State - ($247)
532724 Meals/In State - ($600)
532725 Meals/Out of State - ($235)
532727 Misc./In State - ($795)
532728 Misc/Out of State - ($1,150)
532731 BD/Non-employee Trans. - ($431)
532732 BD/Non-employee Subs. - ($200)
532850 Printing, Binding, & Dup. - ($900)
532942 Other Employee Ed Exp. - ($326)
533110 General Office Supplies - ($50)
533900 Other Materials & Supplies - ($1,435)
534511 Office Furniture - ($1,822)
534539 Other Equipment - ($148)

1290 Western Office

90 Budget Adjustment ($2,956) R ($2,956) R

Reduce funding for In-state transportation (532714).

1320 Museum of Art

91 Operating Budget Adjustments ($49,923) R ($49,923) R

Reduce funds in the following accounts:

532199 Misc. Contractual - ($16,560)
532512 Rent/Lease Building - ($5,345)
532590 Rent/Lease Other - ($800)
532711 Tran Air/In State - ($100)
532712 Tran Air/Out of State - ($125)
532714 Trans Ground/In State - ($2,000)
532715 Trans Ground/Out of State - ($294)
532716 Trans Ground/Out of Country - ($200)
532722 Lodging/Out of State - ($1,000)
532723 Lodging/Out of Country - ($739)
532725 Meals Out of State - ($500)
532726 Meals Out of Country - ($300)
532728 Misc/Out of State - ($2,000)
532729 Misc/Out of Country - ($500)
532811 Telephone Service - ($1,440)
532850 Printing, Binding, & Dup - ($1,020)
533990 Other Supplies & Materials - ($17,000)

	FY 2001-02		FY 2002-03	
1330 NC Arts Council				
92 Operating Budget Adjustments Reduce funds in the following grant programs: 536948 Lost Colony - ($6,097) 536971 Shakespeare Festival - ($6,097) 536990 Basic Grants - ($90,926) 536996 Grassroots Arts - ($53,367)	($156,487)	R	($156,487)	R
1340 NC Symphony				
93 Budget Adjustment Reduce funds for postage (532840).	($2,962)	R	($2,962)	R
1360 Grants in Aid to Arts				
94 Operating Budget Adjustments Reduce budgets each year for: 536932 Vagabond School of Drama - ($1,134) 536935 NC State Art Society - ($182) 536936 NC Symphony Society - ($34,630)	($35,946)	R	($35,946)	R
1410 State Library Services				
95 Budget Reductions Reduce funds in the following accounts: 532850 Printing, Binding, & Duplication - ($3,250) 534630 Library Learning Resources - ($10,542)	($13,792)	R	($13,792)	R
1480 State Library Statewide Programs				
96 Budget Adjustments Reduce the following accounts: 532812 Telecommunication Services - ($26,078) 536960 Aid to Counties - ($144,013)	($170,091)	R	($170,091)	R
1500 Museum of History				
97 Operating Budget Adjustments Eliminate funds for four vacant positions and reduce funding in the following accounts each fiscal year: 531211 Salaries - ($107,714) 531511 Social Security - ($8,240) 531521 Retirement - ($8,628) 531561 Medical Insurance - ($9,024) 532310 Building Repairs - ($127,478) 534511 Office Equipment - ($12,357) 534539 Other Equipment - ($212,700)	($486,141)	R	($486,141)	R

	FY 2001-02		FY 2002-03	
Total Legislative Changes	($1,363,277)	R	($1,363,277)	R
Total Position Changes				
Revised Budget	$59,477,419		$59,477,419	

Cultural Resources - Roanoke Island Commission

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$1,907,245**		**$1,907,245**	
Legislative Changes				
Roanoke Island Commission				
98 Operating Budget Adjustment	($47,782)	R	($47,782)	R
Reduce amount of funding transferred to Special Fund.				
Total Legislative Changes	**($47,782)**	**R**	**($47,782)**	**R**
Total Position Changes				
Revised Budget	**$1,859,463**		**$1,859,463**	

State Board of Elections

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	$3,271,453		$3,271,453	
Legislative Changes				
1100 Administration				
99 Reduce Operating Budget Reduce the operating budget in the printing line items	($85,184)	R	($85,184)	R
Total Legislative Changes	($85,184)	R	($85,184)	R
Total Position Changes				
Revised Budget	$3,186,269		$3,186,269	

Office of Administrative Hearings

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$2,908,088**		**$2,908,088**	
Legislative Changes				
1100 Administration & Operations				
100 1211 Salaries and Wages	($29,775)	R	($29,775)	R
Abolish a vacant Clerk-Typist position and related benefits in the Civil Rights Division - # 8210-1100-0000-061.	-1.00		-1.00	
101 Operating Budget Adjustments	($29,000)	R	($29,000)	R
Reduce funding in the following line items each year of the biennium:				
532110 Legal Service - ($4,000) 532140 System Implement/Integration Services - ($11,506) 532440 Maintenance Agreement-DP Equipment - ($640) 532441 Maintenance Agreement/Software - ($11,854) 535830 Membership/Subscription - ($1,000)				
102 432101 Receipts - Federal Reimbursement	($13,866)	R	($13,866)	R
Increase federal receipts.				
Total Legislative Changes	**($72,641)**	R	**($72,641)**	R
Total Position Changes	-1.00		-1.00	
Revised Budget	**$2,835,447**		**$2,835,447**	

Rules Review Commission

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	$334,085		$334,085	
Legislative Changes				
1100 Administration				
103 Personal Services Reduce funds each year of the biennium in the following accounts: 531651 Board Member Compensation - ($2,000) 532512 Rent/Lease - ($250) 532712 Transportation/Out of State - ($500) 532722 Lodging/Out of State - ($500) 532725 Meal/Out of State - ($200) 532811 Telephone Service - ($1,600) 532850 Printing, Binding, Duplicate - ($500) 532930 Registration Fees - ($250) 534511 Office Furniture - ($700) 534521 Office Equipment - ($200) 534522 Computer Equipment - ($1,000) 534630 Library and Learning - ($500) 534710 Computer Software - ($90)	($8,290)	R	($8,290)	R
Total Legislative Changes	($8,290)	R	($8,290)	R
Total Position Changes				
Revised Budget	$325,795		$325,795	

Attachment # 2

General Government

Special Provisions

May 24, 2001

Administration

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S1A

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: **Senator Warren**

VETERAN'S SCHOLARSHIP PROGRAM

SECTION #. G.S. 165-20(3) reads as rewritten:

§ 165-20. Definitions.

As used in this Article the terms defined in this section shall have the following meaning:

...

(3) "Child" means a person who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship. who has completed high school or its equivalent prior to receipt of a scholarship as may be awarded under this Article, who has complied with the requirements of the Selective Service System, if applicable, and who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has lived in North Carolina continuously since birth. Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S2

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

MODIFICATIONS TO THE STATE EMPLOYEE INCENTIVE BONUS PROGRAM

SECTION #.(a) G.S. 143-340(1) reads as rewritten:

"(1) To establish the State Employee Incentive Bonus Program pursuant to Article 36A of this Chapter, with the authority to adopt all rules necessary to implement the program. The Secretary shall serve ex officio on all program committees and shall designate an executive secretary to administer the program."

SECTION #.(b) G.S. 143-345.20 reads as rewritten:

"**§ 143-345.20. Definitions.**

The following definitions apply in this Article:

(1) Baseline reversion. – The two-year historical average of reversions by a State department, agency, or institution.

~~(2) Employing unit. – Any of the following:~~

~~a. The principal Council of State office or department enumerated in G.S. 143A-11 for which a State employee works.~~

~~b. The principal State department enumerated in G.S. 143B-6 for which a State employee works.~~

~~c. The constituent institution of The University of North Carolina or the General Administration of The University of North Carolina for which a State employee works.~~

~~d. The local school administrative unit for which a State employee works.~~

~~e. The board, commission, or agency and its staff for which a State employee works, if that agency is not organizationally housed in any of the other offices, departments, or institutions listed in this subdivision.~~

(2a) Participating agency. – Any State department, agency, or institution, or any local school administrative unit that employs State employees eligible to participate in the State Employee Incentive Benefit Program. The term includes the Community Colleges System, The University of North Carolina and its constituent universities, and charter schools. The term does not include federal or local government agencies.

(2b) SEIBP. – Acronym for the State Employee Incentive Bonus Program.

(3) State employee. – Any of the following:

a. A person who is a contributing member of the Teachers' and State Employees' Retirement System of North Carolina, the Consolidated Judicial Retirement System of North Carolina, or the Optional Program.

b. A person who receives wages from the State as a part-time or temporary worker, but is not otherwise a contributing member of one of the retirement programs listed in sub-subdivision a. of this subdivision."

SECTION #.(c) G.S. 143-345.21 reads as rewritten:

"§ 143-345.21. State employee incentive bonus.

(a) A State employee or team of State employees may receive an incentive bonus or bonuses in reward for suggestions or innovations resulting in monetary savings to the State, increased revenues to the State, or improved quality of services delivered to the public.

~~(b) In addition to any bonuses paid directly to individual State employees, a portion of the cost savings associated with any savings realized from permanent efficiencies implemented pursuant to this Article may be contributed to a reserve fund for State employee performance bonuses. Funds for State employee incentive bonuses shall only come from savings including reversions above the baseline reversion of the employing State department, agency, or institution.~~

(b1) The amount of savings generated by suggestions and innovations shall be determined after a 12-month period of implementation. No incentive bonus shall be paid prior to the expiration of 12 months, and payment may be delayed further as reasonably required to ensure that a complete cost implementation cycle is evaluated fully.

(c) ~~Savings generated by suggestions and innovations shall be determined at the end of the fiscal year in which the suggestion or innovation is implemented or the determination may be carried over for one full fiscal year after implementation before making an award if the actual savings cannot be verified before the end of the fiscal year.~~Any savings are to be calculated using the actual expenditures for a program, activity, or service compared to the budgeted amount for the same, if an amount has been budgeted for the program, activity, or service. The savings calculation shall include the amount of any reversions in excess of the baseline reversion. ~~The savings or revenue increases realized from any suggestion or innovation implemented for less than one full fiscal year shall be annualized.~~Any savings realized through the State Employee Incentive Bonus Program shall be weighed against continued service to the ~~public.~~public and the assurance that there is not a negative impact on State programs.

(d) If a suggestion or innovation affects a program, activity, or service for which no separate budgeted amount has been made, the State Coordinator, in conjunction with the agency evaluator or agency fiscal officer, or both, for that suggestion or innovation, shall determine the budgetary impact of the suggestion or innovation.

(e) Federal and local government funds and corporate and foundation grant funds are excluded from the SEIBP.

(f) The Department of Administration shall establish a SEIBP reserve fund in which all savings for all suggestions shall be deposited as earned. Each participating agency shall be responsible for transferring savings to the SEIBP reserve fund. The

funds may be encumbered as needed to ensure payment to the General Fund, to the suggester, and for distribution as required by G.S. 143-345.22. The Department of Administration shall provide a SEIBP reserve fund summary at the close of each fiscal year to the Office of State Budget, Planning, and Management and to the participating agencies. The Office of State Budget, Planning, and Management shall have oversight responsibility for ensuring that the required reversions and transfers are made to the General Fund and that all encumbered funds are accounted for and paid as required by law.

(g) No distribution of suggester awards shall occur until reversion requirements to the General Fund are met and distributions as required by G.S. 143-345.22 are satisfied and verified by the Office of State Budget, Planning, and Management. When all of the requirements of G.S. 143-345.22 are fulfilled, the Department of Administration shall transfer to the suggester's agency funds required to award the suggester. The suggester's agency shall make the suggestion award and ensure that all taxes and withholding requirements are met.

(h) Implementation costs may be prorated over a maximum of three years for suggestions or innovations that are capital intensive, involve leading-edge technology, or involve unconventional processes that require longer than 12 months for implementation. The amount of the average annual savings minus the average annual implementation cost shall be used as the basis for the agency to recommend a suggester award. The State Review Committee shall consult the Office of State Budget, Planning, and Management to make the final award determination in these cases.

(i) There is established in the Department of Administration a nonreverting fund to be administered by the Office of State Personnel for the training and education of permanent State employees to address specific mission critical needs and objectives. Funds shall be credited from the SEIBP to the fund as provided by this Article.

SECTION #.(d) G.S. 143-345.22 reads as rewritten:

"§ 143-345.22. Allocation of incentive bonus funds; nonmonetary recognition.

(a) If a State employee's suggestion or innovation results in a monetary savings or increased revenue to the State, the funds saved or increased shall be distributed according to the following scale or subject to guidelines as set forth by the funding source:

(1) Twenty percent (20%) of the annualized savings or increased revenues, up to a maximum of twenty thousand dollars ($20,000) for any one State employee, to constitute gainsharing. If a team of State employees is the suggester, the bonus provided in this subdivision shall be divided equally among the team members, except that no team member ~~may~~ shall receive in excess of twenty thousand dollars ($20,000), nor ~~may~~ shall the team receive an aggregate amount in excess of one hundred thousand dollars ($100,000). These funds shall not revert.

(2) Thirty percent (30%) ~~for all current employees in the work unit, as designated by the agency head, of the employing unit of the suggester.~~allocated as follows:

a. Ten percent (10%) to the implementing agency for nonrecurring budget items to be used (i) by the implementing agency to

provide equipment, supplies, training, and limited but appropriate recognition for the division, section, or group responsible for the implementation of the cost-saving measure and (ii) to meet other similar needs within the agency.

b. Ten percent (10%) to the Department of Administration for augmenting funding for the management and administration of the SEIBP. These funds shall not revert.

c. Ten percent (10%) to the State employee education and training fund administered by the Office of State Personnel under G.S. 143-342.21(i). These funds shall not revert.

(3) The remainder to the General Fund for nonrecurring budget items.

(a1) Of the pool of funds identified in subsection (a) of this section, only the General Fund appropriations shall be subject to reversion, except during declared budget emergencies. Under nonemergency budget conditions, SEIBP funds arising from savings at The University of North Carolina, the Community Colleges System, the Highway Trust Fund, enterprise funds, and receipt-supported organizations shall be exempt from the General Fund reversion requirements.

(b) The budget of a State agency shall not be reduced in the following fiscal year by an amount similar to the monetary savings or increased revenues realized by the State Employee Incentive Bonus Program. The agency budget shall be reduced in subsequent years only if structural or organizational changes are made that warrant the reductions, including the transfer of responsibility for an activity or service to another agency or the elimination of some function of State government.

(c) If a suggestion or innovation results in improved quality of services to the public or to other State agencies, departments, and institutions, but not in monetary savings to the State, the suggester shall receive a nonmonetary award in the form of a certificate, leave with pay, or other similar recognition."

SECTION #.(e) G.S. 143-345.23 reads as rewritten:

"§ 143-345.23. Suggestion and review process; role of agency coordinator and agency evaluator.

(a) The process for a State employee or team of State employees to submit a cost-saving or revenue-increasing proposal shall begin ~~by~~ with the employee or team of employees submitting the suggestion or innovation to an agency ~~coordinator designated by the State department, agency, or institution impacted by the suggestion or innovation.~~coordinator. The agency coordinator, in conjunction with an agency evaluator, shall review the suggestion or innovation for submission to the State Review Committee established in ~~G.S. 143-345.14.~~G.S. 143-345.24.

(b) An agency coordinator shall be appointed by the head of each participating agency to serve as liaison between the agency, the suggester, the agency evaluator, and the SEIBP office. The duties of the agency coordinator shall include:

(1) Serving as an information source and maintaining sufficient forms necessary to submit suggestions.

(2) ~~Responsibility for presenting,~~ Presenting, in conjunction with the agency evaluator, the ~~plan of implementation for a suggestion or innovation~~ recommendation for an award to the State Review Committee.

(3) Working in conjunction with the agency evaluator ~~designated by the Agency Coordinator for~~ to process a particular suggestion or ~~innovation.~~innovation within 180 days, except when there are extenuating circumstances.

An agency may have more than one coordinator if required to provide sufficient services to State employees.

(c) An agency evaluator shall be designated by the management of the implementing agency to evaluate one or more suggestions. The duties of an agency evaluator shall include:

(1) ~~Reviewing~~ Receiving from the agency coordinator and reviewing within 90 days, when possible, the feasibility and effectiveness of cost-saving or revenue-increasing measures suggested by State employees.

(2) Being knowledgeable of the subject program, activity, or service.

(3) Determining, in conjunction with the agency fiscal officer, the budgetary impact of a suggestion or innovation.

(4) Judging impartially both the positive and negative effects of a suggestion or innovation on the current functions of the subject program, activity, or service.

~~The specific assignments of the agency evaluator shall be determined by the agency coordinator.~~

(d) The ~~State Coordinator~~ executive secretary shall be responsible for general oversight and coordination of the State Employee Incentive Bonus Program. The State ~~Coordinator~~ coordinator shall be ~~a State~~ an employee ~~working in~~of the Department of Administration. The State coordinator shall be responsible for day-to-day SEIBP program management and administration of the technical aspects of the program. The State coordinator shall be an ex officio voting member of the State Review Committee."

SECTION #.(f) G.S. 143-345.24 reads as rewritten:

"**§ 143-345.24. Incentive Bonus Review Committee.**

(a) The Incentive Bonus Review Committee, hereinafter "State Review Committee", shall consist of nine members, as follows:

(1) The State Coordinator.

(2) A representative of the Office of State Budget, Planning, and Management.

(3) A representative of the Office of State Personnel.

(4) A representative of The University of North Carolina.

(5) A representative of the Department of Justice.

(6) A representative of the Department of Labor.

(7) One State employee appointed by the Speaker of the House of Representatives.

(8) One State employee appointed by the President Pro Tempore of the Senate.

(9) One State employee appointed by the Governor upon the recommendation of the State Employees Association of North Carolina, Inc.

(b) The duties of the State Review Committee shall include:

(1) ~~Responsibility for receiving~~ Receiving from the various agency coordinators recommendations on ~~suggestion and innovation implementation plans.~~suggestions and innovations.

(2) Determining the impact of a suggestion or innovation on State government services by judging the monetary savings, increased revenues, or improved quality of services generated by a suggestion or innovation.

(3) Ensuring that the State employee incentive bonus process does not result in a negative impact on services provided to taxpayers by State government.

(c) All administrative, management, clerical, and other functions and services required by the State Review Committee shall be supplied by the Department of Administration. The Department of Administration and the State Review Committee shall report annually to the Joint Legislative Commission on Governmental Operations on the administration of the State Employee Incentive Bonus Program."

SECTION #.(g) G.S. 143-345.25 reads as rewritten:

"**§ 143-345.25. ~~Effect~~ Innovations deemed property of the State; effect of decisions regarding bonuses.**

(a) All suggestions or innovations submitted by State employees pursuant to this Article are the property of the ~~State.~~State and all related intellectual property rights shall be assigned to the State. By January 1, 2002, the Office of State Personnel shall establish a policy regarding intellectual property rights that arise from the SEIBP.

(b) Decisions regarding the award of bonuses by the agency coordinator and the State Review Committee are final and are not subject to review under the contested case procedures of Chapter 150B of the General Statutes."

SECTION #.(h) This section becomes effective July 1, 2001, and applies to State employee suggestions and innovations submitted on or after that date.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S3

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

STUDY OF MOTOR FLEET MANAGEMENT

SECTION #. The Office of State Budget, Planning, and Management shall study the operations of the State motor fleet management system and shall consider the feasibility of privatizing the function. The Office of State Budget, Planning, and Management shall report the results of this study to the 2002 Regular Session of the 2001 General Assembly.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S4

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

MOTOR POOL OPERATIONS AND ASSIGNMENT OF VEHICLES.

SECTION #. G.S. 143-341(8)(i) reads as rewritten:

"**§ 143-341. Powers and duties of Department.**

The Department of Administration has the following powers and duties:

...

(8) General Services:

...

i. To establish and operate a central motor pool and such subsidiary related facilities as the Secretary may deem necessary, and to that end:

...

4. To maintain, store, repair, dispose of, and replace state-owned motor vehicles under the control of the Department. The Department shall ensure that state-owned vehicles are not normally replaced until they have been driven for ~~90,000~~ 110,000 miles or more.

...

5. Upon proper requisition, proper showing of need for use on State business only, and proper showing of proof that all persons who will be driving the motor vehicle have valid drivers' licenses, to assign economically suitable transportation, either on a temporary or permanent basis, to any State employee or agency. An agency assigned a motor vehicle may not allow a person to operate that motor vehicle unless that person displays to the agency and allows the agency to copy that person's valid driver's license. Notwithstanding G.S. 20-30(6), persons or agencies requesting assignment of motor vehicles may photostat or otherwise reproduce drivers' licenses for purposes of complying with this subpart.

As used in this subpart, "economically suitable transportation" means the most cost effective standard vehicle in the State motor fleet, unless special towing provisions are required by the ~~employee or~~ agency. The Department may not assign any employee or agency a motor vehicle

that is not economically suitable. The Department shall not approve requests for vehicle assignment or reassignment when the purpose of that assignment or reassignment is to provide any employee with a newer or lower mileage vehicle because of his or her rank, management authority, or length of service or because of any non-job-related reason. The Department shall not assign "special use" vehicles, such as four-wheel drive vehicles or law enforcement vehicles, to any agency or individual except upon written justification, verified by historical data, and accepted by the Secretary. The Department may provide law enforcement vehicles only to those agencies which have statutory pursuit authority."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S5

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

PLAN FOR PRIVATIZATION OF STATE CAPITOL POLICE

SECTION #. The Department of Administration shall develop a plan for privatizing the security services that State Capitol Police currently provide. The Department shall report on its plan, including the costs of implementation, by January 1, 2002, to the Joint Legislative Commission on Governmental Operations, the cochairs of the Senate Appropriations Committee, the Chair of the Senate Appropriations Committee on General Government, the cochairs of the House of Representatives Appropriations Committee, the cochairs of the House of Representatives Appropriations Subcommittee on General Government, and the Fiscal Reserve Division.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-S6

Department of Administration
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

TRANSFER BOARD OF SCIENCE AND TECHNOLOGY

SECTION #. The statutory authority, power, duties, and functions, records, personnel, property, unexpended balances of appropriations, allocations or other funds, including the functions of budgeting and purchasing, of the North Carolina Board of Science and Technology, as established in G.S. 143B-426.30, are transferred to the Department of Commerce. Part 27 of Article 9 of Chapter 143B of the General Statutes is recodified as Part 18 of Article 10 of Chapter 143B of the General Statutes and the Revisor of Statutes shall substitute the term "Commerce" for the term "Administration" everywhere that term appears in Part 18 of Article 10 of Chapter 143B of the General Statues.

Administrative Hearings

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-OAH-S1

Office of Administrative Hearings
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

OFFICE OF ADMINISTRATIVE HEARINGS RECLASSIFICATION OF POSITIONS.

SECTION #. The Office of Administrative Hearings shall reclassify positions in the Rules Division, Hearings Division, and Administration Division of the Office of Administrative Hearings in accordance with the findings and recommendations of the Office of State Personnel submitted to the General Assembly on January 30, 2001.

State Auditor

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-AUD-S3

Department of State Auditor
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

ELECTRONIC DISTRIBUTION OF AUDITOR'S REPORTS

SECTION #.(a) G.S. 147-64.6(c) reads as rewritten:

"(c) The Auditor shall be responsible for the following acts and activities:

...

(12) The Auditor shall provide ~~in a written statement~~ a report to the Governor and Attorney General, and other appropriate officials, of such facts as are in his possession which pertain to the apparent violation of penal statutes or apparent instances of malfeasance, misfeasance, or nonfeasance by an officer or employee.

...

(14) The Auditor shall ~~provide copies of each audit report to~~ notify the General Assembly, the Governor, the Chief Executive Officer of each agency audited, and other persons as the Auditor deems ~~appropriate.~~ appropriate that an audit report has been published, its subject and title, and the locations, including State libraries, at which the report is available. The Auditor shall then distribute copies of the report only to those who request a report. The copies shall be in written or electronic form, as requested. He shall also file a copy of the audit report in the Auditor's office, which will be a permanent public record; Provided, nothing in this subsection shall be construed as authorizing or permitting the publication of information whose disclosure is otherwise prohibited by law.

...."

SECTION #.(b) G.S. 147-64.5(a) reads as rewritten:

"(a) Joint Legislative Commission on Governmental Operations. – The Auditor shall furnish copies of any and all audits only when requested by the Joint Legislative Commission on Governmental Operations. The copies shall be in written or electronic form, as requested. Accordingly, the Auditor shall, upon request by the chairmen, appear before the Commission to present findings and answer questions concerning the results of these audits. The Commission is hereby authorized to use these audit findings in its inquiries concerning the operations of State agencies and is empowered to require agency heads to advise the Commission of actions taken or to be taken on any recommendations made in the report or explain the reasons for not taking action."

Controller

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-CONT-S2

Department of State Controller
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

OVERPAYMENTS AUDIT

SECTION #.(a) During the 2001-2002 fiscal year, receipts generated by the collection of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors as required by G.S. 147-86-22(c) are to be deposited in the Special Reserve Account 24172.

SECTION #.(b) For the 2001-2002 fiscal year, two hundred thousand dollars ($200,000) of the funds transferred form the Special Reserve Account 24172 shall be used by the Office of the State Controller for data processing, debt collection, or e-commerce costs.

SECTION #.(c) All funds available in the Special Reserve Account 24172 on July 1, 2001, are transferred to the General Fund on that date.

SECTION #.(d) Any unobligated funds in the Special Reserve Account 24172 that are realized above the allowance in subsection (b) of this section are subject to appropriation by the General Assembly in the 2002 Session.

SECTION #.(e) The State Controller shall report quarterly to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on the revenue deposited into the Special Reserve Account, and the disbursement of that revenue.

Cultural Resources

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-CULRES-S1A

Department of Cultural Resources
Senate Appropriations Subcommittee on General Government

Requested by: **Senator Warren**

COMPLETION OF THE INFORMATION TECHNOLOGY EXPANSION PROJECT AND THE INFORMATION RESOURCE MANAGEMENT COMMISSION PROJECT CERTIFICATION EXPANSION

SECTION #. Of the funds appropriated to the Department of Cultural Resources, the sum of fifty thousand dollars ($50,000) shall be used to complete the planning for the Information Technology Expansion Project and the Information Resource Management Commission (IRMC) Project Certification. The Department shall not expend any additional funds for information technology expansion prior to review of the IRMC Project Certification by the Joint Select Committee on Information Technology. The results of the IRMC Project Certification shall be presented to the Joint Select Committee on Information Technology no later than December 31, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-CULRES-S2

Department of Cultural Resources
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

INCREASE FEE CHARGED NONRESIDENTS FOR SEARCHES OF ARCHIVED PUBLIC RECORDS

SECTION #. G.S. 121-5(d) reads as rewritten:

"(d) Preservation of Permanently Valuable Records. – Public records certified by the Department of Cultural Resources as being of permanent value shall be preserved in the custody of the agency in which the records are normally kept or of the North Carolina State Archives. Any State, county, municipal, or other public official is hereby authorized and empowered to turn over to the Department of Cultural Resources any State, county, municipal, or other public records no longer in current official use, and the Department of Cultural Resources is authorized in its discretion to accept such records, and having done so shall provide for their administration and preservation in the North Carolina State Archives. When such records have been thus surrendered, photocopies, microfilms, typescripts, or other copies of them shall be made and certified under seal of the Department, upon application of any person, which certification shall have the same force and effect as if made by the official or agency by which the records were transferred to the Department of Cultural Resources; and the Department may charge reasonable fees for ~~such~~ these copies. The Department may answer written inquiries for nonresidents of ~~North Carolina~~ the State and for ~~such~~ this service may charge a search and handling fee not to exceed ~~ten dollars ($10.00),~~ twenty-five dollars ($25.00). ~~the~~The receipts from ~~which~~ this fee shall be used to defray the cost of providing ~~such~~ this service."

Governor's Office

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GOV-S1

Office of the Governor
Senate Appropriations Subcommittee on General Government

Requested by: Senators Warren, Lee, Plyler, Odom

ADVISORY COMMISSION ON MILITARY AFFAIRS

SECTION #. The General Statutes are amended by adding a new Chapter to read:

"Chapter 127C.

"Advisory Commission on Military Affairs.

"**§ 127C-1. Creation of the North Carolina Advisory Commission on Military Affairs.**

There is created in the Office of the Governor the North Carolina Advisory Commission on Military Affairs to advise the Governor and the Secretary of Commerce on protecting the existing military infrastructure in this State and to promote new military missions and economic opportunities for the State and its citizens.

"**§ 127C-2. Membership.**

(a) The North Carolina Advisory Commission on Military Affairs shall consist of 21 voting members, who shall serve on the Executive Committee, and nine nonvoting, ex officio members who shall serve by reason of their positions.

(b) The Executive Committee shall be appointed as follows:

(1) Three members appointed by the General Assembly upon the recommendation of the Speaker of the House of Representatives, one of whom shall be a member of a recognized veterans' organization.

(2) Three members appointed by the General Assembly upon the recommendation of the President Pro Tempore of the Senate, one of whom shall be a member of a recognized veterans' organization.

(3) Fifteen members appointed by the Governor, consisting of:

a. Three representatives from the Jacksonville community.

b. Three representatives from the Havelock community.

c. Three representatives from the Goldsboro community.

d. Three representatives from the Fayetteville community.

e. Three public members from across the State.

(c) The following members shall serve ex officio:

(1) Secretary of Crime Control and Public Safety, or a designee.

(2) Secretary of Commerce, or a designee.

(3) Commanding General 18th Airborne Corps, Fort Bragg.

(4) Commanding General Marine Corps Base, Camp Lejeune.

(5) Commanding General Marine Corps Air Station, Cherry Point.

(6) Commander 4th FW, Seymour Johnson Air Force Base.

(7) Commander 43rd Airlift Wing, Pope Air Force Base.

(8) Commander of the U.S. Coast Guard Support Center, Elizabeth City.

(9) Adjutant General of the North Carolina National Guard.

(d) The Executive Committee appointed pursuant to subsection (b) of this section shall choose a Chairman and four Vice-Chairmen from amongst its membership.

"**§ 127C-3. Military Advisor.**

The Military Advisor within the Office of the Governor shall serve as the administrative head of the Commission and be responsible for the operations and normal business activities of the Commission, with oversight by the Executive Committee.

"**§ 127C-4. Purposes.**

The Commission shall have the following responsibilities and duties:

(1) Advise the Governor and Secretary of Commerce on how to strengthen the State's relationship with the military to protect the installations of this State from the results of any future defense budget cuts or military downsizing by providing a sound infrastructure, affordable housing, and affordable education for military members and their families, working to be viewed by national military leaders as the most military-friendly State in the nation.

(2) Develop a strategic plan to provide initiatives to support the long-term viability and prosperity of the military of this State that shall include, at least:

a. A comprehensive Economic Impact Study of Military Activities in North Carolina to be conducted by the North Carolina State University Department of Economics and the East Carolina Office of Regional Development.

b. A Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis conducted by a professional strategic planning group on the current status of the military in North Carolina.

(3) Study ways to improve educational opportunities for military personnel in North Carolina.

(4) Assist in coordinating the State's interests in future activities of the Department of Defense.

(5) Promote initiatives to improve the quality of life for military personnel in this State.

"**§ 127C-5. Expenses of the Commission.**

(a) The Governor shall include the funding requirements for the Commission in the annual budget for the Office of the Governor.

(b) Commission members shall receive per diem and travel reimbursements as provided in G.S. 138-5 and G.S. 138-6, as appropriate."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GOV-S2A

Office of the Governor
Senate Appropriations Subcommittee on General Government

Requested by: **Senator Warren**

ELIMINATE STATE PLANNING UNIT AND RENAME BUDGET OFFICE

SECTION #.(a) G.S. 143-10.3, 143-10.4, 143-10.5, and 143-10.6 are repealed.

SECTION #.(b) The phrase "Office of State Budget, Planning, and Management" is deleted and replaced by the phrase "Office of State Budget and Management" wherever it occurs in each of the following General Statutes:

7A-101.	Compensation.
7A-113.	Bookkeeping and accounting systems equipment.
18B-1009.	In-stand sales.
20-7.	Issuance and renewal of drivers licenses.
47-30.	Plats and subdivisions; mapping requirements.
58-6-25.	Insurance regulatory charge.
58-85A-1.	Creation of Fund; allocation to local fire districts and political subdivisions of the State.
62A-25.	Use of funds.
96-4.	Administration.
96-32.	Common follow-up information management system created.
96-35.	Reports on common follow-up system activities.
97-80.	Rules and regulations; subpoena of witnesses; examination of books and records; depositions; costs.
105-130.5.	Adjustments to federal taxable income in determining State net income.
105-134.6.	Adjustments to taxable income.
105-262.	Rules.
108A-27.8.	Standard Program Counties – Duties of Department.
115C-457.1.	Creation of Fund; administration.
115C-457.2.	Remittance of moneys to the Fund.
115C-457.3.	Transfer of funds to the State School Technology Fund.
115C-546.1.	Creation of Fund; administration.
115D-31.	State financial support of institutions.
116-220.	Establishment and administration of self-insurance trust funds; rules and regulations; defense of actions against covered persons; application of § 143-300.6.
120-30.45.	Fiscal note on legislation.
120-30.49.	Compiling federal mandates; annual report.

120-36.8.	Certification of legislation required by federal law.
120-131.1.	Requests from legislative employees for assistance in the preparation of fiscal notes.
120-166.	Additional criteria; nearness to another municipality.
122A-16.	Oversight by committees of General Assembly; annual reports.
122C-112.	Powers and duties of the Secretary.
122C-185.	Application of funds belonging to State facilities.
131D-4.2.	Adult care homes; family care homes; annual cost reports; exemptions; enforcement.
131E-13.	Lease or sale of hospital facilities to or from for-profit or nonprofit corporations or other business entities by municipalities and hospital authorities.
135-39.3.	Oversight team.
138-6.	Travel allowances of State officers and employees.
138-8.	Moving expenses of State employees.
143-1.	Scope and definitions.
143-2.	Purposes.
143-3.5.	Coordination of statistics; fiscal analysis required for any bill proposed by a State agency that affects the budget.
143-4.	(For applicability see note) Advisory Budget Commission.
143-6.	Information from departments and agencies asking State aid.
143-6.1.	Report on use of State funds by non-State entities.
143-10.1A.	Same – Continuation and expansion costs.
143-10.2.	Limit on number of State employees.
143-10.3.	Strategic planning process.
143-10.4.	Departmental operations plans.
143-10.5.	Development of performance measures for major programs.
143-10.7.	Review of department forms and reports.
143-12.1.	Vending facilities.
143-15.4.	General Fund operating budget size limited.
143-19.	Help for Director.
143-20.1.	Annual financial statements.
143-27.	Appropriations to educational, charitable and correctional institutions are in addition to receipts by them.
143-28.1.	Highway Fund appropriation.
143-31.1.	Study and review of plans and specifications for building, improvement, etc., projects.
143-34.2.	Information as to requests for nonstate funds for projects imposing obligation on State; statement of participation in contracts, etc., for nonstate funds; limiting clause required in certain contracts or grants.
143-34.41.	Legislative intent; purpose.
143-34.43.	Capital improvement needs criteria.
143-34.44.	Agency capital improvement needs estimates.
143-138.	North Carolina State Building Code.
143-215.94P.	Groundwater Protection Loan Fund.
143-299.4.	Payment of State excess liability.

143-345.24. Incentive Bonus Review Committee.
143B-133.1. Powers of Commission.
143B-336.1. Special Zoo Fund.
143B-372.3. Staff.
143B-426.39. Powers and duties of the State Controller.
146-30. Application of net proceeds.
147-33.78. Information Resource Management Commission.
147-33.87. Financial reporting and accountability for information technology investments and expenditures.
147-86.22. Statewide accounts receivable program.
150B-21. Agency must designate rule-making coordinator; duties of coordinator.
150B-21.4. Fiscal notes on rules.
150B-21.9. Standards and timetable for review by Commission.
150B-21.28. Role of the Office of State Budget and Management.
153A-230.1. Definitions.
153A-230.2. Creation of Satellite Jail/Work Release Unit Fund.
153A-230.5. Satellite jails/work release units built with non-State funds.
159I-25. Disbursement.
159I-28. Rules.
159I-29. Annual reports to Joint Legislative Commission on Governmental Operations.
160A-486. Estimates of population.
163-132.5. Cooperation of State and local agencies.

SECTION #.(c) G.S. 147-33.85(b) reads as rewritten:

"(b) The Office shall coordinate with the ~~Office of State Budget, Planning, and Management and the Office of State Budget, Planning, and Management~~ Office of State Budget and Management to integrate agency strategic and business planning, technology planning and budgeting, and project expenditure processes into the Office's information technology portfolio-based management. The Office shall provide recommendations for agency annual budget requests for information technology investments, projects, and initiatives to the ~~Office of State Budget, Planning, and Management.~~Office of State Budget and Management."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GOV-S3

Office of the Governor
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

TRANSFER THE CENTER FOR GEOGRAPHIC INFORMATION ANALYSIS/GEODETIC SURVEY AND THE STATEWIDE FLOODPLAIN MAPPING UNIT

SECTION #.(a) The Center for Geographic Information Analysis/Geodetic Survey is transferred from the Office of State Budget, Planning, and Management to the Department of Environment and Natural Resources, Division of Land Resources. This transfer has all of the elements of a Type I transfer as defined in G.S. 143A-6.

SECTION #.(b) The Statewide Floodplain Mapping Unit is transferred from the Office of State Budget, Planning, and Management to the Department of Crime Control and Public Safety, Division of Emergency Management. This transfer has all of the elements of a Type I transfer as defined in G.S. 143A-6.

State Personnel

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-OSP-S1

Office of State Personnel
Senate Appropriations Subcommittee on General Government

Requested by: Senator Warren

ABOLISH OFFICE OF STATE PERSONNEL PREPARE PROGRAM

SECTION #. The General Assembly encourages the Office of the State Treasurer to include the model of the PREPARE program in its current delivery of retirement services. The PREPARE program in the Office of State Personnel is abolished.

General Government

Attachment 3

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331

MICHAEL F. EASLEY
GOVERNOR

STEPHEN E. DAVIS
STATE PERSONNEL DIRECTOR

January 30, 2001

TO: Judge Julian Mann
Chief Administrative Law Judge
Office of Administrative Hearings

Chairs, Joint Appropriations Committee
on General Government
North Carolina General Assembly

Mr. Jim Johnson
Director, Fiscal Research Division
North Carolina General Assembly

FROM: Dusty Wall
Director, Personnel Services Division
Office of State Personnel

RE: Review of Classification of Positions in the Office of Administrative Hearings Report of Findings

Historically, the North Carolina General Assembly has established the classifications and salary grades of positions in the Office of Administrative Hearings. The 1999-2000 session of the General Assembly, through the Appropriations Act, directed the Office of State Personnel to review the classifications of positions in the Office of Administrative Hearings and report its findings by January 31, 2001. Attached are the findings from the review.

This review did not include the Director (Chief Administrative Law Judge), the Senior Administrative Law Judge, and the Administrative Law Judges. The salaries of the incumbents of these positions are specifically addressed and established by the General Assembly based on the salaries of district court judges. Additionally, the Director of the Civil Rights Division was not included since the General Assembly revised the salary grade of this position during the last session.

The attached findings reflect a "snapshot" of the organization at this particular point in time. The findings result from a review of the positions' duties and responsibilities, not an evaluation of how well employees perform the work or whether employees' salaries are commensurate with their particular training and experience. Job descriptions for each position were reviewed and interviews were conducted with incumbents and/or supervisors.

Management and staff at the Office of Administrative Hearings were extremely cooperative and helpful during the review. We encourage discussion with the Chief Administrative Law Judge prior to a decision to implement any of the findings. Should there be questions, do not hesitate to contact me at this address or by telephone at (919) 733-7108.

/dw
Attachment

cc: Stephen E. Davis, Interim State Personnel Director
Carl Goodwin, OSP Legislative Liaison
Michele Nelson, NC General Assembly Fiscal Analyst

Office of Administrative Hearings
Departmental Review
Office of State Personnel Findings
January 2001

Rules Division

Position Title: Word Processor IV / SG 59X
Position Number(s): 8210-1100-0000-024
8210-1100-0000-059
Employee Name(s): Dana Sholes, Rhonda Wright

Key Duties:
Types new rules, appeals of existing rules, and amendments in proper format to publish in NC Register and NC Administrative Code. Verifies that format of the rules is correct. Performs minor editing of format or grammar if necessary.

Findings: **Word Processor IV / SG 59**

Position Title: Clerk Typist V / SG 61X
Position Number(s): 8210-1100-0000-009
Employee Name(s): Linda Dupree

Key Duties:
Prepares incoming rules for publication in NC Register. Proofs work done by two Word Processor IV's in Rules Division and does final review of NC Register before it is sent to printer. Compiles "Contested Case Decisions Index" in NC Register. Checks history notes at end of each rule to be published in NC Administrative Code to verify accuracy.

Findings: **Processing Assistant V / SG 61**

Position Title: Publications Coordinator / SG 67X
Position Number(s): 8210-1100-0000-028
Employee Name(s): Ruby Creech

Key Duties:
First person to review agency proposals regarding rules. Monitors overall process of putting together NC Register and NC Administrative Code. Acts as primary contact to agency Rulemaking Coordinators, assisting them with the rulemaking process, answering questions about deadlines, timing issues, and general rulemaking process. Assembles information for NC Register after final proofing is completed and compiles the Cumulative Index. Supervises one Clerk Typist V and two Word Processor IV's.

Findings: **Publications Coordinator / SG 68**

Position Title: Director of APA Services, SG 78X
Position Number(s): 8210-1100-0000-021
Employee Name(s): Mary (Molly) Masich

Key Duties:
Manages and directs the Rules Division. Strong public contact role with agency Rulemaking Coordinators by assisting and answering questions. Represents OAH at Legislature regarding rules activities. Provides recommendations to ALJs regarding agency requests for temporary rules. Develops long-term plans for Rules Division for discussion with Chief ALJ and Deputy Director.

Findings: **Director of APA Services / SG 78**

Civil Rights Division

Position Title: Clerk Typist V / SG 61X
Position Number(s): 8210-1100-0000-063
Employee Name(s): Lois Norris

Key Duties:
Receives incoming calls for the Civil Rights Division and gathers information to decide if OAH has jurisdiction for the potential case or if the call should be directed to a more appropriate department, such as the Federal Equal Employment Opportunity Commission (EEOC). Manages Civil Rights division case files by updating filing system protocol, deciding what to purge vs. what to keep.

Findings: **Processing Assistant V / SG 61**

Position Title: Records Clerk V (Intake Coordinator) / SG 61X
Position Number(s): 8210-1100-0000-032
Employee Name(s): Larry Williams

Key Duties:
Receives initial intake of charges or complaints for Civil Rights Division. Interviews Potential Charge Parties to gather and assess information for further investigation by Civil Rights Investigators, completes associated intake forms, and prepares intake files. Acts as initial contact for Potential Charge Parties.

Findings: **Information Processing Technician / SG 63**

Position Title: Civil Rights Investigator / SG 73X
Position Number(s): 8210-1100-0000-016
8210-1100-0000-017
8210-1100-0000-040
8210-1100-0000-041
Employee Name(s): T. Tompkins, E. Steinbeck, J. French, M. Becoat

Key Duties:
Conducts investigations involving employment discrimination. Develops an Investigative Plan for each case, including both standard and original questions and considerations. Decides cause vs. no cause determinations. Proposes case settlements or conciliations, mediates cases for proposed settlements, and drafts findings.

Findings: **Civil Rights Investigator / SG 74**

Position Title: Senior Civil Rights Investigator / SG 75X
Position Number(s): 8210-1100-0000-018
8210-1100-0000-064
Employee Name(s): Bobby Hamilton, June Smith

Key Duties:
Conducts employment discrimination investigations in same manner as Civil Rights Investigators (see above description). Serves as technical resource for two Civil Rights Investigators. Administratively responsible for performance management reviews of assigned Civil Rights Investigators; also involved with initial interviewing for vacant Civil Rights Investigator positions.

Findings: **Senior Civil Rights Investigator / SG 75**

Position Title: Sr. Civil Rights Investigator, Compliance Manager / SG 75X
Position Number(s): 8210-1100-0000-022
Employee Name(s): Lamont Goins

Key Duties:
Investigates employment discrimination cases. Monitors compliance, focusing on agency efficiency, oversight, and quality control, through reviewing cases. Primary contact for EEOC, responding to questions or concerns from EEOC regarding case outcomes; also interpreting and responding to changes in EEOC technical requirements impacting case investigations. Represents Director of Civil Rights Division in his absence.

Findings: **Civil Rights Compliance Manager / SG 76**

The Director, Civil Rights Division (Pos #8210-1100-0000-034) was not included in the review as the General Assembly approved a one grade increase to salary grade 78 for the position during the 1999-2000 session.

Hearings Division

Position Title: Clerk Typist V (ALJ Assistant) / SG 61X
Position Number(s): 8210-1100-0000-010
8210-1100-0000-042
8210-1100-0000-061
Employee Name(s): RB Johnson, V. Bullock, Vacant

Key Duties:
Provides administrative and clerical support for two Administrative Law Judges. Addresses and responds to associated scheduling issues, ensures case paperwork is organized and completed, including all forms, exhibits, and documents presented in the case. Receives and responds to telephone calls from attorneys and petitioners to preserve integrity of hearings process.

Findings: **Processing Assistant V / SG 61**

Position Title: Clerk IV (File Clerk) / SG 59X
Position Number(s): 8210-1100-0000-060
Employee Name(s): Samantha Tanner

Key Duties:
Sends out initial standard information package for petitioner to complete. Establishes and maintains original document files while case is open. Prepares case files for certification by Chief Hearings Clerk (removes staples, counts pages). Maintains completed closed case files, including exhibits, and pulls requested documents from archived files as requested. Prepares copies of documents requested by agencies and prepares bill for requesting party.

Findings: **Processing Assistant III / SG 57**

Position Title: Records Clerk IV (Mail Clerk) / SG 59X
Position Number(s): 8210-1100-0000-027
Employee Name(s): Peggy Johnson

Key Duties:
Receives, date stamps, and processes incoming and outgoing mail for the Clerks Office in the Hearings Division. Enters case documents (received via mail or hand delivered) into the Case Automated Tracking System (CATS) on the Docket Sheet. Makes copies of mail as necessary and forwards to proper ALJ Assistant. Copies case tapes as requested and maintains related billing/payment log.

Findings: **Processing Assistant III / SG 57**

Position Title: Clerk Typist V (Calendar Clerk) / SG 61X
Position Number(s): 8210-1100-0000-011
Employee Name(s): Maxine Beasley

Key Duties:
Schedules and secures hearing sites for cases throughout North Carolina. Maintains master hearings calendar for cases heard throughout the state. Monitors case status to make any necessary changes to master calendar. Schedules court reporters or hearing assistants for cases. Schedules Pre-hearing conferences as necessary.

Findings: **Processing Assistant V / SG 61**

Position Title: Clerk Typist V (Deputy Clerk) / SG 61X
Position Number(s): 8210-1100-0000-033
Employee Name(s): Maria Erwin

Key Duties:
Manages incomplete petitions received by the Clerks Office, requests needed information from the parties until the petition is complete. Receives calls from potential petitioners and determines type of petition to be filed. Once a case is closed, duplicates files, verifying that all necessary information is included, and closes case in CATS computer system. Serves as back up to Chief Hearings Clerk.

Findings: **Processing Assistant V / SG 61**

Position Title: Paralegal II (Law Clerk) / SG 67X
Position Number(s): 8210-1100-0000-030
Employee Name(s): Vacant

Key Duties:
Provides legal assistance and research to ALJs, Paralegal III, and other staff members. Updates and maintains legal references in OAH library. Acts as Senior ALJ Assistant for more complex legal researching and document drafting. Drafts decisions for ALJs.

Findings: **Paralegal II / SG 67**

Position Title: Administrative Assistant III (Hearings Manager) / SG 67X
Position Number(s): 8210-1100-0000-008
Employee Name(s): Debra Gray

Key Duties:
Provides administrative and clerical support for two Administrative Law Judges. Addresses and responds to associated scheduling issues, ensures case paperwork is organized and completed, case files include all forms, exhibits, and documents presented in the case. Receives and responds to telephone calls from attorneys and petitioners to preserve integrity of hearings process. Serves as a technical resource for two Clerk Typist V's (ALJ Assistants), including on-the-job training for new ALJ Assistants, and approving leave. Majority of time is focused on ALJ Assistant role.

Management is considering reorganizing this unit, which may impact this position.

Findings: **Administrative Assistant I / SG 63**

Position Title: Paralegal III (Chief Paralegal) / SG 70X
Position Number(s): 8210-1100-0000-026
Employee Name(s): Carol Johnson

Key Duties:
Conducts legal research to assist ALJs. Performs research for child support cases and presents findings and recommendations to ALJs with supporting documentation. Writes associated draft verdicts and summary judgements.

Findings: **Paralegal III / SG 70**

Position Title: Chief Hearings Clerk / SG 67X
Position Number(s): 8210-1100-0000-013
Employee Name(s): Kim Hausen

Key Duties:
Oversees daily operations of Clerks Office in the Hearings Division. Examines all petitions that come in and processes all correctly completed petitions, entering all information into CATS computer system. Certifies documentation is complete to officially close a case. Supervises four employees within the Clerks Office.

Findings: **Chief Hearings Clerk / SG 67**

Position Title: Administrative Officer II (Trial Court Administrator) / SG 70X
Position Number(s): 8210-1100-0000-031
Employee Name(s): Dean Coley

Key Duties:
Manages the master and individual dockets/calendars of all contested cases, including initial assignment of ALJs to a case (done in conjunction with Senior ALJ). Refers qualified cases to mediation or settlement conferences. Supervises Hearings Manager and Chief Hearings Clerk. Serves as the CATS system administrator; identifies and recommends modifications to CATS system, and responds to technical problems from CATS users.

Findings: **Administrative Officer / SG 70**

Administration Division

Position Title: Clerk IV (Purchasing Clerk) / SG 59X
Position Number(s): 8210-1100-0000-006
Employee Name(s): Althea Boone

Key Duties:
Purchases, receives, stores, and distributes supplies. Resolves ordering/delivery problems directly with vendor. Maintains inventory in office and supply room. Receives and delivers all mail for OAH. Responds to work control requests by identifying and contacting appropriate facility maintenance personnel and following up to ensure work is completed. Assigns parking spaces and maintains parking file.

Findings: **Processing Assistant IV / SG 59**

Position Title: Clerk IV (Receptionist) / SG 59X
Position Number(s): 8210-1100-0000-023
Employee Name(s): Wilma Brinson, Mary Woodall

Key Duties:
Receives incoming calls and directs to appropriate party. Receives delivered documents and filings and stamps them as they are received. Types invoices and performs other general office duties.

Findings: **Processing Assistant III / SG 57**

Position Title: Administrative Assistant II / SG 65X
Position Number(s): 8210-1100-0000-005
Employee Name(s): Vacant

Key Duties:
Acts as Assistant to Chief ALJ. Maintains his files and docket. Does legal research including summarizing case citations, and drafting orders and legal proceedings. Maintains his calendar, sets appointments, drafts correspondence, including legal documents for his review. Responds to mail and telephone inquiries, including responding to attorneys on his behalf.

Findings: **Administrative Assistant II / SG 65**

Position Title: Accounting Technician V / SG 67X
Position Number(s): 8210-1100-0000-007
Employee Name(s): Vacant

Key Duties:
Serves as payroll officer for OAH, entering information into the on-line payroll system. Verifies all invoices are correct, codes and enters information into North Carolina Accounting System (NCAS). Maintains documentation for payables. Prepares invoices for agency services (copies of tapes and documents, subscriptions to NC Register). Work is reviewed and approved by Pos #8210-1100-0000-002.

Findings: **Accounting Technician III / SG 63**

Position Title: Internal Auditor II / SG 74X
Position Number(s): 8210-1100-0000-002
Employee Name(s): Elsie Wilkins

Key Duties:
Responsible for day-to-day activities of the fiscal section of OAH, with review from Deputy Director. Manages different budgets, calculates and reconciles month-end certification reports with review/approval by Deputy Director. Calculates quarterly allotment requests with final approval by Deputy Director. Identifies and prepares budget revisions with approval by Deputy Director. Analyzes and resolves discrepancies with Fixed Assets accounts. Reviews agency payroll and accounts payables for appropriate coding/documentation so it may be processed. Assists Deputy Director in preparing financial statements and budget forecasting by performing preliminary calculations. Supervises the Purchasing Clerk (#00006) and the Accounting Technician III (#00007).

According to management, more fiscal duties and responsibilities are being added, and the employee will exercise a higher level of independence. The Accounting Technician position is currently vacant, necessitating the increased review of work by the Deputy Director to maintain fiscal internal control requirements. Once fully staffed, management anticipates the Accounting Specialist II position will further develop in fiscal responsibility and independence.

Findings: **Accounting Specialist II / SG 69**

Position Title: Computing Consultant III / SG 74
Position Number(s): 8210-1100-0000-062
Employee Name(s): Jeff Elms

Key Duties:
Installs, administers, troubleshoots, and maintains computer network and software. Provides computer training and technical support to staff members. Guides planning, design, development, and implementation of new software and hardware. Designs and maintains agency internet and intranet sites.

Findings: **Computing Consultant III / SG 74**

Position Title: Administrative Services Manager / SG 73X
Position Number(s): 8210-1100-0000-004
Employee Name(s): Hannah Gilliam

Key Duties:
Processes and coordinates human resource activities for the office. Posts vacancies, screens applications, assists management with salary administration issues, arranges for approved training sessions, serves as benefits representative, responds to health and safety issues, and coordinates workers compensation program within the agency. Drafts internal policies and procedures manual for review by Chief ALJ and Deputy Director.

Findings: **Personnel Specialist / SG 73T**

Position Title: Deputy Director / SG 80X
Position Number(s): 8210-1100-0000-003
Employee Name(s): Camille Winston

Key Duties:
Provides operational and administrative direction to all divisions of OAH by participating in planning and developing long-range operational goals. Discusses work flow concerns, budget issues, and other administrative concerns with division directors and Chief ALJ. Serves as agency controller, preparing annual and biennial budget requests, annual financial statements, and providing technical supervisory direction for all fiscal activities. Responds to General Assembly concerns/issues on behalf of OAH.

Findings: **Deputy Director / SG 80**

State of North Carolina
Office of the State Controller

Michael F. Easley, Governor

Edward Renfrow, State Controller
Gwen Canady, Chief Deputy

May 15, 2001

MEMORANDUM

TO: Joint Appropriations Subcommittee on General Government

FROM: Edward Renfrow
State Controller

SUBJECT: Pilot Program on Collection of Bad Debts Report

The report provided is in response to SESSION LAW 2000-67, HOUSE BILL 1840 that contained a special provision entitled PILOT PROGRAM ON REPORTING ON COLLECTION OF BAD DEBTS BY STATE AGENCIES EXTENDED. The General Assembly requested additional information to determine specific debt collection problems and if additional bad debt volume may support the implementation of a Bad Debt Collection Clearinghouse Program. As a result of the special provision, the Office of the State Controller (OSC) has focused limited resources on reviewing the State's current debt collection activity, documenting information on best business practices related to bad debt collection, and developing proposed legislative language changes to enable State agencies to pass the cost of collecting past due debts on to the debtor.

An attached Summary of Accounts Receivable and Collection of Bad Debts Report provided by PricewaterhouseCoopers summarizes findings to date, lessons learned and recommended next steps.

BACKGROUND

The State Controller remains committed to the redesign of accounts receivable, debt setoff processes and systems to standardize bad debt collections, as well as maximize automation and minimize manual processing. For the past several years OSC has succeeded in obtaining legislative authority to proceed with study efforts aimed at analyzing, and applying best practices to, NC's accounts receivable system. In 1998, OSC conducted a feasibility study on the implementation of a statewide accounts receivable system, including the creation of a clearinghouse for bad debt collection. Although tight fiscal constraints precluded North Carolina from investing in best practice technologies to improve its existing system, the General Assembly did approve a prototyping effort to demonstrate the feasibility of implementing a bad debt clearinghouse. The results of this pilot were reported to the legislature in May 2000. Subsequently, the legislature directed OSC to expand and extend the prototype for one year and report results by May 15, 2001, along with recommendations on changes in law or procedure to better collect bad debts.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10
Website: www.osc.state.nc.us/OSC/
An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

LOCATION
3512 Bush Street
Raleigh, NC

Due to resource limitations, OSC did not extend the bad debt clearinghouse prototype beyond its initial 90-day period. The prototype was not an on-going operational system and had served its purpose in testing the clearinghouse concept and providing a solid basis for validating the reasonableness of this approach for collecting bad debts. However, in response to the special provision, the OSC focused resources on reviewing the State's current debt environment by engaging PricewaterhouseCoopers LLP (PwC) to summarize the State's debt current collection activity, provide information on best business practices related to bad debt collection, and document proposed legislative language changes. The objective of this effort was to follow-up on previous accounts receivable/debt collection studies to determine alternate solutions and recommended next steps for improving the State's accounts receivable system by incorporating best practices for debt collection.

RECOMMENDED NEXT STEPS

Strengthen Oversight and Improve Management Information on Accounts Receivable

Currently, OSC does not have the resources necessary to maintain an effective, centralized oversight of the State's accounts receivable system, including debt collection. The PwC report recommends the State invest the resources necessary for OSC to strengthen its management oversight by establishing a single point of contact with the responsibility and authority to:

- Establish statewide goals and performance measures;
- Revise and implement comprehensive policies and procedures;
- Monitor State agencies' and collection agencies' activities and results;
- Coordinate information sharing activities and share best practices among agencies; and,
- Provide technical assistance to agencies, including the coordination of legal assistance.

The OSC is currently evaluating staff reallocations in an attempt to adequately address these recommendations. However, reallocation of current limited resources may be impractical due to the current freeze on vacant positions.

Revise the Policy and Procedures for Collecting Debts

The PwC report suggest opportunities exist for the State to provide its employees with clear and concise guidelines by revising its policy and procedures for debt collection. Currently, State agencies do not have a single point of reference for State policy on accounts receivable and debt collection. As such, the employees may or may not have the best or most complete information to complete the task of case management and debt collection. The State can improve its accounts receivable and debt collection policy by making the language of the policy easier to understand, consolidating the guidance of OSC and the Attorney General's office, and providing more explicit examples and instructions.

The OSC has begun the process of updating current guidelines to provide more comprehensive policy and procedures for accounts receivable and debt collection.

Adopt an Aggressive Attitude Towards Collecting Debts

The PwC report suggests that opportunities exist for the State to increase revenues by adopting a more aggressive attitude towards collecting debt. Potential areas for quick results include decreasing the time period before bad debts are turned over to a collection agency (currently 90 days or more); passing the cost

of debt collection to the debtor; and increasing the use of wage garnishment. For long-term results, the Department of Revenue is already looking to improve the automation of debt collection as well as increase its technological capabilities for electronic commerce.

The report recommends that the State consider multiple strategies to adopting a more aggressive attitude towards debt collection:

- Increase the use of debt collection tools available, i.e., collection agencies, debt set-off, and wage garnishments.
- Pass the cost of debt collection to the debtor. DOR has already initiated a legislative change permitting this cost transference. The OSC has attached suggested legislative language to expand the authority to include all State agencies.
- Decrease the time before debts are turned over to collection agencies. Consider sending only one notice to the debtor, with automatic turnover to a collection agency if no response.
- Enforce agencies' assessment of interest and penalties on delinquent debt.
- Provide staff training on a routine basis.
- Consider expanding the authority of the Department of Revenue to collect non-tax debt until other long-term automation and system changes are in place. By centralizing debt collection, the State has the opportunity to leverage existing technologies; lower overall cost, and allows other agencies to focus on their core mission.
- Continue to expand and enhance the acceptance of electronic payments. Electronic payments offer a convenience to citizens and may serve as a preventive measure for reducing bad debts.
- Continue to pursue a new accounts receivable billing and collections system through the implementation of a new administrative platform for the State.

Many of the recommendations contained in this report, and reported in previous studies, cannot be implemented without the introduction of best practice technologies that utilize modern accounts receivable, billing and collection systems. However, the OSC will take immediate action to the extent possible to; (1) Strengthen Oversight and Improve Management Information on Accounts Receivable, (2) Revise the Policy and Procedures for Collecting Debts and (3) Adopt an Aggressive Attitude Towards Collecting Debts.

The report attached provides further detailed information related to the aforementioned recommendations. The OSC is available to discuss the information provided to the committee. Thank you.

Attachments

Proposed Changes to § 147-86.20–27 - Statewide Accounts Receivable Program

North Carolina General Statute Article 6B Statewide Accounts Receivable Program, § 147-86.20–27 defines the State Controller and applicable state agencies responsibilities related to collection and reporting of account receivables.

The Summary of Accounts Receivable and Collection of Bad Debts Report provided by PricewaterhouseCoopers recommends that the State consider multiple strategies to adopting a more aggressive attitude towards debt collection. A key recommendation is to pass the cost of debt collection to the debtor. Through Senate Bill 353 in the current legislative session, DOR has already initiated a legislative change permitting this cost transference for past due tax receivables. The OSC suggest the following legislative language to expand the authority to include all State agency debts when not prohibited by legal constraints.

§ 147-86.22. Statewide accounts receivable program.
(c) Collection Techniques. – The State Controller, in conjunction with the Office of the Attorney General, shall establish policies and procedures to govern techniques for collection of accounts receivable. These techniques may include use of collection agencies, credit reporting bureaus, judicial remedies authorized by law, and administrative setoff by a reduction of an individual's tax refund pursuant to the Setoff Debt Collection Act, Chapter 105A of the General Statutes, or a reduction of another payment, other than payroll, due from the State to a person to reduce or eliminate an account receivable that the person owes the State.

(d) Fee. – A collection assistance fee is imposed on an past due debt that remains unpaid 30 days or more after the fee notice required by this subsection is mailed to the debtor. In order to impose a collection assistance fee on a past due debt, the agency must notify the debtor that the fee will be imposed if the past due debt is not paid in full within 30 days after the date the fee notice was mailed to the debtor. The fee is collectible as part of the debt. The amount of the collection assistance fee is twenty percent (20%) of the amount of the past due debt. If the state agency collects only part of the overdue debt, the collection assistance fee has priority over debt. The fee is a receipt of the agency and must be applied to the costs of collecting past due debts. The proceeds of the fee must be credited to a special account within the agency and may be expended only as provided in this subsection. The agency may apply the proceeds of the fee to pay contractors for collecting past due debts under subsection

The State of North Carolina

Office of State Controller

PRICEWATERHOUSECOOPERS

Summary of Accounts Receivable and Collection of Bad Debts Report

May 15, 2001

Executive Summary

For the past several years, the North Carolina (NC) Office of the State Controller (OSC) has succeeded in obtaining legislative authority to proceed with study efforts aimed at analyzing, and applying best practices to, NC's accounts receivable system. In 1998, OSC conducted a feasibility study on the implementation of a statewide accounts receivable system, including the creation of a clearinghouse for bad debt collection. Although tight fiscal constraints precluded North Carolina from investing in best practice technologies to improve its existing system, the General Assembly did approve a prototyping effort to demonstrate the feasibility of implementing a bad debt clearinghouse. The results of this pilot were reported to the legislature in May 2000.

Subsequently, the legislature directed OSC to expand and extend the prototype for one year and report results by May 15, 2001, along with recommendations on changes in law or procedure to better collect bad debts. To assist in this effort, OSC engaged PricewaterhouseCoopers LLP (PwC) to summarize the State's debt collection activity, provide information on best business practices related to bad debt collection, and document proposed legislative language changes. The objective of this effort was to follow-up on previous accounts receivable/debt collection studies to determine alternate solutions and recommended next steps for improving the State's accounts receivable system by incorporating best practices for debt collection.

Due to resource limitations, OSC did not extend the bad debt clearinghouse prototype beyond its initial 90-day period. The prototype was not an on-going operational system and had served its purpose in testing the clearinghouse concept and providing a solid basis for validating the reasonableness of this approach for collecting bad debts.

As noted in previous studies, North Carolina is not able to take full advantage of best practices because of system limitations. Accordingly, many of the recommendations we make in this paper are designed to take advantage of internal resources and leverage existing technologies.

Our review indicates that the State of North Carolina needs more comprehensive accounts receivable information, both to evaluate its progress in collecting accounts receivable and to target problem areas for improvements. More complete information would enable State leaders and agency managers to improve the administration of accounts receivable thereby enhancing revenues through improved cash management. Opportunities exist for the State to revise its internal policies and procedures on accounts receivable and debt collections. By providing more comprehensive policy on debt collection, the State can provide its employees with the resources they need to better execute their jobs. Finally, we also found that several opportunities exist for the State to adopt the best practices of industry leaders, including federal and state governments. By adopting a more centralized, aggressive stance towards debt collection, the State will realize increased revenues.

Strengthen Oversight and Improve Management Information on Accounts Receivable

Currently, OSC does not have the resources necessary to maintain an effective, centralized oversight of the State's accounts receivable system, including debt collection. We recommend the State invest the resources necessary for OSC to strengthen its management oversight by establishing a single point of contact with the responsibility and authority to:

- Establish statewide goals and performance measures;
- Revise and implement comprehensive policies and procedures;
- Monitor State agencies' and collection agencies' activities and results;
- Coordinate information sharing activities and share best practices among agencies; and,
- Provide technical assistance to agencies, including the coordination of legal assistance.

We learned in previous studies that, even within North Carolina, agencies that had staff dedicated to debt collection and access to technical assistance had significantly better debt collection results.

Opportunities exist to expand the requirements now used to capture financial reporting information about accounts receivable. Current reporting requirements are not detailed enough to allow analysis of collection tools. Additional information is needed to compare the performance of the various collection tools and their relative success in improving the collection of receivables. Currently, system limitations hamper OSC's ability to collect this management information from State agencies in a timely manner.

We recommend that OSC revise its reporting requirements by including management information on debt collection. Enhanced report formats and procedures would help State agencies identify opportunities to improve the management of accounts receivable. We also recommend that the Controller implement performance measures to assess agencies' progress toward meeting statewide goals of reducing account receivable balances. These performance measures should gauge whether an agency is equipped with the appropriate systems, guidelines and debt collection strategies; uses appropriate debt collection tools; keeps accurate records on debt; and if the agency tracks and reports debt collection to the Controller on an annual basis. The information reported should include age of debt referred, dollar and number of referrals, and collections on referred debts. We also recommend that each State agency designate a point of contact to oversee debt collection. This point of contact should be the same office that submits the account receivable reports to the Controller.

Revise the Policy and Procedures for Collecting Debts

Opportunities exist for the State to provide its employees with clear and concise guidelines by revising its policy and procedures for debt collection. Currently, State agencies do not have a single point of reference for State policy on accounts receivable and debt collection. As such, the employees may or may not have the best or most complete information to complete the task of case management and debt collection. The State can improve its accounts receivable and debt collection policy by making the language of the policy easier to understand, consolidating the guidance of OSC and the Attorney General's office, and providing more explicit examples and instructions.

We recommend that the State provide more comprehensive policy and procedures for accounts receivable and debt collection.

Adopt an Aggressive Attitude Towards Collecting Debts

Opportunities exist for the State to increase revenues by adopting a more aggressive attitude towards collecting debt. Potential areas for quick results include decreasing the time period before bad debts are turned over to a collection agency (currently 90 days or more); passing the

cost of debt collection to the debtor; and increasing the use of wage garnishment. For long-term results, the Department of Revenue is already looking to improve the automation of debt collection as well as increase its technological capabilities for electronic commerce.

We recommend that the State consider multiple strategies to adopting a more aggressive attitude towards debt collection. For immediate results, we recommend the State increase the use of debt collection tools available to them, i.e., collection agencies, debt set-offs, and wage garnishments. We recommend the State also consider expanding the authority of the Department of Revenue to collect non-tax debt until other long-term automation and system changes are in place. By centralizing debt collection, the State has the opportunity to leverage existing technologies, lower overall cost, and allow other agencies to focus on their core mission.

This report identifies short and long-term opportunities, based on best practices, for the State to improve the collection of debts and to enhance the reporting of financial information on accounts receivable.

Background

Since early 1998, OSC has been actively studying opportunities to improve the State's accounts receivable system, including debt collection. In 1999, the legislature mandated OSC to investigate the feasibility of a bad debt clearinghouse. OSC contracted with PwC to create a prototype system that would allow a feasibility study of centralized outsourcing of bad debt collection activities. This study was conducted over a period of 90 days with marginal results. OSC did not extend the protoype beyond this initial period because of limited resources and the fact that substantial information had been gained about the feasibility of this approach during the 90-day period.

A number of factors affected the results of the prototype system. Agency participation was constrained by security and technical restrictions. The nature of the debt was "uncollectible" and considerably aged. Despite these factors, the prototype was successful in collecting some of this previously "uncollectible" debt. Full-scale implementation of a bad debt clearinghouse could not be implemented fully because technical restrictions do not allow electronic data interchange, information sensitivity restricts sharing of debtor information, and collection fees cannot be levied against certain debts. Lessons learned from this prototype study were that successful collection dramatically decreases over time and that the State should increase the outsourcing of its delinquent accounts to collection agencies.

The Attorney General's (AG) Office has established contracts with four collection agencies that all State agencies may use to outsource bad debts. Under this arrangement, the collection agency receives a predetermined percentage fee resulting from successful collections. The collection agencies report the results of their collection efforts directly to State agencies. Accordingly, no one person in State government is actively monitoring the performance of the collection agencies relative to each other or across State agencies. Although the AG's Office has a contract with four collection agencies, some State agencies have elected to use other collection agencies that are not listed on this contract. This election may be due to lack of knowledge of existing AG's contracts or the perception that these collection agencies are for education debts. To increase the usage of collection agencies, the State may want to identify all of the collection agencies with which it outsources its bad debt and make the listing available to all agencies.

In addition to the prototype study, PwC also examined the underlying policies and procedures for accounts receivable and debt collection for the State of North Carolina and the Department of Revenue (DOR). PwC identified best practices and evaluated more efficient processes for debt collection.

Current Debt Collection Activity

The State of North Carolina uses various tools to collect debt. The most widely used debt collection tools are collection agencies and the debt set-off program, whereby delinquent accounts are referred to DOR to be offset against State and federal income tax refund. Other debt collection methods such as wage garnishment and administering interest and penalties on delinquent accounts are used in limited circumstances due to statutory restrictions and system limitations.

State agencies differ in their applications of collection agencies. DOR uses collection agencies to pursue out-of-state debtors while most other agencies use them for all debtors. DOR has increased the amount of debt it outsources to collection agencies from approximately $18 million last year to $40 million this year. Agencies have thus far been pleased with the results of the efforts of the collection agencies.

All State agencies are required to refer delinquent accounts to DOR for the debt set-off program. For tax year 1999, State agencies filed 509,559 claims with the Department of Revenue. Of the claims filed, approximately 100,000 claims were completed resulting in the gross collection of $21,912,677. The application of wage garnishment is primarily limited to State employees and not widely applied to non-State employees partly due to agencies not having the authority to garnish their wages as well as not having the technical capability to do so. However, the State should consider expanding the use of wage garnishment, as it is a very effective means of collection. By setting minimum and maximum amounts to be collected, the garnishment does not have to be too detrimental to the debtor.

In its effort to make improvement in the State's accounts receivable program, OSC is currently in the process of evaluating its policy for revision. It is also making efforts to improve the agency reporting of write-off information. OSC has made progress in educating and informing the State's entities on the importance of reporting accurate and complete write-off information. Also, OSC is continuing to evaluate alternative business practices. A joint project involving OSC, the Department of State Treasurer, and the Office of Information Technology Services was initiated for the purpose of providing the citizens of North Carolina with additional and more convenient payment methods, such as credit/debit card payments. OSC has been instrumental in moving North Carolina to the forefront of electronic government. These actions should ultimately reduce agency accounts receivable.

The State's debt collection activity is prescribed by the Controller's policy on accounts receivables. It provides guidelines for developing procedures to properly account for, report, manage, and collect receivables. These guidelines suggest the minimum amount of information to be contained in the State agencies' procedures. As such, agencies are responsible for developing their own procedures without much input or oversight by OSC. By including more

explicit instructions and examples, the Controller can encourage State agencies to adopt similar debt collection processes.

According to OSC policy, State agencies are to maintain an aging schedule, provide specific information and management reports on collection efforts, and provide for interest and penalties. Although the policy specifically states that agencies will provide the previously mentioned information, many agencies do not comply due to system limitations. The guidelines for collecting past-due accounts are very specific with regards to the age of the accounts, the dollar amounts, and the corresponding action. However, these labor-intensive actions require that agencies make phone calls to all debtors and request that the AG's office send demand letters every 45 days if the debtor does not respond. These debt referral actions can place undue burden on the limited staff of the AG's Office and may significantly delay turnover to a collection agency. The State should consider streamlining this process by using collection agencies to make phone calls to debtors, decreasing the number of demand letters, and shortening the time period by which debts are turned over to collection agencies.

In conjunction with the guidance of the Controller, the AG also has guidelines for debt collection. These guidelines for submitting accounts to the collection section outline the specific action to be taken to refer debt to the AG's office. Currently, the AG's office is responsible for recommending the disposition of debt (i.e., collection agency, wage garnishment, liens, etc.) However, these guidelines are not widely available. As such, State agencies may not be fully aware of the available collection tools or the correct procedures to apply them. Currently, the AG's Office is conducting seminars aimed at increasing State agencies' awareness of debt collection requirements, tools, and procedures. To enhance the dispersion of information further, the AG's guidelines should be linked with the Controller's policy on accounts receivables.

Another component of the administration of accounts receivables is the annual report. As a part of the annual report on receivables, State agencies submit their accounts receivable balances annually to OSC. The total receivable balance is reported in the Annual Financial Report at year-end. The reports are basically a high-level presentation of the total receivables and its components. These reports are not detailed enough to support the analysis of the relationship between different types of receivables and the tools used to collect them. Adding more performance-related data, such as an aging schedule, can enhance these reports and an examination of collection tools results.

We found that the State of North Carolina has adequate provisions in place to administer their accounts receivable program. With better enforcement of its policy and oversight of the program, OSC can realize improvements in its accounts receivable program in the short-term. As such, we make the following recommendations:

Recommendations:

We recommend that the State of North Carolina invest the resources necessary to increase the visibility and accountability for accounts receivable management at OSC and at the State agency level. By increasing the responsibility of State agencies for the accounting of debt and its collection, the agencies become more vested in the management of receivables. As their vestment increases, they are more likely to actively pursue more aggressive means of debt collection. Methods for achieving these goals of visibility and accountability are to set performance measures and to establish a point of contact responsible for overseeing debt collection within each

State agency. OSC and State leaders may want to consider elevating the level in State government at which the agencies should report their annual progress for reducing accounts receivable balances. For guidance on setting performance measures, OSC may look to the example of the Department of Treasury. The following measures address the method by which federal agencies collect debt and their ability to do so efficiently:

- Performance Measure 1: Agency has an effective debt collection strategy and successfully collects current and delinquent debt. This measure is determined to be satisfactory if the agency has satisfied the following criteria:
  - Written debt collection strategy detailing the collection process, including timeframes for use of debt collection tools.
  - Annual collection rates on all agency debts. The data should indicate an increase or consistency in collection rates.
  - Agency accurately and timely reports data.

- Performance Measure 2: Agency demonstrates the ability to collect debts of others using the appropriate debt collection tools. This measure is determined to be satisfactory if the agency has met the following criteria:
  - Agency is equipped with the appropriate systems, guidelines and debt collection strategies to use debt collection tools and keep accurate records on debt.
  - Agency can track and report to the Controller on an annual basis, by portfolio, age of debt referred, dollar and number of referrals, and collections on referred debts.

North Carolina may gain management insight from monitoring the following metrics, also: accounts receivable (A/R) days on hand, processing costs per remittance, full time equivalent staff per $ billion of A/R, and write-offs as a percent of A/R.

We recommend that OSC consider the following suggestions in its policy update:

- Display accounts receivable and bad debt balances prominently on the OSC web site.
- Make full use of Internet technology by including hyperlinks to referenced procedures and statutes.
- Provide an interest/penalty calculator on its web site for those agencies that do not have systematic capability to calculate those accruing charges. The calculator should provide quick and easy assistance to an employee to suggest how much interest and penalty should be accruing on a delinquent debt.
- Make OSC's web site a one-stop shop for information on accounts receivable by including the AG's guidelines and other accounts receivable and debt collection information.

We recommend that OSC refine its guidelines to give more explicit instructions to the agencies for submitting the receivables report. Adding debt management performance data can enhance the current report. The status of receivables is a high-level summary of the accounts receivables, whereas the debt management performance data will provide more specific information on debt and debt collection tools.

- The status of receivables section should show the current beginning fiscal year balance of all receivables; the cumulative activity during the fiscal year: accruals of interest and penalties, collections, adjustments, amounts written-off; and the ending balance at the end of the reporting period. An important section within the status of receivables is the aging

schedule of debt. The aging of debt shows the delinquency of debt. The aging schedule may signal the collectibility of debt as the older the debt, the less likely it will be collected. This section would contain an aging schedule and would classify debt by commercial, consumer, and State agency. The aging schedule would show the dollar amounts of receivables that are delinquent for the respective time periods (1-90 days, 91-180 days, 181-365 days, 1-2 years, and 2-6 years).

- The debt management performance data section would contain management information on the status of delinquent debt by collection management tools and techniques, age, eligibility for referrals, collections, and debt disposition. It should be designed to provide specific information on the actions an agency is taking to collect its debts. It should also include information on all collections of delinquent accounts by management tool and technique. The number and dollar amounts should be recorded for each tool or technique that collected funds.

We recommend that OSC host regular meetings with State agencies to discuss the disposition of accounts receivables. These meetings should provide an excellent opportunity for agencies to share information and learn from the best practices of others.

Best Practices

In reviewing the best practices used by other states, we determined that the "leaders" in debt collection focused on customer service, preventive measures, and achieving efficiency. To improve collections rates, many states are turning to advanced technologies and processes such as centralized and online account management, predictive dialing, automated tracking and monitoring, decision analytics and data mining. States using such approaches (which include integrated tax systems, improved case management tools, informational web sites, and 24-hour interactive telephone hot line) have a substantial increase in voluntary filing compliance and collected revenue, decreased expenditures, improved productivity and morale among employees, and a much better relationship with taxpayers.

At the time, best practice technologies are rarely used in North Carolina. In the previous study, PwC performed a technological assessment of North Carolina's systems. PwC found that few agencies had electronic commerce or electronic data interchange capability. However, DOR is making great strides currently in pursuing some of these best practice technologies to improve its collections rates. According to a recent performance audit of DOR by State auditors, North Carolina is a national leader in the use of imaging to capture paper tax returns. It further states that DOR has made strides in the use of enabling technology for its various tax functions and compares well with other states in the use of electronic filing for individual income taxes.

Despite its strides, DOR recognizes the need to upgrade its system to achieve greater use of best practice technologies. Due to funding restraints, DOR is seeking legislative authority to pursue an alternate method of funding: a benefits-shared model with a private vendor. Under the concept of benefits funding, the vendor provides hardware, software, and consulting services to improve collections performance and aid in compliance. The new revenues are used to fund the project without the need for any appropriations from the legislature. Once the project is fully funded, these additional revenues will revert back to the State. This model has seen breakthroughs with the performance-based approach through its work with Kansas, California, and Virginia. These

states quickly generated incremental tax revenues to cover project costs and pay the vendor. Although this performance-based model offers a full suite of e-Commerce and debt management tools, DOR is specifically looking to implement services to enhance its debt collection. An example of the functionality they hope to gain is debt scoring. It also involves risk assessment of a taxpayer based on their filing and payment history and then determining the right collection treatment. This application will ensure that DOR allows its employees to spend their time in the high-priority areas using the right resources for the debt collection. DOR has met great success in outsourcing and plans to expand the use of collection agencies. DOR has benefited both from collection agency's success in collecting on "uncollectible" debts as well as their own staff's ability to be more productive by focusing on high priority, high value accounts. Also, DOR saw improved results by separating the function of taxpayer assistance from tax collection. This separation of duties allowed each function to better focus on its core mission.

Initiatives that other states are undertaking are part-time outsourcing and expanding the use of the Department of Revenue. Kansas uses collection agencies to make phone calls during the hours debtors are most likely to be home. This effort frees up the time of State employees to handle incoming calls. State employees are used to administer the process, conduct problem resolution, and perform audits.

Other states are expanding the authority of their revenue departments to collect non-tax debt. Minnesota, California, Delaware, and Michigan use the Department of Revenue to collect non-tax debt (child support, court fines, motor vehicle registration, and student loans) for other agencies. Montana is looking to use its revenue department as a one-stop intake and licensing for new businesses.

A great example of a State expanding the use of the Department of Revenue is Minnesota. The Minnesota Collection Enterprise example is the exact opposite of the debt clearinghouse approach used in 1999 for North Carolina. Rather than outsource debt collection, Minnesota has centralized the collection function for all of its revenue-producing agencies within its Department of Revenue. With the implementation of the model, Minnesota was able to leverage existing technologies, lower overall governing costs, and allow its agencies to concentrate on a core mission. It is a self-funded enterprise that assesses the cost of collection against the debtor or retains a part of the receivable when collected. The Minnesota State legislature had to pass a law that gave the revenue department the authority it needed to take over the collection process. It allowed it to assess a collection penalty and gave it authority to begin judgement proceedings.

The full implementation of a centralized debt clearinghouse in North Carolina will require substantial investment to system infrastructure and is unlikely due to funding constraints. However, North Carolina may consider implementing this model on a smaller scale. DOR has the ability to garnish wages and has a high level of confidentiality; therefore, it is better equipped to collect debt quickly without the restrictions posed to other agencies. Under a smaller scale model, the State could leverage existing technology and choose which of its debts it is mostly likely to collect by referring them to DOR for wage garnishment. As the frequency of referrals increases, DOR would need additional resources to handle the increased workload. Also, after the implementation of an automated debt collection system, DOR will be in the best position by far to collect debt among the agencies.

States, such as Georgia, have taken more aggressive steps to collect debt. Georgia's General Assembly has authorized the suspension of professional licenses for Georgians who default on their federally guaranteed student loans. This passage expands the authority of the State's

Professional Licensing Boards (nursing, chiropractors, engineers, etc.) to suspend the licenses of those professionals who have failed to pay their State-guaranteed student loans. The program has already resulted in the collection of over $1.6 million from 744 professionals who were in default on their loan obligations. The license suspension program also applies to those who fail to pay court-ordered child support.

We found that the Department of Revenue and the Office of the State Controller are both actively pursuing means to implement best practices. In addition to these efforts, we make the following recommendations:

Recommendations:

We recommend that the State consider multiple strategies to adopting a more aggressive attitude towards debt collection.

- Increase the use of the debt collection tools available to State agencies, i.e., collection agencies, debt set-offs, and wage garnishments. This action should produce near term results. To make the best use of its collection tools, the State of North Carolina should streamline the processes used to implement the tools and expand the authority required to allow greater use of wage garnishments.

- Consider expanding the authority of the Department of Revenue to collect non-tax debt. Although a previous study noted that North Carolina does not have the external infrastructure to support extensive in-house collection, it can be implemented with limited application. Referral of non-tax debt to DOR is mostly likely to benefit those agencies that cannot outsource due to privacy issues and cannot use wage garnishment. After DOR has fully implemented automated debt collection, it could then support more extensive collection.

- Adopt a more aggressive attitude towards debt collection:
  - Pass the cost of debt collection to the debtor. DOR has already initiated a legislative change permitting this cost transference. OSC should petition the General Assembly to expand the authority to include all State agencies.
  - Decrease the time before debts are turned over to collection agencies. Consider sending only one notice to the debtor, with automatic turnover to a collection agency if no response.
  - Enforce agencies' assessment of interest and penalties on delinquent debt.
  - Provide staff training on a routine basis.

- Continue to expand and enhance the acceptance of electronic payments. Electronic payments offer a convenience to citizens and may serve as a preventive measure for reducing bad debts.

- Continue to pursue a new monitoring and accounts receivable billing and collections system through the implementation of a new administrative platform for the State. Many of the recommendations contained in this report, and reported in previous studies, cannot be implemented without the introduction of best practice technologies.

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday June 6, 2001

8:30 A.M.

The JOINT APPROPRIATIONS Subcommittee on General Government met on Wednesday, June 6, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot, Wilson and Gillespie. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Sherrill called the meeting to order and introduced the pages. Representative Sherrill advised the group that the committee would welcome their input, questions and suggestions.

Marilyn Chism and Michele Nelson, Fiscal Analyst, explained the Senate Appropriations Committee Report on the Continuation Budget and the Capital Budget.

There were no questions, comments or suggestions from the committee or the visitors present.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

VISITOR REGISTRATION SHEET

Gen Govt — 6-6-01

Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK.

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Johnnie McLean	St. Bd. of Elections
Chris Rodgers	Parker Poe Adams & Bernstein
Rodney Maddrey	Sec of State office
Robert Wilson	~~Sec of State office~~
Ronnie Vance	DCR
Donna Rosefield	DCR
Libba Evans	DCR
Betsy Byrd	DCR
John Morgan	OSC
Kathy Graham	DOA
Carlton Myrick	DOA
Marlin Gaus	DOA
Carl Goodwin	OSP
Willie Riddick	DOR
Joseph M. Sansom	TREAS. Dept.

VISITOR REGISTRATION SHEET

General Government — 6/6/01
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Thomas Cheek	OSBPM
Byron Harris	OSBPM
Susan Reh	GO
Lynda Mathis	State Board Elections
Jean Mays	OAH
Dodd	Lt. Gov.

AGENDA

House Appropriations Subcommittee
on
General Government

Tuesday, June 12, 2001
Room 425
1:30 PM

Chairman: Representative Maggie Jeffus

HOUSE BILLS

Bill #	Sponsor	Bill Title
40	Edwards	Blackbeard Museum Funds
94	Owens	Quality Assurance Program
165	Sherrill	Kids Voting NC Funds
207	Smith	Queen Ann's Revenge Funds
224	Preston	Queen Ann's Revenge Funds
240	Weiss	Contemporary Art Museum Funds
388	Bonner	Robeson African American Cultural Center Funds
544	Wainwright and Underhill	Craven Council on Women Funds
763	Cole	Chinqua-Penn Plantation Transfer/Funds
981	Jeffus, Adams, and Wainwright	N. C. Humanities Council Funds

VISITOR REGISTRATION SHEET

Gen. Bus. — 6-12
Name of Committee — Date

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Donald A. Bonner	Representative
Denise Dickens	CAM
Peter Cobb	CAM
Theresa Kostrzewa	Cap. Adv. Assoc.
Marie Barkley/Exec. Dir.	NC Humanities Council
Lori Ann Harris	LA Harris & Assoc
Janice Perigmet	NC Humanities Council
Ronna Vance	Dept. of Cultural Resources
Fred Thompson	CAM
Sara Keeter	CAM
Jean Carroll	DOA - NCCFW
Martha Class	DOA

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

June 12, 2001
1:30 p.m.

The APPROPRIATIONS Subcommittee on General Government met on Tuesday, June 12, 2001 at 1:30 p.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Barefoot, Lucas, Setzer, and Wilson. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

Representative Jeffus called the meeting to order and introduced the pages: Richard Haywood of Wake County sponsored by Representative Jennifer Weiss and Lauren Winkler of Caldwell County sponsored by Representative Edgar Starnes.

Representative Jeffus stated that they had not received the final figures but should be coming soon but for today they are hearing bills. There will not be any votes or rankings. They want to hear them for informational purposes.

HOUSE BILL 544, AN ACT TO APPROPRIATE FUNDS TO THE CRAVEN COUNTY COUNCIL ON WOMEN FOR OPERATING EXPENSES. Attachment 1

Representative Alice Underhill stated that Representative William Wainwright, co-sponsor, could not be present. She continued that the purpose of the request was to have appropriated $100,00 for the Craven County Council on Women who provide services to a rape crisis situation and also to combat domestic violence. In general, it is for them to continue the programs that they have in place. It is a non-profit organization. Representative Adams inquired if they received funds from other sources? She would contact Representative Wainwright and have those figures available for the next meeting.

HOUSE BILL 40, AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES FOR A NEW BLACKBEARD HISTORICAL MUSEUM IN THE TOWN OF BATH. Attachment 2

Representative Zeno Edwards, Jr. was recognized to present an overview of the bill. He stated that Bath was the first colonial capitol in North Carolina and Bath is planning its 300th year celebration in 2005. There is a tourist center and they have plans for a Blackbeard's Museum. The museum is to be built by the state, and funds are needed for architectural design and planning. They have recently been given a number of rare books provided Bath could store them properly. Blackbeard's artifacts that have been recovered should be displayed in a museum. The museum has been in the works for a number of years and has the property.

Ms. Michelle Nelson stated that this funding would be for planning and design and should go to the Subcommittee on Capital. Upon a motion by Representative Sherrill the bill was re-referred to Subcommittee on Capital

HOUSE BILL 94, AN ACT TO SET UP A CUSTOMER SERVICE QUALITY ASSURANCE PROGRAM WITHIN THE STATE AUDITOR'S OFFICE, SO AS TO ENSURE THAT PERSONS RECEIVE QUALITY SERVICES FROM STATE AGENCIES. Attachment 3

Representative William C. Owens, Jr. was not able to make the meeting so the bill will be placed on the agenda for the next committee meeting.

Representative Sherrill suggested that staff have a fiscal note prepared for this bill.

HOUSE BILL 207, AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE. Attachment 4

HOUSE BILL 224, AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE. Attachment 4A

Representative Ronald L. Smith and Representative Jean Preston sponsored the same legislation. Representative Smith explained that this appropriation is needed to continue work on the recovery and conservation of the artifacts from the shipwreck that is believed to be Blackbeard's flagship, Queen Anne's Revenge. The project will stop unless the money is appropriated. Representative Preston stated that the project is in a very critical condition. It was discovered in 1996 in Carteret County in Beaufort Inlet. The recovery has gotten worldwide coverage. Representative Preston stated that there is interest, not only in North Carolina, but also all across the country and in other countries. The more they excavate the more evidence that they have that proves it is the flagship. The recovered artifact is at the North Carolina Maritime Museum located in Beaufort.

HOUSE BILL 240, AN ACT TO APPROPRIATE FUNDS FOR THE EDUCATION CENTER AT THE CONTEMPORARY ART MUSEUM IN THE CITY OF RALEIGH. Attachment 5

Representative Jennifer Weiss, sponsor of the legislation, stated that the bill is for an appropriation to be used for capital improvements to renovate and adapt approximately 10,000 square feet of interior space dedicated to the art education institute in the Contemporary Art Museum. The Art Institute for Educators would serve the art educators statewide for the state's public schools. There would be an after school program with a visual arts focus for children from Wake County. It would have

educational programs for middle and high school students. It would have a resource library for educators.

Representative Weiss recognized Ms. Ruth Cook, Public Affairs Consultant, of the Museum. Ms. Cook stated that there is no other museum in North Carolina like the Contemporary Art Museum. They do outreach and training workshops for teachers to take the information back to their schools. The teachers receive credit for the workshops.

For more information on the museum, refer to Attachment 5A and 5B. Ms. Cook introduced Mr. Frank Thompson, Chairman of the Board of Trustees, Ms. Denise Dickens, Executive Director, and Sharon Kanter, Director of Development.

Upon motion made by Representative Sherrill, the bill was re-referred to the Appropriations Subcommittee on Capital.

HOUSE BILL 388, AN ACT TO APPROPRIATE FUNDS TO THE ROBESON COUNTY AFRICAN-AMERICAN CULTURAL CENTER FOR ARCHITECTURAL DESIGN AND EXPANSION OF ITS CENTER. Attachment 6

Representative Donald Bonner explained that the center located in Robeson County is in the process of trying to update. Over the past few years, the Carolina Historical Center that caters mostly to the Caucasian community has been developed and sustained. The Native American Cultural Center has been developed and sustained in Robeson County. One area that is missing is an African-American Cultural Center. About three years ago, several made a commitment to develop this type of center and raised and purchased land and building for $70,000. An open house was held this year to show off the $60,000 renovation. This building serves as an all purpose building but they plan to use this facility as a historical site to house historical material for African-Americans and then move the actual place for cultural events to a larger facility on the same property. The last phase of this calls for a development of a meeting space that will allow the African-American youth the same advantage as the other centers offer. The center would cost approximately $500,000. House Bill 388 is a request for $250,000 from the state.

Representative Barefoot asked what the racial diversity is in the county? Representative Bonner stated that it is about one-third of each group.

Upon a motion by Representative Sherrill, the bill was re-referred to the Appropriations Subcommittee on Capital.

HOUSE BILL 783, AN ACT TRANSFERRING THE CHINQUA-PENN PLANTATION TO THE DEPARTMENT OF CULTURAL RESOURCES AND APPROPRIATING FUNDS TO PROMOTE, MANAGE, AND MAINTAIN THE CHINQUA-PENN PLANTATION. Attachment 7

The sponsor of the bill, Representative Nelson Cole, was not present to explain the bill. The bill was displaced.

HOUSE BILL 981, AN ACT TO APPROPRIATE FUNDS TO THE NORTH CAROLINA HUMANITIES COUNCIL. Attachment 8

Representative Adams presented House Bill 981. She stated that the request is for $200,000 for 2001-2002. For twenty-nine years, non-profit foundations for programs in the community have impacted the entire state. All six regions of the state have been partially funded through the Council. She called the committees attention to the newsletter that outlines the different programs that have received support. Since 1997, the organization has received funding annually, which has been used to support its Grants Program.

Representative Adams introduced Ms. Alice Barkley, Executive Director. Others representing the Council were Ms. Janice Periquet, Director of Development, Ms. Lori Ann Harris, and Ms. Theresa Kostrzewa. Ms. Barkley stated that she couldn't emphasize enough what State funds have meant to the Council in securing their Grants Program. Their long-term goal is to have an equal amount of funds from the federal government, the state, and private resources.

Representative Sherrill spoke on behalf of the bill. She would like this item placed in the recurring budget so they will not have to return each year to request appropriations.

HOUSE BILL 165, AN ACT TO APPROPRIATE FUNDS FOR THE KIDS VOTING NORTH CAROLINA PROGRAM. Attachment 9

The sponsor of this legislation, Representative Sherrill stated that Kids Voting of North Carolina, Inc. exist in nine counties. It is a nonprofit, nonpartisan, and an educational program. It builds partnerships with the community to help achieve the common goal of citizens' participation in government. In her county, they had kids voting for the first time in 2000 and a thousand volunteers were documented as working on this program. There were 11,764 kids that voted which represented 62.7 percent of the kids enrolled in Buncombe County. That far exceeded the percentage of citizens that were registered to vote. Kids Voting is the development of future generations with regard to voting. $50,000 shall be used to implement new Kids Voting programs in nonparticipating counties across the State.

Representative Jeffus stated that the program is in Guilford County and it is a rewarding experience to serve as a volunteer.

Representative Jeffus announced that the two bills not heard today would be on the agenda for the committee meeting tomorrow at 8:30 a.m.

There being no further business, Representative Jeffus adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus, Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Assistant

Attachment 1

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H **1**

HOUSE BILL 544

Short Title:	Craven Council on Women Funds.	(Public)
Sponsors:	Representatives Wainwright and Underhill.	
Referred to:	Appropriations.	

March 12, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE CRAVEN COUNTY COUNCIL ON WOMEN FOR OPERATING EXPENSES.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to Craven County Council on Women, Inc., a nonprofit corporation, the sum of one hundred thousand dollars ($100,000) for the 2001-2002 fiscal year for operating expenses incurred in providing vital services to women in Craven County.

SECTION 2. This act becomes effective July 1, 2001.

March 12, 2001

H 544. CRAVEN COUNCIL ON WOMEN FUNDS. *TO APPROPRIATE FUNDS TO THE CRAVEN COUNTY COUNCIL ON WOMEN FOR OPERATING EXPENSES.* Appropriates $100,000 for 2001-2002 from General Fund as title indicates. Effective July 1, 2001.

Intro. by Wainwright and Underhill.

Ref. to Appropriations	LOCAL APPROP

Attachment 2

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H 1

HOUSE BILL 40

Short Title:	Blackbeard Museum Funds.	(Public)
Sponsors:	Representatives Edwards; Barefoot and Wainwright.	
Referred to:	Appropriations.	

February 1, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES FOR A NEW BLACKBEARD HISTORICAL MUSEUM IN THE TOWN OF BATH.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Archives and History, the sum of two hundred fifty thousand dollars ($250,000) for the 2001-2002 fiscal year to be used by the Historic Bath Commission for planning and design of a new Blackbeard historical museum in the Town of Bath.

SECTION 2. This act becomes effective July 1, 2001.

February 1, 2001

H 40. BLACKBEARD MUSEUM FUNDS. *TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES FOR A NEW BLACKBEARD HISTORICAL MUSEUM IN THE TOWN OF BATH.* Appropriates $250,000 for 2001-2002 from General Fund to Dep't of Cultural Resources, Div'n of Archives and History to plan and design museum named in title. Effective July 1, 2001.

Intro. by Edwards.

Ref. to Appropriations	APPROP

File

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives Jeffus and Sherrill, Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS**.

☐ Committee Substitute for
H.B. 40 A BILL TO BE ENTITLED AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES FOR A NEW BLACKBEARD HISTORICAL MUSEUM IN THE TOWN OF BATH.

REPORTED TO THE STANDING COMMITTEE ON **APPROPRIATIONS.**

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on .

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☒ With recommendation that the bill be re-referred to Subcommittee on Capital.

WITH APPROVAL OF STANDING COMMITTEE CHAIR(S) FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representative for the Standing Committee on _____.

s/_____

☐ With a favorable report.
☐ With a favorable report, as amended.
☐ With a favorable report as to committee substitute bill (#), ☐ which changes the title, unfavorable as to (original bill) (Committee Substitute Bill #). (and recommendation that the committee substitute bill (#) be referred to the Committee on .)

02/15/01

Attachment 3

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 2

HOUSE BILL 94
Committee Substitute Favorable 3/19/01

Short Title: Quality Assurance Program. (Public)

Sponsors:

Referred to:

February 12, 2001

A BILL TO BE ENTITLED

AN ACT TO SET UP A CUSTOMER SERVICE QUALITY ASSURANCE PROGRAM WITHIN THE STATE AUDITOR'S OFFICE, SO AS TO ENSURE THAT PERSONS RECEIVE QUALITY SERVICES FROM STATE AGENCIES.

The General Assembly of North Carolina enacts:

SECTION 1. Article 5A of Chapter 147 of the General Statutes is amended by adding a new section to read:

"**§ 147-64.15. Customer Service Quality Assurance Program.**

There is established within the Office of the State Auditor the Customer Service Quality Assurance Program. The purpose of the program is for the State Auditor to monitor the performance of State agencies from the perspective of the consumer. In such role, the State Auditor's office may act as a consumer of services or permit applicant before State agencies to verify the quality of services. The State Auditor shall report quarterly to the Joint Legislative Commission on Governmental Operations on the positive and negative aspects of the review. In the case of deficiencies, the State Auditor shall note whether the deficiencies are the result of inadequate resources or training being provided to State employees providing the services or from the performance of the employee. The State Auditor shall also report on positive service experiences."

SECTION 2. This act is effective when it becomes law.

February 12, 2001

H 94. QUALITY ASSURANCE PROGRAM. *TO SET UP A CUSTOMER SERVICE QUALITY ASSURANCE PROGRAM WITHIN THE STATE AUDITOR'S OFFICE, SO AS TO ENSURE THAT PERSONS RECEIVE QUALITY SERVICES FROM STATE AGENCIES.* Establishes quality assurance program as title indicates. Authorizes State Auditor's office to act as consumer of services in carrying out quality assurance activities. Requires quarterly reports to Jt. Legis. Comm'n on Governmental Operations.

Intro. by Owens.

Ref. to Rules	GS 147

March 19, 2001

H 94. QUALITY ASSURANCE PROGRAM. Intro. 2/12/01. House committee substitute makes the following change to 1st edition. Deletes provision of act that allowed positive or negative information about state employee gained through program to be placed in employee's personnel file.

Attachment 4A

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H 1

HOUSE BILL 224*

Short Title:	Queen Anne's Revenge Funds.	(Public)
Sponsors:	Representative Preston.	
Referred to:	Appropriations.	

February 22, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Archives and History, the sum of five hundred thousand dollars ($500,000) for the 2001-2002 fiscal year to be used for the continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.

SECTION 2. This act becomes effective July 1, 2001.

February 22, 2001

H 224. QUEEN ANNE'S REVENGE FUNDS (=S 232). *TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.*

Identical to S 232, introduced 2/22/01.

Intro. by Preston.

Ref. to Appropriations	APPROP

Attachment 4

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H

HOUSE BILL 207

Short Title:	Queen Anne's Revenge Funds.	(Public)
Sponsors:	Representatives Smith; Barefoot, Alexander, and Jeffus.	
Referred to:	Appropriations.	

February 22, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Archives and History, the sum of five hundred thousand dollars ($500,000) for the 2001-2002 fiscal year to be used for the continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.

SECTION 2. This act becomes effective July 1, 2001.

February 22, 2001

S 232. QUEEN ANNE'S REVENGE FUNDS (=H 207). *TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.* Appropriates $500,000 for 2001-2002 from General Fund to Dep't of Cultural Resources, Div'n of Archives and History, as title indicates. Effective July 1, 2001.

Intro. by Ballantine.

Ref. to Appropriations	APPROP

February 22, 2001

H 207. QUEEN ANNE'S REVENGE FUNDS (=S 232). *TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.*

Identical to S 232, introduced 2/22/01.

Intro. by Smith.

Ref. to Appropriations	APPROP

attachment 5

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 240

Short Title:	Contemporary Art Museum Funds.	(Public)
Sponsors:	Representatives Weiss; Alexander, Allen, Baddour, Blue, Cox, Easterling, Fox, Goodwin, Haire, Hensley, Insko, Jeffus, Luebke, Michaux, Miner, Morris, Owens, Rogers, Smith, Tolson, Wainwright, and Wright.	
Referred to:	Appropriations.	

February 26, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE EDUCATION CENTER AT THE CONTEMPORARY ART MUSEUM IN THE CITY OF RALEIGH.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Contemporary Art Museum, Inc., a nonprofit corporation, the sum of one million dollars ($1,000,000) for the 2001-2002 fiscal year for the Education Center at the Contemporary Art Museum in the City of Raleigh. The Center will house the Art Institute for Educators which will serve the needs of art educators statewide in North Carolina's public schools, contain a preschool with a visual arts focus for children from Wake County, and conduct educational programs designed for middle and high school students from across the State of North Carolina.

SECTION 2. This act becomes effective July 1, 2001.

February 26, 2001

H 240. CONTEMPORARY ART MUSEUM FUNDS. *TO APPROPRIATE FUNDS FOR THE EDUCATION CENTER AT THE CONTEMPORARY ART MUSEUM IN THE CITY OF RALEIGH.* Appropriates $1 million for 2001-2002 from General Fund to Contemporary Art Museum, Inc., a nonprofit corporation, as title indicates. Effective July 1, 2001.

Intro. by Weiss.

Ref. to Appropriations	APPROP

Attachment 5A

CONTEMPORARY ART MUSEUM

Contemporary Art Museum
Exploring the Art of Our Time

Executive Summary:
Request for 1 million-dollar appropriation from the North Carolina Legislature for the building of the Education Center at the Contemporary Art Museum of North Carolina located in Raleigh. **This is a one-time request.**

The Education Center "Institute" will house the Art Institute for Educators, which will serve the needs of art educators statewide in North Carolina's public Schools. The Art Institute will contain an after-school with a visual art focus for children from Wake County, and house educational programs designed for middle and high school students from across the State of North Carolina. The Education Institute will also house a Resource Library for educators, multi-media lab with distance learning capabilities, and flexible studio/classroom spaces.

The 1 million for capital improvements will renovate approximately 10,000 square feet of interior space dedicated to the Art Education Institute in the Contemporary Art Museum.

Once the Institute is operational, the long-term plan includes fees for covering some operating costs. The Art Education Institute will secure additional funds from local government and the private sector to support scholarships for teachers and students who may not have the financial means to attend. A program endowment will be established in 2003.

Background:
The Contemporary Art Museum is a non-profit institution dedicated to presenting the art of our time to the public. As a non-collecting museum its mission is to provide a forum for art education and presentation with an emphasis on the visual arts of the present and recent past; to document new directions in art through changing exhibitions and documentation; to engage the public in a lively dialogue with today's art; and to encourage a greater understanding of contemporary art through educational programs.

PO Box 66 Raleigh, NC 27602 0066 t. 919 836 0080 f. 919 836 2239 www.camnc.org

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CONTEMPORARY ART MUSEUM
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attachment 5B

Attachment

CAM Education Institute
Activities/Programs

Art Institute for Educators
The Art Institute for Educators will provide training for educators from across North Carolina. Teachers will be able to attain Renewal Certification at CAM's Art Institute for Educators. Teacher's will gain valuable experience and training with visiting scholars and experts in the education field as well as first hand opportunities to work side by side with visiting international artists. CAM is qualified to train teachers and offer renewal credits from the NC Department of Public Instruction.

After-School Art Program
CAM will offer an after-school art instruction for students in middle and high school levels. A recent study conducted in Wake County identified the critical lack and need for after-school programs for teens between the hours of 3-6pm. This time period was noted as a critical time of day when unsupervised youth engaged in activities that were a detriment to the student. CAM has targeted our After-School Program to fill the need for high quality after-school activities with a visual arts and education focus for this age group.

Resource Library
CAM has already established a resource library collection with books, publications, audio-visual materials for art educators. The actual library space within CAM's Art Education Institute will permanently house this collection. The collection will be expanded to include donated education materials Wake County's art teachers have collected and want to share with other teachers locally and across the State.

Technology and Multi-media Lab
A Technology/Multi-media Lab will allow the Museum to offer art activities with distance learning and interactive capabilities. Students and educators will be able to use state-of-the-art computers and equipment for graphics and art making. Additionally the Museum will be able to offer distance learning programs to art educators and students across North Carolina.

Education Gallery
The Education Gallery will be a dedicated space for both student exhibitions and curated exhibitions with specific educational goals. In some cases this may be a hands-on activity gallery that will complement the regular exhibition program. CAM's School Mentoring Program will utilize this space for its final projects.

Black Box Theater
CAM's Black Box Theater will be utilized for lectures, live theatrical, dance, and musical performances and films Series. Additionally, this space will be available to other arts groups to stage their productions. A recent study conducted by the North Carolina Theater Conference determined that small theater spaces are in great demand by over 30

Black Box Theater *continued*
mid-sized to small theater companies in the Triangle region. Again, CAM will be filling a very important space need in the Triangle region.

Family Programs
With-in the flexible studio/classroom spaces CAM's Art Education Institute will offer Family Programs specifically targeting families from the Triangle Region. Parents with their children will be able to take classes together working with art teachers and artists.

College Intern Program
College students from area universities will have the opportunity gain valuable experience working side-by-side artists and museum professionals. This structured program will offer college credit through their university. Students will be able to gain working experience in Education, Curatorial, Development, and Administration Departments of the Museum. Particular emphasis will be on students earning degrees in Art Education and Museum Studies.

Pre-School Program
A Pre-School program meeting one day a week (first two years) will be offered at CAM's Art Education Institute. This program will have a visual arts focus and will give the pre-school participant and parent the opportunity to engage in hands-on-activities as well as building critical thinking skills for the young child.

Student Docents Program
Middle and High School students will receive training in art theory and critical analysis of contemporary art works. This training will enable them to become Teen Docents and Gallery Guides. These students will participate in an in-depth training program and will make a 2-4 year commitment to be in service at the Museum. This program will allow students to gain important Community Service experience.

School Mentoring Program
CAM partners with public and private middle and high schools in a nine county Region. The Mentoring Program takes place at CAM's Art Education Institute and at the participating schools. Teachers and students have a year-long opportunity to work with Museum educators and visiting artists. This program is structured to meet the individual schools visual arts needs. CAM has established strong partnerships with area schools through its Mentoring Program.

Museums Magnet Middle School
CAM will be the lead Visual Arts Education provider for the new Museums Magnet Middle School scheduled to open fall 2002 in downtown Raleigh.

file

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Jeffus and Sherrill**, Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS**.

☐ Committee Substitute for
H.B. 240 A BILL TO BE ENTITLED AN ACT TO APPROPRIATE FUNDS FOR THE EDUCATION CENTER AT THE CONTEMPORARY ART MUSEUM IN THE CITY OF RALEIGH.

REPORTED TO THE STANDING COMMITTEE ON **APPROPRIATIONS.**

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☒ With recommendation that the bill be re-referred to Subcommittee on Capital.

WITH APPROVAL OF STANDING COMMITTEE CHAIR(S) FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representative for the Standing Committee on _____.

s/_____

☐ With a favorable report.
☐ With a favorable report, as amended.
☐ With a favorable report as to committee substitute bill (#), ☐ which changes the title, unfavorable as to (original bill) (Committee Substitute Bill #). (and recommendation that the committee substitute bill (#) be referred to the Committee on .)

02/15/01

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Jeffus and Sherrill**, Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS.**

☐ Committee Substitute for
H.B. 240 A BILL TO BE ENTITLED AN ACT TO APPROPRIATE FUNDS FOR THE EDUCATION CENTER AT THE CONTEMPORARY ART MUSEUM IN THE CITY OF RALEIGH.

REPORTED TO THE STANDING COMMITTEE ON **APPROPRIATIONS.**

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☒ With recommendation that the bill be re-referred to Subcommittee on Capital.

WITH APPROVAL OF STANDING COMMITTEE CHAIR(S) FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representative for the Standing Committee on _____.

s/_____

☐ With a favorable report.
☐ With a favorable report, as amended.
☐ With a favorable report as to committee substitute bill (#), ☐ which changes the title, unfavorable as to (original bill) (Committee Substitute Bill #). (and recommendation that the committee substitute bill (#) be referred to the Committee on .)

02/15/01

Attachment 6

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 388

Short Title:	Robeson AFAM Cultural Center Funds.	(Public)
Sponsors:	Representative Bonner.	
Referred to:	Appropriations.	

March 1, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE ROBESON COUNTY AFRICAN-AMERICAN CULTURAL CENTER FOR ARCHITECTURAL DESIGN AND EXPANSION OF ITS CENTER.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the African-American Cultural Center, a nonprofit corporation, the sum of two hundred fifty thousand dollars ($250,000) for the 2001-2002 fiscal year for architectural design and expansion of the African-American Cultural Center in Robeson County.

SECTION 2. This act becomes effective July 1, 2001.

March 1, 2001

H 388. ROBESON AFAM CULTURAL CENTER FUNDS. *TO APPROPRIATE FUNDS TO THE ROBESON COUNTY AFRICAN-AMERICAN CULTURAL CENTER FOR ARCHITECTURAL DESIGN AND EXPANSION OF ITS CENTER.* Appropriates $250,000 for 2001-2002 from General Fund as title indicates. Effective July 1, 2001.

Intro. by Bonner.

Ref. to Appropriations	LOCAL APPROP

file copy

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Jeffus and Sherrill,** Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS.**

☐ Committee Substitute for
H.B. 388 A BILL TO BE ENTITLED AN ACT TO APPROPRIATE FUNDS TO THE ROBESON COUNTY AFRICAN-AMERICAN CULTURAL CENTER FOR ARCHITECTURAL DESIGN AND EXPANSION OF ITS CENTER.

REPORTED TO THE STANDING COMMITTEE ON **APPROPRIATIONS.**

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on .

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on .

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☒ With recommendation that the bill be re-referred to Subcommittee on Capital.

WITH APPROVAL OF STANDING COMMITTEE CHAIR(S) FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representative for the Standing Committee on _____.

s/_____

☐ With a favorable report.
☐ With a favorable report, as amended.
☐ With a favorable report as to committee substitute bill (#), ☐ which changes the title, unfavorable as to (original bill) (Committee Substitute Bill #). (and recommendation that the committee substitute bill (#) be referred to the Committee on .)

02/15/01

Rep. Jeffus

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Jeffus and Sherrill,** Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS.**

☐ Committee Substitute for
H.B. 388 A BILL TO BE ENTITLED AN ACT TO APPROPRIATE FUNDS TO THE ROBESON COUNTY AFRICAN-AMERICAN CULTURAL CENTER FOR ARCHITECTURAL DESIGN AND EXPANSION OF ITS CENTER.

REPORTED TO THE STANDING COMMITTEE ON **APPROPRIATIONS.**

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on .

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☒ With recommendation that the bill be re-referred to Subcommittee on Capital.

WITH APPROVAL OF STANDING COMMITTEE CHAIR(S) FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representative for the Standing Committee on _____.

s/_____

☐ With a favorable report.
☐ With a favorable report, as amended.
☐ With a favorable report as to committee substitute bill (#), ☐ which changes the title, unfavorable as to (original bill) (Committee Substitute Bill #). (and recommendation that the committee substitute bill (#) be referred to the Committee on .)

02/15/01

attachment 7

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 2

HOUSE BILL 763
Committee Substitute Favorable 5/9/01

Short Title: Chinqua-Penn Plantation Transfer/Funds. (Public)

Sponsors:

Referred to:

March 26, 2001

A BILL TO BE ENTITLED

AN ACT TRANSFERRING THE CHINQUA-PENN PLANTATION TO THE DEPARTMENT OF CULTURAL RESOURCES AND APPROPRIATING FUNDS TO PROMOTE, MANAGE, AND MAINTAIN THE CHINQUA-PENN PLANTATION.

The General Assembly of North Carolina enacts:

SECTION 1.(a) The Chinqua-Penn Plantation in Rockingham County is transferred from The University of North Carolina to the Department of Cultural Resources. The transfer has all the elements of a Type I transfer as defined by G.S. 143A-6(a).

SECTION 1.(b) Friends of Chinqua-Penn funds on deposit with The University of North Carolina shall be transferred to the Department of Cultural Resources for use at the Chinqua-Penn Plantation at the discretion of the Chinqua-Penn Foundation, Inc.

SECTION 2. There is appropriated from the General Fund to the Chinqua-Penn Foundation, Inc., the sum of three hundred thousand dollars ($300,000) for the 2001-2002 fiscal year to promote, manage, and maintain the Chinqua-Penn Plantation.

SECTION 3. This act becomes effective 1 July 2001.

March 26, 2001

H 763. ROCKINGHAM COUNTY LOCAL ACT. *RELATING TO THE COUNTY OF ROCKINGHAM.* Blank bill.

Intro. by Cole.

Ref. to Rules	ROCKINGHAM

May 9, 2001

H 763. CHINQUA-PENN PLANTATION TRANSFER/FUNDS. Intro. 3/26/01. House committee substitute makes the following changes to 1st edition. Replaces blank bill with *AN ACT TRANSFERRING THE CHINQUA-PENN PLANTATION TO THE DEPARTMENT OF CULTURAL RESOURCES AND APPROPRIATING FUNDS TO PROMOTE, MANAGE, AND MAINTAIN THE CHINQUA-PENN PLANTATION.* As title indicates. Friends of Chinqua-Penn funds on deposit with the University of North Carolina shall be transferred to the Dept' of Cultural Resources for use at the discretion of the Chinqua-Penn Foundation, Inc. Appropriates $300,000 for fiscal 2001-2002 from the General Fund to Chinqua-Penn Foundation, Inc. Effective July 1, 2001.

Attachment 8

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 981*

Short Title:	N C Humanities Council Funds.	(Public)
Sponsors:	Representatives Jeffus, Adams, Wainwright (Primary Sponsors); Alexander, Allen, Baddour, Barefoot, Bell, Blue, Bonner, Boyd-McIntyre, Buchanan, Church, Cole, Cox, Crawford, Culpepper, Cunningham, Dedmon, Earle, Easterling, Edwards, Fitch, Fox, Gibson, Gray, Haire, Hall, Hensley, Hurley, Lucas, Luebke, McAllister, McLawhorn, Michaux, Miller, Morris, Nesbitt, Nye, Owens, Redwine, Saunders, Sherrill, Smith, Sutton, Thompson, Tolson, Tucker, Warner, Warren, Warwick, Weiss, Womble, Wright, and Yongue.	
Referred to:	Appropriations.	

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE NORTH CAROLINA HUMANITIES COUNCIL.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the North Carolina Humanities Council, a nonprofit corporation, the sum of two hundred thousand dollars ($200,000) for the 2001-2002 fiscal year for the programs of the North Carolina Humanities Council.

SECTION 2. This act becomes effective July 1, 2001.

Mary Lee Robinson (Rep. Jeffus)

[redacted]m: Janice P. Periquet [periquetj@gborocollege.edu]
[redacted]t: Thursday, June 14, 2001 11:41 AM
To: Alma S. Adams; Dan Barefoot; Maggie Jeffus; Marvin Lucas; Mitchell Setzer; Wilma Sherrill; Gene Wilson
Cc: THERESA KOSTRZEWA; Lori Ann Harris
Subject: NC Humanities Council Funding - HB981

Card for Janice P. Periquet

On behalf of the North Carolina Humanities Council, we would like to thank you for giving us the opportunity to speak at your meeting this past Tuesday, June 12th.

We can't emphasize enough what State funds have meant to the Council in securing our Grants program---or what they have meant to so many North Carolina communities, big and small, as they develop programs that help enlighten and give meaning to their lives.

If we can be of any assistance to you as you make these hard budget decisions over the next few weeks, please let us know. We can be reached at 336.334.5383.

Thank you again for all your help. We really appreciate it.

Sincerely,
Alice Barkley, Executive Director and
[redacted]ice Periquet, Director of Development

Janice

April 5, 2001

H 981. NC HUMANITIES COUNCIL FUNDS. *TO APPROPRIATE FUNDS TO THE NORTH CAROLINA HUMANITIES COUNCIL.* Appropriates $200,000 for 2001-2002 from General Fund to North Carolina Humanities Council. Effective July 1, 2001.

Intro. by Jeffus, Adams, Wainwright.

Ref. to Appropriations	APPROP

Attachment 9

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001

H 1

HOUSE BILL 165*

Short Title:	Kids Voting NC Funds.	(Public)
Sponsors:	Representatives Sherrill; Cansler, Alexander, Walend, Gulley, Justus, Johnson, and Jeffus.	
Referred to:	Appropriations.	

February 19, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE KIDS VOTING NORTH CAROLINA PROGRAM.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to Kids Voting of North Carolina, Inc., a nonprofit corporation, the sum of two hundred seventy-five thousand dollars ($275,000) for the 2001-2002 fiscal year to be used as follows:

(1) $50,000 to implement new Kids Voting programs in nonparticipating counties across the State.

(2) $225,000 to be equally divided among the nine participating counties of Buncombe, Cabarrus, Catawba, Cumberland, Durham, Guilford, Haywood, Mecklenburg, and Wake to assist those counties with their Kids Voting programs.

SECTION 2. This act becomes effective July 1, 2001.

February 13, 2001

S 130. KIDS VOTING NC FUNDS. *TO APPROPRIATE FUNDS FOR THE KIDS VOTING NORTH CAROLINA PROGRAM.* Appropriates $275,000 for 2001-2002 from General Fund to Kids Voting of North Carolina, Inc. Directs $50,000 to be used for new programs across the State, and $225,000 to be split equally among nine currently participating counties. Effective July 1, 2001.

Intro. by Rand.

Ref. to Appropriations	APPROP

February 19, 2001

H 165. KIDS VOTING NC FUNDS (=S 130). *TO APPROPRIATE FUNDS FOR THE KIDS VOTING NORTH CAROLINA PROGRAM.* Identical to S 130, introduced 2/13/01.

Intro. by Sherrill.

Ref. to Appropriations	APPROP

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday June 13, 2001

8:30 A.M.

The APPROPRIATIONS Subcommittee on General Government met on Wednesday, June 13, 2001 at 8:30 a.m. in Room 425 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Jeffus, Chair; Adams, Lucas, Barefoot, Wilson and Gillespie. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Sherrill called the meeting to order and introduced the pages. Representative Sherrill advised the group that the committee would welcome their input, questions and suggestions.

HOUSE BILLS AND SENATE BILLS PRESENTED AS FOLLOWS:

HB 1408 – Sponsored by Representative Goodwin "VETERANS AFFAIRS OFFICES FUNDS". Representative Goodwin explained the bill. There were no questions.

HB 459 – Sponsored by Representative Allen "FUND DOR AUDIT RECOMMENDATIONS". Secretary of Revenue Norris Tolson explained the bill. There were no questions.

HB 978 – Sponsored by Representative Nesbitt "EARLY VOTING FUNDS/GRANT". Representative Nesbitt explained the bill. There were no questions.

HB 1112 – Sponsored by Representative Jeffus "NC ARTS COUNCIL". Representative Jeffus explained the bill and Mary Regan made some further remarks. Representative Barefoot and Adams made comments in support of the bill.

HB 428 – Sponsored by Representative Jeffus "AID TO PUBLIC LIBRARIES FUNDS". Representative Jeffus explained the bill and Renee Vance added remarks in support of the bill. There were no questions.

SB 353 – Sponsored by Senator Kerr "DOR DEBT COLLECTION CHANGES – AB". Secretary of Revenue, Norris Tolson, had been asked by Senator Kerr to explain the bill. There were no questions.

Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

(BILLS ATTACHED FOR THE RECORD)

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Rosa S. Kelley, Committee Assistant

Representative Wilma Sherrill, Chair

(BILLS ATTACHED FOR THE RECORD)

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 1408

Short Title:	Veterans Affairs Offices Funds.	(Public)
Sponsors:	Representative Goodwin.	
Referred to:	Appropriations.	

April 26, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO INCREASE THE ALLOCATION TO EACH VETERANS AFFAIRS OFFICE IN THE STATE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Administration, Division of Veterans Affairs, the sum of two hundred eighty-two thousand dollars ($282,000) for the 2001-2002 fiscal year to increase by three thousand dollars ($3,000) the allocation to each of the Veterans Affairs Offices in the State to assist the offices in providing adequate services to veterans and their families.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 459*

Short Title:	Fund DOR Audit Recommendations.	(Public)
Sponsors:	Representatives Allen, Luebke, Buchanan, and Wainwright.	
Referred to:	Appropriations.	

March 5, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF REVENUE FOR TECHNOLOGY, EFFICIENCY, AND CUSTOMER SERVICE IMPROVEMENTS RECOMMENDED BY THE STATE AUDITOR'S PERFORMANCE AUDIT.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Revenue the sum of four million four hundred twenty-eight thousand fifty-seven dollars ($4,428,057) for the 2001-2002 fiscal year and the sum of four million four hundred twenty-eight thousand fifty-seven dollars ($4,428,057) for the 2002-2003 fiscal year for salary, benefits, and related expenses for 74 new positions recommended by the Office of the State Auditor in its performance audit of the Department of Revenue, as follows:

Positions	Function	Amount
8 Revenue Tax Auditor I	RAR Processing	$515,761
5 Revenue Admin. Officer I	Correspondence	337,523
9 Revenue Tax Technician	Taxpayer Assist.	407,336
3 Revenue Admin. Officer I	Taxpayer Assist.	202,514
2 Revenue Admin. Officer II	Taxpayer Assist.	147,945
3 Computer Specialist III	Training	169,455
1 Computer Consultant II	Training	61,657
2 Computer Consultant I	Help Desk	112,970
3 Revenue Admin. Officer II	PD&T/PSIC	221,917
12 Revenue Tax Auditor I	Amended Returns	773,641
7 Revenue Tax Technician	Amended Returns	316,817
1 Revenue Field Auditor II	Interstate Auditing	73,972
1 Revenue Field Auditor III	Interstate Auditing	81,144
9 Revenue Field Auditor I	Field Examination	607,541
3 Revenue Field Auditor II	Field Examination	221,917

5 Processing Assistant IV	Post Data Capture	175,947

SECTION 2. There is appropriated from the General Fund to the Department of Revenue the sum of three million six hundred thirty-six thousand three hundred seventy dollars ($3,636,370) for the 2001-2002 fiscal year and the sum of three million one hundred seven thousand sixteen dollars ($3,107,016) for the 2002-2003 fiscal year for information technology improvements as follows:

	FY 01-02	FY 02-03
Data Capture Positions	$218,330	$218,330
Data Capture Maintenance	279,812	293,803
IT Positions (12)	766,183	650,983
Direct Deposit	292,045	18,900
Infrastructure Replacement	1,400,000	1,400,000
Contractual Services	200,000	200,000
Data Warehousing	480,000	325,000

SECTION 3. There is appropriated from the General Fund to the Department of Revenue the sum of two million two hundred forty-two thousand dollars ($2,242,000) for the 2001-2002 fiscal year and the sum of four hundred fifteen thousand dollars ($415,000) for the 2002-2003 fiscal year for automation and telephone technology improvements as follows:

	FY 01-02	FY 02-03
Online Sales and Use Filing	$397,000	$40,000
Online Withholding Filing	685,000	60,000
Online Individual Income Payment	425,000	75,000
Online Refund Status Inquiry	275,000	-0-
Telephone Technology	460,000	240,000

SECTION 4. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 978

Short Title:	Early Voting Funds/Grants.	(Public)
Sponsors:	Representatives Nesbitt, Alexander, Michaux (Primary Sponsors); Baddour, Barefoot, Blue, Fitch, Goodwin, Hackney, Haire, Hensley, Insko, Luebke, Miller, Sherrill, Smith, Tolson, Wainwright, and Weiss.	
Referred to:	Appropriations.	

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO AUTHORIZE GRANTS TO REIMBURSE COUNTIES FOR CONDUCTING EARLY VOTING AT SATELLITE LOCATIONS.

The General Assembly of North Carolina enacts:

SECTION 1. The North Carolina State Board of Elections shall make grants as specified in Section 2 of this act to certain counties that provided additional one-stop absentee voting sites in the 2000 General Election at locations other than the county board of elections office or the county courthouse. The funds for such grants shall come from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting sites. Under no circumstances shall any new grants by the State Board, under this act, be funded by any new appropriations. No other grants from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting shall be made other than those specified in Section 2 of this act, and any remaining funds from that appropriation shall revert to the General Fund on June 30, 2001.

SECTION 2. The State Board of Elections shall make grants to the following county boards of elections in the amounts specified:

(1) Buncombe in the amount of $15,000.
(2) Chatham in the amount of $5,000.
(3) Durham in the amount of $10,000.
(4) Edgecombe in the amount of $5,000.
(5) Lenoir in the amount of $10,000.
(6) Orange in the amount of $5,000.
(7) Wake in the amount of $10,000.

SECTION 3. This act is effective when it becomes law.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 1112*

Short Title:	NC Arts Council Funds.	(Public)
Sponsors:	Representatives Baddour, Jeffus, Sherrill (Primary Sponsors); Adams, Alexander, Barefoot, Bonner, Bowie, Boyd-McIntyre, Coates, Cox, Cunningham, Easterling, Edwards, Goodwin, Haire, Hall, Hurley, Insko, Luebke, McLawhorn, Redwine, Rogers, Russell, Smith, Sutton, Tolson, Tucker, Underhill, Wainwright, Walend, Warren, Warwick, Weiss, Womble, Wright, and Yongue.	
Referred to:	Appropriations.	

April 11, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES TO SUPPORT THE NORTH CAROLINA ARTS COUNCIL.

Whereas, North Carolina is known throughout the world for its pottery traditions, literary legacy, Southern Appalachian music traditions, jazz, blues and gospel heritage, and an abundance of artists and arts institutions; and

Whereas, North Carolina's arts community is strong and vibrant and it contributes greatly to the rich quality of life and to the healthy economy that this State enjoys; and

Whereas, the North Carolina Arts Council has worked to build a community of artists and arts organizations so that all of our citizens and visitors to our State will have the opportunity to enjoy the arts; and

Whereas, in 2003, the national average for per capita spending by state arts councils will be $1.50; and

Whereas, an additional $6,000,000 appropriation added to the North Carolina Arts Council's recurring appropriation would allow North Carolina to reach the national average; and

Whereas, in each of the years during the 1999-2001 biennium, the North Carolina Arts Council received a nonrecurring appropriation of $2,000,000; and

Whereas, there is precedent in North Carolina's budgeting process for such an appropriation to become part of the recurring budget in the third year; Now, therefore,

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Arts Council, the sum of two million dollars ($2,000,000) for the 2001-2002 fiscal year and the sum of four million dollars ($4,000,000) for the 2002-2003 fiscal year to support the programs of the North Carolina Arts Council. These funds shall be in addition to appropriations already in the base budget for the North Carolina Arts Council and shall become part of the North Carolina Arts Council's continuation budget.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 428

Short Title:	Aid to Public Libraries Funds.	(Public)
Sponsors:	Representatives Jeffus, Barefoot, McLawhorn; Adams, Alexander, Arnold, Baddour, Boyd-McIntyre, Brubaker, Buchanan, Coates, Cox, Cunningham, Dockham, Easterling, Edwards, Esposito, Fox, Hackney, Haire, Hall, Hill, Howard, Jarrell, Luebke, McAllister, Morris, Nesbitt, Preston, Russell, Sherrill, Thompson, Tolson, Tucker, Underhill, Wainwright, Walend, Warner, Warren, Weiss, Womble, and Yongue.	
Referred to:	Appropriations.	

March 1, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE AID TO PUBLIC LIBRARIES FUND.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of State Library, the sum of ten million one hundred thousand dollars ($10,100,000) for the 2001-2002 fiscal year to increase the amount allocated to libraries from the Aid to Public Libraries Fund.

SECTION 2. This act becomes effective July 1, 2001.

Fact Sheet: The Aid to Public Libraries Fund

North Carolina's Aid to Public Libraries program has been in effect since 1941--when the General Assembly articulated its policies regarding the role of the state in public library development--and appropriated the first $100,000 for the program.

Chapter 153 of the General Statutes of North Carolina (the chapter dealing with counties) contains the "Declaration of State policy" that says: *The General Assembly recognizes that the availability of adequate, modern library services is in the general interest of the people of North Carolina and a proper concern of the State and of local governments. Therefore, it is the policy of the State of North Carolina to promote the establishment and development of public library services throughout the state.* Chapter 125, which is the chapter dealing with the State Library, re-iterates that policy and established the state aid program: *For promoting, aiding, and equalizing public library service in North Carolina a sum shall annually be appropriated out of moneys within the State treasury to be known as the Aid to Public Libraries fund.*

From the time of that first appropriation of $100,000, the program has continued and evolved. Today 76 county, regional, and municipal library systems serving all 100 counties receive state aid--51 single-county libraries, 15 regional libraries serving 49 counties, and 10 municipal libraries that meet the minimum standards to qualify.

The current formula went into effect in 1983-84--and includes two components:

- ✓ A block grant: one-half of the appropriation is divided among the qualifying libraries. Each county receives one grant, and a regional library receives a block grant for each county plus an additional one for the region. Municipal libraries do not receive a block grant.

- ✓ Per Capita Equalization Grant: one-half of the appropriation is allocated under a weighted per capita grant inversely proportional to the average per capita income of people residing in the library's legal service area.

State aid is 20% or more of the operating budget for public libraries in 54 counties; and a total of 75 counties depend on the program for 15% or more of their public library operating funds. Statewide, state aid equals 10% of the total expenditures for public library service; however, that amount varies from a low of 2% in Charlotte/Mecklenburg to a high of 44%. For municipal libraries that do not receive a block grant, state aid represents an even lower percentage of operating expenditures.

Currently, state aid gives North Carolina public libraries considerably less buying power than they had in 1987, yet the number of people being served and the demand for services is greater than at any time in their history. During the past six years, the General Assembly has increased the Aid to Public Libraries Fund to $15.4 million, which represents $2.02 per capita. Even with these increases, the per capita Aid to Public Libraries appropriation this year is only $.34 more than the per capita appropriation in 1987. If the appropriation had kept pace with inflation, it would be $2.53 per capita, or $19.4 million. The $0.5 million appropriated for the current year is non-recurring, so the Fund will drop to $14.9 million (or $1.95 per capita) if additional funds are not appropriated.

Grant Estimates – Aid to Public Libraries Funds
Estimates – June 2001

	$14,900,000 Governor's Budget	$15,400,000 Current Year		$16,900,000 98-99 Appropriation	$25,000,000 Goal
		Grant Amount	Increase		
County Libraries					
Alexander	$99,087	$102,401	$3,314	$112,343	$165,699
Bladen	$105,240	$108,760	$3,520	$119,320	$175,990
Brunswick	$136,530	$141,096	$4,566	$154,795	$228,314
Buncombe	$246,711	$254,962	$8,251	$279,716	$412,568
Burke	$154,856	$160,036	$5,180	$175,574	$258,962
Cabarrus	$175,594	$181,467	$5,873	$199,085	$293,640
Caldwell	$146,281	$151,173	$4,892	$165,850	$244,621
Catawba	$156,172	$161,396	$5,224	$177,066	$261,162
Cleveland	$150,874	$155,920	$5,046	$171,059	$252,302
Columbus	$135,933	$140,479	$4,546	$154,118	$227,316
Cumberland	$392,556	$405,685	$13,129	$445,073	$656,461
Davidson	$203,829	$210,646	$6,817	$231,098	$340,858
Davie	$92,265	$95,351	$3,086	$104,609	$154,292
Duplin	$123,429	$127,557	$4,128	$139,942	$206,407
Durham	$229,739	$237,423	$7,684	$260,474	$384,187
Edgecombe	$136,290	$140,849	$4,559	$154,524	$227,914
Forsyth	$287,768	$297,393	$9,625	$326,266	$481,227
Franklin	$115,362	$119,221	$3,859	$130,796	$192,916
Granville	$115,536	$119,400	$3,864	$130,993	$193,207
Guilford	$310,899	$321,297	$10,398	$352,492	$519,908
Halifax	$127,348	$131,608	$4,260	$144,386	$212,961
Harnett	$168,271	$173,899	$5,628	$190,781	$281,395
Haywood	$119,650	$123,651	$4,001	$135,655	$200,086
Henderson	$138,317	$142,943	$4,626	$156,819	$231,303
Iredell	$156,968	$162,218	$5,250	$177,965	$262,492
Johnston	$178,003	$183,956	$5,953	$201,815	$297,669
Lee	$115,288	$119,144	$3,856	$130,710	$192,793
Madison	$90,511	$93,538	$3,027	$102,617	$151,358
McDowell	$112,376	$116,134	$3,758	$127,408	$187,922
Mecklenburg	$523,699	$541,214	$17,515	$593,759	$875,769
Nash	$151,278	$156,337	$5,059	$171,514	$252,977
New Hanover	$197,926	$204,545	$6,619	$224,403	$330,986
Onslow	$237,749	$245,701	$7,952	$269,554	$397,581

	$14,900,000 Governor's Budget	*$15,400,000 Current Year*		*$16,900,000 98-99 Appropriation*	*$25,000,000 Goal*
		Grant Amount	*Increase*		
Pender	$106,307	$109,862	$3,555	$120,527	$177,773
Pitt	$195,780	$202,328	$6,548	$221,970	$327,398
Polk	$79,564	$82,226	$2,662	$90,207	$133,053
Randolph	$192,343	$198,776	$6,433	$218,073	$321,650
Robeson	$225,083	$232,609	$7,526	$255,193	$376,400
Rockingham	$161,437	$166,834	$5,397	$183,033	$269,967
Rowan	$193,888	$200,371	$6,483	$219,825	$324,234
Rutherford	$131,084	$135,467	$4,383	$148,619	$219,208
Sampson	$134,843	$139,353	$4,510	$152,883	$225,498
Scotland	$109,756	$113,427	$3,671	$124,440	$183,545
Stanly	$126,305	$130,530	$4,225	$143,203	$211,220
Transylvania	$92,609	$95,707	$3,098	$104,999	$154,871
Union	$169,114	$174,770	$5,656	$191,739	$282,808
Vance	$114,514	$118,344	$3,830	$129,834	$191,501
Wake	$480,196	$496,257	$16,061	$544,439	$803,024
Warren	$92,631	$95,729	$3,098	$105,024	$154,907
Wayne	$194,776	$201,290	$6,514	$220,834	$325,722
Wilson	$139,024	$143,674	$4,650	$157,623	$232,489
Municipal Libraries					
Chapel Hill	$33,562	$34,685	$1,123	$38,053	$56,128
Farmville	$4,396	$ 4,543	$147	$4,984	$7,353
Hickory	$27,765	$28,693	$928	$31,479	$46,432
High Point	$69,178	$71,491	$2,313	$78,432	$115,686
Kings Mountain	$11,024	$11,393	$369	$12,499	$18,435
Mooresville	$17,361	$17,942	$581	$19,684	$29,033
Roanoke Rapids	$16,725	$17,284	$559	$18,963	$27,969
Southern Pines	$7,200	$ 7,441	$241	$8,164	$12,041
Washington	$12,225	$12,634	$409	$13,860	$20,443
Regional Libraries					
Albemarle (Bertie, Gates, Hertford, Northampton)	$425,409	$439,637	$14,228	$482,323	$711,403
AMY (Avery, Mitchell, Yancy)	$318,978	$329,647	$10,669	$361,653	$533,421

	$14,900,000 Governor's Budget	*$15,400,000 Current Year*		*$16,900,000 98-99 Appropriation*	*$25,000,000 Goal*
		Grant Amount	*Increase*		
Appalachian (Ashe, Watauga, Wilkes)	$411,052	**$424,800**	**$13,748**	$466,045	$687,393
BHM (Beaufort, Hyde, Martin)	$338,987	**$350,325**	**$11,338**	$384,339	$566,882
Central NC (Alamance, Chatham)	$351,518	**$363,275**	**$11,757**	$398,546	$587,836
CPC (Craven, Pamlico, Carteret)	$424,250	**$438,439**	**$14,189**	$481,008	$709,464
East Albemarle (Currituck, Dare, Pasquotank, Camden)	$411,507	**$425,271**	**$13,764**	$466,562	$688,156
Fontana (Jackson, Macon, Swain)	$343,983	**$355,488**	**$11,505**	$390,004	$575,237
Gaston-Lincoln (Gaston, Lincoln)	$433,823	**$448,333**	**$14,510**	$491,862	$725,474
Hyconeechee (Caswell, Orange, Person)	$375,894	**$388,466**	**$12,572**	$426,184	$628,600
Nantahala (Cherokee, Clay, Graham)	$311,830	**$322,260**	**$10,430**	$353,549	$521,467
Neuse (Greene, Jones, Lenoir)	$364,575	**$376,769**	**$12,194**	$413,350	$609,671
Northwestern (Alleghany, Stokes, Surry, Yadkin)	$492,685	**$509,163**	**$16,478**	$558,599	$823,907
Pettigrew (Chowan, Perquimans, Tyrrell, Washington)	$378,102	**$390,748**	**$12,646**	$428,687	$632,293
Sandhill (Anson, Hoke, Montgomery, Moore, Richmond)	$596,051	**$615,987**	**$19,936**	$675,795	$996,765

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

S 5

SENATE BILL 353

Finance Committee Substitute Adopted 3/15/01
Finance Committee Substitute #2 Adopted 4/25/01
Fourth Edition Engrossed 4/30/01
House Committee Substitute Favorable 5/17/01

Short Title: DOR Debt Collection Changes-AB. (Public)

Sponsors:

Referred to:

March 6, 2001

A BILL TO BE ENTITLED

AN ACT TO PROVIDE A PERMANENT MECHANISM FOR THE COLLECTION OF TAX DEBTS.

The General Assembly of North Carolina enacts:

SECTION 1. Article 9 of Chapter 105 of the General Statutes is amended by adding a new section to read:

"**§ 105-243.1. Collection of tax debts.**

(a) Definitions. – The following definitions apply in this section:

(1) Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer.

(2) Tax debt. – The total amount of tax, penalty, and interest due for which a notice of final assessment has been mailed to a taxpayer after the taxpayer no longer has the right to contest the debt.

(b) Outsourcing. – The Secretary may contract for the collection of tax debts. At least 30 days before the Department submits a tax debt to a contractor for collection, the Department must notify the taxpayer by mail that the debt may be submitted for collection if payment is not received within 30 days after the notice was mailed.

(c) Fee. – A collection assistance fee is imposed on an overdue tax debt that remains unpaid 30 days or more after the fee notice required by this subsection is mailed to the taxpayer. In order to impose a collection assistance fee on a tax debt, the Department must notify the taxpayer that the fee will be imposed if the tax debt is not paid in full within 30 days after the date the fee notice was mailed to the taxpayer. The Department may not mail the fee notice earlier than 60 days after the notice of final assessment for the tax debt was mailed to the taxpayer. The fee is collectible as part of the debt.

The amount of the collection assistance fee is twenty percent (20%) of the amount of the overdue tax debt. If the Department collects only part of the overdue tax debt, the amount collected is allocated proportionally between the collection assistance fee and the tax debt.

The fee is a receipt of the Department and must be applied to the costs of collecting overdue tax debts. The Department may use the fee receipts to establish positions for revenue officers, auditors, programmers, and other personnel that collect overdue tax debts or support the work of those who collect overdue tax debts. The number of positions established with the fee receipts may not exceed 100. The fee proceeds do not revert but remain available for expenditure for the costs of collecting overdue tax debts.

(d) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through November 1, 2002, and semiannually thereafter. The report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel."

SECTION 2. G.S. 105A-13 reads as rewritten:

"**§ 105A-13. Collection assistance fees.**

(a) State Setoff. – To recover the costs incurred by the Department in collecting debts under this Chapter, a collection assistance fee of no more than fifteen dollars ($15.00) is imposed on each debt collected through setoff. The Department must collect this fee as part of the debt and retain it. The Department must set the amount of the collection assistance fee based on its actual cost of collection under this Chapter for the immediately preceding year. If the Department is able to collect only part of a debt through setoff, the collection assistance fee has priority over the remainder of the debt. The collection assistance fee shall not be added to child support debts or collected as part of child support debts. Instead, the Department shall retain from collections under Division II of Article 4 of Chapter 105 of the General Statutes the cost of collecting child support debts under this Chapter.

~~(b) Federal Setoff. A collection assistance fee of fifteen dollars ($15.00) applies to a setoff made by the United States Department of the Treasury to recover tax owed to North Carolina. The Department of Revenue must add the fee to the amount of the tax liability submitted to the United States Department of the Treasury for setoff. The Department of Revenue must collect the fee as part of the debt and retain it. If a federal setoff covers only part of the tax due, the collection assistance fee has priority over the tax due.~~"

SECTION 3. G.S. 105-269 reads as rewritten:

"**§ 105-269. Extraterritorial authority to enforce payment.**

(a) The ~~Secretary of Revenue,~~ Secretary, with the assistance of the Attorney General, is ~~hereby empowered~~ authorized to bring suits in the courts of other states to collect taxes legally due this State. The officials of other states ~~which~~ that extend a like

comity to this State are empowered to sue for the collection of ~~such~~ taxes in the courts of this State. A certificate by the Secretary of State, under the Great Seal of the State, that ~~such~~ these officers have authority to collect the tax ~~shall be~~ is conclusive evidence of ~~such~~ this authority. Whenever ~~it shall be deemed expedient by the Secretary of Revenue~~ the Secretary considers it expedient to employ local counsel to assist in bringing suit in an out-of-state court, the Secretary, with the concurrence of the Attorney General, may employ ~~such~~ local counsel on the basis of a negotiated retainer or in accordance with prevailing commercial law league rates.

~~(b) The Secretary of Revenue may, in accordance with the procedure prescribed in G.S. 143-49(3), contract for the collection of taxes legally due this State from taxpayers located in other states. The Secretary may furnish to a contractor hired pursuant to this subsection any information he considers necessary to identify and locate a taxpayer, establish the tax liability of a taxpayer, or effect collection of the amount due.~~"

SECTION 4. G.S. 105-259(b) is amended by adding a new subdivision to read:

"(b) Disclosure Prohibited. – An officer, an employee, or an agent of the State who has access to tax information in the course of service to or employment by the State may not disclose the information to any other person unless the disclosure is made for one of the following purposes:

. . .

(26) To contract for the collection of tax debts pursuant to G.S. 105-243.1."

SECTION 5. Section 5(a) of S.L. 1999-341, as amended by Section 16 of S.L. 2000-120, reads as rewritten:

"Section 5.(a) The Secretary of Revenue shall contract during the 1999-2001 fiscal biennium for the collection of delinquent tax debts owed by nonresidents and foreign entities. To implement this section, the Secretary may draw funds for the 1999-2000 fiscal year from net collections that would otherwise be credited to the General Fund under G.S. 105-269.14, enacted by Section 2 of this act. For the 2000-2001 ~~fiscal year,~~ and 2001-2002 fiscal years, the Secretary may retain the costs of implementing this section from the amounts collected pursuant to the contracts authorized by this section. The Secretary of Revenue shall report annually to the Revenue Laws Study Committee on its collections pursuant to this contract during the biennium."

SECTION 6. The Office of State Budget, Planning, and Management shall cooperate with the Department of Revenue to facilitate the implementation of collection efforts with respect to overdue tax debts pursuant to this act during the 2001-2002 fiscal year.

SECTION 7. Section 5 of this act is effective when it becomes law. The remainder of this act becomes effective July 1, 2001, and applies to tax debts that remain unpaid on or after that date.

VISITOR REGISTRATION SHEET

Sen Dorsett — 6-13-01

Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Willie Riddick	DOR
Keith McCoach	DOR
Sabra Faires	Dept. of Rev
Deeney Sanders	"
EN Tolson	"
Martin Garr	DOR
Charlie Smith	NC DVA
Sally Hunter	OSBPM
John Dorman	OSBPM
Frank Gray	N.C. Coalition Arts.
Mary Regan	DCR / Arts Council
Pearle Vance	DCR
Donna Rossfield	DCR
Katherine Corbening	Senate intern

Minutes
HOUSE APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

June 18, 2001
7:30 p.m.

The House Appropriations Subcommittee on General Government met around the chamber desk of Representative Jeffus immediately upon adjournment of the House session. The following members were present: Representatives Jeffus and Sherrill, Cochairs; Representatives Adams, Barefoot, Lucas, Setzer and G. Wilson.

A quorum being present, Representative Sherrill called the meeting to order to discuss House committee substitute for Senate Bill 353. The bill would provide a permanent mechanism for the collection of tax debts. It expands the current program for outsourcing the collection of out-of-state tax debts to include in-state tax debts. The bill also provides that a collection assistance fee of 20% will be added to all tax debts that remain unpaid for 90 days after they become final. Representative Allen offered a proposed House committee substitute. Representative Adams moved for its adoption for committee discussion and motion carried. Representative Allen said that the bill had been heard in committee and was recommended by the State Secretary of Revenue. The bill was not included in the budget. House committee substitute #2 for Senate Bill 353 made technical changes and was given a favorable report, unfavorable to committee substitute #1.

Meeting adjourned at 7:40 p.m.

Representative Wilma M. Sherrill
Presiding Cochair

Anne M. Cole
Anne M. Cole, Acting Committee Assistant

Attachments:
Committee Report
House Committee Substitute #2 for Senate Bill 353

2001 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE OR TO THE FLOOR OF THE HOUSE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Jeffus and Sherrill** Chairs for the Permanent Subcommittee on **General Government** of the Standing Committee on **APPROPRIATIONS**.

☒ House Committee Substitute for
S.B. 353 A BILL TO BE ENTITLED AN ACT TO PROVIDE A PERMANENT MECHANISM FOR THE COLLECTION OF TAX DEBTS.

REPORTED TO THE STANDING COMMITTEE ON

RECOMMENDED ACTION:

☐ With a favorable recommendation.

☐ With a favorable recommendation and recommend that the bill be re-referred to the Committee on

☐ With a favorable recommendation, as amended.

☐ With a favorable recommendation, as amended, and recommend that the bill be re-referred to the Committee on

☐ With an unfavorable recommendation.

☐ With a favorable recommendation as to proposed committee substitute bill, ☐ which changes the title, unfavorable as to original bill.

☐ With a favorable recommendation as to proposed House committee substitute bill, ☐ which changes the title, unfavorable as to Senate committee substitute bill.

☐ Without prejudice.

☐ Other recommended action: _____.

WITH APPROVAL OF STANDING COMMITTEE CHAIRS FOR REPORT TO BE MADE DIRECTLY TO THE FLOOR OF THE HOUSE:
Representatives Easterling, Oldham ~~& Thompson~~ for the Standing Committee on APPROPRIATIONS.

s/ Ruth M. Easterling
Howard C. Oldham

☐ With a favorable report.
☐ With a favorable report, as amended.
☒ With a favorable report as to House committee substitute bill #2, unfavorable as to House Committee Substitute Bill #1. ~~(and recommendation that the committee substitute bill (# _____) be referred to the Committee on _____.)~~

02/15/01

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

S D

SENATE BILL 353

Finance Committee Substitute Adopted 3/15/01
Finance Committee Substitute #2 Adopted 4/25/01
Fourth Edition Engrossed 4/30/01
House Committee Substitute Favorable 5/17/01
PROPOSED HOUSE COMMITTEE SUBSTITUTE S353-CSLC-46 [v.3]

6/18/2001 12:53:42 PM

Short Title: DOR Debt Collection Changes-AB. (Public)

Sponsors:

Referred to:

March 6, 2001

A BILL TO BE ENTITLED

AN ACT TO PROVIDE A PERMANENT MECHANISM FOR THE COLLECTION OF TAX DEBTS.

The General Assembly of North Carolina enacts:

SECTION 1. The General Assembly finds that the Department of Revenue has documented that the State's cost of collecting overdue tax debts exceeds twenty percent (20%) of the amount of the overdue tax debts. The General Assembly finds that the cost of collecting overdue tax debts is currently borne by taxpayers who pay their taxes on time. It is the intent of the General Assembly by this act to shift this cost to the delinquent taxpayers who owe overdue tax debts.

SECTION 2. Article 9 of Chapter 105 of the General Statutes is amended by adding a new section to read:

"**§ 105-243.1. Collection of tax debts.**

(a) Definitions. – The following definitions apply in this section:

(1) Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer.

(2) Tax debt. – The total amount of tax, penalty, and interest due for which a notice of final assessment has been mailed to a taxpayer after the taxpayer no longer has the right to contest the debt.

(b) Outsourcing. – The Secretary may contract for the collection of tax debts. At least 30 days before the Department submits a tax debt to a contractor for collection, the Department must notify the taxpayer by mail that the debt may be submitted for collection if payment is not received within 30 days after the notice was mailed.

(c) Fee. – A collection assistance fee is imposed on an overdue tax debt that remains unpaid 30 days or more after the fee notice required by this subsection is

mailed to the taxpayer. In order to impose a collection assistance fee on a tax debt, the Department must notify the taxpayer that the fee will be imposed if the tax debt is not paid in full within 30 days after the date the fee notice was mailed to the taxpayer. The Department may not mail the fee notice earlier than 60 days after the notice of final assessment for the tax debt was mailed to the taxpayer. The fee is collectible as part of the debt.

The amount of the collection assistance fee is twenty percent (20%) of the amount of the overdue tax debt. If the Department collects only part of the overdue tax debt, the amount collected is allocated proportionally between the collection assistance fee and the tax debt.

(d) Use. – The fee is a receipt of the Department and must be applied to the costs of collecting overdue tax debts. The proceeds of the fee must be credited to a special account within the Department and may be expended only as provided in this subsection. The Department may apply the proceeds of the fee to pay contractors for collecting tax debts under subsection (b) of this section and to pay the fee the United States Department of the Treasury charges for setoff to recover tax owed to North Carolina. The remaining proceeds of the fee may be spent only pursuant to appropriation by the General Assembly. The fee proceeds do not revert but remain in the special account until spent for the costs of collecting overdue tax debts.

(e) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through November 1, 2002, and semiannually thereafter. The report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel."

SECTION 3. G.S. 105A-13 reads as rewritten:

"§ 105A-13. Collection assistance fees.

(a) State Setoff. – To recover the costs incurred by the Department in collecting debts under this Chapter, a collection assistance fee of no more than fifteen dollars ($15.00) is imposed on each debt collected through setoff. The Department must collect this fee as part of the debt and retain it. The Department must set the amount of the collection assistance fee based on its actual cost of collection under this Chapter for the immediately preceding year. If the Department is able to collect only part of a debt through setoff, the collection assistance fee has priority over the remainder of the debt. The collection assistance fee shall not be added to child support debts or collected as part of child support debts. Instead, the Department shall retain from collections under Division II of Article 4 of Chapter 105 of the General Statutes the cost of collecting child support debts under this Chapter.

~~(b) Federal Setoff. – A collection assistance fee of fifteen dollars ($15.00) applies to a setoff made by the United States Department of the Treasury to recover tax owed to North Carolina. The Department of Revenue must add the fee to the amount of the tax~~

~~liability submitted to the United States Department of the Treasury for setoff. The Department of Revenue must collect the fee as part of the debt and retain it. If a federal setoff covers only part of the tax due, the collection assistance fee has priority over the tax due.~~"

SECTION 4. G.S. 105-269 reads as rewritten:

"§ 105-269. Extraterritorial authority to enforce payment.

(a) The ~~Secretary of Revenue,~~ Secretary, with the assistance of the Attorney General, is ~~hereby empowered~~ authorized to bring suits in the courts of other states to collect taxes legally due this State. The officials of other states ~~which~~ that extend a like comity to this State are empowered to sue for the collection of ~~such~~ taxes in the courts of this State. A certificate by the Secretary of State, under the Great Seal of the State, that ~~such~~ these officers have authority to collect the tax ~~shall be~~ is conclusive evidence of ~~such~~ this authority. Whenever ~~it shall be deemed expedient by the Secretary of Revenue~~ the Secretary considers it expedient to employ local counsel to assist in bringing suit in an out-of-state court, the Secretary, with the concurrence of the Attorney General, may employ ~~such~~ local counsel on the basis of a negotiated retainer or in accordance with prevailing commercial law league rates.

~~(b) The Secretary of Revenue may, in accordance with the procedure prescribed in G.S. 143-49(3), contract for the collection of taxes legally due this State from taxpayers located in other states. The Secretary may furnish to a contractor hired pursuant to this subsection any information he considers necessary to identify and locate a taxpayer, establish the tax liability of a taxpayer, or effect collection of the amount due.~~"

SECTION 5. G.S. 105-259(b) is amended by adding a new subdivision to read:

"(b) Disclosure Prohibited. – An officer, an employee, or an agent of the State who has access to tax information in the course of service to or employment by the State may not disclose the information to any other person unless the disclosure is made for one of the following purposes:

. . .

(26) To contract for the collection of tax debts pursuant to G.S. 105-243.1."

SECTION 6. Section 5(a) of S.L. 1999-341, as amended by Section 16 of S.L. 2000-120, reads as rewritten:

"Section 5.(a) The Secretary of Revenue shall contract during the 1999-2001 fiscal biennium for the collection of delinquent tax debts owed by nonresidents and foreign entities. To implement this section, the Secretary may draw funds for the 1999-2000 fiscal year from net collections that would otherwise be credited to the General Fund under G.S. 105-269.14, enacted by Section 2 of this act. For the 2000-2001 ~~fiscal year,~~ and 2001-2002 fiscal years, the Secretary may retain the costs of implementing this section from the amounts collected pursuant to the contracts authorized by this section. The Secretary of Revenue shall report annually to the Revenue Laws Study Committee on its collections pursuant to this contract during the biennium."

SECTION 7. Section 6 of this act is effective when it becomes law. The remainder of this act becomes effective July 1, 2001, and applies to tax debts that remain unpaid on or after that date.

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

June 22, 2001
11:00 a.m.

The APPROPRIATIONS Subcommittee on General Government met on Friday, June 22, 2001 at 11:00 a.m. in Room 425 of the Legislative Office Building. The following House members were present: Chairs Jeffus and Sherrill, Representatives Adams, Lucas, and Setzer. Committee Staff present were: Michele Nelson and Marilyn Chism. A Visitor Registration list is attached and made part of the minutes.

Representative Jeffus called the meeting to order. She stated that many have worked hard at putting this budget together and think they have a good budget. It is not everything that everybody wanted including those of us on the committee but often time you have to compromise. She presented the rules to the members that the committee will abide as they go through the budget. (See Attachment 1)

Staff was recognized to go through each section of the budget that is their responsibility.

BUDGET ADJUSTMENTS. (Attachment 2)

Ms. Nelson stated that they are starting at the date with the meeting on June 6, the Senate Report. They will detail the difference and indicate the ones that are the same.

Page J 1, General assembly, Ms. Nelson.

Remains the same.

Pages J 2-4, Office of the Governor, Ms. Chism.

Items 2, 3, 4, 6, and 7 remain the same.

Item 5 on page J2 provides $10,000 for travel expenses of the Advisory Commission on Military Affairs.

Items 8, 9 and 10 are the same as the Senate budget.

Page J 5-8, State Budget, Planning & Management, Ms. Chism.

Item 11 is the same.

Item 12 is slightly different. Makes the positions elimination effective September 1, 2001 instead of July 1 so the money amount was affected due to adjustment for the change in effective date and severance allowance.

Item 13 is different. It makes this elimination effective September 1, 2001 instead of July 1. Due to effective date, $6, 569 adjustment for severance.

Item 14, remains the same.

Item 15 is new. It provides $250,000 to Kids Voting of North Carolina, Inc. that is related to House Bill 165.

Item 16 is new and provides $200,000 nonrecurring to the North Carolina Humanities Council, House Bill 981.

Special Appropriation, the House package does not include Item for the Advisory Commission on Military Affairs as matching money that was included in the Senate package.

Page J 9, Lieutenant Governor, Ms. Nelson.

Item 17, there is no change.

Pages J 10-11, Secretary of State, Ms. Chism.

Items18, 20 and 23, the total reduction is the same but some changes in Line Item details.

Item 19 is the same as Senate.

Item 21 provides $127,142 that was needed for the payment of the lease for the property to house the Uniform Commercial Code Section.

Item 22 remains the same.

Item 24, is different. It reduces 6 positions in the Business License Information Office that equals to $215,927.

The remaining Items (25, 26 and 27) are the same.

Page J 12, Auditor, Ms. Chism.

Line item 28 is the same.

Pages J 13-14, Treasurer, Ms. Chism.

Item 29 is a different. It moves the Investment and Banking Division from appropriation-support to receipt-support. The transfer is net of an operating budget reduction of $610,190. The General Fund appropriation will decrease by $5,006,407.

Items 30 and 31 are the same.

Page J 15, Treasurer – Retirement for Fire and Rescue Squad Workers, Ms. Chism.

Items 32 and 33 remains the same.

Pages J 16-17, Insurance, Ms. Chism.

Items 34, 35, 36, 37 and 38 are the same. These are reductions.

Item 39 is new. It increases the transfer to the Consumer Protection Fund to cover the increase in cost of hiring external consultants and experts to testify in rate hearings when the insurance industry requests rate increases. The increase in cost is attributed to the increase in the number of filings, which are expected to result in hearings in fiscal year 2001-2002.

Page J 18, Insurance – Volunteer Safety Workers' Compensation Fund, Ms. Chism.

Item 40 is different. In the Senate package it was a $3 million nonrecurring deficit. The House package reduces the General Fund appropriation to the Volunteer Safety Workers' Compensation Fund the first year by $2,500,000 and a continuing reduction in the second year of $2,000,000. The General Fund appropriation to the Fund will be $2,000,000 for 2001-2002 and for 2002-2003 will be $2,500,000. The current balance in the Fund is $21,500,000. This has accumulated since it was established in the fiscal year 1997.

Page J 19, Administration, Ms. Chism.

Items 41, 42, 43 and 44 are the same.

Page J 20, Administration -Office of State Personnel, Ms. Nelson.

Items 45, 46, and 47 added the title of the position and the position number.

Page J 20-21, Administration - State Capitol Police, Ms. Chism.

Item 48 remain the same.

Item 49 is different. It still eliminates 33 positions in the State Capitol Police Force but this amount reflects the portion that is state appropriations, and the portion funded by receipts from the state parking system.

Pages J 21 and 22, Administration, Ms. Chism.

Items 50, 51, 52, 53, 54, 55, 56, 57, 58 and 59 remain the same.

Page J 23, State Controller, Ms. Nelson.

Items 60-61, there are no changes.

Page J 24-28, Revenue, Ms. Nelson.

Items 62, 63, 65, 66, 67, 68, 70, 72, 75, 78, 79, and 80 remain the same.

Item 69 is different. They changed the position numbers that correspond to the reorganization that was effective May 1, 2001. No change in the money.

Item 76 is different. The Senate package did not include $112,113 that was part of the Governor's 1.5 percent. This correction reflects the actual reduction that is part of the Governor's package.

The new items are a part of the Project Collect Tax initiative.

New Item 64 is part of planning, development and technology. There is an addition of two positions, an Applications Programmer II and Applications Analyst Programmer Specialist. For the first year recurring is $157,397 and nonrecurring is $187,000 and the second year is $769,524. The largest amount in the second year is $600,000 for Contractual Services. These positions are effective August 1, 2001.

New Item 71, Project Collect Tax, provides four positions, two Revenue Administration Officer I and two Tax Technicians, effective September 1, 2001.

New Item 73, in the Central Collections Unit adding sixteen positions and providing $5,000 nonrecurring for the reassignment of personnel for 2001-02. This is effective October 1, 2001.

New Item 74 is to provide funds in the amount of $885,795 recurring for twenty Revenue Officers I and eight Information Processing Technician positions. $194,400 nonrecurring to allow for hiring about twelve retirees and additional funding for those positions would be appropriated in the short session. This is for fiscal year 2002-02. It would be $584,605 recurring for fiscal year 2002-03.

New Item 77 provides the administrative cost of $201,374 recurring and $230,000 nonrecurring for the first year and $136,625 for the second year.

Pages J 29-34, Cultural Resources, Ms. Nelson.

Items 80, 83, 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 98, and 102 are the same.

Item 81 is new. It provides $75,000 nonrecurring money for contractual services.

Item 82 provides funds ($75,000 nonrecurring) for data processing services.

Item 84 is new. It provides $250,000 nonrecurring money for continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.

Item 87 was in the Senate package as recurring dollars. It only requires nonrecurring dollars for the first year.

Item 96 provides $250,000 nonrecurring for an Art Exhibit coming to the North Carolina Museum of Art, May 18-July 28, 2002.

Item 97 for the North Carolina Arts Council reduced grant funds for the Lost Colony, Basic Grants, Grassroots Arts and the Shakespeare Festival.

Item 98 is new. It provides $250,000 nonrecurring for the Grassroots Arts Program.

Item 99 removed the cuts for the N. C. Symphony.

Item 100 reduced the budget each year for the Vagabond School of Drama and the N. C. State Art Society.

Item 101 same as Senate.

Item 102, State Library, removed the cuts for $144,000 for State Aid.

Item 103 remain the same.

Page J 35, State Board of Elections, Ms. Chism.

Item 104 remain the same.

Page J 36, Office of Administrative Hearings, Ms. Nelson.

Item 105 includes an additional reduction for a position that has been vacant since September 1999.

Items 106 and 107 are the same.

Page J 37, Rules Review Commission, Ms. Nelson.

Item 108 is the same.

SPECIAL PROVISIONS (Attachment 3)

ADMINISTRATIVE HEARINGS:

Pages 1-2, Veteran's Scholarship Program, Ms. Chism.

This provision was included in the Senate package but the House package makes a change on lines 9-10 (ii) who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person... On page 2, lines 27-29, if a child is awarded a scholarship and is a senior in high school then the scholarship shall be awarded pending the graduation of the child.

Pages 3-8, Modifications to the State Employee Incentive Bonus Program, Ms. Chism.

The change is on page 8, lines 27. The Senate package stated that the effective date July 1, 2001, and following the effective date the House package added: and applies to State employee suggestions and innovations approved or awarded on or after that date.

Page 9, Study of Motor Fleet Management, Ms. Chism.

This Special Provision is the same.

Pages 10-11, Motor Pool Operations and Assignment of Vehicles, Ms. Chism.

This Special Provision is the same.

Page 12, Study State Capitol Security Services, Ms. Chism.

This Special Provision is different. It requires the Legislative Research Commission to study the provision of security services in the State Capitol area. This replaces the Senate version that required the department to development a plan to privatize the security services.

Page 13, Transfer Board of Science and Technology, Ms. Chism.

This is the same.

Page 14, Domestic Violence Commission Staffing, Ms. Chism.

This is a new provision, which requires the Secretary of the Department of Administration to be responsible for staffing the Domestic Violence Commission. It requires the Secretary to assign an employee to serve as a Deputy Director within the

North Carolina Council for Women whose primary duties will be to staff the Commission.

ADMINISTRATIVE HEARINGS:

Page 15, Office of Administrative Hearings Reclassification of Positions, Ms. Nelson.

This provision is the same.

STATE AUDITOR:

Page 16, Electronic Distribution of Auditor's Report, Ms. Nelson.

This provision is the same.

CONTROLLER:

Page 17, Overpayments Audit, Ms. Nelson.

This provision is the same.

CULTURAL RESOURCES:

Page 18, Completion of the Information Technology Expansion Project and the Information Resource Management Commission Project Certification, Ms. Nelson.

This provision is the same.

GOVERNOR'S OFFICE:

Pages 19-21, Eliminate State Planning Unit and Rename Budget Office, Ms. Nelson.

This provision is the same.

Pages 22-23, Advisory Commission on Military Affairs, Ms. Nelson.

On page 23, this is slightly different from the Senate package.

STATE PERSONNEL:

Page 24, Abolish Office of State Personnel Prepare Program, Ms. Nelson.

This provision is the same. It follows the reduction of Item 45, Page J 20, Budget Adjustments.

GENERAL GOVERNMENT:

Page 25, Use of Internet For Agency Publications, Ms. Nelson.

This provision is the same.

GENERAL ASSEMBLY:

Page 26-31, Reduce Journal Printing/Session Laws Technical Corrections, Ms. Nelson.

This is a new provision and it reflects a reduction in the number of Journals and Session Laws that will be available to the agency or institution listed. This was done on the basis of a survey done by the Principal Clerk's Office for copies. There is an anticipation of a savings of somewhere between $15,000 to $20,000.

BOARD OF ELECTIONS:

Page 32, Early Voting Funds/Grants, Ms. Chism:

On lines 17-23, this is money that was appropriated in the current fiscal year for the satellite voting places. This directs the State Board of Elections to award the grants to the listed counties. This is House Bill 978.

STATE TREASURER:

Page 33, Investment and Banking Division of Department of State Treasurer/Receipt Supported, Ms. Chism:

This new provision removes the Investment and Banking Division from Appropriation supported to receipt supported. The management fees that now revert to the general funds for the operations of the Investment and Banking Division will go directly to the budget of the Investment and Banking Division.

QUESTIONS:

Representative Jeffus stated that they would receive the questions from the members of the committee.

Representative Adams asked if the N.C. MANUAL will it be reprinted? Representative Jeffus asked staff if money was in the budget or provisions for it? She requested staff to make a note to see if there was any money in the Continuation Budget. Representative Adams stated that this item was flagged and she has not had any input. Ms. Chism stated that in the past this item was funded every other year and included in the Continuation Budget. It was not included in the Continuation Budget year when it

came from the Governor because of the application of the modified zero base budgeting. Representative Jeffus stated that they could make an amendment but would have to find the money within that department. Representative Adams asked if when this budget bill goes to the floor would amendments be accepted? Representative Jeffus stated that she thought that on Monday at the full Appropriations meeting amendments could be offered.

Representative Adams stated that she had requested information regarding a list of job positions by race and gender quotes for each area and still does not have the information. Representative Jeffus inquired who was to supply the information. Representative Adams did not recall. The committee staff will follow-up on this request.

Representative Adams has a question about the Council For Women on page 14, lines 5-6, "at a minimum", what does that mean? Representative Sherrill answered that they had cut out the executive director, had no money for a director, this special provision provides that the Secretary of the Department of Administration shall identify a person that is currently employed at the Council and assign that person as the contact person for the Commission. It is up to the Secretary to compensate if it is within her budget.

Representative Setzer made a motion for this document be approved and incorporated into the Appropriations bill. Motion carried. Representative Adams abstained.

Representative Jeffus announced that the full Appropriations meeting would be at 1:00 p.m., Monday, June 25, 2001.

There being no further business, the meeting adjourned at 12:45 p.m.

Respectively submitted,

Rep. Maggie Jeffus

Representative Maggie Jeffus, Chair

Mary Lee Robinson

Mary Lee Robinson, Committee Clerk

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 6/22/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
John Dorman	OSBPM
Kathie Austin	OSBPM
Theresa Kostrzewa	Cap Adv. Assoc
Robert Wilson	S.O.S.
Rodney Maddox	SOS
Vicky Young	OSA
Brigat Snow	DOA
Robert A Spencer	N.C. Community Action
Tony Goldman	Gen'l Assembly
Evon Canady	OSC
John Morgan	OSC
Karen Dalton	DOR
Randy Barnes	DOR
David Perlong	OSBPM
Ann K. Harris	Sec. of State
Charlene Dunkins	Sec of State
Tollie Burr	Sec of State
Ken McNeal	Allen Associates, Inc.
Willie Riddick	DOR
Frank Gore	DOA
Carolyn Mercer	DOA
Martha Gabbs	DOA
Renner Vance	DCR
Donna Readfield	DCR
Betsy Bullard	DCR
Mary Regan	DCR Arts Council
Wade Rawlins	News & Observer
Chris Fitzsimon	Rose & Associates

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 6/22/01

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
[illegible]	Treasurer's Office
[illegible]	DST
[illegible]	CCPS
[illegible]	DST
Joseph Samsom	DST
Byron Harris	OSBM
Sally Hunter	✓
Thomas Cheek	✓
Sabra Faires	Dept of Revenue

Attachment 1

RULES FOR HOUSE SUBCOMMITTEE APPROPRIATIONS MEETINGS

June 22, 2001

When amendments are offered, the following rules must be met in order for the amendment to be eligible for consideration.

1. Amendments cannot increase total spending within the proposed subcommittee report.

2. Amendments cannot spend reversions.

3. Nonrecurring reductions cannot be used to fund recurring items.

4. Neither expansion funding nor additional non-recurring funding is allowed in the second year of the biennium.

5. Amendments proposing to include material not directly related to the budget are not in order.

6. Amendments must be in writing, with 25 copies available for distribution. The Sergeant-at-Arms will distribute copies at the direction of the chairs.

7. No documents may be distributed to members except by prior arrangement with the chairs.

Rep. Updike

RULES FOR HOUSE APPROPRIATIONS MEETING

June 18, 2001

When amendments are offered, the following rules must be met in order for the amendment to be eligible for consideration.

1. Money can only be transferred among items within the same subcommittee section.

2. Amendments that increase total spending within a subcommittee report beyond what the subcommittee recommended are not allowed.

3. Amendments that increase total spending beyond the total amount shown in the draft committee report are not in order.

4. Amendments that spend reversions are not allowed.

5. Nonrecurring reductions cannot be used to fund recurring items.

6. Amendments that cause the budget to be unbalanced are not in order.

7. Amendments that provide expansion funding in the second year of the biennium are not allowed.

8. Amendments proposing to include material not directly related to the budget are not in order.

9. Amendments must be in writing, with 150 copies available for distribution. The Sergeant-at-Arms will distribute copies only at the direction of the chairs.

10. No documents may be distributed to members except by prior arrangement with the chairs.

The Chairs will review amendments to make sure they are eligible for consideration. Eligible amendments will be heard after all of the subcommittee presentations have been made.

Report as amended be approved and incorporated into the approp. bill.

adopt amendments

Attachment 2

House Appropriations Subcommittee
on
General Government

Budget Adjustments

June 22, 2001

General Assembly

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$40,567,848**		**$40,567,848**	
Legislative Changes				
1900 Reserves and Transfers				
1 Reserves and Transfers Reduce contingency reserve funds in the following accounts each fiscal year: 531521 Retirement - ($613,857) 531561 Medical Insurance - ($65,125) 537195 Agency Reserves - ($334,875)	($1,014,000)	R	($1,014,000)	R
Total Legislative Changes	**($1,014,000)**	**R**	**($1,014,000)**	**R**
Total Position Changes				
Revised Budget	**$39,553,848**		**$39,553,848**	

Governor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	$5,633,739		$5,633,739	

Legislative Changes

1110 Administration

2 Clean NC ($50,834) R ($50,834) R

Change funding for director position from appropriation to receipts as recommended by the Governor. The source of receipts will be federal and private grants. 0.00 0.00

3 Reduce Operating Expenses ($60,649) R ($60,649) R

Reduce the operating budget in the following line items:

Office Furniture and Equipment	($7,066)
Computer Equipment	($13,000)
Computer Software	($6,591)
Maintenance Agreement	($7,492)
Travel	($10,000)
Cellular Phone	($6,500)
Telephone	($10,000)

1120 Dues to National Associations

4 Reduce Membership Dues ($9,741) R ($9,741) R

Reduce the budget for dues paid to national associations.

1130 Intergovernmental Relations

5 Advisory Commission on Military Affairs $10,000 R $10,000 R

Provides funding for the per diem and travel expenses of the Commission.

6 Reduce Operating Budgets ($11,902) R ($11,902) R

Reduce the operating budgets in the following line items

Compensation to Board Members	($600)
Miscellaneous Contractual Services	($990)
Repairs	($242)
Maintenance Agreements	($878)
Postage	($1,505)
Printing	($1,567)
Property Insurance	($50)
Data Processing Supplies	($70)
Membership Dues	($1,000)
Travel	($5,000)

1210 Citizen's Affairs

7 Reduce Operating Budget

($9,550) R ($9,550) R

Reduce operating budgets in the following line items:

In-state transportation	($10)
Data Processing Services	($739)
Registration Fees	($71)
General Office Supplies	($1,000)
Membership Dues	($70)
Administrative Services	($4,600)
Miscellaneous Contractual Services	($1,025)
Maintenance Agreements	($2,035)

1230 Education

8 Reduce Operating Budget

($1,000) R ($1,000) R

Reduce operating budget for in-state transportation.

1631 Raleigh Executive Residence

9 Reduce Operating Budget

($36,904) R ($36,904) R

Laundry Services	($400)
Pest Control Services	($250)
Misc. Contractual Services	($475)
Electric Services	($5,491)
Natural Gas	($1,237)
Water/Sewer	($1,471)
In-state Transportation	($2,090)
Printing	($1,500)
Registration Fees	($300)
Imp. Education Assistance Program	($600)
Data Processing Supplies	($300)
Food Supplies	($7,232)
Clothing and Uniforms	($581)
Office Furniture	($420)
Residential Furniture	($3,257)
Membership Dues	($300)
Transfer to other agencies	($4,000)
Repairs	($3,000)
Computer Equipment	($4,000)

	FY 2001-02		FY 2002-03	
1632 Western Executive Residence				
10 Reduce Operating Budget	($10,254)	R	($10,254)	R
Reduce the operating budget in the following line items:				
Laundry Services	($50)			
Security Services	($165)			
Pest Control Services	($150)			
Misc. Contractual Services	($630)			
Natural Gas	($1,000)			
Water/Sewer	($1,000)			
Residential Furniture	($1,625)			
Membership Dues	($300)			
Transfer to other agencies	($4,000)			
Repairs	($1,934)			
Communication Equipment	($75)			
Lease Other Property	($50)			
Telephone Service	($200)			
Janitorial Supplies	($2,375)			
Other Materials and Supplies	($1,000)			
Total Legislative Changes	**($180,834)**	**R**	**($180,834)**	**R**
Total Position Changes	0.00		0.00	
Revised Budget	**$5,452,905**		**$5,452,905**	

State Budget, Planning & Management

GENERAL FUND

	FY 2001-02	FY 2002-03
Recommended Budget	**$5,789,900**	**$5,789,900**

Legislative Changes

1310 State Budget, Planning & Management

11 Reduce Operating Budget ($93,567) R ($93,567) R

Reduce the operating budget in the following items: ($40,000) NR

Contracted Employees	($45,000)
Printing	($22,000)
Salary Reserve	($9,267)
Temporary Salaries	($5,000)
Staff Travel	($1,000)
ABC Travel (fee 2001-02 only)	($20,000)
ABC Subsistence (fy 2001-02 only)	($20,000)
Cellular Phones	($300)
Printing	($5,000)
Office Supplies	($1,000)
Office Furniture	($500)
Office Equipment	($500)
Computers	($2,000)
Membership/Subscriptions	($1,000)
Other Expenses	($1,000)

1310 State Budget, Planning and Management

12 Eliminate Planning and Analysis Unit ($352,719) R ($690,418) R

Eliminates the Administrator for State Planning and the seven Planning Analysts positions responsible for strategic planning analysis. Also abolishes an Applications Analyst Programmer Specialist position and an Office Assistant III position which support the strategic planning analysis function. All ten positions are eliminated effective September 1, 2001. The statutory requirements for performing strategic planning analysis will be repealed. -10.00 -10.00

	FY 2001-02		FY 2002-03	
13 Personnel Adjustments	($20,018)	R	($72,849)	R
Transfers a receipt-supported Statistician II position currently housed in the State Data Center within the State Planning Section to the Employment Security Commission. Eliminates an appropriation-supported State Management Analyst position (#3003-0405-0000-804) also housed in the State Data Center, effective September 1, 2001. These positions are responsible for analyzing the employment activity data captured in the common follow-up information management system. The salary ($45,077) and benefits ($9,315) for the Statistician II position are currently funded by a transfer from the Worker Training Trust Fund in the Department of Commerce.	-1.00		-1.00	
Total Legislative Changes	**($466,304)**	**R**	**($856,834)**	**R**
	($40,000)	**NR**		
Total Position Changes	-11.00		-11.00	
Revised Budget	**$5,283,596**		**$4,933,066**	

State Budget, Planning & Management - Flood Mapping and Surveying

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$1,232,845**		**$1,232,845**	
Legislative Changes				
1412 Geodetic Survey				
14 Operating Budget Adjustments Reduce the operating budget in the miscellaneous contractual services line item.	($45,000)	R	($45,000)	R
Total Legislative Changes	**($45,000)**	**R**	**($45,000)**	**R**
Total Position Changes				
Revised Budget	**$1,187,845**		**$1,187,845**	

State Budget, Planning & Management - Special Appropriations

GENERAL FUND

	FY 2001-02		FY 2002-03
Recommended Budget	**$3,080,000**		**$3,080,000**
Legislative Changes			
1022 2001 Special Appropriations			
15 Kids Voting NC Funds			
Provides funding to Kids Voting of North Carolina, Inc., a nonprofit corporation. Of the total $250,000 appropriated, $50,000 shall be used to implement new Kids Voting programs in nonparticipating counties across the State. The remaining $200,000 shall be divided equally among the nine participating counties of Buncombe, Cabarrus, Catawba, Cumberland, Durham, Guilford, Haywood, Mecklenburg, and Wake to assist those counties with the Kids Voting programs.	$250,000	NR	
16 NC Humanities Council			
Provides funds to the North Carolina Humanities Council, a nonprofit corporation, for the programs of the Council.	$200,000	NR	
Total Legislative Changes	**$450,000**	**NR**	
Total Position Changes			
Revised Budget	**$3,530,000**		**$3,080,000**

Lieutenant Governor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$686,308**		**$686,308**	
Legislative Changes				
1110 Administration				
17 Salaries and Wages Reduce salary reserve and related benefits each fiscal year.	($16,763)	R	($16,763)	R
Total Legislative Changes	**($16,763)**	**R**	**($16,763)**	**R**
Total Position Changes				
Revised Budget	**$669,545**		**$669,545**	

Secretary of State

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$8,760,901**		**$8,760,901**	

Legislative Changes

1100 Administration

18 Reduce Operating Budget ($34,918) R ($34,918) R

Reduce operating budget in the following line items:

Travel	($12,200)
Miscellaneous Contracted Service	($3,159)
System Implementation	($18,309)
Employee Education Expenses	($500)
Data Processing Supplies	($300)
Photographic Supplies	($150)
Office Furniture	($300)

1120 Publications

19 Reduce Operating Budget ($3,441) R ($3,441) R

Reduce operating budget in the following line-items:

Computer Data Processing Services	($1,000)
Travel	($1,200)
Time-Limited Salaries	($1,241)

1210 Corporations

20 Reduce Operating Budget ($45,580) R ($45,580) R

Reduce operating budgets in the following line items:

Maintenance Agreements	($15,000)
Employee Education Expense	($10,080)
Data Processing Supplies	($1,500)
Travel	($3,200)
Over-time Pay	($8,000)
Miscellaneous Contractual Services	($2,000)
Office Furniture	($2,000)
Office Equipment	($1,800)
Other Administrative Expenses	($2,000)

1220 Uniform Commercial Code

21 Additional Rent Funding $127,142 R $127,142 R

Provide additional funding needed to cover the annual payments required by the lease agreement for the property leased to house the Uniform Commercial Code Section.

House Subcommittee on General Government	FY 2001-02		FY 2002-03	
22 Reduce Operating Budget Reduce the operating budgets for travel($11,200) and miscellaneous contractual services ($10,00).	($21,200)	R	($21,200)	R
1230 Securities Division				
23 Reduce Operating Budget Reduce operating budgets in the following line items: Travel ($1,270) Employee Education ($1,200) Postage ($1,200) Office Furniture ($1,500) Other Administrative Expense ($1,100)	($6,270)	R	($6,270)	R
1240 Business License Information Office				
24 Reduce Staffing Eliminates 5 Business License Consulting positions (including 2 vacant positions) and 1 Processing Assistant III position, effective July 1, 2001.	($215,927) -6.00	R	($215,927) -6.00	R
25 Reduce Operating Budget Reduce the operating budget in the following line-items: Travel ($2,300) Miscellaneous Contractual Services ($150) Cellular Phone ($100) Data Processing Supplies ($100) Office Furniture ($500) Other Administrative Expense ($100)	($3,250)	R	($3,250)	R
1300 Notary Public				
26 Reduce Operating Budget Reduce operating budget for miscellaneous contractual services.	($2,000)	R	($2,000)	R
1400 Land Records				
27 Reduce Operating Budget Reduce operating budget for office furniture.	($950)	R	($950)	R
Total Legislative Changes	**($206,394)**	R	**($206,394)**	R
Total Position Changes	-6.00		-6.00	
Revised Budget	**$8,554,507**		**$8,554,507**	

Auditor

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$12,166,518**		**$12,166,518**	
Legislative Changes				
1210 Field Audit Division				
28 Over-realized Receipts Reduce the General Fund appropriation for field audits. The Department has over-realized its budgeted receipts for audit work related to single audit and CAFR. Increasing budgeted receipts to more accurately reflect receipts will result in a reduction in the required General Fund appropriation	($301,845)	R	($301,845)	R
Total Legislative Changes	**($301,845)**	R	**($301,845)**	R
Total Position Changes				
Revised Budget	**$11,864,673**		**$11,864,673**	

Treasurer

	GENERAL FUND	
	FY 2001-02	FY 2002-03
Recommended Budget	$7,837,007	$7,837,007

Legislative Changes

1210 Investment and Banking

29 Transfer Operating Budget ($5,006,407) R ($5,006,407) R

Transfer the operating budget for the Investment and Banking Division from appropriation-support to receipt-support. Currently, the Division receives a General Fund appropriation for its operations and the General Fund is reimbursed from non-tax revenue -- the management fees assessed against the interest earnings on the investment pool. With the transfer of the operating budget to receipt-support, the management fee will be a direct receipt to the Investment and Banking Division.

The transfer is net of an operating budget reduction of $610,190. Thus, the General Fund appropriation will decrease by $5,006,407. Non-tax revenue to the General Fund will be reduced by a corresponding amount. Departmental receipts will increase by $4,396,217.

1410 Retirement System

30 Replace Retirement Imaging System $0 NR $0 NR

Provides funding to convert to a different imaging system. The vendor of the existing system will not provide for the maintenance beyond the end of the calendar year. Conversion of the system will require a nonrecurring expenditure of $2,465,000 and a recurring expenditure of $136,000 for maintenance cost. All expenditures will be funded with receipts.

73410-7310 Computer Operations

31 Provide Backup Hot-Site for Disaster Recovery $0 R $0 R

Allows the implementation of a backup hot-site for mission critical applications for disaster recovery purposes. The one-time expenditures for computer services ($100,000) and computer equipment ($170,000) and recurring expenditures for system implementation/integration services ($180,000) and travel ($30,000) to the out-of-state site for periodic testing of the backup system. All funding will be from the internal service fund.

	FY 2001-02		FY 2002-03	
Total Legislative Changes	($5,006,407)	R	($5,006,407)	R
	$0	NR	$0	NR
Total Position Changes				
Revised Budget	$2,830,600		$2,830,600	

Treasurer - Retirement for Fire and Rescue Squad Workers

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$12,294,780**		**$12,294,780**	
Legislative Changes				
1412 Gen Fund Contribution to Fire Pension Fund				
32 Reduce Contribution to Fire Pension				
Reduce the General Fund contribution to the Firemen's Pension Fund	($2,077,883)	NR		
1432 Line of Duty Death Benefit				
33 Increase Funding	$85,000	R	$85,000	R
Increase the funding for Line of Duty Death Benefits paid, pursuant to G.S. 143-12A, to survivors of eligible persons killed in the line of duty. The increased funding is due to the increases in the number of line of duty deaths.				
Total Legislative Changes	**$85,000**	R	**$85,000**	R
	($2,077,883)	NR		
Total Position Changes				
Revised Budget	**$10,301,897**		**$12,379,780**	

Insurance

	GENERAL FUND	
	FY 2001-02	FY 2002-03
Recommended Budget	$23,392,288	$23,392,288

Legislative Changes

1100 Administration

34 Operating Budget Adjustments	($4,000)	R	($4,000)	R

Reduces the operating budgets in the following line items:

Repairs - Buildings - ($312)
Repairs - Computers - ($500)
Travel - ($2,580)
Office Furniture - ($214)
Office Equipment - ($118)
Computer Equipment - ($276)

1200 Company Services

35 Reduce Operating Budget	($96,414)	R	($96,414)	R

Reduce operating budget in the following line items:

Information Technology Services - ($500)
Maintenance Agreement-Equipment - ($7,590)
Maintenance Agreement-Software - ($6,715)
Travel - ($24,841)
Telephone Service - ($1,000)
Printing, Binding, Duplicating - ($2,904)
Registration Fees - ($6,675)
Other Employee Educational Expense - ($14,247)
Office Furniture - ($13,182)
Office Equipment - ($610)
Computer Equipment - ($14,150)
Computer Software - ($4,000)

1300 Technical Services Group

36 Operating Budget Reductions	($62,533)	R	($62,533)	R

Reduces the operating budget in the following line items:

Repairs - Buildings - ($470)
Travel - ($27,074)
Telephone Service - ($2,396)
Postage, Freight, Delivery - ($1,037)
Printing, Binding, Duplicating - ($9,604)
Advertising - ($1,320)
Office Furniture - ($12,250)
Computer Equipment - ($8,132)
Computer Software - ($250)

	FY 2001-02		FY 2002-03	
1400 Public Service Group				
37 Operating Budget Reduction Reduce operating budget in the following line items: Maintenance Agreement ($500) Travel - ($33,890) Telecommunication Data Charge - ($5,000) Computer/Data Processing Service - ($2,845) Printing, Binding, Duplicating - ($4,028) Advertising - ($1,320) Registration Fees - ($400) Office Furniture - ($1,433) Office Equipment - ($612)	($48,708)	R	($48,708)	R
1500 Office of State Fire Marshall				
38 Operating Budget Reductions Reduces operating budget in the following line items: Administrative Services ($9,845) Travel - ($2,500) Postage, Freight, Delivery - ($12,500) Printing, Binding, Duplicating - ($2,500) Educational Supplies - ($1,500) Computer Software - ($22,500)	($51,345)	R	($51,345)	R
1900 Reserves and Transfers				
39 Increase Transfer to the Consumer Protection Fund Increase the transfer to the Consumer Protection Fund (23900-2001) to cover the increase in cost of hiring external consultants and experts to testify in rate hearings when the insurance industry requests rate increases. The increase in cost is attributable to the increase in the number of filings which are expected to result in hearings in fiscal year 2001-2002.	$450,000	NR		
Total Legislative Changes	**($263,000)** **$450,000**	**R** **NR**	**($263,000)**	**R**
Total Position Changes				
Revised Budget	**$23,579,288**		**$23,129,288**	

Insurance - Volunteer Safety Workers' Compensation Fund

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$4,500,000**		**$4,500,000**	
Legislative Changes				
1900 Reserves and Transfers				
40 Volunteer Safety Workers' Compensation Fund Reduce the General Fund appropriation to the Volunteer Safety Workers' Compensation Fund. The appropriation will be reduced in the first year by $2,500,000 with a continuing reduction of $2,000,000 in the second year. Thus, the General Fund appropriation to the Fund will be $2,000,000 for fiscal year 2001-2002 and $2,500,000 for fiscal year 2002-2003. The Fund currently has a cash balance of $21.5 million, which it has accumulated since it was established in fiscal year 1997.	($2,000,000) ($500,000)	R NR	($2,000,000)	R
Total Legislative Changes	**($2,000,000)** **($500,000)**	**R** **NR**	**($2,000,000)**	**R**
Total Position Changes				
Revised Budget	**$2,000,000**		**$2,500,000**	

Administration

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$61,078,651**		**$61,078,651**	
Legislative Changes				
1111 Office of the Secretary				
41 Appalachian Research Commission Replace appropriated funds with Highway Funds for the Highway's portion of the Appalachian Research Commission assessment dues.	($190,080)	R	($190,080)	R
42 Reduce Personnel Abolish vacant Administrative Assistant position as recommended by the Governor.	($41,757) -1.00	R	($41,757) -1.00	R
1121 Office of Fiscal Management				
43 Reduce Personnel Abolish one Processing Assistant III position in the Departmental Supply Store which has already been abolished. The employee has been reassigned.	($27,670) -1.00	R	($27,670) -1.00	R
1122 Human Resources Management				
44 State Employee Incentive Bonus Program Change the funding for two positions responsible for administering the State Employee Incentive Bonus Program from appropriation support to receipt-support. The State Employee Incentive Bonus Program will become receipt-supported pending legislative approval.	($114,997) 0.00	R	($114,997) 0.00	R

	FY 2001-02		FY 2002-03	
1311 Office of State Personnel				
45 Personnel Reductions Abolish nine (9) vacant positions and related benefits: 5 Human Resource Consultants- #4000-0100-0004-619 - ($71,762) #4000-0301-0004-330 - ($36,664) #4000-1200-0004-997 - ($54,072) #4000-0100-0004-422 - ($58,899) #4000-0100-0004-990 - ($52,915) Human Resources Manager-#4000-0201-0004-030 - ($72,092) Processing Assistant-#4000-0202-0004-124 - ($32,328) Office Assistant IV-#4000-0100-0004-755 - ($30,663) Office Assistant V-#4000-0600-0004-166 - ($33,207) (Eliminates the PREPARE Program) Eliminate management layers for the following positions: #4000-0301-0004-302, HR Executive - ($5,565) #4000-0301-0004-262, HR Manager - ($3,399)	($451,566) -9.00	R	($451,566) -9.00	R
46 Operating Budget Adjustments Adjust funds in the following accounts each fiscal year: 532170 Administrative Services - ($10,000) 532199 Misc. Contracts - ($1,950) 532400 Maintenance Agreements - ($625) 532700 Travel - ($4,668) 532800 Comm & Data Processing - $200,000 532850 Printing - ($5,000) 532860 Advertising - ($1,000) 532930 Registration Fees - ($727) 534500 Equipment - ($3,490) 53XXXX Model Co-op Program - ($20,000)	$152,540	R	$152,540	R
47 Program Personnel Combine an Applications Analyst Programmer II- #4000-0202-0004-051 ($45,478) and Applications Analyst Programmer I- #4000-0202-0004-948 ($52,873) positions and create a new Applications Analyst Programmer II at pay grade 74 with salary and benefits of $70,533. Adjustment in salary and benefits provides a reduction of ($27,817).	($27,817) -1.00	R	($27,817) -1.00	R
1623 State Capitol Police				
48 Reduce Personnel Abolish vacant Police Officer II position currently responsible for providing safety awareness to State agencies.	($30,210) -1.00	R	($30,210) -1.00	R

	FY 2001-02		FY 2002-03	
49 Reduce State Capitol Police Force Reduce State Capitol Police Force by eliminating 13 vacant positions (Chief, Major, 5 Police Officer Is, 1 Telecommunicator, and 5 Property Guards), 6 Police Officer II positions, 10 Police Officer I positions, 3 Police Officer III (Lieutenants) positions, and 1 Telecommunicator position effective September 1, 2001. The remaining force will consist of 3 Police Officer III (Lieutenant) positions, 19 Police Officer I positions assigned as building officers, 5 Property Guards, 1 Security Guard, 2 Telecommunicators and 1 Administrative Assistant. The patrol responsibilities will be assumed by the City of Raleigh. Five of the positions that are being eliminated are funded with receipts from the state parking system. Thus, the total reduction will be allocated between appropriations and receipts as noted below:	($772,110) -33.00	R	($1,054,129) -33.00	R

General Fund	FY 2001-02	FY 2002-03
Sal/Benefits	($718,543)	($989,849)
Operating	($53,567)	($64,280)
TotalGF	($772,110)	($1,054,129)
Receipts	($145,133)	($174,160)
Total	($917,243)	($1,228,289)

1731 North Carolina Council for Women

50 Domestic Violence Prevention Funds Provide funding for grants to domestic violence programs as recommended by the Governor.	$1,000,000	R	$1,000,000	R
51 Reduce Operating Budget Reduce miscellaneous contractual services.	($7,000)	R	($7,000)	R
52 Sexual Assault Funds Provide funding, as recommended by the Governor, for the continuation of sexual assault programs and the prevention of sexual assault within the state	$225,000	R	$225,000	R

1783 Governor's Domestic Violence Commission

53 Reduce Personnel Eliminate the positions of Executive Director and vacant Administrative Secretary in the Domestic Violence Commission as recommended by the Governor. The responsibilities of the Commission will be consolidated with those of the NC Council for Women. The employee in the Executive Director's position will be transferred to the Council. The Administrative Secretary's position is vacant.	($110,349) -2.00	R	($110,349) -2.00	R

	FY 2001-02		FY 2002-03	
1810 Ethics Board				
54 Reduce Operating Budget Reduce miscellaneous contractual services ($10,000) and travel ($2,000).	($12,000)	R	($12,000)	R
1871 Board of Science and Technology				
55 Transfer Board of Science and Technology Transfers the Board of Science and Technology, including 3 positions (Executive Director, Administrative Secretary III, and Education Consultant), to the Department of Commerce. Special provision recodifies the statutory authority of the Board as established in Part 27 of Article 9 of Chapter 143B of the General Statutes to Part 18 of Article 10 of Chapter 143B of the General Statutes.	($371,302) -3.00	R	($371,302) -3.00	R
56 Abolish Positions Abolish vacant Deputy Director position and the Administrative Officer I position as recommended by the Governor.	($111,014) -2.00	R	($111,014) -2.00	R
57 Reduce Personnel and Grant Funding Eliminate a Social Research Assistant II position and all research grant funding.	($155,410) -1.00	R	($155,410) -1.00	R
Department Wide				
58 Reduce Printing Reduce the printing budget throughout the Department. The Department will implement electronic forms and communication were possible.	($10,000)	R	($10,000)	R
Total Legislative Changes	**($1,055,742)**	R	**($1,337,761)**	R
Total Position Changes	-54.00		-54.00	
Revised Budget	**$60,022,909**		**$59,740,890**	

State Controller

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$11,817,271**		**$11,817,271**	
Legislative Changes				
1000 Departmentwide				
59 1211 Salaries and Wages	($97,437)	R	($97,437)	R
Abolish vacant Accounting Clerk III # 5009-0000-0000-110 and Data Base Analyst # 5008-0000-0000-065 positions with a reduction in salary and related benefits.	-2.00		-2.00	
60 Operating Budget Adjustments	($195,966)	R	($195,966)	R
Reduce the following line items each year of the biennium: 5327XX Travel - ($6,000) 532821 Data Processing Services - ($179,966) 532850 Printing, Binding, Duplicating - ($5,000) 534521 Office Equipment - ($5,000)				
Total Legislative Changes	**($293,403)**	R	**($293,403)**	R
Total Position Changes	-2.00		-2.00	
Revised Budget	**$11,523,868**		**$11,523,868**	

Revenue

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$76,967,284**		**$76,967,284**	
Legislative Changes				
1600 Administration				
61 Adjust Personnel	($67,420)	R	($67,420)	R
Abolish vacant Staff Development Coordinator position, #4771-0000-0020-410 and related benefits.	-1.00		-1.00	
1602 Security				
62 Adjust Personnel	($23,630)	R	($23,630)	R
Abolish vacant Processing Assistant III position, # 4791-0000-0024-010 and related benefits.	-1.00		-1.00	
1605 Planning, Development, and Technology				
63 Operating Budget Adjustments	($809,714)	R	($809,714)	R
Reduce the following accounts each fiscal year:				

531311 Temporary Wages - ($60,000)
531411 OT Pay - ($20,000)
531431 Shift Premium Pay - ($10,000)
531511 Social Security - ($6,885)
531521 Retirement - ($2,403)
532140 System Implementation - ($250,000)
532310 Repairs - ($9,092)
532512 Rent/Lease Buildings/Offices - ($5,000)
532712 Trans. Air/Out of State - ($10,000)
532715 Trans. Ground/Out of State - ($5,000)
532722 Lodging/Out of State - ($5,000)
532821 Computer/Data Processing Svs - ($250,000)
532860 Advertising - ($10,000)
533110 Gen Office Supplies - ($6,334)
533120 Data Processing Supplies - (5,000)
534511 Office Furniture - ($30,000)
534521 Office Equipment - ($25,000)
534522 Equipment/Computers - ($75,000)
534710 Computer Software - ($25,000)

	FY 2001-02		FY 2002-03	
64 Project Collect Tax	$157,397	R	$769,524	R
Provide funds for an Applications Programmer II and Applications Analyst Programmer Specialist, effective August 1, 2001, equipment, and operating expense:	$187,000	NR		
	2.00		2.00	

	FY 01-02	FY 02-03
531211 Salaries	$111,759	$121,919
531511 Social Security	8,550	9,327
531521 Retirement	8,952	9,766
531561 Med Ins	4,136	4,512
532140 Contractual Svs	-0-	600,000
532821 Computer/Data Proc	24,000	24,000
532440 Maint Agree/DP Equip	7,500	
532441 Maint Agree/Software	7,500	
534522 Office Equipment	18,000	
534522 Computer Equipment	150,000	
534528 Communications Equip	4,000	

1607 Tax Research

65 Personnel and Operating Budget Adjustments	($58,126)	R	($58,126)	R
Eliminate salary and benefits for a vacant Statistical Assistant V position, #4774-0000-0040-312 ($28,263, and reduce funds in the following accounts each fiscal year:	-1.00		-1.00	

531311 Temporary Wages - ($27,740)
531511 Social Security - ($2,123)

1621 Corporate, Excise & Insurance

66 Adjust Operating Budget	($10,765)	R	($10,765)	R
Reduce funds in the following accounts each year:				

531311 Temporary Wages - ($10,000)
531511 Social Security - ($765)

1627 Sales & Use

67 Adjust Operating Budget	($6,459)	R	($6,459)	R
Reduce funds in the following accounts each year:				

531311 Temporary Wages - ($6,000)
531511 Social Security - ($459)

1629 Property Tax

68 Additional Personnel	$63,936	R	$63,936	R
Appropriate funds for salary, benefits, operating expense, office furniture and equipment to support a Property Tax Valuation Specialist I position. The cost associated with the position will be reimbursed through the allowance for administrative cost available per G.S.105-501 in the year subsequent to the year the cost is incurred.	$9,600	NR		
	1.00		1.00	

	FY 2001-02		FY 2002-03	
1641 Office Examination				
69 Personnel and Budget Adjustments	($237,744)	R	($237,744)	R
Make the following adjustments in the division's budget each fiscal year:	-4.00		-4.00	

Eliminate four (4) vacant positions - ($85,117)
3 Processing Assistant III - #4782-0000-0065-742, #4782-0000-0065-733, and #4782-0000-0065-829
1 Processing Assistant V - #4784-0000-0076-551

531311 Temporary Wages - ($100,000)
531511 Social Security - ($15,769)
531521 Retirement - ($6,818)
531561 Med Insurance - ($9,024)
531625 State Disability Payments - ($21,016)

1643 Office Services (Taxpayer Assistance)

70 Personnel and Operating Adjustments	($70,954)	R	($70,954)	R
Abolish two (2) vacant Processing Assistant III positions - #4782-0000-0065-415 ($25,794) and #4782-0000-0065-768 ($23,630), reduce temporary wages (531311) and adjust related benefits.	-2.00		-2.00	
71 Project Collect Tax	$147,370	R	$176,844	R
Appropriate funds to add 2 Revenue Administration Officer I and 2 Tax Technician positions, effective September 1, 2001 with related benefits:	4.00		4.00	

	FY 01-02	FY 02-03
531211 Salaries	$120,915	$145,098
531511 Social Security	9,250	11,100
531521 Retirement	9,685	11,622
531561 Med Ins	7,520	9,024

1660 Field Operations (Examinations & Collection)

72 Personnel and Operating Budget Adjustments	($19,882)	R	($19,882)	R
Reduce temporary wages (531311) and social security (531511).				

	FY 2001-02		FY 2002-03	
73 Project Collect Tax	$438,453	R	$584,605	R
In the Central Collections Unit provide funding to support an Officer Manager II, 2 Revenue Officer II, and 13 Tax Technicians effective October 1, 2001, with related benefits and operating expense:	$5,000 16.00	NR	 16.00	

	FY 02-01	FY 02-03
532111 Salaries	$351,791	$469,055
531511 Social Security	26,912	35,883
531521 Retirement	28,178	37,571
531561 Med Ins	27,072	36,096
532714 Transportation	4,500	6,000
532950 Emp Moving Expense	5,000	

74 Project Collect Tax	$885,795	R	$1,181,059	R
Appropriate funds to support 20 Revenue Officer I and 8 Information Processing Technician positions with related benefits and operating expense:	$194,400 28.00	NR	 28.00	

	FY 01-02	FY 02-03
531211 Salaries	$698,961	$931,948
531511 Social Security	53,471	71,294
531521 Retirement	55,987	74,649
531561 Med Ins	47,376	63,168
532199 Misc Cont Svs	194,400	
532714 Transportation	30,000	40,000

1670 Unauthorized Substance Tax

75 Operating Budget Adjustment	($26,530)	R	($26,530)	R
Reduce the following accounts each fiscal year:				

531311 Temporary Wages - ($20,000)
531511 Social Security - ($1,530)
535890 Other Administrative Services - ($5,000)

1681 Administrative Services

76 Operating Budget Adjustments	($461,514)	R	($461,514)	R
Reduce the following accounts each fiscal year:				

532199 Misc. Contractual Services - ($65,985)
532430 Maintenance Agreements/Equipment - ($34,411)
532821 Computer/Data Process Service - ($20,000)
532840003 Post, Freight & Del/Postage Meter - ($58,547)
532850001 Print Official Statements - ($23,625)
532930 Registration Fees - ($15,000)
532942 Other Employee Ed Exp - ($126,833)
533120 Data Processing Supplies - ($50,000)
533900 Other Materials $ Supplies - ($20,000)
534521 Office Equipment - ($22,113)
535830 Membership Dues & Subscriptions - ($25,000)

	FY 2001-02		FY 2002-03	
77 Project Collect Tax	$201,374	R	$136,625	R
Increase funds to support positions employed for the project:	$230,000	NR		

	FY 01-02	FY 02-03
532811 Rent/Lease (eff. 10/1/01)	$ 63,125	$ 77,500
532840003 Postage/Fr/Del	112,980	32,280
533110 Supplies (eff. 10/1/01)	25,269	26,845
534511 Office Furn	225,000	
534521 Office Equip	5,000	
532714 Transportation	30,000	40,000

1683 Financial Services

78 Operating Budget Adjustments	($20,454)	R	($20,454)	R
Adjust the following accounts each fiscal year:				
531311 Temporary Wages - ($10,000)				
531511 Social Security - ($1,454)				
531625 Eliminate State Disability Payments - ($9,000)				

1685 Documents & Payments Processing

79 Personnel and Operating Budget Adjustments	($110,981)	R	($110,981)	R
Make the following adjustments in the division's budget:				
	-4.00		-4.00	
Eliminate four (4) vacant positions - ($86,388)				
3 Data Entry Specialists - #4787-0000-0090-883, #4787-0000-0090-882, and #4787-0000-0090-889				
1 Processing Assistant III - #4787-0000-0092-408				
531511 Social Security ($6,754)				
531521 Retirement ($6,920)				
531561 Med Insurance ($9,024)				
531625 Eliminate State Disability Payments - ($1,895)				

Total Legislative Changes	**($29,848)**	R	**$988,420**	R
	$626,000	NR		
Total Position Changes	38.00		38.00	
Revised Budget	**$77,563,436**		**$77,955,704**	

Cultural Resources

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$60,840,696**		**$60,840,696**	
Legislative Changes				
1110 Office of the Secretary				
80 Budget Adjustment Reduce funds for miscellaneous contractual services (532199).	($10,860)	R	($10,860)	R
81 Budget Increase Provide funds for data processing services(532800).	$75,000	NR		
1120 Administrative Services				
82 Adjust Operating Budget Reduce funds for computers equipment (534522).	($9,842)	R	($9,842)	R
1210 Archives & History/Director's Office				
83 Operating Budget Adjustments Reduce the following accounts each fiscal year: 531311 Temp Wages - ($1,500) 531511 Social Security - ($115) 532199 Misc. Contractual Services - ($4,759) 532731 BD/Non-employee Trans - ($500) 532732 BD/Non-employee Subsistence - ($500) 535830 Membership Dues - ($500)	($7,874)	R	($7,874)	R
84 Queen Anne's Revenge Provide funding only for continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.	$250,000	NR		
1220 Historical Publications				
85 Budget Adjustment Reduce funding for printing, binding and duplication (532850).	($6,461)	R	($6,461)	R

	FY 2001-02		FY 2002-03	
1230 Archives and Records				
86 Operating Budget Adjustments Reduce the following accounts each fiscal year: 532199 Misc. Contractual Services - ($3,000) 532210 Electricity - ($2,577) 532731 BD/Non-employee Trans. - ($2,000) 532732 BD/Non-employee Subsistence - ($1,000) 532850 Printing, Binding & Duplication - ($6,000) 532850 Advertising - ($5,500) 533900 Other Materials/Supplies - ($5,000) 534539 Other Equipment - ($3,000)	($28,077)	R	($28,077)	R
87 Digitization of Public Records Provide funds to complete Information Technology project planning and for IRMC Project Certification related to digitization of public records (532140).	$50,000	NR		
1241 State Historic Sites				
88 Operating Budget Adjustment Reduce the following accounts each fiscal year: 532199 Misc. Contractual Services - ($130,000) 532512 Rent/Lease-Buildings or Offices - ($7,000) 532721 Lodging/In State - ($20,000) 532724 Meals/In State - ($10,000) 532942 Other Emp. Ed Expense - ($8,000) 533900 Other Materials & Supplies - ($4,315) 534511 Office Furniture - ($10,000) 534541 Motor Vehicles - ($71,000) 534549 Art & Artifacts - ($100,000)	($360,315)	R	($360,315)	R
1242 Tryon Palace				
89 Adjust Operating Budget Reduce the following accounts: 532310 Building Repairs - ($2,684) 532390 Other Repairs - ($1,056) 532490 Maintenance/Service Contracts - ($1,386) 532919 Other Insurance - ($1,656) 533900 Other Supplies & Materials - ($4,999) 534511 Office Furniture - ($1,000) 534539 Other Equipment - ($2,492)	($15,273)	R	($15,273)	R
1243 State Capitol				
90 Budget Adjustment Reduce the following accounts: 531311 Temporary Wages - ($3,900) 531321 Social Security - ($261)	($4,161)	R	($4,161)	R

	FY 2001-02		FY 2002-03	
1245 NC Maritime Museum				
91 Operating Budget Adjustment Reduce funds in the following accounts each fiscal year: 532182 Laundry Service Agreement - ($100) 532320 Repairs/Other Structures - ($2,000) 532512 Office Rent/Lease - ($22,791) 532521 Rent/Lease-Motor Vehicles - ($400) 532524 Rent/Lease Gen. Office Equip. - ($100) 532850 Printing, Binding, & Dup - ($1,000) 532912 Motor Vehicle Insurance - ($1,500) 532913 Liability Insurance - ($2,000) 533900 Other Materials & Supplies - ($2,000) 534539 Other Equipment ($264)	($32,155)	R	($32,155)	R
1250 Historic Preservation				
92 Operating Budget Adjustments Reduce the following accounts each fiscal year: 532199 Misc. Contractual Services - ($1,858) 532390 Repairs - ($650) 532714 Trans/In State - ($1,946) 532715 Trans/Out of State - ($100) 532721 Lodging/In State - ($247) 532724 Meals/In State - ($600) 532725 Meals/Out of State - ($235) 532727 Misc./In State - ($795) 532728 Misc/Out of State - ($1,150) 532731 BD/Non-employee Trans. - ($431) 532732 BD/Non-employee Subs. - ($200) 532850 Printing, Binding, & Dup. - ($900) 532942 Other Employee Ed Exp. - ($326) 533110 General Office Supplies - ($50) 533900 Other Materials & Supplies - ($1,435) 534511 Office Furniture - ($1,822) 534539 Other Equipment - ($148)	($12,893)	R	($12,893)	R
1290 Western Office				
93 Budget Adjustment Reduce funding for In-state transportation (532714).	($2,956)	R	($2,956)	R

	FY 2001-02		FY 2002-03	
1320 Museum of Art				
94 Operating Budget Adjustments Reduce funds in the following accounts: 532199 Misc. Contractual - ($16,560) 532512 Rent/Lease Building - ($5,345) 532590 Rent/Lease Other - ($800) 532711 Tran Air/In State - ($100) 532712 Tran Air/Out of State - ($125) 532714 Trans Ground/In State - ($2,000) 532715 Trans Ground/Out of State - ($294) 532716 Trans Ground/Out of Country - ($200) 532722 Lodging/Out of State - ($1,000) 532723 Lodging/Out of Country - ($739) 532725 Meals Out of State - ($500) 532726 Meals Out of Country - ($300) 532728 Misc/Out of State - ($2,000) 532729 Misc/Out of Country - ($500) 532811 Telephone Service - ($1,440) 532850 Printing, Binding, & Dup - ($1,020) 533990 Other Supplies & Materials - ($17,000)	($49,923)	R	($49,923)	R
95 Art Exhibit Appropriate funds for an exhibit scheduled May18 - July 28, 2002 - Empire of the Sultans: Ottoman Art from the Khalili Collection.	$250,000	NR		
1330 NC Arts Council				
96 Operating Budget Adjustment Reduce grant funds for the Lost Colony (536948).	($6,097)	R	($6,097)	R
97 Grassroots Arts Program Provide funds for one-time increase in continuation budget for grants to local arts councils (536996).	$250,000	NR		
1340 NC Symphony				
98 Budget Adjustment Reduce funds for postage (532840).	($2,962)	R	($2,962)	R
1360 Grants in Aid to Arts				
99 Operating Budget Adjustment Reduce the budget each year for the Vagabond School of Drama (536932) by $1,134 and the NC State Art Society (536935) by $182.	($1,316)	R	($1,316)	R

House Subcommittee on General Government	FY 2001-02		FY 2002-03	
1410 State Library Services				
100 Budget Reductions Reduce funds in the following accounts: 532850 Printing, Binding, & Duplication - ($3,250) 534630 Library Learning Resources - ($10,542)	($13,792)	R	($13,792)	R
1480 State Library Statewide Programs				
101 Budget Adjustment Reduce Telecommunication Services (532812).	($26,078)	R	($26,078)	R
1500 Museum of History				
102 Operating Budget Adjustments Eliminate funds for nine vacant positions and reduce funding in the following accounts each fiscal year: 531211 Salaries - ($107,714) 531511 Social Security - ($8,240) 531521 Retirement - ($8,628) 531561 Medical Insurance - ($9,024) 532310 Building Repairs - ($127,478) 534511 Office Equipment - ($12,357) 534539 Other Equipment - ($212,700)	($486,141) -9.00	R	($486,141) -9.00	R
Total Legislative Changes	**($1,077,176)** **$875,000**	R NR	**($1,077,176)**	R
Total Position Changes	-9.00		-9.00	
Revised Budget	**$60,638,520**		**$59,763,520**	

Cultural Resources - Roanoke Island Commission

GENERAL FUND

	FY 2001-02		FY 2002-03	
Recommended Budget	**$1,907,245**		**$1,907,245**	
Legislative Changes				
Roanoke Island Commission				
103 Operating Budget Adjustment	($47,782)	R	($47,782)	R
Reduce amount of funding transferred to Special Fund.				
Total Legislative Changes	**($47,782)**	**R**	**($47,782)**	**R**
Total Position Changes				
Revised Budget	**$1,859,463**		**$1,859,463**	

State Board of Elections

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$3,271,453**		**$3,271,453**	
Legislative Changes				
1100 Administration				
104 Reduce Operating Budget Reduce the operating budget in the printing line items	($85,184)	R	($85,184)	R
Total Legislative Changes	**($85,184)**	**R**	**($85,184)**	**R**
Total Position Changes				
Revised Budget	**$3,186,269**		**$3,186,269**	

Office of Administrative Hearings

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$2,908,088**		**$2,908,088**	
Legislative Changes				
1100 Administration & Operations				
105 1211 Salaries and Wages Abolish vacant positions - Clerk-Typist position in the Civil Rights Division - # 8210-1100-0000-061 ($29,775) and Accounting Technician V in the Administration Division - # 8210-1100-0000-007 ($40,292) and related benefits.	($70,067) -2.00	R	($70,067) -2.00	R
106 Operating Budget Adjustments Reduce funding in the following line items each year of the biennium: 532110 Legal Service - ($4,000) 532140 System Implement/Integration Services - ($11,506) 532440 Maintenance Agreement-DP Equipment - ($640) 532441 Maintenance Agreement/Software - ($11,854) 535830 Membership/Subscription - ($1,000)	($29,000)	R	($29,000)	R
107 432101 Receipts - Federal Reimbursement Increase federal receipts.	($13,866)	R	($13,866)	R
Total Legislative Changes	**($112,933)**	R	**($112,933)**	R
Total Position Changes	-2.00		-2.00	
Revised Budget	**$2,795,155**		**$2,795,155**	

Rules Review Commission

	GENERAL FUND			
	FY 2001-02		FY 2002-03	
Recommended Budget	**$334,085**		**$334,085**	
Legislative Changes				
1100 Administration				
108 Personal Services	($8,290)	R	($8,290)	R
Reduce funds each year of the biennium in the following accounts:				
531651 Board Member Compensation - ($2,000)				
532512 Rent/Lease - ($250)				
532712 Transportation/Out of State - ($500)				
532722 Lodging/Out of State - ($500)				
532725 Meal/Out of State - ($200)				
532811 Telephone Service - ($1,600)				
532850 Printing, Binding, Duplicate - ($500)				
532930 Registration Fees - ($250)				
534511 Office Furniture - ($700)				
534521 Office Equipment - ($200)				
534522 Computer Equipment - ($1,000)				
534630 Library and Learning - ($500)				
534710 Computer Software - ($90)				
Total Legislative Changes	**($8,290)**	R	**($8,290)**	R
Total Position Changes				
Revised Budget	**$325,795**		**$325,795**	

Attachment 3

House Appropriations Subcommittee
on
General Government

Special Provisions

June 22, 2001

Administration

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H3(S7.1)

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: Representative Walend

VETERAN'S SCHOLARSHIP PROGRAM

SECTION 7.1.(a) G.S. 165-20(3) reads as rewritten:

"**§ 165-20. Definitions.**

As used in this Article the terms defined in this section shall have the following meaning:

...

(3) "Child" means a ~~person~~ person: (i) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, (ii) who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person who has completed high school or its ~~equivalent prior to receipt of a scholarship as may be awarded under this Article,~~ equivalent, (iii) who has complied with the requirements of the Selective Service System, if applicable, and (iv) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has lived in North Carolina continuously since birth. Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years."

SECTION 7.1.(b) G.S. 165-21 reads as rewritten:

"**§ 165-21. Scholarship.**

(a) A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:

a. Tuition,

b. A reasonable board allowance,

c. A reasonable room allowance,

d. Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluding charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of a 10-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, 1999. Whenever a child is enrolled in an educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years. "

(b) If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H2(S7.2)

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: **Representative**

MODIFICATIONS TO THE STATE EMPLOYEE INCENTIVE BONUS PROGRAM

SECTION 7.2.(a) G.S. 143-340(1) reads as rewritten:

"(1) To establish the State Employee Incentive Bonus Program pursuant to Article 36A of this Chapter, with the authority to adopt all rules necessary to implement the program. The Secretary shall serve ex officio on all program committees and shall designate an executive secretary to administer the program."

SECTION 7.2.(b) G.S. 143-345.20 reads as rewritten:

"**§ 143-345.20. Definitions.**

The following definitions apply in this Article:

(1) Baseline reversion. – The two-year historical average of reversions by a State department, agency, or institution.

~~(2) Employing unit. – Any of the following:~~

~~a. The principal Council of State office or department enumerated in G.S. 143A-11 for which a State employee works.~~

~~b. The principal State department enumerated in G.S. 143B-6 for which a State employee works.~~

~~c. The constituent institution of The University of North Carolina or the General Administration of The University of North Carolina for which a State employee works.~~

~~d. The local school administrative unit for which a State employee works.~~

~~e. The board, commission, or agency and its staff for which a State employee works, if that agency is not organizationally housed in any of the other offices, departments, or institutions listed in this subdivision.~~

(2a) Participating agency. – Any State department, agency, or institution, or any local school administrative unit that employs State employees eligible to participate in the State Employee Incentive Bonus Program. The term includes the North Carolina Community Colleges System, The University of North Carolina and its constituent universities, and charter schools. The term does not include federal or local government agencies.

(2b) SEIBP. – Acronym for the State Employee Incentive Bonus Program.

(3) State employee. – Any of the following:

a. A person who is a contributing member of the Teachers' and State Employees' Retirement System of North Carolina, the Consolidated Judicial Retirement System of North Carolina, or the Optional Program.

b. A person who receives wages from the State as a part-time or temporary worker, but is not otherwise a contributing member of one of the retirement programs listed in sub-subdivision a. of this subdivision."

SECTION 7.2.(c) G.S. 143-345.21 reads as rewritten:

"§ 143-345.21. State employee incentive bonus.

(a) A State employee or team of State employees may receive an incentive bonus or bonuses in reward for suggestions or innovations resulting in monetary savings to the State, increased revenues to the State, or improved quality of services delivered to the public.

~~(b) In addition to any bonuses paid directly to individual State employees, a portion of the cost savings associated with any savings realized from permanent efficiencies implemented pursuant to this Article may be contributed to a reserve fund for State employee performance bonuses. Funds for State employee incentive bonuses shall only come from savings including reversions above the baseline reversion of the employing State department, agency, or institution.~~

(b1) The amount of savings generated by suggestions and innovations shall be determined after a 12-month period of implementation. No incentive bonus shall be paid prior to the expiration of 12 months, and payment may be delayed further as reasonably required to ensure that a complete cost implementation cycle is evaluated fully.

(c) ~~Savings generated by suggestions and innovations shall be determined at the end of the fiscal year in which the suggestion or innovation is implemented or the determination may be carried over for one full fiscal year after implementation before making an award if the actual savings cannot be verified before the end of the fiscal year.~~Any savings are to be calculated using the actual expenditures for a program, activity, or service compared to the budgeted amount for the same, if an amount has been budgeted for the program, activity, or service. The savings calculation shall include the amount of any reversions in excess of the baseline reversion. ~~The savings or revenue increases realized from any suggestion or innovation implemented for less than one full fiscal year shall be annualized.~~Any savings realized through the State Employee Incentive Bonus Program shall be weighed against continued service to the ~~public.~~public and the assurance that there is not a negative impact on State programs.

(d) If a suggestion or innovation affects a program, activity, or service for which no separate budgeted amount has been made, the State Coordinator, in conjunction with the agency evaluator or agency fiscal officer, or both for that suggestion or innovation, shall determine the budgetary impact of the suggestion or innovation.

(e) Federal and local government funds and corporate and foundation grant funds are excluded from the SEIBP.

(f) The Department of Administration shall establish the SEIBP reserve fund in which all savings for all suggestions shall be deposited as earned. Each participating agency shall be responsible for transferring savings to the SEIBP reserve fund. The

funds may be encumbered as needed to ensure payment to the General Fund, to the suggester, and for distribution as required by G.S. 143-345.22. The Department of Administration shall provide the SEIBP reserve fund summary at the close of each fiscal year to the Office of State Budget and Management and to the participating agencies. The Office of State Budget and Management shall have oversight responsibility for ensuring that the required reversions and transfers are made to the General Fund, and that all encumbered funds are accounted for and paid as required by law.

(g) No distribution of suggester awards shall occur until reversion requirements to the General Fund are met and distributions as required by G.S. 143-345.22 are satisfied and verified by the Office of State Budget and Management. When all of the requirements of G.S. 143-345.22 are fulfilled, the Department of Administration shall transfer to the suggester's agency funds required to award the suggester. The suggester's agency shall make the suggestion award and ensure that all taxes and withholding requirements are met.

(h) Implementation costs may be prorated over a maximum of three years for suggestions or innovations that are capital intensive, involve leading-edge technology, or involve unconventional processes that require longer than 12 months for implementation. The amount of the average annual savings minus the average annual implementation cost shall be used as the basis for the agency to recommend a suggester award. The State Review Committee shall consult the Office of State Budget and Management to make the final award determination in these cases.

(i) There is established in the Department of Administration a nonreverting fund to be administered by the Office of State Personnel for the training and education of permanent State employees to address specific mission critical needs and objectives. Funds shall be credited from the SEIBP to the fund as provided by this Article."

SECTION 7.2.(d) G.S. 143-345.22 reads as rewritten:

"§ 143-345.22. Allocation of incentive bonus funds; nonmonetary recognition.

(a) If a State employee's suggestion or innovation results in a monetary savings or increased revenue to the State, the funds saved or increased shall be distributed according to the following scale or subject to guidelines as set forth by the funding source:

(1) Twenty percent (20%) of the annualized savings or increased revenues, up to a maximum of twenty thousand dollars ($20,000) for any one State employee, to constitute gainsharing. If a team of State employees is the suggester, the bonus provided in this subdivision shall be divided equally among the team members, except that no team member ~~may~~ shall receive in excess of twenty thousand dollars ($20,000), nor ~~may~~ shall the team receive an aggregate amount in excess of one hundred thousand dollars ($100,000). These funds shall not revert.

(2) Thirty percent (30%) ~~for all current employees in the work unit, as designated by the agency head, of the employing unit of the suggester.~~allocated as follows:

a. Ten percent (10%) to the implementing agency for nonrecurring budget items to be used (i) by the implementing agency to

provide equipment, supplies, training, and limited but appropriate recognition for the division, section, or group responsible for the implementation of the cost-saving measure and (ii) to meet other similar needs within the agency.

b. Ten percent (10%) to the Department of Administration for augmenting funding for the management and administration of the SEIBP. These funds shall not revert.

c. Ten percent (10%) to the State employee education and training fund administered by the Office of State Personnel under G.S. 143-342.21(i). These funds shall not revert.

(3) The remainder to the General Fund for nonrecurring budget items.

(a1) Of the pool of funds identified in subsection (a) of this section, only the General Fund appropriations shall be subject to reversion, except during declared budget emergencies. Under nonemergency budget conditions, SEIBP funds arising from savings at The University of North Carolina, the North Carolina Community Colleges System, the Highway Trust Fund, enterprise funds, and receipt-supported organizations shall be exempt from the General Fund reversion requirements.

(b) The budget of a State agency shall not be reduced in the following fiscal year by an amount similar to the monetary savings or increased revenues realized by the State Employee Incentive Bonus Program. The agency budget shall be reduced in subsequent years only if structural or organizational changes are made that warrant the reductions, including the transfer of responsibility for an activity or service to another agency or the elimination of some function of State government.

(c) If a suggestion or innovation results in improved quality of services to the public or to other State agencies, departments, and institutions, but not in monetary savings to the State, the suggester shall receive a nonmonetary award in the form of a certificate, leave with pay, or other similar recognition."

SECTION 7.2.(e) G.S. 143-345.23 reads as rewritten:

"§ 143-345.23. Suggestion and review process; role of agency coordinator and agency evaluator.

(a) The process for a State employee or team of State employees to submit a cost-saving or revenue-increasing proposal shall begin ~~by~~ with the employee or team of employees submitting the suggestion or innovation to an agency ~~coordinator designated by the State department, agency, or institution impacted by the suggestion or innovation.~~coordinator. The agency coordinator, in conjunction with an agency evaluator, shall review the suggestion or innovation for submission to the State Review Committee established in ~~G.S. 143-345.14.~~G.S. 143-345.24.

(b) An agency coordinator shall be appointed by the head of each participating agency to serve as liaison between the agency, the suggester, the agency evaluator, and the SEIBP office. The duties of the agency coordinator shall include:

(1) Serving as an information source and maintaining sufficient forms necessary to submit suggestions.

(2) ~~Responsibility for presenting,~~ Presenting, in conjunction with the agency evaluator, the ~~plan of implementation for a suggestion or innovation~~ recommendation for an award to the State Review Committee.

(3) Working in conjunction with the agency evaluator ~~designated by the Agency Coordinator for~~ to process a particular suggestion or ~~innovation.~~innovation within 180 days, except when there are extenuating circumstances.

An agency may have more than one coordinator if required to provide sufficient services to State employees.

(c) An agency evaluator shall be designated by the management of the implementing agency to evaluate one or more suggestions. The duties of an agency evaluator shall include:

(1) ~~Reviewing~~ Receiving from the agency coordinator and reviewing within 90 days, when possible, the feasibility and effectiveness of cost-saving or revenue-increasing measures suggested by State employees.

(2) Being knowledgeable of the subject program, activity, or service.

(3) Determining, in conjunction with the agency fiscal officer, the budgetary impact of a suggestion or innovation.

(4) Judging impartially both the positive and negative effects of a suggestion or innovation on the current functions of the subject program, activity, or service.

~~The specific assignments of the agency evaluator shall be determined by the agency coordinator.~~

(d) The ~~State Coordinator~~ executive secretary shall be responsible for general oversight and coordination of the State Employee Incentive Bonus Program. The State ~~Coordinator~~ coordinator shall be ~~a State~~ an employee ~~working in~~of the Department of Administration. The State coordinator shall be responsible for day-to-day SEIBP program management and administration of the technical aspects of the program. The State coordinator shall be an ex officio voting member of the State Review Committee."

SECTION 7.2.(f) G.S. 143-345.24 reads as rewritten:

"**§ 143-345.24. Incentive Bonus Review Committee.**

(a) The Incentive Bonus Review Committee, hereinafter "State Review Committee", shall consist of nine members, as follows:

(1) The State Coordinator.

(2) A representative of the Office of State Budget and Management.

(3) A representative of the Office of State Personnel.

(4) A representative of The University of North Carolina.

(5) A representative of the Department of Justice.

(6) A representative of the Department of Labor.

(7) One State employee appointed by the Speaker of the House of Representatives.

(8) One State employee appointed by the President Pro Tempore of the Senate.

(9) One State employee appointed by the Governor upon the recommendation of the State Employees Association of North Carolina, Inc.

(b) The duties of the State Review Committee shall include:

(1) ~~Responsibility for receiving~~ Receiving from the various agency coordinators recommendations on ~~suggestion and innovation implementation plans.~~suggestions and innovations.

(2) Determining the impact of a suggestion or innovation on State government services by judging the monetary savings, increased revenues, or improved quality of services generated by a suggestion or innovation.

(3) Ensuring that the State employee incentive bonus process does not result in a negative impact on services provided to taxpayers by State government.

(c) All administrative, management, clerical, and other functions and services required by the State Review Committee shall be supplied by the Department of Administration. The Department of Administration and the State Review Committee shall report annually to the Joint Legislative Commission on Governmental Operations on the administration of the State Employee Incentive Bonus Program."

SECTION 7.2.(g) G.S. 143-345.25 reads as rewritten:

"**§ 143-345.25. ~~Effect~~ Innovations deemed property of the State; effect of decisions regarding bonuses.**

(a) All suggestions or innovations submitted by State employees pursuant to this Article are the property of the ~~State.~~State, and all related intellectual property rights shall be assigned to the State. By January 1, 2002, the Office of State Personnel shall establish a policy regarding intellectual property rights that arise from the SEIBP.

(b) Decisions regarding the award of bonuses by the agency coordinator and the State Review Committee are final and are not subject to review under the contested case procedures of Chapter 150B of the General Statutes."

SECTION 7.2.(h) This section becomes effective July 1, 2001, and applies to State employee suggestions and innovations approved or awarded on or after that date.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H4(S7.3)i

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

STUDY OF MOTOR FLEET MANAGEMENT

SECTION 7.3. The Office of State Budget and Management shall study the operations of the State motor fleet management system and shall consider the feasibility of privatizing the function. The Office of State Budget and Management shall report the results of this study to the 2002 Regular Session of the 2001 General Assembly.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GENGOV-H5(S7.4)i

General Government
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

MOTOR POOL OPERATIONS AND ASSIGNMENT OF VEHICLES

SECTION 7.4. G.S. 143-341(8)(i) reads as rewritten:

"**§ 143-341. Powers and duties of Department.**

The Department of Administration has the following powers and duties:

...

(8) General Services:

...

i. To establish and operate a central motor pool and such subsidiary related facilities as the Secretary may deem necessary, and to that end:

...

4. To maintain, store, repair, dispose of, and replace state-owned motor vehicles under the control of the Department. The Department shall ensure that state-owned vehicles are not normally replaced until they have been driven for ~~90,000~~ 110,000 miles or more.

5. Upon proper requisition, proper showing of need for use on State business only, and proper showing of proof that all persons who will be driving the motor vehicle have valid drivers' licenses, to assign economically suitable transportation, either on a temporary or permanent basis, to any State employee or agency. An agency assigned a motor vehicle may not allow a person to operate that motor vehicle unless that person displays to the agency and allows the agency to copy that person's valid driver's license. Notwithstanding G.S. 20-30(6), persons or agencies requesting assignment of motor vehicles may photostat or otherwise reproduce drivers' licenses for purposes of complying with this subpart.

As used in this subpart, "economically suitable transportation" means the most cost-effective standard vehicle in the State motor fleet, unless special towing provisions are required by the ~~employee or~~ agency. The Department may not assign any employee or agency a motor vehicle that is not economically suitable. The

Department shall not approve requests for vehicle assignment or reassignment when the purpose of that assignment or reassignment is to provide any employee with a newer or lower mileage vehicle because of his or her rank, management authority, or length of service or because of any non-job-related reason. The Department shall not assign "special use" vehicles, such as four-wheel drive vehicles or law enforcement vehicles, to any agency or individual except upon written justification, verified by historical data, and accepted by the Secretary. The Department may provide law enforcement vehicles only to those agencies which have statutory pursuit authority."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H5(S7.5)A

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

STUDY STATE CAPITOL SECURITY SERVICES

SECTION 7.5. The Legislative Research Commission shall study the provision of security services in the State Capitol area. The Commission shall report its recommendations to the 2001 General Assembly no later than its reconvening in 2002.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H6(S7.6)i

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

TRANSFER BOARD OF SCIENCE AND TECHNOLOGY

SECTION 7.6. The statutory authority, power, duties, functions, records, personnel, property, unexpended balances of appropriations, allocations, or other funds, including the functions of budgeting and purchasing, of the North Carolina Board of Science and Technology, as established in G.S. 143B-426.30, are transferred to the Department of Commerce. Part 27 of Article 9 of Chapter 143B of the General Statutes is recodified as Part 18 of Article 10 of Chapter 143B of the General Statutes and the Revisor of Statutes shall substitute the term "Commerce" for the term "Administration" everywhere that term appears in Part 18 of Article 10 of Chapter 143B of the General Statues.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-ADMIN-H8

Department of Administration
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOMESTIC VIOLENCE COMMISSION STAFFING

SECTION #. G.S. 143B-394.15 is amended by adding a new subsection to read:

"(l) Staffing. – The Secretary of the Department of Administration shall be responsible for staffing the Commission. To that end, the Secretary shall, at a minimum, assign an employee to serve as a Deputy Director within the North Carolina Council for Women whose primary duties shall be to staff the Commission."

Administrative Hearings

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-OAH-H2(S8.1)i

Office of Administrative Hearings
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

OFFICE OF ADMINISTRATIVE HEARINGS RECLASSIFICATION OF POSITIONS

SECTION 8.1. The Office of Administrative Hearings shall reclassify positions in the Rules Division, Civil Rights Division, Hearings Division, and Administration Division of the Office of Administrative Hearings in accordance with the findings and recommendations of the Office of State Personnel submitted to the General Assembly on January 30, 2001.

State Auditor

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-AUD-H1(S9.1)i

Department of State Auditor
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

ELECTRONIC DISTRIBUTION OF AUDITOR'S REPORTS

SECTION 9.1.(a) G.S. 147-64.6(c) reads as rewritten:

"(c) The Auditor shall be responsible for the following acts and activities:

...

(12) The Auditor shall provide ~~in a written statement~~ a report to the Governor and Attorney General, and other appropriate officials, of such facts as are in his possession which pertain to the apparent violation of penal statutes or apparent instances of malfeasance, misfeasance, or nonfeasance by an officer or employee.

...

(14) The Auditor shall ~~provide copies of each audit report to~~ notify the General Assembly, the Governor, the Chief Executive Officer of each agency audited, and other persons as the Auditor deems ~~appropriate.~~ appropriate that an audit report has been published, its subject and title, and the locations, including State libraries, at which the report is available. The Auditor shall then distribute copies of the report only to those who request a report. The copies shall be in written or electronic form, as requested. He shall also file a copy of the audit report in the Auditor's office, which will be a permanent public record; Provided, nothing in this subsection shall be construed as authorizing or permitting the publication of information whose disclosure is otherwise prohibited by law.

...."

SECTION 9.1.(b) G.S. 147-64.5(a) reads as rewritten:

"(a) Joint Legislative Commission on Governmental Operations. – The Auditor shall furnish copies of any and all audits only when requested by the Joint Legislative Commission on Governmental Operations. The copies shall be in written or electronic form, as requested. Accordingly, the Auditor shall, upon request by the chairmen, appear before the Commission to present findings and answer questions concerning the results of these audits. The Commission is hereby authorized to use these audit findings in its inquiries concerning the operations of State agencies and is empowered to require agency heads to advise the Commission of actions taken or to be taken on any recommendations made in the report or explain the reasons for not taking action."

Controller

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-CONT-H2(S10.1)i

Department of State Controller
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

OVERPAYMENTS AUDIT

SECTION 10.1.(a) During the 2001-2002 fiscal year, receipts generated by the collection of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors as required by G.S. 147-86.22(c) are to be deposited in the Special Reserve Account 24172.

SECTION 10.1.(b) For the 2001-2002 fiscal year, two hundred thousand dollars ($200,000) of the funds transferred from the Special Reserve Account 24172 shall be used by the Office of the State Controller for data processing, debt collection, or e-commerce costs.

SECTION 10.1.(c) All funds available in the Special Reserve Account 24172 on July 1, 2001, are transferred to the General Fund on that date.

SECTION 10.1.(d) Any unobligated funds in the Special Reserve Account 24172 that are realized above the allowance in subsection (b) of this section are subject to appropriation by the General Assembly in the 2002 Regular Session of the 2001 General Assembly.

SECTION 10.1.(e) The State Controller shall report quarterly to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on the revenue deposited into the Special Reserve Account and the disbursement of that revenue.

Cultural Resources

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-CULRES-H3(S11.1)i

Department of Cultural Resources
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

COMPLETION OF THE INFORMATION TECHNOLOGY EXPANSION PROJECT AND THE INFORMATION RESOURCE MANAGEMENT COMMISSION PROJECT CERTIFICATION

SECTION 11.1. Of the funds appropriated to the Department of Cultural Resources, the sum of fifty thousand dollars ($50,000) shall be used to complete the planning for the Information Technology Expansion Project and the Information Resource Management Commission (IRMC) Project Certification. The Department shall not expend any additional funds for information technology expansion prior to review of the IRMC Project Certification by the Joint Select Committee on Information Technology. The results of the IRMC Project Certification shall be presented to the Joint Select Committee on Information Technology no later than December 31, 2001.

Governor's Office

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GOV-H1(S12.2)i

Office of the Governor
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

ELIMINATE STATE PLANNING UNIT AND RENAME BUDGET OFFICE

SECTION 12.2.(a) G.S. 143-10.3, 143-10.4, 143-10.5, and 143-10.6 are repealed.

SECTION 12.2.(b) The phrase "Office of State Budget, Planning, and Management" is deleted and replaced by the phrase "Office of State Budget and Management" wherever it occurs in each of the following General Statutes:

G.S. 7A-101.	Compensation.
G.S. 7A-113.	Bookkeeping and accounting systems equipment.
G.S. 18B-1009.	In-stand sales.
G.S. 20-7.	Issuance and renewal of drivers licenses.
G.S. 47-30.	Plats and subdivisions; mapping requirements.
G.S. 58-6-25.	Insurance regulatory charge.
G.S. 58-85A-1.	Creation of Fund; allocation to local fire districts and political subdivisions of the State.
G.S. 62A-25.	Use of funds.
G.S. 96-4.	Administration.
G.S. 96-32.	Common follow-up information management system created.
G.S. 96-35.	Reports on common follow-up system activities.
G.S. 97-80.	Rules and regulations; subpoena of witnesses; examination of books and records; depositions; costs.
G.S. 105-130.5.	Adjustments to federal taxable income in determining State net income.
G.S. 105-134.6.	Adjustments to taxable income.
G.S. 105-262.	Rules.
G.S. 108A-27.8.	Standard Program Counties – Duties of Department.
G.S. 115C-457.1.	Creation of Fund; administration.
G.S. 115C-457.2.	Remittance of moneys to the Fund.
G.S. 115C-457.3.	Transfer of funds to the State School Technology Fund.
G.S. 115C-546.1.	Creation of Fund; administration.
G.S. 115D-31.	State financial support of institutions.
G.S. 116-220.	Establishment and administration of self-insurance trust funds; rules and regulations; defense of actions against covered persons; application of § 143-300.6.

G.S. 120-30.45.	Fiscal note on legislation.
G.S. 120-30.49.	Compiling federal mandates; annual report.
G.S. 120-36.8.	Certification of legislation required by federal law.
G.S. 120-131.1.	Requests from legislative employees for assistance in the preparation of fiscal notes.
G.S. 120-166.	Additional criteria; nearness to another municipality.
G.S. 122A-16.	Oversight by committees of General Assembly; annual reports.
G.S. 122C-112.	Powers and duties of the Secretary.
G.S. 122C-185.	Application of funds belonging to State facilities.
G.S. 131D-4.2.	Adult care homes; family care homes; annual cost reports; exemptions; enforcement.
G.S. 131E-13.	Lease or sale of hospital facilities to or from for-profit or nonprofit corporations or other business entities by municipalities and hospital authorities.
G.S. 135-39.3.	Oversight team.
G.S. 138-6.	Travel allowances of State officers and employees.
G.S. 138-8.	Moving expenses of State employees.
G.S. 143-1.	Scope and definitions.
G.S. 143-2.	Purposes.
G.S. 143-3.5.	Coordination of statistics; fiscal analysis required for any bill proposed by a State agency that affects the budget.
G.S. 143-4.	(For applicability see note) Advisory Budget Commission.
G.S. 143-6.	Information from departments and agencies asking State aid.
G.S. 143-6.1.	Report on use of State funds by non-State entities.
G.S. 143-10.1A.	Same – Continuation and expansion costs.
G.S. 143-10.2.	Limit on number of State employees.
G.S. 143-10.3.	Strategic planning process.
G.S. 143-10.4.	Departmental operations plans.
G.S. 143-10.5.	Development of performance measures for major programs.
G.S. 143-10.7.	Review of department forms and reports.
G.S. 143-12.1.	Vending facilities.
G.S. 143-15.4.	General Fund operating budget size limited.
G.S. 143-19.	Help for Director.
G.S. 143-20.1.	Annual financial statements.
G.S. 143-27.	Appropriations to educational, charitable and correctional institutions are in addition to receipts by them.
G.S. 143-28.1.	Highway Fund appropriation.
G.S. 143-31.1.	Study and review of plans and specifications for building, improvement, etc., projects.

G.S. 143-34.2.	Information as to requests for nonstate funds for projects imposing obligation on State; statement of participation in contracts, etc., for nonstate funds; limiting clause required in certain contracts or grants.
G.S. 143-34.41.	Legislative intent; purpose.
G.S. 143-34.43.	Capital improvement needs criteria.
G.S. 143-34.44.	Agency capital improvement needs estimates.
G.S. 143-138.	North Carolina State Building Code.
G.S. 143-215.94P.	Groundwater Protection Loan Fund.
G.S. 143-299.4.	Payment of State excess liability.
G.S. 143-345.24.	Incentive Bonus Review Committee.
G.S. 143B-133.1.	Powers of Commission.
G.S. 143B-336.1.	Special Zoo Fund.
G.S. 143B-372.3.	Staff.
G.S. 143B-426.39.	Powers and duties of the State Controller.
G.S. 146-30.	Application of net proceeds.
G.S. 147-33.78.	Information Resource Management Commission.
G.S. 147-33.87.	Financial reporting and accountability for information technology investments and expenditures.
G.S. 147-86.22.	Statewide accounts receivable program.
G.S. 150B-21.	Agency must designate rule-making coordinator; duties of coordinator.
G.S. 150B-21.4.	Fiscal notes on rules.
G.S. 150B-21.9.	Standards and timetable for review by Commission.
G.S. 150B-21.28.	Role of the Office of State Budget and Management.
G.S. 153A-230.1.	Definitions.
G.S. 153A-230.2.	Creation of Satellite Jail/Work Release Unit Fund.
G.S. 153A-230.5.	Satellite jails/work release units built with non-State funds.
G.S. 159I-25.	Disbursement.
G.S. 159I-28.	Rules.
G.S. 159I-29.	Annual reports to Joint Legislative Commission on Governmental Operations.
G.S. 160A-486.	Estimates of population.
G.S. 163-132.5.	Cooperation of State and local agencies.

SECTION 12.2.(c) G.S. 147-33.85(b) reads as rewritten:

"(b) The Office shall coordinate with the ~~Office of State Budget, Planning, and Management~~ Office of State Budget and Management to integrate agency strategic and business planning, technology planning and budgeting, and project expenditure processes into the Office's information technology portfolio-based management. The Office shall provide recommendations for agency annual budget requests for information technology investments, projects, and initiatives to the ~~Office of State Budget, Planning, and Management.~~Office of State Budget and Management."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GOV-H2(S12.1)A

Office of the Governor
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

ADVISORY COMMISSION ON MILITARY AFFAIRS

SECTION 12.1. The General Statutes are amended by adding a new Chapter to read:

"Chapter 127C.

"Advisory Commission on Military Affairs.

"**§ 127C-1. Creation of the North Carolina Advisory Commission on Military Affairs.**

There is created in the Office of the Governor the North Carolina Advisory Commission on Military Affairs to advise the Governor and the Secretary of Commerce on protecting the existing military infrastructure in this State and to promote new military missions and economic opportunities for the State and its citizens.

"**§ 127C-2. Membership.**

(a) The North Carolina Advisory Commission on Military Affairs shall consist of 21 voting members, who shall serve on the Executive Committee, and nine nonvoting, ex officio members who shall serve by reason of their positions.

(b) The Executive Committee shall be appointed as follows:

(1) Three members appointed by the General Assembly upon the recommendation of the Speaker of the House of Representatives, one of whom shall be a member of a recognized veterans' organization.

(2) Three members appointed by the General Assembly upon the recommendation of the President Pro Tempore of the Senate, one of whom shall be a member of a recognized veterans' organization.

(3) Fifteen members appointed by the Governor, consisting of:

a. Three representatives from the Jacksonville community.

b. Three representatives from the Havelock community.

c. Three representatives from the Goldsboro community.

d. Three representatives from the Fayetteville community.

e. Three public members from across the State.

(c) The following members shall serve ex officio:

(1) Secretary of Crime Control and Public Safety, or a designee.

(2) Secretary of Commerce, or a designee.

(3) Commanding General 18th Airborne Corps, Fort Bragg.

(4) Commanding General Marine Corps Base, Camp Lejeune.

(5) Commanding General Marine Corps Air Station, Cherry Point.

(6) Commander 4th FW, Seymour Johnson Air Force Base.

(7) Commander 43rd Airlift Wing, Pope Air Force Base.

(8) Commander of the U.S. Coast Guard Support Center, Elizabeth City.

(9) Adjutant General of the North Carolina National Guard.

(d) The Executive Committee appointed pursuant to subsection (b) of this section shall choose a Chairman and four Vice-Chairmen from amongst its membership.

"**§ 127C-3. Military Advisor.**

The Military Advisor within the Office of the Governor shall serve as the administrative head of the Commission and be responsible for the operations and normal business activities of the Commission, with oversight by the Executive Committee.

"**§ 127C-4. Purposes.**

The Commission shall have the following responsibilities and duties:

(1) Advise the Governor and Secretary of Commerce on how to strengthen the State's relationship with the military to protect the installations of this State from the results of any future defense budget cuts or military downsizing by providing a sound infrastructure, affordable housing, and affordable education for military members and their families, working to be viewed by national military leaders as the most military-friendly State in the nation.

(2) Develop a strategic plan to provide initiatives to support the long-term viability and prosperity of the military of this State that shall include, at least:

a. A comprehensive Economic Impact Study of Military Activities in North Carolina to be conducted by the North Carolina State University Department of Economics and the East Carolina University Office of Regional Development.

b. A Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis conducted by a professional strategic planning group on the current status of the military in North Carolina.

(3) Study ways to improve educational opportunities for military personnel in North Carolina.

(4) Assist in coordinating the State's interests in future activities of the Department of Defense.

(5) Promote initiatives to improve the quality of life for military personnel in this State."

State Personnel

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-OSP-H1(S13.1)i

Office of State Personnel
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

ABOLISH OFFICE OF STATE PERSONNEL PREPARE PROGRAM

SECTION 13.1. The General Assembly encourages the Department of State Treasurer to include the model of the PREPARE program in its current delivery of retirement services. The PREPARE program in the Office of State Personnel is abolished.

General Government

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GENGOV-H2(S14.1)i

General Government
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

USE OF INTERNET FOR AGENCY PUBLICATIONS

SECTION 14.1.(a) Each of the State agencies listed in subsection (b) of this section shall review its printing and publication requirements and schedules and develop a plan to reduce the cost of printing, publishing, and distributing agency information and materials, including documents, reports, and other publications by using computer technology and the Internet, in particular, to distribute information and materials to the public. In developing the plan, each State agency shall review the statutory and regulatory requirements of the agency with regard to publishing and distributing information to the public and make recommendations on any statutory revisions needed to publish and distribute agency information over the Internet or by other computer-related means. Each agency shall submit a written report to the Fiscal Research Division of the General Assembly by April 1, 2002, outlining the required information and the recurring adjustments in the agency budget.

SECTION 14.1.(b) This section applies to the Office of the Governor, the Office of the Lieutenant Governor, the Department of Administration, the Office of the State Auditor, the Office of State Budget and Management, the Board of Elections, the Department of Insurance, the Office of the Secretary of State, the Office of the State Treasurer, the Office of Administrative Hearings, the Office of the State Controller, the Department of Cultural Resources, the General Assembly, the Office of State Personnel, the Department of Revenue, and the Rules Review Commission.

General Assembly

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-GA-H2B

General Assembly
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill, Tolson

REDUCE JOURNAL PRINTING/SESSION LAWS TECHNICAL CORRECTIONS.

SECTION #. G.S. 147-45 reads as rewritten:

"§ 147-45. Distribution of copies of State publications.

The Secretary of State shall, at the State's expense, as soon as possible after publication, provide such number of copies of the Session Laws and Senate and House Journals to federal, State, and local governmental officials, departments and agencies, and to educational institutions of instruction and exchange use, as is set out in the table ~~below:~~ below. These publications shall be made available in hardbound and electronic format. Each agency or institution entitled to more than one copy in the table below shall receive only one of the copies in hardbound format with the remainder in electronic format, unless such agency or institution requests additional hardbound copies by August 1. The Principal Clerks of the House and Senate, in consultation with the Secretary of State, shall determine the total number of volumes to be printed each year.

Agency or Institution	Session Laws	Assembly Journals
Governor, Office of the	~~3~~ 2	2
Office of State Budget, Planning, and Management	1	0
Lieutenant Governor, Office of the	1	1
Secretary of State, Department of the	3	3
Auditor, Department of the State	~~3~~ 1	~~1~~ 0
Treasurer, Department of the State	3	1
~~Local Government Commission~~	~~2~~	~~0~~
State Board of Education	1	0
Department of Public Instruction	~~3~~ 2	1
~~Controller~~	~~1~~	~~0~~
~~Technical Assistance Centers~~	~~1 ea.~~	~~0~~
~~Department of Community Colleges~~		
Community College System Office	~~3~~ 1	1
Justice, Department of		
Office of the Attorney General	~~25~~ 5	~~3~~ 2
Budget Bureau (Administration)	1	0
Property Control (Administration)	1	1

~~State Bureau of Investigation~~	~~1~~	~~0~~
Agriculture and Consumer Services, Department of	~~3~~ 1	1
Labor, Department of	~~5~~ 4	1
Insurance, Department of	~~5~~ 2	1
Administration, Department of	1	1
~~Budget Bureau~~	~~2~~	~~1~~
Controller	1	0
~~Property Control~~	~~1~~	~~0~~
~~Purchase and Contract~~	~~2~~	~~0~~
~~Policy and Development~~	~~1~~	~~0~~
Veterans Affairs Commission	1	0
Environment and Natural Resources, Department of	6	0
Wildlife Resources Commission	2	0
Revenue, Department of	5	1
Health and Human Services, Department of	~~6~~ 1	0
Mental Health, Developmental Disabilities, and Substance Abuse Services, Division of	1	0
Social Services, Division of	3	0
~~Facilities~~ Facility Services, Division of	1	0
Hospitals and Institutions	1 ea.	0
Juvenile Justice and Delinquency Prevention, Department of	3	0
Transportation, Department of	1	0
Board of Transportation	3	0
Motor Vehicles, Division of	1	0
Commerce, Department of	~~1~~ 0	0
Economic Development, Division of	2	0
State Ports Authority	1	0
Alcoholic Beverage Control Commission, North Carolina	2	0
Banking Commission	~~2~~ 1	0
Utilities Commission	~~8~~ 3	1
Industrial Commission	~~7~~ 1	0
Labor Force Development Council	1	0
~~Milk Commission~~	~~5~~	~~0~~
~~Employment Security Commission~~	~~1~~	~~1~~
Correction, Department of	1	0
~~Deprtment of Correction~~	~~2~~	~~0~~
Post-Release Supervision and Parole Commission	~~2~~ 1	0
~~State Prison~~	~~1~~	~~0~~
Correctional Institutions	1 ea.	0
Cultural Resources, Department of	~~1~~ 0	0
Archives and History, Division of	~~5~~ 3	1

State Library	5	5
Publications Division	1	1
Crime Control and Public Safety, Department of	~~2~~ 1	1
North Carolina Crime Commission	1	0
Adjutant General	2	0
Elections, State Board of	~~2~~ 1	0
Office of Administrative Hearings	~~2~~ 1	0
State Personnel Commission	1	0
~~Office of State Personnel~~	~~1~~	~~1~~
Legislative Branch		
State Senators	1 ea.	1 ea.
State Representatives	1 ea.	1 ea.
Principal Clerk – Senate	1	1
Principal Clerk – House	1	1
Reading Clerk – Senate	1	~~1~~ 0
Reading Clerk – House	1	~~1~~ 0
Sergeant at Arms – House	1	~~1~~ 0
Sergeant at Arms – Senate	1	~~1~~ 0
Enrolling Clerk	1	0
~~Engrossing Clerk~~	~~1~~	~~0~~
~~Indexer of the Laws~~	~~1~~	~~0~~
Legislative Building Library	35	~~15~~ 7
Judicial System		
~~Justices of the Supreme Court~~	~~1 ea.~~	~~1 ea.~~
~~Judges of the Court of Appeals~~	~~1 ea.~~	~~1 ea.~~
~~Judges of the Superior Court~~	~~1 ea.~~	~~0~~
~~Emergency and Special Judges of the Superior Court~~	~~1 ea.~~	~~0~~
~~District Court Judges~~	~~1 ea.~~	~~0~~
~~District Attorneys~~	~~1 ea.~~	~~0~~
~~Clerk of the Supreme Court~~	~~1~~	~~1~~
~~Clerk of the Court of Appeals~~	~~1~~	~~1~~
Administrative Office of the Courts	4 3	1
Supreme Court Library	~~AS MANY AS REQUESTED~~ 16	3
Colleges and Universities		
The University of North Carolina System Administrative Offices	3	0
University of North Carolina, Chapel Hill	~~65~~ 33	~~25~~ 9
University of North Carolina, Charlotte	~~3~~ 2	1
University of North Carolina, Greensboro	~~3~~ 1	1
~~University of North Carolina, Asheville~~	~~2~~	~~1~~

University of North Carolina, Wilmington	~~2~~ 1	1
North Carolina State University, Raleigh	~~5~~ 1	~~3~~ 1
Appalachian State University	2	1
East Carolina University	~~3~~ 1	~~2~~ 1
Elizabeth City State University	2	1
Fayetteville State University	~~2~~ 1	1
North Carolina Agricultural and Technical University	2	1
North Carolina Central University	~~5~~ 1	~~5~~ 1
Western Carolina University	~~2~~ 1	1
University of North Carolina, Pembroke	2	1
Winston-Salem State University	2	1
North Carolina School of the Arts	1	1
Private Institutions		
Duke University	~~6~~ 4	~~6~~ 3
Davidson College	~~3~~ 1	~~2~~ 1
Wake Forest University	5	5
Lenoir Rhyne College	1	1
Elon ~~College~~ University	1	1
~~Guilford College~~	~~1~~	~~1~~
Campbell University	~~5~~ 2	~~5~~ 2
Wingate ~~College~~ University	1	1
~~Pfeiffer College~~	~~1~~	~~1~~
Barber Scotia College	1	1
Barton College	1	1
Shaw University	1	1
St. Augustine's College	1	1
Johnson C. Smith University	1	1
~~Belmont Abbey College~~	~~1~~	~~1~~
Bennett College	1	1
~~Catawba College~~	~~1~~	~~1~~
Gardner-Webb ~~College~~ University	1	1
Greensboro College	1	1
High Point University	1	1
Livingstone College	1	1
Mars Hill College	1	1
Meredith College	1	1
Methodist College	1	1
~~North Carolina Wesleyan College~~	~~1~~	~~1~~
Peace College	1	0
~~Queens College~~	~~1~~	~~1~~
~~Sacred Heart College~~	~~1~~	~~1~~
~~St. Andrews Presbyterian College~~	~~1~~	~~1~~

Salem College	1	1
Warren Wilson College	1	1
County and Local Officials		
Clerks of the Superior Court	1 ea.	1 ea.
Register of Deeds	1 ea.	~~1 ea.~~ 0
Federal, Out-of-State and Foreign		
Secretary to the President	1	0
Secretary of State	1	1
Secretary of Defense	1	0
Secretary of Agriculture	1	0
Secretary of the Interior	1	0
Secretary of Labor	1	~~1~~ 0
Secretary of Commerce	1	~~1~~ 0
Secretary of the Treasury	1	0
Secretary of ~~Health, Education and Welfare~~ Health and Human Services	1	0
Secretary of Housing and Urban Development	1	0
Secretary of Transportation	1	0
Attorney General	1	0
~~Postmaster General~~ United States Postal Service	1	0
Bureau of Census	1	0
~~Bureau of Public Roads~~	~~1~~	~~0~~
Department of Justice	1	0
~~Department of Internal Revenue~~ Internal Revenue Service	1	0
~~Veterans' Administration~~ Department of Veterans Affairs	1	0
Farm Credit Administration	1	0
Securities and Exchange Commission	1	0
~~Social Security Board~~	~~1~~	~~0~~
Environmental Protection Agency	1	0
Library of Congress	8	2
Federal Judges resident in North Carolina	1 ea.	0
Federal District Attorneys resident in North Carolina	1 ea.	0
Marshal of the United States Supreme Court	1	0
Federal Clerks of Court resident in North Carolina	1 ea.	0
Supreme Court Library exchange list	1 ea.	0

One copy of the Session Laws shall be furnished the head of any department of State government created in the future.

State agencies, institutions, etc., not found in or covered by this list may, upon written request from their respective department head to the Secretary of State, and upon the discretion of the Secretary of State as to need, be issued copies of the Session Laws on a permanent loan basis with the understanding that should said copies be needed they will be recalled.

State Senators and State Representatives are entitled to the journal of a house only if requested in writing to the Principal Clerk of that house no later than August 1 of the year of the Journal."

Board of Elections

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-SBE-H1

State Board of Elections
House Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

EARLY VOTING FUNDS/GRANTS

SECTION #.(a) The State Board of Elections shall make grants as specified in subsection (b) of this section to certain counties that provided additional one-stop absentee voting sites in the 2000 General Election at locations other than the county board of elections office or the county courthouse. The funds for such grants shall come from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting sites. Under no circumstances shall any new grants by the State Board, under this act, be funded by any new appropriations. No other grants from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting shall be made other than those specified in subsection (b) of this section. Any funds from the fiscal year 2000-2001 appropriation remaining on June 30, 2001 shall not revert to the General Fund until the grant awards are made.

SECTION #.(b) The State Board of Elections shall make grants to the following county boards of elections in the amounts specified:

(1) Buncombe in the amount of $15,000.
(2) Chatham in the amount of $5,000.
(3) Durham in the amount of $10,000.
(4) Edgecombe in the amount of $5,000.
(5) Lenoir in the amount of $10,000.
(6) Orange in the amount of $5,000.
(7) Wake in the amount of $10,000.

State Treasurer

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2001-TREAS-H1

Department of State Treasurer
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

INVESTMENT AND BANKING DIVISION OF DEPARTMENT OF STATE TREASURER/RECEIPT SUPPORTED

SECTION #. G.S. 147-68.1 reads as rewritten:

"§ 147-68.1. Banking operations.

The cost of administration, management, and operations of the banking operations of the Department of State Treasurer shall be apportioned equitably among the funds and programs using these services, and the costs so apportioned shall be deposited with the State Treasurer as a ~~general fund nontax revenue.~~receipt to the budget of the Department of State Treasurer. ~~The cost of administration, management and operations of the banking operations of the Department of State Treasurer shall be covered by an appropriation to the State Treasurer for this purpose in the Current Operations Appropriations Act.~~"

SECTION #. G.S. 147-69.3(f) reads as rewritten:

"(f) The cost of administration, management, and operation of investment programs established pursuant to this section shall be apportioned equitably among the programs in such manner as may be prescribed by the State Treasurer, such costs to be paid from each program, and to the extent not otherwise chargeable directly to the income or assets of the specific investment program or pooled investment vehicle, shall be deposited with the State Treasurer as a ~~General Fund nontax revenue.~~receipt to the budget of the State Treasurer. ~~The cost of administration, management, and operation of investment programs established pursuant to this section and not directly paid from the income or assets of such program shall be covered by an appropriation to the State Treasurer for this purpose in the Current Operations Appropriations Act.~~"

2002

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

MINUTES

APPROPRIATIONS

SUB-COMMITTEE ON GENERAL GOVERNMENT

2002

Committee Chairs:

Senator Ed Warren
Representative Maggie Jeffus
Representative Wilma Sherrill

Committee Assistants:

Delores Ledford
Mary Lee Robinson
Rosa Kelley

GENERAL GOVERNMENT AGENCIES

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Administrative Hearings

State Auditor

State Controller

Cultural Resources

Board of Elections

General Assembly

Governor

State Budget, Planning, & Management

Insurance

Lieutenant Governor

State Personnel

Revenue

Rules Review Commission

Secretary of State

Treasurer

Fiscal Research Division
General Government Team

January 2001

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H

Simple Resolution Adopted

HOUSE RESOLUTION 49
Committee Substitute Favorable 2/7/01
Adopted 2/8/01

Sponsors:

Referred to:

February 5, 2001

A HOUSE RESOLUTION ADOPTING THE PERMANENT RULES OF THE REGULAR SESSIONS OF THE NORTH CAROLINA HOUSE OF REPRESENTATIVES OF THE 2001 GENERAL ASSEMBLY.

Be it resolved by the House of Representatives:

SECTION 1. The permanent rules of the Regular Sessions of the House of Representatives of the 2001 General Assembly are:

PERMANENT RULES OF THE REGULAR SESSIONS OF THE HOUSE OF REPRESENTATIVES OF THE 2001 GENERAL ASSEMBLY OF NORTH CAROLINA

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I. Order of Business

RULE 1. **Convening Hour, Limitation on Friday, Night, and Sunday Legislative Sessions.** – The House shall convene each legislative day at the hour fixed by the House. In the event the House adjourns on the preceding legislative day without having fixed an hour for reconvening, the House shall convene on the next legislative day at 2:00 P.M. During January and February of 2001, no sessions may be held on Friday. No session shall continue after 10:00 P.M. on Monday nor after 9:00 P.M. on any other days, and the Speaker shall adjourn the House without motion at that point,

except that a motion may be made as to the time and day of next convening. No session shall be held on Sunday.

RULE 2. **Opening the Session.** – At the convening hour on each legislative day, the Speaker shall call the members to order and shall have the session opened with prayer. At the convening hour on the first day of each legislative week, the Speaker, or his designee, shall lead the members in the Pledge of Allegiance to the American Flag.

RULE 3. **Quorum.** – (a) A quorum consists of a majority of the qualified members of the House.

(b) Should the point of a quorum be raised, the doors shall be closed, and the Clerk shall call the roll of the House, after which the names of those not responding shall again be called. In the absence of a quorum, 15 members are authorized to compel the attendance of absent members and may order that absentees for whom no sufficient excuses are made be taken into custody wherever they may be found by special messenger appointed for that purpose.

RULE 4. **Approval of Journal.** – (a) The Standing Committee on Rules, Calendar, and Operations of the House shall cause the Journal of the House to be examined daily before the hour of convening to determine if the proceedings of the previous day have been correctly recorded.

(b) Immediately following the opening prayer and upon appearance of a quorum, the Speaker shall call for the Journal report by the Chair of the Standing Committee on Rules, Calendar, and Operations of the House, or by a Representative designated by the Chair, as to whether the proceedings of the previous day have been correctly recorded. Without objection, the Speaker shall cause the Journal to stand approved.

RULE 5. **Order of Business of the Day.** – After the approval of the Journal of the preceding day, unless otherwise ordered by the Speaker, the House shall proceed to business in the following order:

(1) The receiving of petitions, memorials, and papers addressed to the General Assembly or to the House;
(1a) Messages from the Governor;
(2) Ratification of bills;
(3) Reports of standing committees and permanent subcommittees;
(4) Reports of select committees;
(5) Reports of referral by standing committee Chairs of bills to permanent subcommittees;
(6) First reading and reference to committee of bills and resolutions;
(7) Messages from the Senate;
(8) Concurrence with Senate amendments or Senate committee substitutes;
(9) The unfinished business of the preceding day;
(10) Calendar (each category in accordance with Rule 40):
  a. Local bills (roll call) third reading
  b. Local bills (roll call) second reading
  c. Local bills third reading

d. Local bills second reading
e. Public bills (roll call) third reading
f. Public bills (roll call) second reading
g. Public bills and resolutions, third reading
h. Public bills and resolutions, second reading;

(11) Reading of notices and announcements.

II. Conduct of Debate

RULE 6. Duties and Powers of the Speaker. – The Speaker shall have general direction of the Hall. With the consent of or in the absence of the Speaker Pro Tempore, the Speaker may name any member to perform the duties of the chair, but substitution shall not extend beyond one day, except in the case of sickness or by leave of the House.

RULE 7. Obtaining Floor. – (a) When any member desires recognition for any purpose, the member shall rise and respectfully address the Speaker. No member shall proceed until recognized by the Speaker for a purpose.

(b) When a member desires to interrupt a member having the floor, the member shall first obtain recognition by the Speaker and permission of the member occupying the floor, and when such recognition and permission have been obtained, he or she may propound a question to the member occupying the floor; but he or she shall not otherwise interrupt the member having the floor, except as provided in subsection (c) of this rule; and the Speaker shall, without the point of order being raised, enforce this rule.

(c) A member who has obtained the floor may be interrupted only for the following reasons:

(1) A request that the member speaking yield for a question,
(2) A point of order,
(3) A parliamentary inquiry, or
(4) A question of privilege.

RULE 8. Questions of Privilege. – Upon recognition by the Speaker for that purpose, any member may speak to a question of privilege for a time not to exceed three minutes. Questions of privilege shall be those affecting, first, the rights of the House collectively, its safety, dignity, and the integrity of its proceedings; second, the rights, reputation, and conduct of members, individually, in their representative capacity only; and shall have precedence over all other questions, except motions to adjourn. Privilege may not be used to explain a vote or debate a bill. The Speaker shall determine if the question is one of privilege and shall, without the point of order being raised, enforce this rule.

RULE 9. Points of Order. – (a) The Speaker shall decide questions of order and may speak to points of order in preference to other members arising from their seats for that purpose. Any member may appeal from the ruling of the chair on questions of order; on such appeal no member may speak more than once, unless by leave of the House. A two-thirds vote of the members present shall be necessary to sustain any appeal from the ruling of the chair.

(b) When the Speaker calls a member to order, the member shall be seated except that a member called to order may clear a matter of fact, or explain, but shall not proceed in debate so long as the decision stands. If the member appeals from the ruling of the chair and the decision by a two-thirds vote of the members present be in favor of the member called to order, the member may proceed; if otherwise, the member shall not; and if the case, in the judgment of the House, requires it, the member shall be liable to censure by the House.

RULE 10. **Limitations on Debate.** – (a) No member shall speak on, debate, or solicit cosponsors for a bill or resolution at its first reading.

(b) No member shall speak more than twice on the main question, nor longer than 20 minutes for the first speech and 10 minutes for the second speech; nor shall the member speak more than twice upon an amendment or motion to reconsider, re-refer, appeal, or postpone or any motion on concurrence, and then not longer than 10 minutes for the first speech and five minutes for the second speech.

(c) A member may speak only once and for not more than 20 minutes on the question of the adoption of a minority report.

(d) The House, by consent of a majority of the members present, may suspend the operation of subsections (b) and (c) of this rule during any debate on any particular question before the House.

RULE 11. **Reading of Papers.** – When there is a call for the reading of the text of a paper which has been presented to the House, and there is objection to such reading, the question shall be determined by a majority vote of the members of the House present. Except for protests permitted by the Constitution, no member may have material printed in the Journal until said material has been presented to the House and the printing approved by the House, and said material shall not exceed 1,000 words.

RULE 12. **General Decorum.** – (a) The Speaker shall preserve order and decorum.

(b) Decency of speech shall be observed and disrespect to personalities carefully avoided.

(c) When the Speaker is putting any question, or addressing the House, no person shall speak, stand up, walk out of, or cross the House, nor when a member is speaking, engage in disruptive discourse or pass between the member and the chair.

(d) Food or beverages shall not be permitted on the floor of the House during the first two hours of the daily session.

(e) The reading of newspapers shall not be permitted on the floor of the House while the House is in session.

(f) Smoking or the consumption of food or beverages shall not be permitted in the galleries at any time.

(g) Special recitals and performances by musicians or other groups shall not be permitted on the floor of the House; and special guests of members of the House shall not be permitted on the floor of the House.

(h) Members shall observe appropriate attire, coat and tie for male members and dignified dress for female members.

(i) The use of wireless telephones shall not be permitted in the House Chamber.

(j) Placards, stickers, or signs not approved by the Speaker are not permitted in the House Chamber.

III. Motions

RULE 13. **Motions Generally.** – (a) Every motion shall be reduced to writing if the Speaker or any two members request it. No motion relating to a bill shall be in order which does not identify the bill by its number and short title.

(b) When a motion is made, it shall be stated by the Speaker, or, if written, it shall be handed to the chair and read aloud by the Speaker or Clerk before debate.

(c) After a motion has been stated by the Speaker or read by the Speaker or Clerk, it shall be in the possession of the House; but it may be withdrawn before a decision or amendment, except in case of a motion to reconsider, which motion, when made by a member, shall be in possession of the House and shall not be withdrawn without leave of the House.

RULE 14. **Motions, Order of Precedence.** – When there are motions before the House, the order of precedence is as follows:

To adjourn.
To lay on the table.
Previous question.
To postpone indefinitely.
To reconsider.
To postpone to a day certain.
To re-refer.
To amend an amendment.
To amend.
To pass the bill.

No motion to lay on the table, to postpone indefinitely, to postpone to a day certain, to re-refer or to make a particular amendment, being decided, shall be again allowed at the same stage of the bill or proposition.

RULE 15. **Motion to Adjourn.** – (a) A motion to adjourn shall be seconded before the motion is put to the vote of the House.

(b) A motion to adjourn shall be decided without debate and shall always be in order, except when the House is voting or some member is speaking; but a motion to adjourn shall not follow a motion to adjourn until debate or some other business of the House has intervened.

RULE 16. **Motion to Table.** – (a) A motion to table shall be seconded before the motion is put to the vote of the House and is in order except when a motion to adjourn is before the House.

(b) A motion to table shall be decided without debate.

(c) A motion to table shall not be paired with a motion to reconsider.

(d) A motion to table a bill shall constitute a motion to table the bill and all amendments thereto.

(e) When the question before the House is the adoption of an amendment to a bill or resolution, a motion to table the bill is not in order; and a motion to table an amendment applies to the amendment only, and the motion may not expressly or by implication or construction be expanded to include a motion to table the bill also.

(f) When a question has been tabled, it shall not thereafter be considered except on motion to reconsider under Rule 18 or to remove from the table approved by a two-thirds vote.

RULE 17. **Motion to Postpone Indefinitely.** – A motion to postpone indefinitely is in order except when a motion to adjourn or to lay on the table or for the previous question is before the House. However, after one motion to postpone indefinitely has been decided, another motion to postpone indefinitely shall not be allowed at the same stage of the bill or proposition. When a question has been postponed indefinitely, it shall not thereafter be considered except on motion to reconsider under Rule 18 or to place on the favorable calendar approved by a two-thirds vote.

RULE 18. **Motion to Reconsider.** – (a) When a question has been decided, it is in order for any member to move for the reconsideration thereof on the same or the succeeding legislative day; provided that if the vote by which the motion was originally decided was taken by a recorded vote, only a member of the prevailing side may move for reconsideration.

(b) A motion to reconsider shall be determined by a majority vote, except the following shall require a two-thirds vote: a second or subsequent motion to reconsider and a motion to reconsider:

(1) A vote upon a motion to table,
(2) A motion to postpone indefinitely,
(3) A motion to remove a bill from the unfavorable calendar,
(4) A motion that a bill be read twice on the same day, or
(5) A motion to remove from the table.

(c) A motion to reconsider the vote by which a person has been elected as Speaker or Speaker Pro Tempore shall not be in order. This subsection of this rule cannot be suspended.

RULE 19. **Previous Question.** – (a) The previous question may be called only by:

(1) The Chair of the Committee on Rules, Calendar, and Operations of the House;
(2) The majority leader;
(3) The Speaker Pro Tempore;
(4) The member submitting the report on the bill or other matter under consideration;
(5) The member introducing the bill or other matter under consideration; or
(6) The member in charge of the measure, who shall be designated by the chair of the standing committee or permanent subcommittee reporting

the same to the House at the time the bill or other matter under consideration is reported to the House or taken up for consideration.

(7) The member designated by the Speaker under Rule 26(h) to serve as an ex officio member of every standing committee and permanent subcommittee.

(b) The previous question shall be as follows: "Call for the previous question having been made, is the call sustained?" When the call for the previous question has been decided in the affirmative by a majority vote of the House, the question is on the passage of the bill, resolution, or other matter under consideration.

(c) The call for the previous question shall preclude all motions, amendments, and debate, except the motion to adjourn or motion to table.

(d) If the previous question is decided in the negative, the question remains under debate.

IV. Voting

RULE 20. **Use of Electronic Voting System.** – (a) Votes on the following questions shall be taken on the electronic voting system, and the ayes and noes shall be recorded on the Journal:

(1) The passage as required by Article II, Section 23 of the North Carolina Constitution on second and third readings of any bill:
   a. Raising money on the credit of the State,
   b. Pledging the faith of the State for the payment of a debt,
   c. Imposing a State tax, or
   d. Authorizing a county, municipality, or other local governmental unit to
      1. Raise money on its credit,
      2. Pledge its faith for the payment of a debt, or
      3. Impose a local tax.

(2) All measures affecting a fee imposed by the State or any subdivision thereof.

(3) All questions on which a call for the ayes and noes under Rule 24(a) and Article II, Section 19 of the North Carolina Constitution has been sustained.

(4) Both second and third readings of bills proposing amendment of the North Carolina Constitution or ratifying resolutions amending the United States Constitution.

(5) The passage of a bill notwithstanding the Governor's veto thereof pursuant to Article II, Section 22 of the North Carolina Constitution.

(b) Votes on the following questions shall be taken on the electronic voting system:

(1) Second reading of all public bills, all amendments to public bills offered after second reading, third reading if a public bill was amended after second reading or if the reading occurs on a day or days following the second reading, all conference reports on public bills, all

motions to lay public bills on the table, and all motions to postpone public bills indefinitely.

(2) Upon a call for division.

(3) Any other question upon direction of the Speaker or upon motion of any member supported by one-fifth of the members present.

(c) When the electronic voting system is used, 15 seconds shall be allowed for voting on the question before the House, unless the Chair shall direct otherwise. The system shall be set to close automatically when that time has expired. Once the system is locked, the vote shall be recorded and printed.

(d) The voting station at each member's desk in the Chamber shall be used only by the member to which the station is assigned. Under no circumstances shall any other person vote at a member's station. It is a breach of the ethical obligation of a member either to request that another person vote at the requesting member's station or to vote at another member's station. The Speaker shall enforce this rule without exception.

(e) When the electronic voting system is used, the Speaker shall state the question and shall then state substantially the following: "All in favor vote 'aye'; all opposed vote 'no'; the Clerk will open the vote." In order to have the vote recorded, the member must vote by the electronic voting system within the time allowed for that vote, unless the voting station assigned to a member is malfunctioning. The Speaker shall enforce this rule without exception. After the allotted time for voting has elapsed, the Speaker shall say: "The Clerk will now lock the machine and record the vote." After the machine is locked and the vote recorded, the Speaker shall announce the vote and declare the result.

(f) One copy of the machine printout of the vote record of all votes taken on the electronic voting system shall be filed in the office of the Principal Clerk, and two copies shall be filed in the Legislative Library where the copies shall be open to public inspection. A legible copy of the bill, amendment, or motion on which the vote was taken shall be filed with the printout of the vote in the Legislative Library.

(g) When the Speaker ascertains that the electronic voting system is inoperative before a vote is taken or while a vote is being taken on the electronic voting system, the Speaker shall announce that fact to the House, and any partial electronic voting system voting record shall be voided. In such a case, if the North Carolina Constitution or the Rules of the House require a call of the ayes and noes, the Clerk shall call the roll of the House, and the ayes and noes shall be taken manually and shall be recorded on the Journal. All roll call votes shall be taken alphabetically. If, after a vote is taken on the electronic voting system, it is discovered that a malfunction caused an error in the electronic voting system printout, the Speaker shall direct the Reading Clerk and the Principal Clerk to verify and correct the printout record and so advise the House.

(h) For the purpose of identifying motions on which the vote is taken on the electronic voting system, the motions are coded as follows:

(1) To adjourn.

(2) To lay on the table.

(3) Previous question.
(4) To postpone indefinitely.
(5) To reconsider.
(6) To postpone to a day certain.
(7) To re-refer.
(8) To amend an amendment.
(9) To amend.
(10) To concur or not concur.
(11) Miscellaneous.

RULE 21. Voice Votes; Stating Questions. – (a) All other votes except those required to be taken on the electronic voting system shall be taken by voice vote.

(b) When a voice vote is taken the Speaker shall put the question substantially as follows: "Those in favor (as the question may be) will say 'Aye'", and after the affirmative voice has been expressed, "Those opposed will say 'No'".

(c) No statement, explanation, debate, motion, parliamentary inquiry, or point of order shall be allowed once the voice vote has begun. Any point of order or parliamentary inquiry may be raised, however, after the completion of the vote.

RULE 22. Determining Questions. – (a) Unless otherwise provided by the Constitution of North Carolina or by these rules, all questions shall be determined by a simple majority of the members present and voting.

(b) No member may vote unless the member is in the Chamber when the question is put. This subsection of this rule cannot be suspended.

RULE 23. Voting by Division. – Any member may call for a division of the members upon the question before the result of the vote has been announced. Upon a call for a division, the Speaker shall cause the number voting in the affirmative and in the negative to be determined. Upon a division and count of the House on any question, no member away from the member's seat shall be counted.

RULE 24. Roll Call Vote. – (a) Before a question is put, any member may call for the ayes and noes. If the call is sustained by one-fifth of the members present, the question shall be decided by the ayes and noes upon a roll call vote.

(b) Every member who is in the Hall of the House when the question is put shall vote upon a call of the ayes and noes, unless excused pursuant to Rule 24.1A.

RULE 24.1A. Excuse From Deliberations and Voting on a Bill. – (a) Any member shall, upon request, be excused from the deliberations and voting on a particular bill, but to do so must make that request after the second reading of the bill and before any motion or vote on the bill or any amendment thereto. If the reason for the request arises at some point later in the proceedings, the request may be made at that time.

(b) The member may make a brief oral statement of the reasons for making the request. The member may send forward to the Principal Clerk, on a form provided by the Clerk, a concise written statement of the reason for the request, and the Clerk shall include this statement in the Journal.

(c) The member so excused shall not debate the bill or any amendment to the bill, vote on the bill, offer or vote on any amendment to the bill, or offer or vote on any motion concerning the bill at that reading, any subsequent reading, or any subsequent consideration of the bill.

(d) A member may request that his or her excuse from deliberations on a particular bill be withdrawn.

RULE 24.1B. **Division of Amendments.** – Any member may call for an amendment to be divided into two or more amendments to be voted on separately, and the Speaker shall determine whether the amendment admits of such a division.

RULE 25. **Voting by Speaker.** – In all elections the Speaker may vote. In all other instances the Speaker may vote or may reserve this right until there is a tie in which event the Speaker may vote; but in no instance may the Speaker vote twice on the same question.

V. Committees

RULE 26. **Standing Committees and Permanent Subcommittees Generally.** – (a) The Speaker shall appoint a chair, or cochairs, of every standing committee, permanent subcommittee, and select committee, if any. In the construction of these rules, the word "chair" as applied to a committee extends to and includes a cochair of the committee. The Speaker shall have the exclusive right and authority to establish select committees, but this does not exclude the right of the House by resolution to establish select committees.

(b) All permanent subcommittees of each standing committee shall be appointed by the Speaker, and the members appointed, along with the chair of the standing committee, shall constitute the standing committee of which the permanent subcommittee is a part. The Speaker shall appoint all members of permanent subcommittees at the beginning of the first regular session in a manner to reflect the partisan membership of the House.

(c) The Speaker shall appoint the members of all standing committees having no permanent subcommittees at the beginning of the first regular session in a manner to reflect the partisan membership of the House, except that the standing committees on Congressional Redistricting and Legislative Redistricting shall have an equal number of members of the two parties having the largest membership in the House.

(d) Each chair of a permanent subcommittee shall be a vice-chair of the standing committee of which it is a permanent subcommittee. The Speaker may name other members as vice-chairs of the standing committee. The Speaker may name one or more vice-chairs for any standing committee not having permanent subcommittees.

(e) The chair of the standing committee shall be a voting member of each permanent subcommittee of the standing committee.

(f) Either the chair or acting chair, designated by the chair or by the Speaker, and five other members of the standing committee or permanent subcommittee, or a majority of the standing committee or permanent subcommittee, whichever is fewer, shall constitute a quorum of that standing committee or permanent subcommittee. For purposes of determining a quorum, the Speaker Pro Tempore,

Majority Leader, Majority Whips, and the person designated by the Speaker when serving only as ex officio members under subsection (h) of this rule, shall be counted among the membership of the committee or subcommittee only when present.

(g) In any joint meeting of the Senate and House committees or subcommittees, the House standing committee or permanent subcommittee reserves the right to vote separately.

(h) The Speaker Pro Tempore, Majority Leader, two Majority Whips, and one member designated by the Speaker at the time of appointments of chairs of standing committees are ex officio members of every standing committee and permanent subcommittee, except the standing committees on Congressional Redistricting and Legislative Redistricting and any permanent subcommittees thereof, with the right to vote. No more than three of these persons may vote under the authority of this subsection at any committee meeting.

RULE 26.1. **Mentions of Standing Committee Includes Select Committee.** – Any reference in these rules to standing committees shall extend to select committees unless the context requires otherwise.

RULE 27. **List of Standing Committees and Permanent Subcommittees.** – The standing committees and permanent subcommittees thereof are:

Committees	Subcommittees
Aging	(None)
Agriculture	(None)
Alcoholic Beverage Control	(None)
Appropriations	-Capital -Education -General Government -Health and Human Services -Information Technology -Justice and Public Safety -Natural and Economic Resources -Transportation
Children, Youth and Families	(None)
Congressional Redistricting	(None)
Cultural Resources	(None)
Economic Growth and Community Development	(None)

Education-Community Colleges	
	-Pre-School, Elementary and Secondary Education
	-Universities
Election Law and Campaign Finance Reform	(None)
Environment and Natural Resources	(None)
Ethics	(None)
Finance	(None)
Financial Institutions	(None)
Health	(None)
Highway Safety	(None)
Insurance	(None)
Judiciary I	(None)
Judiciary II	(None)
Judiciary III	(None)
Judiciary IV	(None)
Law Enforcement	(None)
Legislative Redistricting	(None)
Local Government I	(None)
Local Government II	(None)
Marine Fisheries	(None)
Mental Health	(None)
Military, Veterans and	

Indian Affairs	(None)
Occupational Safety and Health	(None)
Pensions and Retirement	(None)
Public Health	(None)
Public Utilities	(None)
Rules, Calendar, and Operations of the House	(None)
Science and Technology	(None)
Small Business	(None)
State Government	(None)
State Personnel	(None)
Transportation	(None)
Travel and Tourism	(None)
University Board of Governors Nominating	(None)
Ways and Means	(None)
Welfare Reform	(None)
Wildlife Resources	(None)

RULE 28. **Standing Committee and Permanent Subcommittee Meetings.** – (a) Standing committees and permanent subcommittees of standing committees shall be furnished with suitable meeting places pursuant to a schedule adopted by the Standing Committee on Rules, Calendar, and Operations of the House. Select committees shall be furnished with suitable meeting places as their needs require by the Chair of the Standing Committee on Rules, Calendar, and Operations of the House.

(b) Subject to the provisions of subsection (c) of this rule, standing committees and permanent subcommittees thereof shall permit other members of the

General Assembly, the press, and the general public to attend all sessions of said standing committees or permanent subcommittees.

(c) The Chair or other presiding officer shall have general direction of the meeting place of the standing committee or permanent subcommittee and, in case of any disturbance or disorderly conduct therein, or if the peace, good order, and proper conduct of the legislative business is hindered by any person or persons, the chair or presiding officer shall have power to exclude from the session any individual or individuals so hindering the legislative business.

(d) Procedure in the standing committees and permanent subcommittees shall be governed by the rules of the House, so far as the same may be applicable to such procedure. Before a question is put, any member may call for the ayes and noes. If the call is sustained by one-fifth of the members present, the question shall be decided by the ayes and noes upon a roll call vote. All roll call votes shall be taken alphabetically and shall be subject to Rule 21(c).

(e) No standing committee or permanent subcommittee shall meet on any day when the House shall not convene except by permission of the Speaker or by approval of the House by resolution adopted by a majority vote of the House.

(f) No standing committee or permanent subcommittee shall meet during any session of the House. Standing committees and permanent subcommittees shall meet at their regularly scheduled hour. No permanent subcommittee shall meet at the same time that its standing committee is meeting. Standing committees and permanent subcommittees may meet at other times as authorized by the chair of the Standing Committee on Rules, Calendar, and Operations of the House in order to assure the availability of the meeting room and that no conflicts will exist with the meetings of other bodies. All standing committee and permanent subcommittee meetings shall adjourn no later than:

(1) 15 minutes preceding a regular session of the House, and

(2) 10 minutes preceding the hour of the next regularly scheduled standing committee or permanent subcommittee meeting.

(g) Any call or notice of a standing committee or permanent subcommittee meeting between legislative sessions shall be mailed to each member of the standing committee or permanent subcommittee at least five days prior to such meeting. If a member of the body so requests in writing to the chair of the standing committee or permanent subcommittee, the member shall be notified by certified mail of the meetings.

(h) During standing committee and permanent subcommittee meetings, the chair may exercise the right to vote, or may reserve this right until there is a tie, in which event the chair may vote, but in no instance may the chair vote twice on the same question.

RULE 28.1. **Ethics Committee Investigations Into Violations of the Open Meetings Law.** – (a) On its own motion, or in response to signed and sworn complaint of any individual filed with the Standing Committee on Ethics, the Committee shall inquire into any alleged violation by members of the House of the

Open Meetings Law (Article 33C of Chapter 143 of the General Statutes), as the same may be amended in the future.

(b) If, after such preliminary investigation as it may make, the Committee determines to proceed with an inquiry into the conduct of any individual, the Committee shall notify the individual as to the fact of the inquiry and the charges against him and shall schedule one or more hearings on the matter. The individual shall have the right to present evidence, cross-examine witnesses, and be represented by counsel at any hearings.

(c) After the Committee has concluded its inquiries into the alleged violations, the Committee shall dispose of the matter by taking one of the following actions:

(1) Dismiss the complaint and take no further action.

(2) Issue a private letter of reprimand to the legislator, if the legislator unintentionally violated the provisions of the Open Meetings Law.

(3) Issue a public letter of reprimand if the violation of the Open Meetings Law was intentional, or if the legislator has previously received a private letter of reprimand. The Chair of the Committee on Ethics shall have the public letter of reprimand spread on the pages of the House Journal.

(4) Refer the matter to the House for appropriate action.

RULE 29. Notice of Standing Committee and Permanent Subcommittee Meetings and Hearings. – Public notice of all standing committee and permanent subcommittee meetings shall be given in the House. The chair of the standing committee or permanent subcommittee shall notify or cause to be notified the sponsor of each bill which is set for hearing or consideration before the standing committee or permanent subcommittee as to the date, time, and place of that meeting.

RULE 29.1. Public Hearings. – (a) Requests for a public hearing shall be made in writing to the chair of the standing committee and, if applicable, the chair of the permanent subcommittee to which the bill has been referred. The chair of the standing committee may schedule a public hearing by the standing committee as a whole after the adjournment of a regular daily House session. The chair of the permanent subcommittee may schedule a public hearing before the permanent subcommittee at its regularly scheduled hour. Denial of a request made by a House member may be appealed to the Speaker.

Notice shall be given not less than five calendar days prior to public hearings. These notices shall be issued as information for the press and shall be posted in the places designated by the Principal Clerk.

(b) Persons desiring to appear and be heard at a public hearing shall submit their requests to the Chair of the standing committee or permanent subcommittee. The standing committee or permanent subcommittee Chair may designate one or more members to arrange the order of appearance of interested parties. A brief written statement of testimony may be submitted without oral presentation and shall be incorporated into the minutes of the public hearing.

RULE 29.2. **Minutes to Legislative Library.** – The Chair of a standing committee or a permanent subcommittee shall insure that written minutes are compiled for each of the body's meetings. The minutes shall indicate the members present and the actions taken at the meeting. Not later than 20 days after the adjournment of each session of the General Assembly, the chair shall deliver the minutes to the Legislative Library. The Speaker of the House may grant a reasonable extension of time for filing said minutes upon written application of the chair.

RULE 30. **Standing Committee of the Whole House.** – (a) A Standing Committee of the Whole House shall not be formed, except by suspension of the rules, if there be objection by any member.

(b) After passage of a motion to form a Standing Committee of the Whole House, the Speaker shall appoint a Chair to preside in the standing committee, and the Speaker shall leave the dais.

(c) The rules of procedure in the House shall be observed in the Standing Committee of the Whole House, so far as they may be applicable, except the rule limiting the time of speaking and the previous question.

(d) In the Standing Committee of the Whole House, a motion that the standing committee rise shall always be in order, except when a member is speaking, and shall be decided without debate.

(e) When a bill is submitted to the Standing Committee of the Whole House, it shall be read and debated by sections, leaving the preamble to be last considered The body of the bill shall not be defaced or interlined, but all amendments, noting the page and line, shall be duly entered by the Principal Clerk on a separate paper as the same shall be agreed to by the standing committee, and be so reported to the House. After report, the bill shall again be subject to be debated and amended by sections before a question on its passage be taken.

VI. Handling of Bills

RULE 31. **Introduction of Bills and Resolutions.** – (a) All bills and resolutions shall be introduced by submitting same to the Principal Clerk's office on the legislative day prior to the first reading and reference thereof according to the following schedule by 30 minutes after adjournment each Monday; and by 3:00 P.M. each Tuesday, Wednesday, Thursday, and Friday.

(b) Bills shall not become resolutions provided the Senate has a similar rule. Resolutions shall not become bills. Resolutions are not law but may be used when a law is not necessary for the purpose contained therein. Resolutions shall not be used to appropriate funds for any purpose, but may be used to create study commissions or committees or establish investigative committees, to honor deceased persons, and to adopt House rules and internal affairs. Resolutions cannot amend, repeal, or modify a statute; nor do they have life beyond the term of the session during which they are adopted.

(c) Every bill or resolution shall be read in regular order of business, except upon permission of the Speaker or on the report of a standing committee.

(d) All bills and resolutions shall show in their captions a brief descriptive statement of the true substance of same, which captions may thereafter be amended.

Captions of public bills may be amended only by amendment proposed by the standing committee to which the bill was referred. Third reading shall not be had on any bill or resolution on the same day that such caption is amended.

(e) A Substitute Bill shall be covered with the same color jacket as the original bill and shall be prefaced as follows:

"House Committee Substitute for_____".

(f) House Resolutions need not be read more than twice.

(g) All memorializing, celebration, commendation, and commemoration resolutions, except those honoring the memory of deceased persons, shall be excluded from introduction and consideration in the House.

(h) Any reference in these rules to bills shall extend to resolutions unless the context requires otherwise.

RULE 31.1. Deadlines on Introduction and Receipt; Single Subject Rule. – (a) All public bills or resolutions recommended by commissions or standing committees authorized or directed by act or resolution of the General Assembly to report to the 2001 Regular Session of the General Assembly, or to report prior to convening of that session, must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on the third Wednesday in February (February 21) and must be introduced not later than 3:00 P.M. on the next Wednesday (February 28) of the first year of the biennial session; and

(a1) All bills prepared to be introduced for departments, agencies, or institutions of the State must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on the third Wednesday in February (February 21) and must be introduced not later than 3:00 P.M. on the next Wednesday (February 28). A bill introduced under this subsection shall be identified as an Agency Bill after its short title.

(a2) All local bills must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on the third Wednesday in March (March 21) and must be introduced not later than 3:00 P.M. on the next Wednesday (March 28) of the first year of the biennial session.

(b) All public bills which would not be required to be re-referred to the Appropriations or Finance Committees under Rule 38 must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on the first Wednesday in April (April 4) and must be introduced not later than 3:00 P.M. on the next Wednesday (April 11) of the first year of the biennial session.

(c) All public bills which under Rule 38 would be required to be re-referred to the Appropriations Committee, or to both the Appropriations and Finance Committees, must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on the third Wednesday in April (April 18) and must be introduced not later than 3:00 P.M. on the next Wednesday (April 25) of the first year of the biennial session. All public bills which under Rule 38 would be required to be re-referred to the Finance Committee but not the Appropriations Committee must have been submitted to the Bill Drafting Division of the Legislative Services Office by 4:00

P.M. on the first Wednesday in May (May 2) and must be introduced not later than 3:00 P.M. on the next Wednesday (May 9) of the first year of the biennial session. If any bill is eligible for introduction on account of the date only under this subsection, and the bill is amended so that qualifying appropriation or tax law change does not remain in the bill, it shall not be eligible for further consideration. For the purpose of this section, a "tax law change" includes any provision that would require a bill under Rule 38(b) to be referred to the Standing Committee on Finance.

(d) In order to be eligible for consideration by the House during the first Regular Session, all Senate bills other than finance or appropriations bills which would be required to be re-referred to the Appropriations or Finance Committees under Rule 38 or adjournment resolutions, must be received and read on the floor of the House as a message from the Senate no later than April 26; provided that a message from the Senate received by the next legislative day stating that a bill has passed its third reading and is being engrossed shall comply with the requirements of this subsection and provided that the Senate has a similar rule.

(d1) Except by motion approved by a majority of members of the House present and voting, no public House bill other than the Current Operations Appropriations Act or the Capital Improvement Appropriations Act may contain more than one subject.

(e) This rule, other than subsection (d1), does not apply to bills establishing districts for Congress or State or local entities. This rule, other than subsection (d1), does not apply to measures ratifying an amendment or amendments to the Constitution of the United States.

RULE 32. **Reference to Standing Committee and to Permanent Subcommittees; Serial Referrals.** – (a) Each bill, joint resolution, or House resolution not introduced on the report of a standing committee shall immediately upon its first reading be referred by the Speaker to such standing committee or permanent subcommittee as the Speaker deems appropriate. The Speaker at the same time may order that, if the bill is reported with any favorable recommendation or without prejudice, it be re-referred automatically upon the committee report to another committee or permanent subcommittee designated in the order.

(b) The standing committee chair may refer each bill referred to the standing committee to the permanent subcommittee specifically charged with the subject matter of the bill. A report of that referral shall be made in writing and submitted to the body pursuant to Rule 5(5). Except as provided in Rule 36, the permanent subcommittee to which the bill is referred shall report the bill back to the full standing committee. That subcommittee report shall include one of the following recommendations:

(1) Favorable, without prejudice, or unfavorable as to the original bill with the recommendation that the report be made to the standing committee;

(2) Favorable, without prejudice, or unfavorable as to the original bill, as amended, with the recommendation that the report be made to the standing committee;

(3) Favorable or without prejudice to the proposed committee substitute, and unfavorable to the original bill, with the recommendation that the report be made to the standing committee;

(4) Favorable as to the original bill with the recommendation that the report be made directly to the floor of the House, if approved by the standing committee chair;

(5) Favorable to the original bill, as amended, with the recommendation that the report be made directly to the floor of the House, if approved by the standing committee chair; or

(6) Favorable to the proposed committee substitute with the recommendation that the report be made directly to the floor of the House, if approved by the standing committee chair, and unfavorable to the original bill.

Any recommendation of favorable or without prejudice may include a recommendation of re-referral to another standing committee. After a bill is reported to a standing committee by a permanent subcommittee of that standing committee, the standing committee chair may re-refer the bill to another permanent subcommittee of that standing committee.

Upon recommendation to the standing committee, the bill shall be before that body for further action unless the permanent subcommittee chair reports the bill directly pursuant to Rule 36.

RULE 33. Papers Addressed to the House. – Petitions, memorials, and other papers addressed to the House shall be presented by the Speaker. A brief statement of the contents thereof may be made orally by the introducer before reference to a committee, but such papers shall not be debated or decided on the day of their first being read unless the House shall direct otherwise.

RULE 34. Introduction of Resolutions and Bills, Copies Required. – (a) Whenever any resolution or bill is introduced, a duplicate copy thereof shall be attached thereto, and the Principal Clerk shall cause said duplicate copy to be numbered as the original resolution or bill is numbered, and shall cause the same to be available at all times to the member introducing the same.

(b) Numbering of House Bills shall be designated as "H.B.___." (No. following). A Joint Resolution shall be designated as "H.J.R. ___."(No. following). A House Resolution shall be designated as "H.R.___." (No. following).

(c) Whenever any resolution or bill is filed for introduction, it shall be in a House bill jacket containing 30 copies and in the form designated by the Speaker. Any resolution or bill not accompanied by the required number of copies shall be returned immediately to the introducer. The Clerk shall stamp the copies with the number stamped upon the original bill.

RULE 35. Duplicating and Availability of Copies of Bills. – (a) The Legislative Services Officer shall cause such bills as are introduced to be duplicated in such numbers as may be specified by the Speaker. The Legislative Services Officer shall cause one copy of each resolution and public bill for each member to be delivered

to the member's committee assistant or legislative assistant who shall place it in the appropriate notebook on the member's desk. If a member so requests, a second copy shall be delivered to the member's committee assistant or legislative assistant who shall place it in the member's office. The remaining copies shall be placed in the Printed Bills Room and made available to the committees to which the bill is referred, to individual members on request, and to the general public.

(b) A public bill is a bill affecting 15 or more counties. A local bill is one affecting fewer than 15 counties. No public bill and, upon objection by a member, no local bill may be considered unless copies of the bill have been made available to the entire membership of the House.

RULE 35.1. **Assessment Reports.** – (a) Every bill or resolution proposing the establishment of an occupational or professional licensing board, as defined in Article 18A of Chapter 120 of the General Statutes, or a study for the need to establish such a board shall have attached to the jacket of the original bill or resolution at the time of its consideration on second and third readings by the House or by any standing committee or permanent subcommittee of the House, an assessment report from the Legislative Committee on New Licensing Boards pursuant to Article 18A of Chapter 120 of the General Statutes. The assessment report shall not constitute any part of the expression of legislative intent proposed by the formation of a licensing board. Upon receipt of the request, the Legislative Committee on New Licensing Boards shall prepare and return the assessment report as soon as possible but not later than 60 days, reserving the right to extend this time to 90 days.

(b) Every legislative proposal introduced in the House of Representatives, or received in the House of Representatives from the Senate, proposing the incorporation of a municipality shall have attached to the jacket of the original bill at the time of its consideration on second or third readings by the House of Representatives or by any committee of the House of Representatives prior to a favorable report, a recommendation from the Joint Legislative Commission on Municipal Incorporations, established by Article 20 of Chapter 120 of the General Statutes. The recommendation of the Joint Legislative Commission on Municipal Incorporations shall be made in accordance with the provisions and criteria set forth in Article 20 of Chapter 120 of the General Statutes and shall include the findings required to be made by G.S. 120-166 through G.S. 120-170.

RULE 36. **Report by Standing Committee or Permanent Subcommittee.** – (a) **When Reports Required.** – All House bills and resolutions shall be reported from the standing committee or permanent subcommittee to which referred with such recommendations as the standing committee or permanent subcommittee may desire to make except in the case where the principal introducer requests in writing to the chair of the standing committee or permanent subcommittee that the bill not be considered.

With the written approval of the chair of the standing committee and with the recommendation of the subcommittee pursuant to Rule 32(b)(4) through (6), the chair of the permanent subcommittee may report the bill directly to the floor with that recommendation. If a permanent subcommittee recommends reporting a bill to the floor and the chair of the standing committee fails to give approval, the bill shall be deemed

to have been reported to the standing committee with the same recommendation as the subcommittee would have made to the House.

(b) Favorable Report. – When a standing committee or permanent subcommittee reports a bill with the recommendation that it be passed, the bill shall be placed on the favorable calendar on the day and in the order designated by the Chair of the Committee on Rules, Calendar, and Operations of the House, but no later than the fourth legislative day after submission of the report or Senate message under Rule 43.2 or Rule 43.3(a), unless:

(1) The bill is re-referred to the Committee on Appropriations or Committee on Finance under Rule 38 or was serially referred under Rule 32; or

(2) The bill has not yet been placed on the calendar, and the Speaker refers the bill to another committee.

In order to place a bill on the calendar for a legislative day, notice shall be given by the Chair of the Committee on Rules, Calendar, and Operations of the House orally in the House or in writing to the Principal Clerk. When a committee substitute is adopted and receives a favorable report by the committee or permanent subcommittee, the standing committee or permanent subcommittee chair shall submit to the standing committee or permanent subcommittee the question of an unfavorable report on the original bill. The standing committee's or permanent subcommittee's action, if any, on the original bill shall be reported at the same time the committee substitute is reported.

(c) Report Without Prejudice. – When a standing committee reports a bill without prejudice, the bill shall be placed on the favorable calendar in the same manner as provided in subsection (a) of this rule.

(d) Postponed Indefinitely. – When a standing committee reports a bill with the recommendation that it be postponed indefinitely and no minority report accompanies it, the bill shall be placed on the unfavorable calendar.

(e) Unfavorable Report. – When a standing committee reports a bill with the recommendation that it not be passed and no minority report accompanies it, the bill shall be placed on the unfavorable calendar.

(f) Minority Report. – When a bill is reported by a standing committee with a recommendation that it not be passed or that it be postponed indefinitely, but it is accompanied by a minority report signed by at least one-fourth of the members of the standing committee who were present and voting when the bill was considered in standing committee, the question before the House shall be: "The adoption of the minority report." If the minority report is adopted by majority vote, the bill shall be placed on the favorable calendar for consideration. If the minority report fails of adoption by a majority vote, the bill shall be placed on the unfavorable calendar.

RULE 36.1. Fiscal Notes. – (a) The Chair or Cochair of the Appropriations Committee, of the Finance Committee, or of the Rules, Calendar, and Operations of the House Committee, upon the floor of the House, may request that a fiscal analysis be made of a bill, resolution, or an amendment to a bill or resolution which is in the possession of the House and that a fiscal note be attached to the measure, when in the

opinion of that Chair the fiscal effects of that measure are not apparent from the language of the measure.

(b) The fiscal note shall be filed and attached to the bill or amendment within two legislative days of the request. If it is impossible to prepare a fiscal note within two legislative days, the Director of Fiscal Research shall, in writing, so advise the Speaker, the Principal Clerk, and the member introducing or proposing the measure and shall indicate the time when the fiscal note will be ready.

(c) The fiscal note shall be prepared by the Fiscal Research Division on a form approved by the Rules, Calendar, and Operations of the House Committee as to content and form and signed by the staff member or members preparing it. If no estimate in dollars is possible, the fiscal note shall indicate the reasons that no estimate is provided. The fiscal note shall not comment on the merit but may identify technical problems. The Fiscal Research Division shall make the fiscal note available to the membership of the House.

(d) A sponsor of a bill or amendment may deliver a copy of the bill or amendment to the Fiscal Research Division for the preparation of a fiscal note. The sponsor shall attach the fiscal note to the bill when filed or to the amendment when its adoption is moved.

(e) The sponsor of a bill or amendment to which a fiscal note is attached who objects to the estimates and information provided may reduce to writing the objections. These objections shall be appended to the fiscal note attached to the bill or amendment and to the copies of the fiscal note available to the membership.

(f) Subsection (a) of this rule shall not apply to the Current Operations Appropriations Bill or the Capital Improvement Appropriations Bill. This rule shall not apply to a bill or amendment requiring an actuarial note under these rules.

RULE 36.2. **Actuarial Notes.** – (a) Every bill or resolution proposing any change in the law relative to any:

(1) State, municipal, or other retirement system funded in whole or in part out of public funds; or

(2) Program of hospital, medical, disability or related benefits provided for teachers and State employees, funded in whole or in part by State funds shall have attached to it at the time of its consideration by any standing committee or permanent subcommittee a brief explanatory statement or note which shall include a reliable estimate of the financial and actuarial effect of the proposed change to that retirement or pension system. The actuarial note shall be attached to the jacket of each proposed bill or resolution which is reported favorably by any standing committee or any permanent subcommittee, shall be separate there from, and shall be clearly designated as an actuarial note. A bill described in subdivision (a)(1) of this rule shall be referred to the Committee on Pensions and Retirement upon its introduction.

(b) The sponsor of the bill or resolution shall present a copy of the measure, with a request for an actuarial note, to the Fiscal Research Division which shall prepare the actuarial note as promptly as possible but not later than two weeks

after the request is made unless an extension of time is agreed to by the sponsor as being necessary in the preparation of the note. Actuarial notes shall be prepared in the order of receipt of request and shall be transmitted to the sponsor of the measure. The actuarial note of the Fiscal Research Division shall be prepared and signed by an actuary.

(c) The sponsor of the bill or resolution shall also present a copy of the measure to the actuary employed by the system or program affected by the measure. Actuarial notes shall be prepared and transmitted to the sponsor of the measure not later than two weeks after the request is received, unless an extension of time is agreed to by the sponsor as being necessary in the preparation of the note. The actuarial note shall be attached to the jacket of the measure. The provisions of this subsection may be waived by the measure's sponsor for a measure affecting local government retirement or pension plans not administered by the State or any local government program of hospital, medical, disability, or related benefits for local government employees not administered by the State.

(d) The note shall be factual and shall, if possible, provide a reliable estimate of both the immediate effect and, if determinable, the long-range fiscal and actuarial effect of the measure. If, after careful investigation, it is determined that no dollar estimate is possible, the note shall contain a statement to that effect, setting forth the reasons why no dollar estimate can be given. No comment or opinion shall be included in the actuarial note with regard to the merits of the measure for which the note is prepared. Technical and mechanical defects in the measure may be noted.

(e) When any permanent subcommittee or standing committee reports a measure to which an actuarial note is attached at the time of permanent subcommittee or standing committee consideration, with any amendment of such nature as would substantially affect the cost to or the revenues of any retirement or pension system, or program of hospital, medical, disability, or related benefits for teachers or State employees, the chair of the permanent subcommittee or standing committee reporting the measure shall obtain from the Fiscal Research Division an actuarial note of the fiscal and actuarial effect of the proposed amendment. The actuarial note shall be attached to the jacket of the measure. An amendment to any bill or resolution shall not be in order if the amendment affects the costs to or the revenues of a State-administered retirement or pension system, or program of hospital, medical, disability, or related benefits for teachers or State employees, unless the amendment is accompanied by an actuarial note, prepared by the Fiscal Research Division, as to the actuarial effect of the amendment.

(f) The Fiscal Research Division shall make all relevant actuarial notes available to the membership of the House.

RULE 36.3. Local Legislation Affecting State Highway System. – A local bill affecting the State Highway System shall be referred to the Committee on Transportation.

RULE 37. Removing Bill From Unfavorable Calendar. – A bill may be removed from the unfavorable calendar upon motion carried by a two-thirds vote. A motion to remove a bill from the unfavorable calendar is debatable.

RULE 38. **Reports on Appropriation and Revenue Bills.** – (a) All standing committees, other than the Standing Committee on Appropriations, when favorably reporting any bill or resolution which:

(1) Carries an appropriation from the State; or

(2) Requires or will require in the future substantial additional State monies from the General Fund or Highway Fund to implement its provisions, shall indicate same in the report, and said bill or resolution shall be referred to the Standing Committee on Appropriations for a further report before being acted upon by the House.

(b) All standing committees, other than the Standing Committee on Finance, when favorably reporting any bill which in any way or manner raises revenue, reduces revenue, levies a tax, authorizes the levying of a tax, an assessment, or a fee, or authorizes the issue of bonds or notes, whether public, public-local, or private, shall indicate same in the report, and said bill shall be referred to the Standing Committee on Finance for a further report before being acted upon by the House.

(c) **Action on Amendment Before Re-Referral.** – If any standing committee recommends adoption of an amendment or committee substitute of a bill which, under the rules of the House must be referred to the Standing Committees on Appropriations or the Standing Committee on Finance, the amendment or committee substitute shall be considered and, if adopted, the amendment or substitute engrossed before the bill is re-referred.

RULE 39. **Recall of Bill From Standing Committee.** – (a) When a House bill has been introduced and referred to a standing committee, or when a Senate bill has been referred to a standing committee, if after 10 legislative days the standing committee has failed to act thereon, then the introducer of the House bill or some member designated by him, or some House member designated by the introducer of the Senate bill, may, after three legislative days' public notice given in the House and delivered in writing to the chair of the standing committee, on motion supported by a vote of three-fifths of the members of the House, recall the same from the standing committee to the floor of the House for consideration and such action thereon as a majority of the members present may direct.

(b) This rule shall not be temporarily suspended without one day's notice on the motion given in the House and delivered in writing to the chair of the standing committee, and to sustain that motion two-thirds of the members of the House shall be required.

RULE 39.1. **Recall of Bill From Permanent Subcommittee.** – When a House bill has been referred to a permanent subcommittee, if after 10 legislative days the subcommittee has failed to act thereon, or at any time, with the agreement of the subcommittee chair, the standing committee chair may re-refer the bill from that permanent subcommittee to another permanent subcommittee of the same standing committee provided the report of the re-referral shall be made pursuant to Rule 32.

RULE 39.2. **Re-Referral of Bills From One Standing Committee to Another Standing Committee.** – Upon consent of the sponsor of the bill, the Speaker,

the chair of the standing committee from whom the bill is to be re-referred, and the chair of the standing committee to whom the bill is to be re-referred, the chair of the standing committee from whom the bill is to be re-referred or the chair of the Committee on Rules, Calendar, and Operations of the House may move for a re-referral to another standing committee and the bill shall be re-referred upon vote of the majority present during a regular session of the House.

RULE 40. Calendars and Schedules of Business. – The Clerk of the House shall prepare a daily schedule of business, including the Calendar of Bills and Resolutions for consideration and debate that day, in accordance with the Order of Business of the Day (Rule 5). The Clerk shall number all bills and resolutions in the order in which they are introduced. All bills and resolutions shall be taken up as they appear in each category (Rule 5(10)) in the order they were placed on the Calendar under Rule 36(b).

RULE 41. Reading of Bills. – (a) Every bill shall receive three readings in the House prior to its passage. The first reading and reference to standing committee of a House bill shall occur on the next legislative day following its introduction. The first reading and reference to standing committee of a Senate bill shall occur on the next legislative day following its receipt on messages from the Senate. The Speaker shall give notice at each subsequent reading whether it is the second or third reading.

(b) No bill shall be read more than once on the same day without the concurrence of two-thirds of the members present and voting; provided, no bill governed by Article II, Section 23 of the North Carolina Constitution or described in Rule 20(a)(2) herein shall be read twice on one day under any circumstance.

RULE 42. Effect of a Defeated Bill. – (a) Subject to the provisions of subsection (b) of this rule, after a bill has:

(1) Been tabled,

(2) Been postponed indefinitely,

(3) Failed to pass on any of its readings, or

(4) Been placed on the unfavorable calendar,

the contents of that bill or the principal provisions of its subject matter shall not be considered in any other measure originating in the Senate or originating thereafter in the House. Upon the point of order being raised and sustained by the Chair, that measure shall be laid upon the table, and shall not be taken there from except by a two-thirds vote of the members present and voting.

(b) No local bill shall be held by the Chair to embody the contents of or the principal provisions of the subject matter of any statewide measure which has been laid on the table, has failed to pass on any of its readings, or has been placed on the unfavorable calendar.

RULE 43. Amendments. – No amendment to a measure before the House shall be in order unless the amendment is germane to the measure under consideration. A House amendment deleting a previously adopted House amendment shall not be in order, except that this sentence does not apply to amendments adopted under Rule 38(c).

If the Senate adopts an amendment or committee substitute to a House bill, the House may refuse to receive the bill on account of lack of germaneness if the Senate has a similar rule.

Only one principal (first degree) amendment shall be pending at any one time. If a subsequent or substitute principal amendment shall be offered, the Speaker shall rule it out of order. However, any member desiring to offer a subsequent or substitute principal amendment in opposition to the pending amendment may inform the House by way of argument against the pending amendment that if it is defeated the member proposes to offer another principal amendment, and the member may then read and explain such proposed amendment.

Perfecting (or second degree) amendments may be offered and considered without limitation as to number, and in the event of multiple perfecting amendments, they shall be voted upon in inverse order.

RULE 43.1. **Engrossment.** – Bills and resolutions, except those making appropriations, which originate in the House and which are amended, shall be engrossed before being sent to the Senate.

RULE 43.2. **House Concurrence in Senate Amendments to House Bills.** – When the House receives a Senate amendment to a bill originating in the House, it shall be placed on the calendar in accordance with Rule 36(b).

RULE 43.3. **Committee Substitutes Adopted by the Senate to Bills Originating in the House; Procedure for Treatment of Material Amendments Thereto.** – (a) Whenever the Senate has adopted a committee substitute for a bill originating in the House and has returned the bill to the House for concurrence in that committee substitute, it shall be placed on the calendar in accordance with Rule 36(b).

(b) The Speaker shall rule whether the committee substitute is a material amendment under Article II, Section 23 of the State's Constitution which reads:

"**Revenue bills.** – No law shall be enacted to raise money on the credit of the State, or to pledge the faith of the State directly or indirectly for the payment of any debt, or to impose any tax upon the people of the State, or to allow the counties, cities, or towns to do so, unless the bill for the purpose shall have been read three several times in each House of the General Assembly and passed three several readings, which readings shall have been on three different days, and shall have been agreed to by each House respectively, and unless the yeas and nays on the second and third readings of the bill shall have been entered on the journal."

If the committee substitute was referred to standing committee, the standing committee shall:

(1) Report the bill with the recommendation either that the House do concur or that the House do not concur; and

(2) Advise the Speaker as to whether or not that committee substitute is a material amendment under Article II, Section 23 of the North Carolina Constitution.

(c) If the committee substitute for a bill is not a material amendment, the question before the House shall be concurrence.

(d) If the committee substitute for a bill is a material amendment, the receiving of that bill on messages shall constitute first reading and the question before the House shall be concurrence on second reading. If the motion is passed, the question then shall be concurrence on third reading on the next legislative day.

(e) No committee substitute adopted by the Senate for a bill originating in the House may be amended by the House.

RULE 44. Conference Standing Committees. – (a) Whenever the House shall decline or refuse to concur in amendments put by the Senate to a bill originating in the House, or shall refuse to concur in a substitute adopted by the Senate for a bill originating in the House or whenever the Senate shall decline or refuse to concur in amendments put by the House to a bill originating in the Senate, or shall refuse to concur in a substitute adopted by the House for a bill originating in the Senate, a conference committee may be appointed by the Speaker upon the Speaker's own motion and shall be appointed upon request by the principal sponsor of the original bill, the chair of the House standing committee which reported the bill, or by the sponsor of the amendment in which the Senate refused to concur; and the bill under consideration shall thereupon go to and be considered by the joint conferees on the part of the House and Senate. In appointing members to conference committees, the Speaker shall appoint no less than a majority of members who generally supported the House position as determined by the Speaker.

(b) Only such matters as are in difference between the two houses shall be considered by the conferees, and the conference report shall deal only with such matters. The conference report may be made by a majority of the House members of such conference committee and shall not be amended.

(c) If the conferees fail to agree or if either House fails to adopt the report of its conferees, new conferees may be appointed.

(d) No vote shall be taken on adoption of a conference report until the next legislative day following the report.

RULE 43. Transmittal of Bills to Senate. – Unless ordered by the Speaker or two-thirds vote of the members present and voting, no bill shall be sent from the House on the day of its passage, except on the last day of the session.

VII. Legislative Officers and Employees

RULE 45 Elected Officers. – (a) The House shall elect one of its members Speaker.

(b) The House shall elect one of its members Speaker Pro Tempore who shall perform such duties as the Speaker may assign and shall preside over the House in the absence or incapacity of the Speaker and shall perform all of the duties of the Speaker until such time the Speaker may assume the chair.

(c) The House shall elect a Principal Clerk, who shall continue in office until another is elected. The Speaker shall appoint a Reading Clerk and a Sergeant-at-Arms, who shall serve at the Speaker's pleasure. The Principal Clerk, Reading Clerk, and Sergeant-at-Arms shall have and perform duties and responsibilities, not inconsistent with these rules, as the Speaker may assign. Unless directed otherwise by

the Speaker on behalf of the House, the Principal Clerk or an employee designated by the Principal Clerk shall receive House bills not approved by the Governor. In addition, the Sergeant-at-Arms may assign the Reading Clerk additional duties, to be performed while the House is not in its daily session.

RULE 46. **Assistants to Principal Clerk and Sergeant-at-Arms.** – The Principal Clerk and the Sergeant-at-Arms may appoint, with the approval of the Speaker, such assistants as may be necessary to the efficient discharge of the duties of their respective offices.

RULE 47. **Speaker's Staff, Chaplain, and Pages.** – (a) The Speaker may appoint one or more staff members to the Speaker, a Chaplain of the House, and pages to wait upon the sessions of the House.

(b) When the House is not in session, the pages shall be under the supervision of the Supervisor of Pages.

(c) The Speaker at the request of a member may appoint honorary pages.

RULE 48. **Member's Staff.** – (a) Each standing committee and permanent subcommittee shall have a committee assistant. The committee assistant to a standing committee or permanent subcommittee shall serve as staff to the chair of the standing committee or permanent subcommittee.

(b) Each member shall be assigned a legislative assistant, unless the member has a committee assistant to serve as legislative assistant.

(c) The selection and retention of committee assistants, legislative assistants, and office assistants shall be the sole prerogative of the individual member or members. Such staff shall file initial applications for employment with the Principal Clerk and shall receive compensation as prescribed by the Legislative Services Commission. The employment period of such staff shall commence not earlier than the convening date of the General Assembly and shall terminate not later than the final adjournment or recess of the General Assembly unless employment for an extended period is approved by the Speaker. The committee assistants, legislative assistants, and office assistants shall adhere to such uniform rules and regulations not inconsistent with these rules regarding hours and other conditions of employment as the Legislative Services Commission shall fix by appropriate regulations.

RULE 49. **Compensation of Legislative Assistants.** – No clerk, committee assistant, legislative assistant, office assistant, or other person employed or appointed under Rules 46, 47, and 48 hereof shall receive during such employment, appointment, or service, any compensation from any department of the State government, and there shall not be voted, paid, or awarded any additional pay, bonus, or gratuity to any of them; but they shall receive only the pay now provided by law for such duties and services.

VIII. Privileges of the Hall

RULE 50. **Admittance to Floor.** – No person except members, officers, and employees of the General Assembly who have been issued identification tags as provided by this rule, and former members of the General Assembly who are not registered under the provisions of Article 9 of Chapter 120 of the General Statutes of North Carolina, shall be allowed on the floor of the House during its session, unless

permitted by the Speaker or otherwise provided by law. Employees of the General Assembly shall wear identification tags, approved by the Legislative Services Officer, when on the floor of the House.

RULE 51. Admittance of Press. – Reporters wishing to take down debates may be admitted by the Speaker, who shall assign such places to them on the floor or elsewhere, to effect this object, as shall not interfere with the convenience of the House. Reporters admitted to the floor of the House shall observe the same requirements of attire for members contained in Rule 12(h).

RULE 52. Extending Courtesies. – Courtesies of the floor, galleries, or lobby shall be extended at the discretion of the Speaker and only by the Speaker. Requests by members to extend these courtesies shall be typewritten and delivered to the Speaker. No member shall orally ask the Speaker to extend these courtesies during the daily session.

RULE 53. Order in House Chamber, Galleries, and Lobby. – In case of any disturbance or disorderly conduct in the House Chamber, galleries, or lobby, the Speaker or other presiding officer is empowered to order the same to be cleared to the extent they deem necessary.

IX. General Rules

RULE 54. Attendance of Members. – No member or officer of the House shall absent himself from the service of the House without leave, unless from sickness or disability.

RULE 55. Documents to Be Signed by the Speaker. – All acts, addresses, and resolutions and all warrants and subpoenas issued by order of the House shall be signed by the Speaker or other presiding officer.

RULE 56. Printing or Reproducing Materials. – There shall be no printing or reproducing of paper(s) that are not legislative in essence except upon approval of the Speaker.

RULE 57. Placement or Circulation of Materials. – Persons other than members of the House shall not place or cause to be placed any materials on members' desks in the House Chamber without obtaining approval of the Speaker. Any material placed on members' desks in the House Chamber, or circulated to House members anywhere in the Legislative Building or the Legislative Office Building, shall bear the name of the originator.

RULE 58. Rules, Rescission, and Alteration. – (a) These rules shall not be permanently rescinded or altered except by House simple resolution passed by a two-thirds vote of the members present and voting. The introducer of the resolution must on the floor of the House give notice of intent to introduce the resolution on the legislative day preceding its introduction.

(b) Except as otherwise provided herein, the House upon two-thirds vote of the members present and voting may temporarily suspend any rule.

RULE 59. Cosponsorship of Bills and Resolutions. – (a) Any member wishing to cosponsor a bill or resolution which has been introduced may do so by appearing in the office of the Principal Clerk for such purpose within one-half hour

following the adjournment of the session during which such bill or resolution was first read and referred.

(b) Members wishing to jointly sponsor legislation should indicate such to the drafter at the time the bill is requested or upon filing the bill with the Principal Clerk's office. The names of the members who are the primary sponsors shall be listed in the order requested by them, followed by the words (Primary Sponsors); and the remaining names of members cosponsoring shall follow. No more than four members may be listed as primary sponsors.

(c) No member shall permit anyone, other than that member's committee assistant, legislative assistant, office assistant, or another member, to have possession of and solicit for bill or resolution cosponsorship, the jacket of a bill or resolution.

RULE 60. **Correcting of Typographical Errors.** – The Legislative Services Officer may correct typographical errors appearing in House bills or resolutions provided that such corrections are made before ratification and do not conflict with any actions or rules of the Senate and provided further that such correction be approved by the Chair of the Standing Committee on Rules, Calendar, and Operations of the House, the Speaker, or other presiding officer.

RULE 61. **Assignment of Seats.** – After initial assignment of seats, a member shall continue to occupy the seat to which initially assigned until assigned a permanent seat; once assigned a permanent seat, the member shall occupy it for the entire biennial session. In event of vacancy, that member's successor will occupy the seat of the member replaced for the remainder of the biennial session.

RULE 61.1. **Office Assignments.** – The Chair of the Standing Committee on Rules, Calendar, and Operations of the House shall assign to each member an office space. When available, Chairs of standing committees and permanent subcommittees shall be assigned an office adjacent to the room in which the standing committee or permanent subcommittee generally meets if the Chair so desires. The Speaker shall be assigned an office of his or her choice.

RULE 61.2. **Convening and Assigning Seats in the New House.** – (a) The Principal Clerk of the previous House of Representatives shall convene the House of Representatives at 12:00 noon on the date established by law for the convening of each regular session, and preside over the body until the members elect a Speaker. In the case of a vacancy, inability, or refusal to so serve, the duty shall devolve upon the sergeant-at-arms of the prior House, and in the case of a vacancy in that office, or inability or refusal to so serve, the duty shall devolve upon the reading clerk of the prior House.

(b) It shall be the duty of the Chair of the Standing Committee on Rules, Calendar, and Operations of the House of the prior House to assign temporary seats to the members of the House of Representatives in its Chamber. In the case of the inability or refusal to serve of the Chair of the Standing Committee on Rules, Calendar, and Operations of the House, the Speaker of the prior House of Representatives shall appoint a person to assign seats to members of the House of Representatives in its Chamber. In the event that the party that had a majority of members in the prior House will no longer have a majority of members of the new House, then the duty assigned in this subsection to the Chair of the committee of the prior House shall instead be the duty

of the person nominated as Speaker by the majority party caucus for the new House, or some member-elect designated by the Speaker-nominee. In the event no party will have a majority, then the duty assigned in this subsection to the Chair of the committee of the prior House shall instead be the joint duty of one person chosen each by the caucuses of the two parties having the greatest numbers of members.

RULE 62. **Matters Not Covered in These Rules.** – Except as herein set out the rules of Mason's Manual of Legislative Procedure shall govern the operation of the House.

Section 2. This resolution is effective upon adoption.

ATTENDANCE

APPROPRIATIONS COMMITTEE

SUBCOMMITTEE ON GENERAL GOVERNMENT

2002

NAMES	4/24	4/30	5/1	5/2		5/7 Joint	5/8 Joint		7/23	7/24	7/29	7/31			
Rep. Maggie Jeffus, Chair	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Wilma Sherrill, Chair	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Alma Adams		✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Daniel Barefoot	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Marvin Lucas	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Mitchell Setzer	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Rep. Gene Wilson	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Ex officio members:															
Rep. Philip Baddour, Jr.															
Rep. Pete Cunningham															
Rep. Andy Dedmon															
Rep. Beverly Earle															
Rep. Joe Hackney															
Staff:															
Michelle Nelson	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			
Marilyn Chism	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			

NORTH CAROLINA GENERAL ASSEMBLY

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT
2001 – 2002 SESSION

Rep. Jeffus
Chair

Rep. Sherrill
Chair

Rep. Adams

Rep. Barefoot

Rep. Lucas

Rep. Setzer

Rep. Wilson, G.

HOUSE COMMITTEE
APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT
2001-02

MEMBER	ASSISTANT	TELEPHONE	OFFICE
JEFFUS, Maggie (Chair)	Mary Lee Robinson	733-5191	1013
SHERRILL, Wilma (Chair)	Rosa Kelley	715-3026	403
ADAMS, Alma	Rhonda Towns	733-5902	542
BAREFOOT, Daniel	Jackie Pittman	715-3021	416B
LUCAS, Marvin	Audrey Ray	733-5775	1323
SETZER, Mitchell	Joanna Mills	733-5886	1015
WILSON, Gene	Rebecca Jones-Cooper	733-7727	1109

Michele Nelson , Committee Counsel	733-4910	619
Marilyn Chism, Committee Counsel	733-4910	619

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 4/24/02

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dr. George Millsaps	Dept of Admin
Bobby Bryan	Rules Review
Celia Cox	Rules Review
Angela. Houston	OSBM
Starla McKenney	DOI
Kevin Howell	Gov's office
Susan RABON	Gov.'s office
Pam Young	DCR
Donna Rosefield	DCR
Libba Evans	DCR
Carl Goodwin	OSP
Gwen Canady	OSC
Keith McCoulds	DOR
ROBERT Powell	OSC
Byron Harris	OSBM
Thomas Cheek	OSBM
Cindy Gillian	OSA
Jimmy Benson	OSA
Vicky Young	OSA
Ralph Campbell	OSA
Anne Bauder	OSBM
News & Observer Jeff Nathanson	N&O
Brooks Skinner	DOA
Laura Harper	SEANC
Robert Wilson	S.O.S.

JOINT APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

April 24, 2002
8:30 A.M.

MINUTES

The Joint Appropriations Subcommittee on General Government met Wednesday, April 24, 2002, at 8:30 A.M. in room 422 of the Legislative Office Building. Three out of four Senate members were present. The following Representatives were in attendance: Chairs Maggie Jeffus and Wilma Sherrill, Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson.

Representative Jeffus called the meeting to order; and this being the first meeting, she introduced the members and staff.

Representative Jeffus announced that hard decisions have to be made during this difficult year. The chairs have been meeting for the past few weeks but no decisions have been made. To expedite the process when session begins on May 28 and so we will be up and running, the committee will make the recommendations and the full chairs will make the final decisions. There is information on the agenda with a calendar and directions from the full appropriations chairs. Our approach has been to review the agencies for the past few weeks from a 7 to 11 percent reduction package. At this time, about half of the sixteen agencies have been reviewed. The review has generated a list of questions for each agency related to personnel, organizational structure, span of control and vacant and exempt positions. For the subcommittee's review, these agencies are going to present their 7 to 11 percent reduction packages plus other items listed on the agenda (Attachment 1).

Rep. Jeffus continued that their particular budget is one of the smaller budgets in State Government. Presently, the budget is about $340 million. The committee's target is to reduce that by $25 million. This is a very different year and we will do it a little bit differently. The committee may select cuts from the 7 to 11 percent reduction in other areas from the list. We may do a 7 per cent in one area and 11 percent in another area in a department. For example, they have 285.92 vacancies reported that total more than $10.1 million and the span of control in some agencies is less than adequate. So in terms of the vacancies, it is suggested that the committee take all of the vacancies unless agencies can justify retaining any positions on the April 22 vacant list.

The calendar and Rules are attached to the agenda and Rep. Jeffus reported that they hope to adhere to the time line and the rules.

The Committee will have to move quickly, and decisions will have to be made as each department is presented in order to meet the deadlines.

NORTH CAROLINA OFFICE OF THE STATE AUDITOR (Attachment 2)
Ralph Campbell, Jr., State Auditor

Chair Jeffus recognized Mr. Campbell for his presentation. Mr. Campbell presented a quick overview of the attachment. He pointed out (Page 7) that Research and Training have to have eighty hours of continual professional education every two years.

Mr. Campbell pointed out to the committee (Page 14) that if the funding were decreased there would be a need for legislation that removed "annual" from the General Statutes. The question is "what audit cycle" could be met. The minimum they would change the audit cycle is every two years. The reason he left the audit cycle out was to give the Office of the State Auditor the ability to end up looking at a different audit cycle on those programs that might need some additional audit oversight.

They have one retired employee currently under contract. He is hired on an engagement-by-engagement process. (Page 15)

The organizational chart (Page 17) has not changed since their last presentation to this committee.

He briefly covered the remainder of the attachment. He pointed out they were asked to study Internet use but in fact they have developed the Electronic Publication System (EPS) in house and have already put it in place and it has resulted in a savings. (Page 28)

Following Mr. Campbell's presentations, Representative Jeffus opened the floor for questions.

Senator Allran asked why do you have to update the computer equipment about every three years and how much does that cost. Mr. Campbell answered that it costs about $195,000 per year and the reason they have to do it is, most of these are laptop computers. The auditors use these in the field. The computers are used more and need more repairs. The technology in the computer field is constantly changing. Senator Allran made a statement about obsolete equipment. He would be interested to know if there is any possible way to know the net effect of computerization on State Government; whether it has cost more, equaled out, or saved money. He finds that it is hard to believe that since the installation of computers in state government that they have saved any money. Is there any type of audit to begin to know?

Mr. Campbell answered that employment within state government would have gone up drastically had there not been computerization. He thinks it could easily have increased employees four times the number in state government today.

Representative Jeffus feels that computers make her more accessible to her constituents and makes the constituents more accessible to her. She likes to work late at night and she would not think of returning phone calls late at night but she can e-mail them.

Mr. Campbell explained that the audit work they do in the major state agencies that have major dollars involved have to be done every year. The audit work that they do at the universities have to be done every year. They have no choice. First, because of the amount of dollars involved, secondly, because of the bonding requirements, and third is for accreditation. If they do not do the audit every year at the universities, they are not going to have the accreditation. The same thing exists for the community colleges. Their department has no choice but to conduct an annual audit of major state agencies such as the Department of Transportation, Corrections, Agriculture, etc. There are some agencies that do not have the audit risk factor and only conduct an audit of them every two years. When Smart Start was put in effect, an annual audit was conducted because it was a new initiate. Because such a large amount of dollars are in the program, they do an annual audit as directed by the Statute. Mr. Campbell does not recommend anything other than an annual audit of Smart Start. There is very limited administrative capacity at each agency. He is concerned about the risk if there is not an annual audit.

Mr. Campbell stated that when they do an investigative audit they couldn't estimate the length of time it will take because sometime they find other things while auditing one thing and sometimes they find other criminal acts.

Mr. Campbell stated that the only resource that they have for making cuts is on audits for Smart Start. Smart Start is where State dollars are put to the tune of $200 million. Do we really want to take away from the financial oversight?

Senator Harris stated that the Auditor Department is the eyes and ears of the state.

Representative Sherrill asked about using retirees? Mr. Campbell explained that using retirees was to their advantage as they had expertise in their respective fields and the cost is far less than to hire outside help. Representative Sherrill requested Mr. Campbell to go back and look at all his offices and travel budget. He might need to take a second look to find ways to reduce his budget. He said that he would.

Senator Warren asked, "What additional work has the department taken on since the last session?" Mr. Campbell stated that the additional audit that has been required has been for Exploris, which they are currently involved. As a result of September 11, 2001, and the General Assembly providing the authority of the Governor to use funds in the amount of $500,000 for the anti-terrorism, they are doing a comprehensive, vuluability and penetration testing of some agencies. This is being provided through a contractual relationship with expertise in that field.

Representative Jeffus stated that there was available space in his building. Is that space still vacant? Mr. Campbell answered that it is.

Senator Harris made the motion to accept the report from Mr. Campbell and it passed.

Representative Jeffus thanked Mr. Campbell for his excellent report.

Representative Jeffus called the committee's attention to the Rules For Joint Appropriations Subcommittees and requested that they read the rules and the Calendar. (Attachment 1 - Agenda)

The next meeting of the committee is scheduled for April 30, 2002 at 1:00 p.m.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus
Presiding Chair

Mary Lee Robinson

Mary Lee Robinson
Committee Assistant

attachment 1

AGENDA

Joint Appropriations Subcommittee
on
General Government

April 24, 2002
Room 422
8:30 a.m.

Chairman: Representative Maggie Jeffus

Welcome/Opening Remarks

Introductions

Direction to the Subcommittee

Fiscal Year 2002-03 Budget Review

Office of the State Auditor

Ralph Campbell, Jr
State Auditor

- 7%-11% reduction packages
- Responses to questions that may have been forwarded to the agency in regards to the 7%-11% reductions
- Organizational chart/Span of Control/Liaison Responses
- Six-Year Analysis of Budget Chart (review of general fund, special fund and federal funds beginning with 6/30/98)
- Modified Zero-Based Budget Line Items, as the subcommittee did in the 2001 Session (includes review of contracts)
- Internet Publications Response, provided per Section 14.1 of the appropriations bill (S.L. 2001-424)
- Vacant Positions (April 22, 2002 printout)

April

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16		18	19	20
21	22	23	24 Jeffers **8:30-12:00** **Joint Subcommittee Meetings - Begin**	25	26	27
28	29	30 Warren **1:00-5:00** **Joint Subcommittee Meetings**				

May

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
			1 Sherrill 9:00-Until Joint Subcommittee Meetings	2 Warren 9:00-Until Joint Subcommittee Meetings	3	4
5	6	7 Jeffus 1:00-5:00 Joint Subcommittee Meetings	8 Warren 9:00-Until Joint Subcommittee Meetings	9 Sherrill 9:00-Until Joint Subcommittee Meetings	10	11
12	13	14 Warren 1:00-5:00 Joint Subcommittee Meetings	15 Jeffus 9:00-Until Joint Subcommittee Meetings	16 9:00 – 12:00 Senate Subcommittee Meetings	17	18
19	20 1:00 – 5:00 Senate Subcommittee Meetings	21 9:00-12:00 Senate Subcommittee Meetings	22 Senate Subcommittee Money Reports Due	23 Senate Subcommittee Provisions	24	25
26	27 *HOLIDAY*	28 *SESSION STARTS*	29 Senate Subcommittee Meetings	30 Senate Full Appropriations Meeting	31	

June

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
						1
2	3 **Senate Budget Bill Ready**	4 **Senate Members Review Bill**	5 **Senate PassesBudget Bill**	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

RULES FOR JOINT APPROPRIATIONS SUBCOMMITTEES 2002 SESSION

March 26, 2002

1. Subcommittee targets are considered reduction targets.

2. No expansion requests will be considered.

3. Negative reserves shall not be allowed.

4. Identify all reductions as recurring and non-recurring.

5. Identify all position changes (eliminations, reductions, etc...).

6. Special provisions shall not authorize the expenditure of reversions.

7. Refer all salary-related, state employee health plan, debt service, and other statewide reserve issues to the Full Appropriations Committee Chairs.

8. Proposals to eliminate state departments/programs/offices shall include specific plans for phasing-out of state positions.

9. All reductions in force (RIFs) shall be effective July 1, 2002. If this is not possible due to the nature of the reductions being taken, consultation must be made with the full chairs.

10. Reduction strategies should minimize the impact on direct services to clients and consumers. Reduction strategies should address the following:
    - Reduction in layers of management and elimination of duplication of effort (Span of Control);
    - Elimination of administrative inefficiencies;
    - Streamlining and consolidation of departments, programs, offices, and services;
    - Reduction in non-essential government services;

Prepared by the Fiscal Research Division
Budget Development

Joint Appropriations Subcommittees
Modified Zero-Based Budgeting Approach

During the 2001 Long Session, appropriations subcommittees were asked to implement a new approach to the routine continuation or base budget review.

The modified zero-based budget approach assumes the "zeroing out" of certain programs, line items and funds from the continuation/base budget to permit the subcommittees to hear information from state agencies and nonprofits justifying the continuation of expenditures for these purposes.

In approaching the modified zero-based budgeting concept, special emphasis should be given to items critical to public health and public safety. As a starting point, the following are subject to this modified zero-based budgeting approach for Fiscal Year 2002-03.

1. New programs or items added to the continuation budget since the 1996 session (including appropriations for the 1996-97 fiscal year)
2. Direct appropriations and grants to nonprofit organizations
3. Contracted personal services (expenditure account 531321)
4. Miscellaneous contractual services (expenditure account 532199)
5. Rental/lease of equipment (expenditure accounts 532521 to 532525)
6. Travel and other employee expense (expenditure accounts 5327xx)
7. Cellular phone services (expenditure accounts 532814)
8. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
9. Discretionary grants (expenditure accounts 5364AA)
10. Directed grants (expenditure accounts 5366AA)
11. Loans (expenditure accounts 5367AA)
12. Other aids and grants (expenditure accounts 5369AA)
13. Special fund cash balances (2xxxx budget codes)
14. Positions vacancies
15. Any other programs and expenditures identified by the subcommittees as appropriate for review using a zero-based budget approach.

Subcommittees should also review:

1. The elements of various allocation formulas to determine if changes can be implemented to improve the method and achieve cost savings
2. Agency fees to determine if any increases are appropriate and can be used to off-set operating appropriations
3. Recommendations from GPAC and other audits available

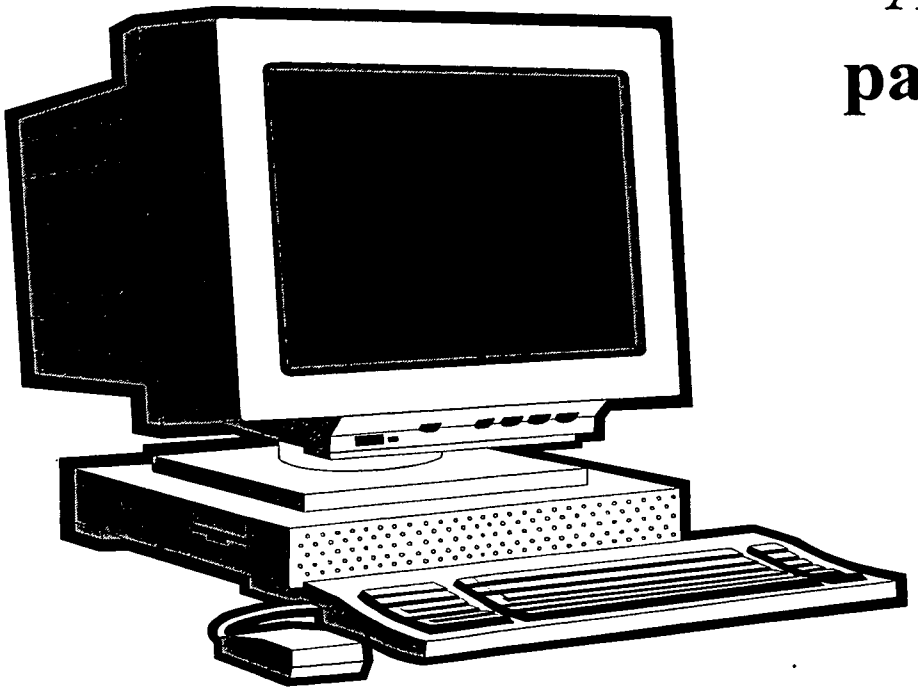
North Carolina
Office of the State Auditor

Ralph Campbell, Jr.

State Auditor

Attachment 2

Link to OSA Website:
http://www.ncauditor.net

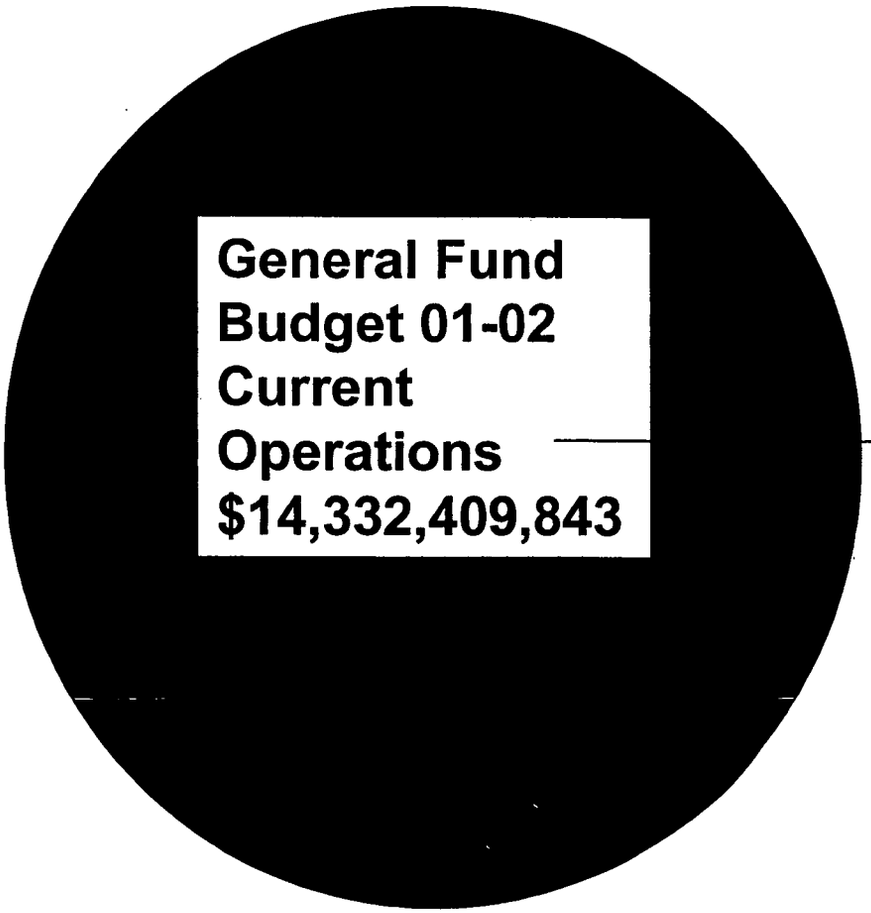


After reaching our home page click on the following:

- **Audits**
- **Type of Report**
- **View List of Reports**

General Fund

Less than one-tenth of 1%



01-02 State Auditor's Authorized Expenditure $14,711,624

Our Mission:

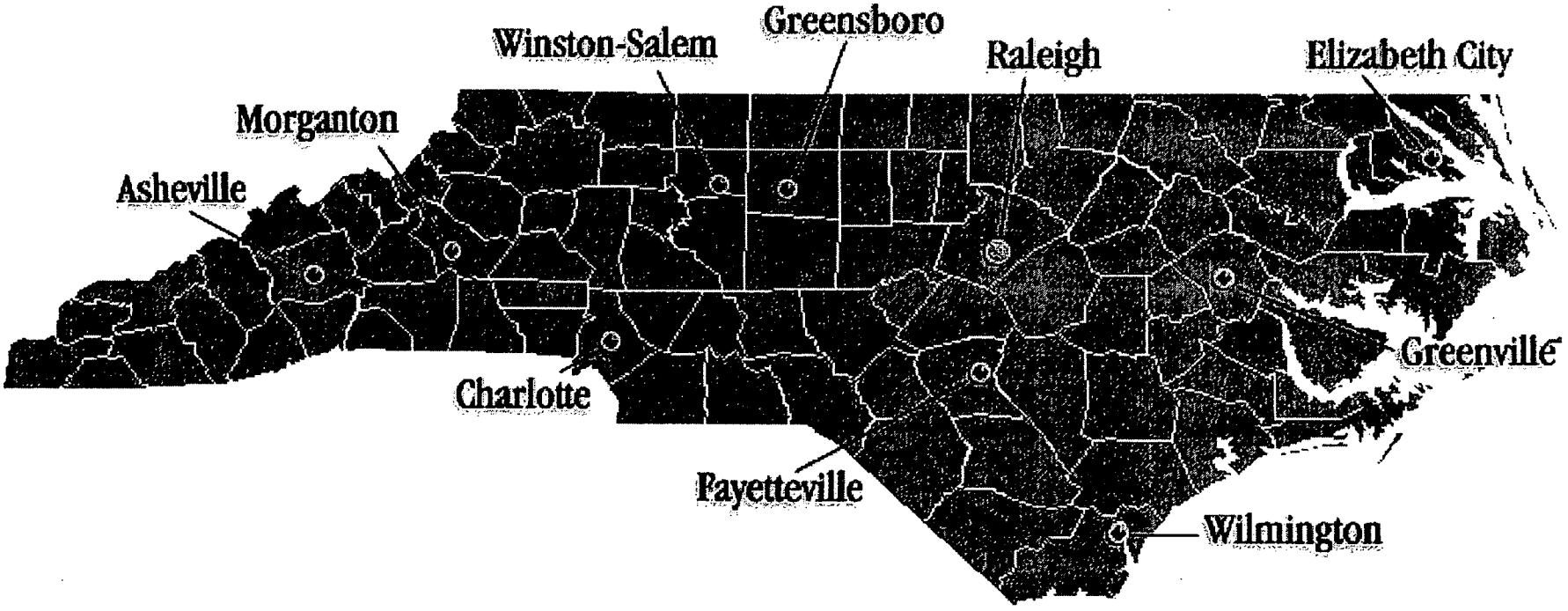
The State Auditor is authorized by the North Carolina Constitution and General Statutes to perform or coordinate all audits of governmental organizations, programs, activities and functions funded wholly or in part with State funds. These audits furnish the General Assembly, the Governor, other governmental entities, as well as the public, with professional, independent examinations of financial records and thorough examinations of public program performance.

Our Commitment Is To:

- **Conduct thorough audits and investigations by a professional staff.**
- **Present fair and independent findings and recommendations.**
- **Promote cooperative efforts with agencies and institutions under the oversight of the office.**
- **Accountability, integrity and reliability.**

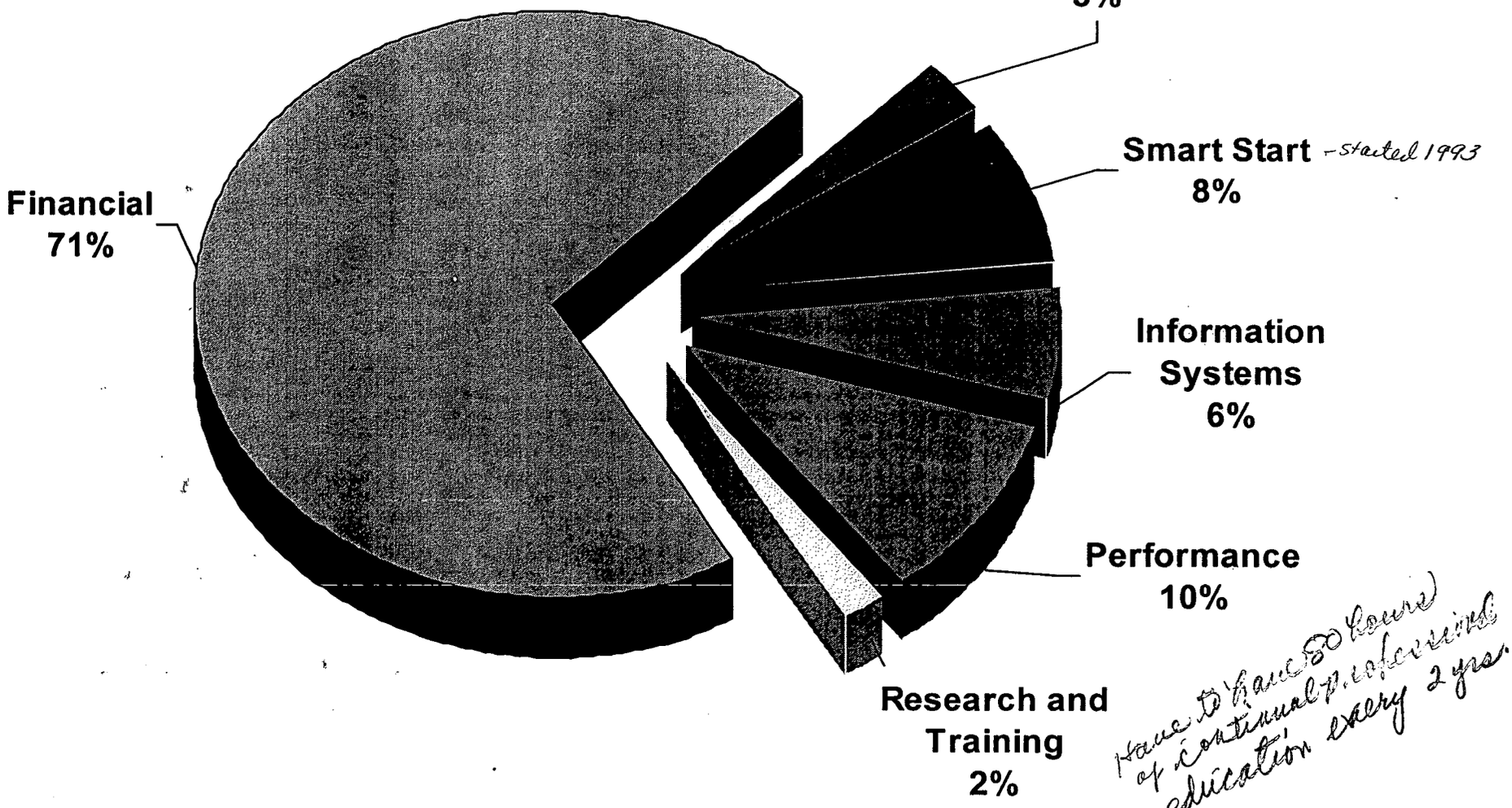
Main and Branch Office Locations

Note: 46 employees or 28% of our audit staff are assigned to branch office locations.



Office of the State Auditor
Allocation of Audit Resources
April 15, 2002

investigative section



started 1993

have to have 80 hours of continual professional education every 2 yrs.

Office of the State Auditor
Additional Information Requested

- 7-11% Reduction Packages
- Responses to Questions
- O-Chart/Span of Control/Liaison
- Six-Year Budget Chart
- Modified Zero-Based Budget
- Internet Publications
- Additions-96/97 Continuation Budget

Office of the State Auditor

Budget Reductions

NC Office of the State Auditor

7-11% Reduction Package

		2002-2003		7%			8%		
		Authorized			Revised	RIFfed Pos.		Revised	RIFfed Pos.
Fund	Title	Appropriation	1% Increment	Reduction	Approp.	Vac/Filled	Reduction	Approp.	Vac/Filled
1110	Administration	$670,279	$6,703	$0	$670,279		$0	$670,279	
1120	Support Services	$327,775	$3,278	$0	$327,775		$28,830	$298,945	
1210	Field Audit Division	$10,811,933	$108,119	$826,699	$9,985,234	0	$915,969	$9,895,964	2 total
Total Positions Eliminated						0			2 vacant
Total		$11,809,987	$118,100	$826,699	$10,983,288		$944,799	$10,865,188	

NC Office of the State Auditor

7-11% Reduction Package

		2002-2003		9%			10%		
		Authorized			Revised	RIFfed Pos.		Revised	RIFfed Pos.
Fund	Title	Appropriation	% Increme	Reduction	Approp.	Vac/Filled	Reduction	Approp.	Vac/Filled
1110	Administration	$670,279	$6,703	$0	$670,279		$0	$670,279	
1120	Support Services	$327,775	$3,278	$28,830	$298,945		$28,830	$298,945	
1210	Field Audit Division	$10,811,933	$108,119	$1,034,069	$9,777,864	4 total	$1,152,169	$9,659,764	6 total
Total Positions Eliminated						4 vacant			5 vac & 1 fill
Total		$11,809,987	$118,100	$1,062,899	$10,747,088		$1,180,999	$10,628,988	

NC Office of the State Auditor

7-11% Reduction Package

		2002-2003		11%		
		Authorized			Revised	RIFfed Pos.
Fund	Title	Appropriation	1% Increment	Reduction	Approp.	Vac/Filled
1110	Administration	$670,279	$6,703	$0	$670,279	
1120	Support Services	$327,775	$3,278	$28,830	$298,945	
1210	Field Audit Division	$10,811,933	$108,119	$1,270,269	$9,541,664	9 total
Total Positions Eliminated						5 vac & 4 fill
Total		$11,809,987	$118,100	$1,299,099	$10,510,888	

Office of the State Auditor

Responses to Questions

§ 143B-168.14(b) Local Partnerships

Current Legislation:

(b) Each local partnership shall be subject to audit and review by the State Auditor under Article 5A of Chapter 147 of the General Statutes. The State Auditor shall conduct **annual** financial and compliance audits of the local partnerships.

Proposed Legislation:

(b) Each local partnership shall be subject to audit and review by the State Auditor under Article 5A of Chapter 147 of the General Statutes. The State Auditor shall conduct financial and compliance audits of the local partnerships.

Office of the State Auditor

Retired Employees Currently Under Contract:

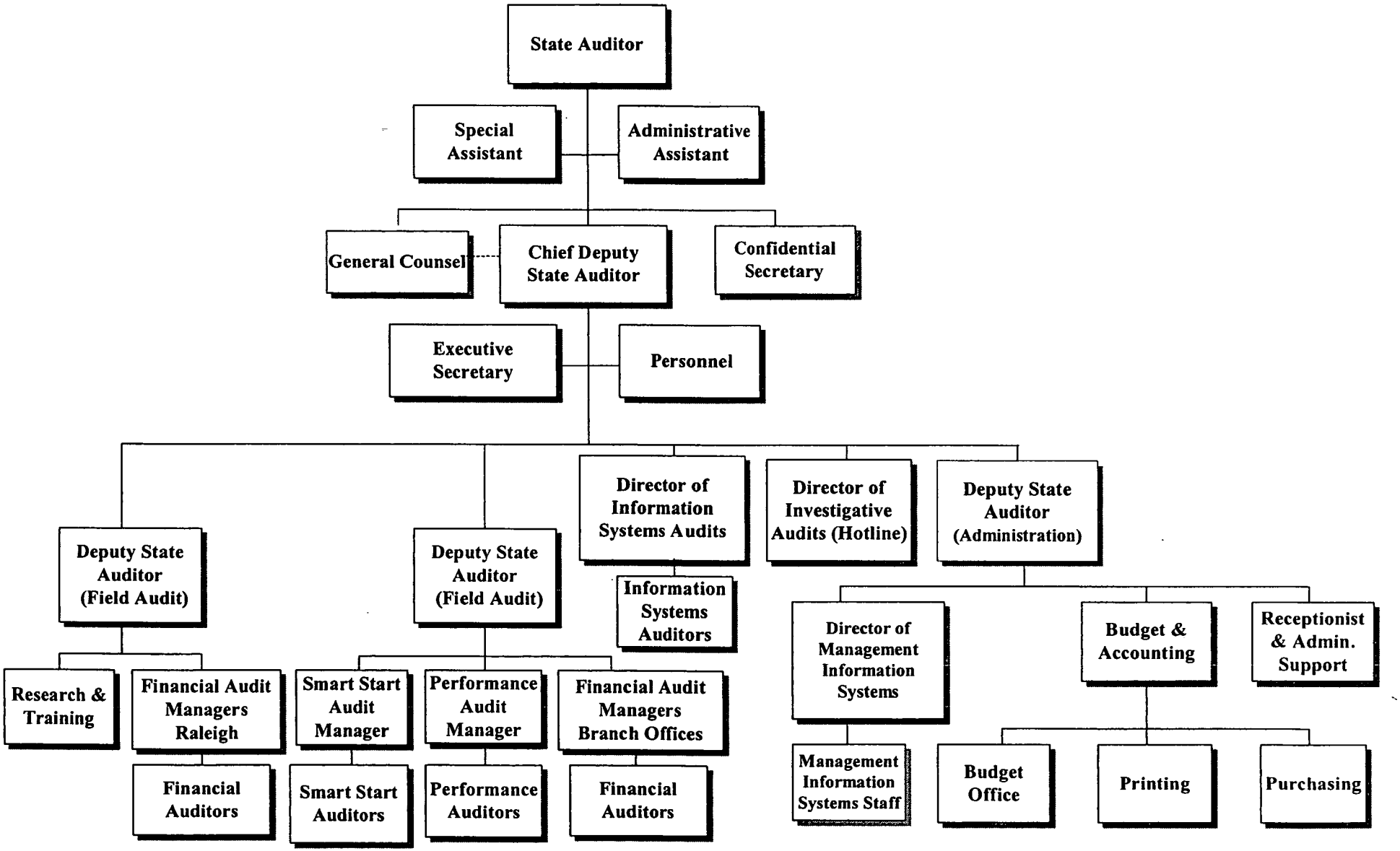
created 1988

Ray Mozingo-Former Manager of Investigative Audit Unit.

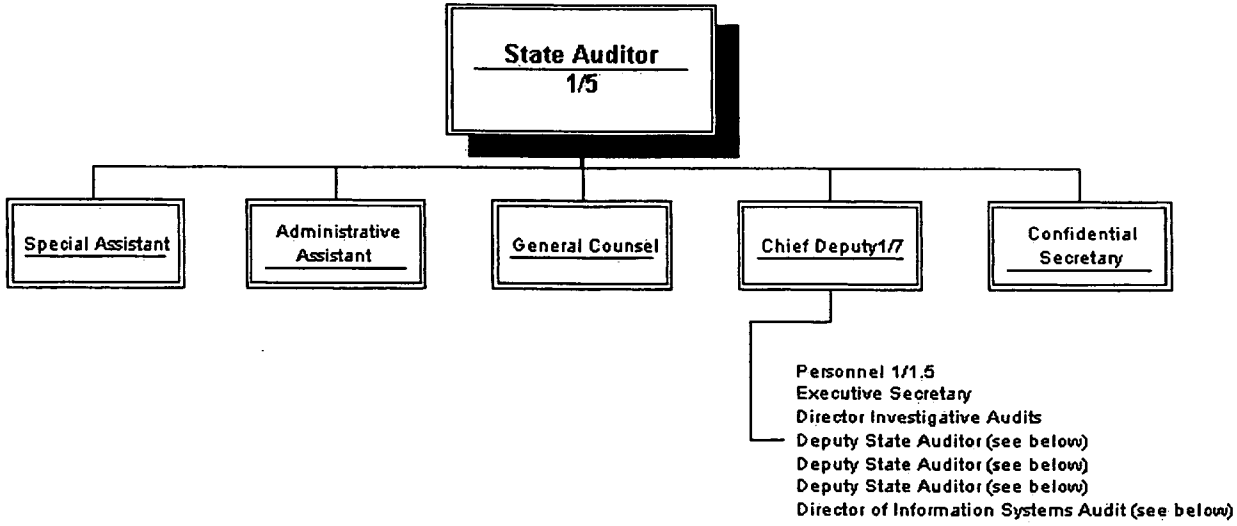
Office of the State Auditor

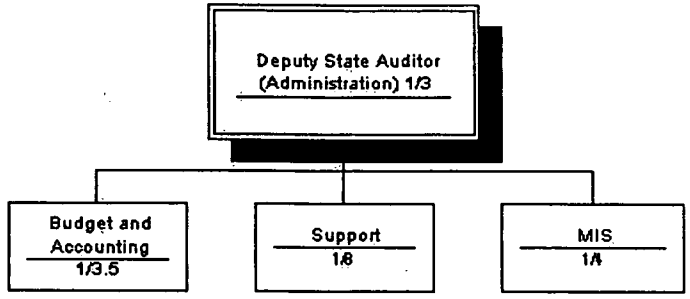
Organizational Chart/ Span of Control

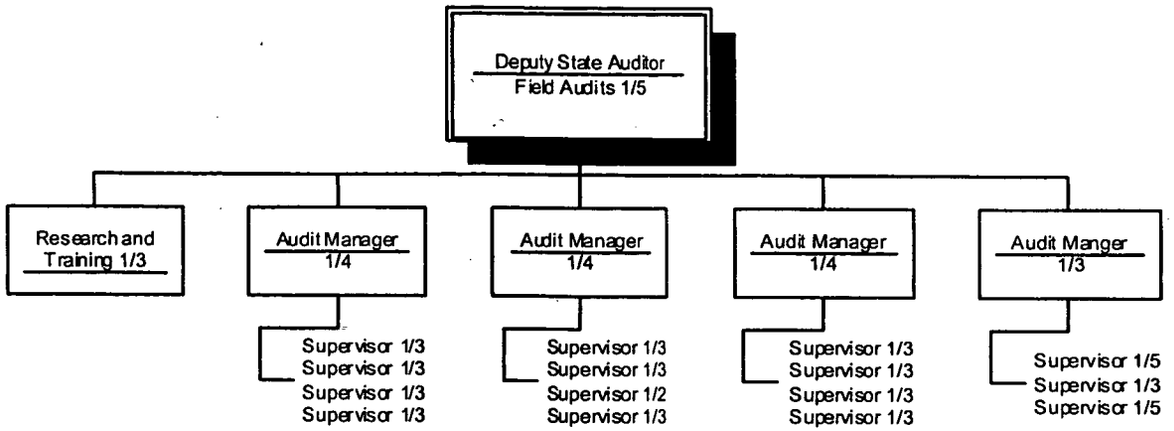
OFFICE of the STATE AUDITOR
Organizational Chart
April 19, 2002



Office of State Auditor
Span of Control






Deputy State Auditor
Field Audits 1/5
Research and Training 1/3
Audit Manager 1/4
Supervisor 1/3
Supervisor 1/3
Supervisor 1/3
Supervisor 1/3
Audit Manager 1/4
Supervisor 1/3
Supervisor 1/3
Supervisor 1/2
Supervisor 1/3
Audit Manager 1/4
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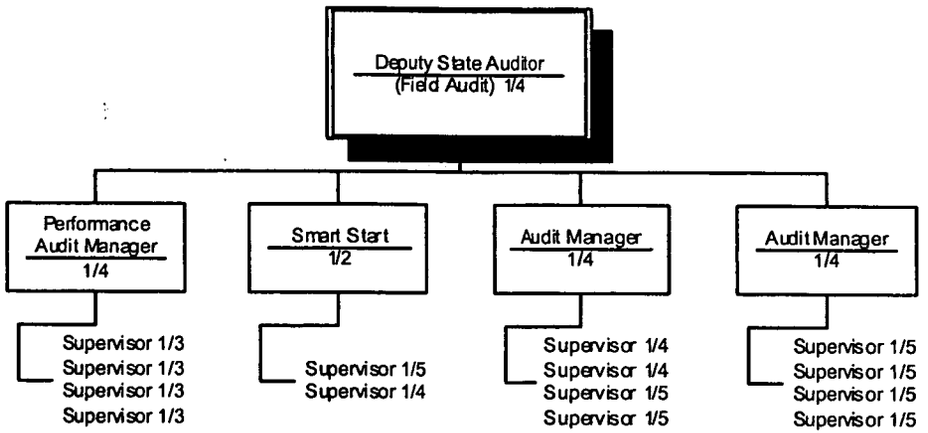
Supervisor 1/3
Supervisor 1/5


Deputy State Auditor
(Field Audit) 1/4
Performance Audit Manager 1/4
Supervisor 1/3
Supervisor 1/3
Supervisor 1/3
Supervisor 1/3
Smart Start 1/2
Supervisor 1/5
Supervisor 1/4
Audit Manager 1/4
Supervisor 1/4
Supervisor 1/4
Supervisor 1/5
Supervisor 1/5
Audit Manager 1/4
Supervisor 1/5
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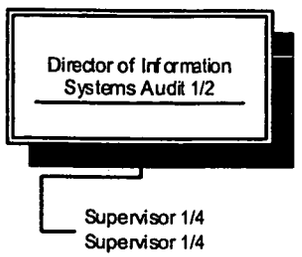
Supervisor 1/5
Supervisor 1/5


Director of Information Systems Audit 1/2
Supervisor 1/4
Supervisor 1/4

Office of the State Auditor

Six-Year Budget Chart

Office of the State Auditor
Six-Year Analysis of Expenditures

	Certified Budgets for Fiscal Years Ending				Certified	Certified
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
General Fund						
Requirement	$13,626,914	$16,002,668	$16,074,293	$15,007,093	$14,711,624	$14,060,748
Less: Receipts	$3,186,229	$3,759,922	$4,096,123	$2,676,210	$2,948,723	$2,250,761
Appropriation	$10,440,685	$12,242,746	$11,978,170	$12,330,883	$11,762,901	$11,809,987
Less: Nonrecurring Expansion	$159,000	$64,900	$6,590	$144,144		
Continuation Budget	$10,281,685	$12,177,846	$11,971,580	$12,186,739	$11,762,901	$11,809,987
Increase (Decrease)	N/A	$1,896,161	($206,266)	$215,159	($423,838)	$47,086
Percentage Inc (Dec)		18.44%	-1.69%	1.80%	-3.48%	0.40%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative	$497,528	$1,398,088	($48,451)	($116,090)		
Recurring Reductions-Legislative						
Transfers - Legislative		$120,270				
Adjustments - Executive		$377,803	($157,815)	$331,249	($423,838)	
Equals Above Noted Inc/(Dec)		$1,896,161	($206,266)	$215,159	($423,838)	

Office of the State Auditor

Modified Zero-Based Budget Line Items

Office of the State Auditor

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous Contractual Services (532199)

Division or Program:	FY 99-00	FY 00-01	FY 01-02			FY02-03 Auth'd
			Certified	YTD	Balance	
Administration (Fund 1110)	464.60	149.01	550.00	273.38	276.62	550.00
General Services (Fund 1120)	0.00	0.00	0.00	0.00	0.00	0.00
Field Audit Division (Fund 1210)	939,728.40	270,950.21	2,200.00	234.05	1,965.95	2,200.00
Total	940,193.00	271,099.22	2,750.00	507.43	2,242.57	2,750.00

Office of the State Auditor

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Travel and Other Employee Expense (5327XX)

Division or Program:	FY 99-00	FY 00-01	FY 01-02			FY02-03 Auth'd
			Certified	YTD	Balance	
Administration (Fund 1110)	11,196.44	12,774.77	19,500.00	9,638.78	9,861.22	19,500.00
General Services (Fund 1120)	0.00	0.00	0.00	0.00	0.00	0.00
Field Audit Division (Fund 1210)	300,271.34	288,568.30	276,821.00	196,252.71	80,568.29	276,821.00
Total	311,467.78	301,343.07	296,321.00	205,891.49	90,429.51	296,321.00

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular Phone Charges (532814)

Division or Program:	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Certified	YTD	Balance	Auth'd
Administration (Fund 1110)	0.00	0.00	0.00	0.00	0.00	0.00
General Services (Fund 1120)	796.62	662.11	550.00	421.48	128.52	550.00
Field Audit Division (Fund 1210)	0.00	0.00	0.00	0.00	0.00	0.00
Total	796.62	662.11	550.00	421.48	128.52	550.00

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Furniture and Equipment Replacement (534500 to 534550)

Division or Program:	FY 99-00	FY 00-01	FY 01-02			FY02-03 Auth'd
			Certified	YTD	Balance	
Administration (Fund 1110)	7,305.83	250.46	475.00	265.19	209.81	475.00
General Services (Fund 1120)	0.00	159.75	0.00	0.00	0.00	0.00
Field Audit Division (Fund 1210)	589,841.61	224,837.31	220,796.00	137,548.91	83,247.09	220,796.00
Total	597,147.44	225,247.52	221,271.00	137,814.10	83,456.90	221,271.00

Office of the State Auditor

Internet Publications Response

Office of the State Auditor

Internet Publications Response

Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction	
				(FY00-01)	(FY01-02)		
Audit Reports/mngmnt letters for Office of the State Auditor	Y	07/01/2001	Switch to Electronic Publication System (**EPS**) partial system in place July 1, 2001; fully automated system in place Nov. 1, 2001	2,569,606 pages	850,327 pages	$48,191.77	(includes savings in mailing & outside printing)
			Increased staff productivity	(810 hours/year)		$14,212.49	
		Total Projected Savings from EPS				**$62,404.26**	
		Note: OSA increased staff productivity by eliminating an estimated 810 hours previously spent on stuffing report mailers. That time has been redirected to processing additional reports.					

It should be noted that while the Office of the State Auditor was asked to "study" Internet use, we have in fact started using it to distribute thousands of reports each year. The Office of the State Auditor developed the Electronic Publication System (*EPS*) in-house, and it resulted in the annualized savings included on the form. To our knowledge, *EPS* is a unique distribution system among federal, state and local government agencies. The savings we list on the form are not estimates, they are real-dollar savings based on nearly half a year of experience with *EPS*. Under the Printing Volume section, for instance, the 2.5 million impressions we made in FY00-01 are the actual number made, while the "Proposed" figure of 850,327 is based on the average of the last five months using *EPS*.

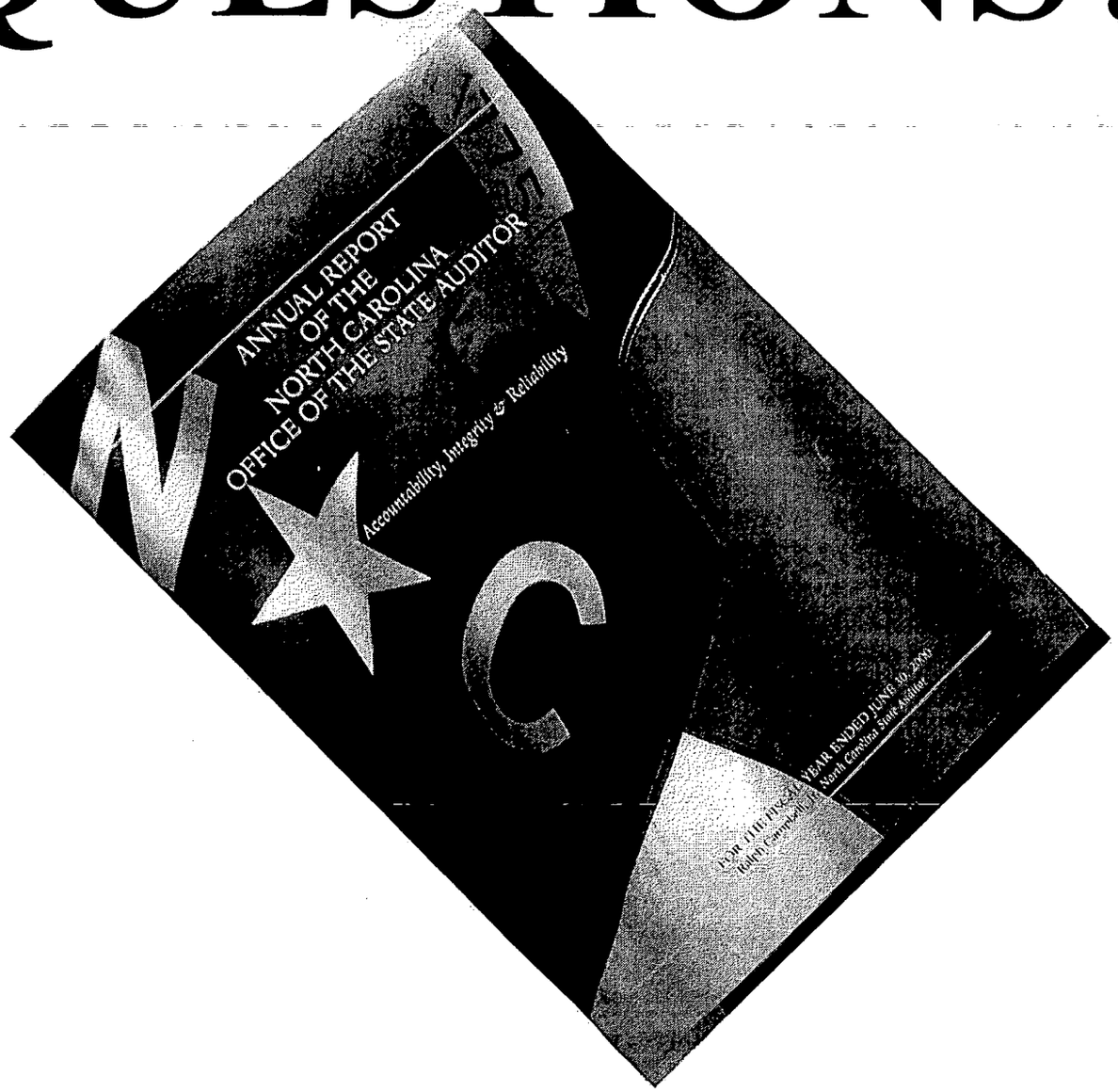
Office of the State Auditor

Additions since the 96/97 Continuation Budget

Office of the State Auditor
Recurring Items from Appropriations

96/97	
Original General Fund Appropriation	$8,932,111.00
97/98	
Computer Equipment Replacement	$175,000.00
Service and Maintenance of Printing Equipment	$38,600.00
EDP Audit Positions (2 positions)	$123,606.00
Audit Positions (3 positions)	$160,322.00
98/99	
Smart Start Audit Resources (6 positions and $430,980 Smart Start Contract funding)	$649,129.00
Audit Positions and Contract Audit (4 positions and $500,000 contract funding)	$748,959.00
Transfer from Division of Child Development For continuation funds to support audits of Early Childhood Development Initiatives Programs.	$120,000.00
Reduce Operating Expenses Reduction in Field Audit Staff	-$4,500.00
Information System Auditor (1 position)	$68,114.00
Eliminate 2 ASAS II Positions	-$112,065.00
00/01	
Increase Over-Realized Receipts	$116,900.00

QUESTIONS?


ANNUAL REPORT
OF THE
NORTH CAROLINA
OFFICE OF THE STATE AUDITOR
Accountability, Integrity & Reliability
YEAR ENDED JUNE 30, 2006
North Carolina State Auditor

ATTACHMENT 2

Office of the State Auditor Exempt Positions Listing as of April 24, 2002

Exempt positions created by statute (4 positions and 1 vacant position)

Chief Deputy	(G.S. 126-5(c)(4))
Special Assistant	(G.S. 126-5(c)(2))
Administrative Assistant	(G.S. 126-5(c)(2))
Executive Secretary	(G.S. 126-5(c)(2))
Processing Assistant	(G.S. 126-5(c)(2))

Policymaking Exempt Positions (9 positions) (G.S. 126-5(c)(3))

Deputy State Auditor, Financial
Deputy State Auditor, Financial
Deputy State Auditor, Administration
Director, Information Systems Audits
General Counsel
Audit Manager, Investigative Audits
Controller
Director, Management
Information Systems
Audit Publications Coordinator

Managerial Exempt Positions (9 positions) (G.S. 126-5(c)(7)

Audit Manager, Financial
Audit Manager, Financial
Audit Manager, Financial
Audit Manager, Financial
Audit Manager, Financial
Audit Manager, Financial
Audit Manager, Smart Start
Audit Manager, Performance
Director, Accounting
Research and Training

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

April 30, 2002

The Senate Appropriations Subcommittee on General Government met Tuesday April 30,2002. The meeting was called to order at 1:00 p.m. in Room 422 of the Legislative Office Building. There were five Senate Subcommittee Members present.

Senator Ed Warren, Co-Chair, chaired the meeting. Michele Nelson and Marilyn Chism, fiscal staff was present.

Senator Warren opened the business of the meeting by recognizing Gwynn Swinson, Secretary Department of Administration.

Ms. Swinson opened her remarks by saying that this is a vital time for all of us. "We are doing our very best to make the business case for why our agency should function in a manner that will allow us to most efficiently and the most effectively realize our core mission. The Department of Administration manages approximately 5,000,000,000 square feet of office space, 144 buildings, on 600 acres of state land and we provide services thousands of employees as well as our sister agencies and tens of thousands of our citizens through the state. With proposed budget options ranging from 7% to 11% that you have before you today that I have been asked to address were provided to Governor Easley as a the result of a request that he made to provide him with our thoughts. This was to give him a base line and a starting point from which he could devise his budget recommendations to you. As you know, Governor Easley has not yet presented that budget. This is somewhat procedurally a different scenario. When I appeared before you last year, his document helped to set the parameters for the executive branch's p presentation." Noted that Ms. Swinson said she "understood these extraordinary times and is responding to the General Assembly request without the benefit of Governor Easley's input at this time."

"The options that I suggested, as did other cabinet heads and secretaries to the Governor, were provided to him with suggestions in the event that we had a worst-case budget scenario. What we were asked to do was to provide those options so that he had a an idea in the event that things got worse and worse, and I understand that they aren't getting any better. We were asked to do this keeping in mind the core mission for each of our respective departments.

That is what I did and it is what you have before you today. I am very pleased to say that in Administration our theme is: "when resources are scarce, we must maximize efficiency."

The long-term effects will be affected by personnel we have now. The long-term effect of personnel will affect the citizens as well as the employees.

What we do here in the next few weeks will effect the lives of hundreds of thousand human lives not only state employees but the citizens as well. " Our human capital remains our greatest asset."

Ms. Swinson began her presentation by giving the budgetary impact of the 7% to 11% on a division basis.

Referring to the handout entitled: " State of North Carolina Department of Administration, by Gwynn T. Swinson." (attachment #1). Ms. Swinson's remarks began with the span of control on page 41 highlighted in yellow.

Senator Kinnard asked what affect relocating the ADA training and technical assistance would have on the lack of eligibility to draw Federal Funds. Ms. Swinson recommended that Mr. Tom Wright in State Personnel or with Secretary Hooker-Odom be contacted to see if they have the expertise in house and if they don't perhaps they can be relocated or kept at DOA, but we must keep the key person at DOA in order to keep Federal Funds.

Senator Kinnard: How would transferring ADA and technical assistance save money? Ms. Swinson recommended: "the Program Development Coordinator position not be eliminated unless one of the other agencies already has that expertise in which case you would save money by eliminating duplication. If they do not have the expertise in a position or two it would cost the state more money in the lose of Federal Funds."

Representative Sherrill ask for the amount of funds in the line item. Funds code is 1111, $47,112 including benefits in savings. Ms. Swinson suggested "that in order to keep Federal Funds, one coordinator needs to be position kept." Representative Sherrill asked to flag this question for Ms. Swinson to get specific information to assure that we do not lose Federal Funds and to see where this particular function is best placed.

Ms. Swinson continued on page 42 with the Board of Ethics. There is not a 7% to 11% option because of previous cuts and the Board of Ethics provides a statewide function.

Indian Affairs found on page 43: there is a vacant position of Processing Assistant III that represents $29,779 in savings at the proposed reduction of 7%. It is recommended that this position not be filled. Flag: The numbers for total Indian population served and the total number of disabled people served.

What do the Chore Providers do? They currently are in-home aide providers. These are federally funded positions. What are the other vacant federally funded positions? Answer: 371, 376, 370, 369, 368, 372, and 367.

Flag: Representative Sherrill pointed out that the CAP program in this state does the same thing that the Chore Providers do. She asked why doesn't the CAP provide for the Indian

population as well as the other Medicaid population? After some discussion it was decided that these programs possibly could be combined, and that it is a good time to look into the logistics of making this these programs more efficient and cost effective.

N.C. Council for Women and Domestic Violence page 44: In last year's budget from the Governor, the Council for Women and Domestic Violence was combined. At a 7% reduction the grand total adds up to $139,419 that includes the three vacant positions and $26,508 in operating expense cuts.

Facility Management pages 45- 49: We have not been able to reorganize because the R&R fund has been frozen since this administration took over. As a result Facility Management has done their best to do crisis management such needs as to patch a roof, o mend a compressor, etc. This has caused a rapidly deteriorating complex in serving the State Government. However, since we do not have the money to hire a consultant, Director Tom Wright at OSP has agreed to come in and do an Organizational Review and it is currently in process. Also the efficiency commission is currently reviewing the R&R organization. The results of the OSP study will be coming in to you by May 23, 2002.

The state of the fiscal plant is horrible condition and at the 7% level 10 positions have already been offered up, for a grand total of $299,000. Also operating expenses and equipment have been offered up. It is important that some utility cost have been backed out because of a mild winter. Though that is not sound fiscal policy, it is necessary to meet the target. A combination of expenses, utilities, repair and maintenance funds that will give $1,000,000,403. If we have a severe disaster, we will be severely hampered to respond. With regard to the bond rating, North Carolina is being looked at to determine the State's ability to respond to disaster. Offering up utility expenses is not sound policy when we don't know what the weather is going to be. Facilities Management is offering up 1.4 million dollars. At 8% additional $7,125 operating cost, at 9% $700 and at 10% will cut an Office Assistant position that $14,356 in additional operating cost for $96,300 for a total reduction of a $1,521,555,000.

Representative Jeffus asked for the ten positions to be identified that have been proposed to be cut. On Attachment # 1: marked in yellow on page 46: 486; page 47 ,428,462, 420, 056; page 48: 147; Page 49: 376, 405, 335, 418; and on page 47 marked in green: 043 proposed to be cut for a 10% reduction.

Senator Warren asked for the average House Keeper's salary. It will be brought back .

Senator Harris asked if 11 worker bees are eliminated what is the status of the supervisor's positions? Ms. Swinson answered that they are re-organizing and have to be finished by May 23, 2002 to meet the Governor's request.

In the Office of Fiscal Management the proposed cut is $77,857, and is found on page 50. The two positions that proposed to be cut are marked in yellow. Also, included in the proposed cut are operating expenses at $8,000.

In the Office of GACPD at 7% reduction an Attorney II position # 439 on page 51 is being offered at a cost of $62,379. The remainder of these positions are federally funded. The functions of this agency cannot be transferred to DHHS because of the federal requirement that GACPD stand independently as an agency that provides treatment services for rehabilitation.

Representative Sherrill asked if there was a way to get an idea of the number of clients served? Ms. Swinson responded that would be brought back. Also, Rep. Sherrill asked why there are so many vacancies? Ms. Swinson replied that GACPD has been a conversational agency and has been discussed in the Newspapers. They have mixed feelings about whether they should remain within any state agency, including the Department of Administration. The Department of Administration is evaluating the GACPD and may talk to Governor Easley about privatizing them rather than have them be a part of an agency. They feel that their independence and autonomy is infringed upon by being a part of a State Agency. The GACPD also feels that they should not be subject to any of the states policies and that they should have free reign to sue any State Agency they determine to be in violation of the Federal Laws that protect the disabled population. If they are privatized, it will take 12- 18 months. It is a complex process.

The Office of Historically Underutilized Businesses still exist a part of the Department of the Secretary. Currently this HUB is being reviewed to make it a division. On page 52 noted that there are a number of vacant positions. These positions were created last Session to carry out the mandates that are reported in the requirements of Senate Bill 914. One of these positions will be put back on the table at $52,377 including benefits. However, Senate Bill 914 requires incredible reporting on the HUB office as well as on the full Department of Administration, and the Department of Construction. That position has yet to be classified and as a result of were we are in that process we felt that at this time we would provide cutting this position as an option, although we would like to see it not cut because of the work load. We are ready to extend offers to the other positions but all vacancies were frozen just as we were ready to hire. Ms Swinson stated that the Department of Administration would like to seek an exception and be able to fill these position because they are badly need. Representative Adams asked for the justifications of these positions and the request will be brought back to the committee.

Human Relations is found on page 53 of the handout. Representative Sherrill asked for the position that are federally funded on the Organizational Chart to be identified. This information will have to be brought back to the committee.

The federally funded vacant positions were marked by Marilyn Chism (*-red) on page 53. This has been a trouble-shooting agency for hate related crimes. The positions have been needed to go out in the communities. For example after September 11, most of the entire staff when out to deal with documented hate crimes that happen in many instances around military installations. The September 11 caseload was added to the already heavy fair housing caseload. There are an average of 6700 inquires handled in this unit per year in regard to issues of discrimination and redlining.

Human Resources Management is found on page 54. Two positions are being offered: one for personnel analyst II and Staff Development Specialist III at 7% for a total of $108,037 including benefits.

The Mail Service Center is found on page 55. The offering at 7% is operating expenses at $18,368. There is not any staff changes proposed at this time. Positions are not being offered because the mail has become a security threat and the workload has increased to include scanning and screening for biological or other hazardous properties. MSC provides a variety of services that would be very expensive to farm out to contractors.

Information Resources is found on page 56. At 7% reduction, expenses of $2250.00 is being offered. This is the infrastructure for the computer operation that supports all of the divisions in the department of administration.

Motor Fleet Management is found on page 57 has recently been effected by a law that was passed last session which increased the vehicle mileage before replacement. There isn't any offering of reduction here. Senator Harris asked to see the income generated from the department and the expenditures.

Non-public education is on page 58 is a three person operation. There is nothing to offer at this time.

State Parking Division is on page 59 is a receipt supported operation that does not have vacancies and was therefore not included in the 7% - 11% reduction.

Public Information office is on page 60. There is position being offered at 7% level.

Purchase and contracts on page 61. There is restructuring to deal with vacant positions that is still in process. At 7% reduction there are four positions being offered, plus $50,000 in equipment, and an additional $38,735 in operating expenses. For a total offered reduction of $234,834. At 8% the Chief of Purchasing position at $89,000 would be added and an additional operating expenses of $32,201. At 10% the State procurement specialist II at $49,700 with total reduction $428,303.

Office of the Secretary is on page 62. Already covered the HUB, ADA, and PIO positions. State & Local Government is on pages 63. An Administrative Assistant I position is being offered to be cut. This position is proposed to be moved from state supported to federal receipt supported by shifting from Chief and Regional Affairs to Federal Fund and move the position to Department of Commerce. Total reduction offered is $253,176.

State Capitol Police is found on page 64. There are a number of vacancies that occurred last year when the older seasoned police thought their jobs were in jeopardy. They retired and/or found other jobs. The entry pay is so low that it is difficult to be competitive and hire qualified officers. After September 11 the extra security was farmed

out to contractors. Through the changes being made in security by the terrorism fund: security gates, codes keys, etc., it isn't clear at this point if we need to maintain this level of personnel.

State Construction Office is on page 65. At 7% the marked positions are being offered for a total of $28,750. Representative Adams discussed Senate Bill 960 in regard to the construction offerings. Senator Kinnard discussed issues with the Bonds and asked that the construction be looked at very carefully.

State Property Office is on page 67. Total reduction is offered at $78,000. The key area in the reduction involves bonds.

Youth Advocacy & Involvement Office page 71. At 7% the marked positions are being offered. Scholarships were discussed and alternatives. Information to be brought back to Representative Sherrill regarding Scholarships.

Senator Kinnard is on the Board. She discussed three programs: Intern, Abuse Investigation and Youth Regulated Assembly. She asked for a cost benefit ratio regarding abuse investigation. Marilyn Chism will bring information back to Senator Kinnard.

Page 72 in the handout is replaced by page 40. Public Telecommunications. Discussion concerning the cost effectiveness of this area. The Telecommunications Agency provides videos for other agencies. It is perhaps under utilized but has great potential. This service could perhaps be done by contract to private Telecommunications Companies.

The committee was adjourned. The next General Government meeting is scheduled for May 1, 2002 at 9:00 in room 422.

Respectfully submitted

Senator Ed Warren, Chair

Delores Ledford, Committee Clerk

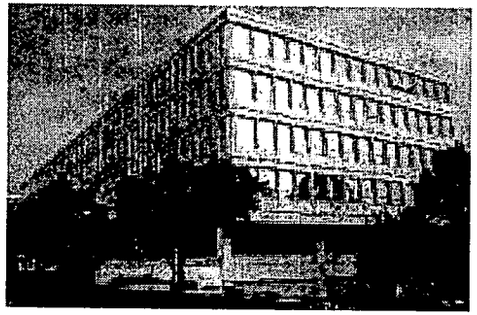
VISITOR REGISTRATION SHEET

If. Approp. on General Govt. 4/30/02
Name of Committee Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dr. George Millsaps	DOA
Jim Edgerton	Cii Assoc
Avis Watkins	SEANC
Vicky Young	OSA
Lynn Wine	NCCADV
Barbara Ellis	Peace College
Gwen Canady	OSC
Thomas Chesh	OSBM
Jack Cooke	DOA
Charlie Smith	NCDVA
Brooks Skinner	DOA
McKinley Wooten	DOA
Carolyn Maynard	"
Valerie J. Ford	"
MIKE BARTRAM	STATE TREASURER
Thomas V. Bennett	NCCFTF
Kevin O. Howell	
Dascheil Propes	NCDOT
Willie Riddick	DOR
John Goodnow	MERCER & ASSOC.
Shanel Durhams	Charlotte Observer
Donna Rosefield	DCR
Lori Ann Harris	LRHA
Ken McHon	Alley Associates, INC.

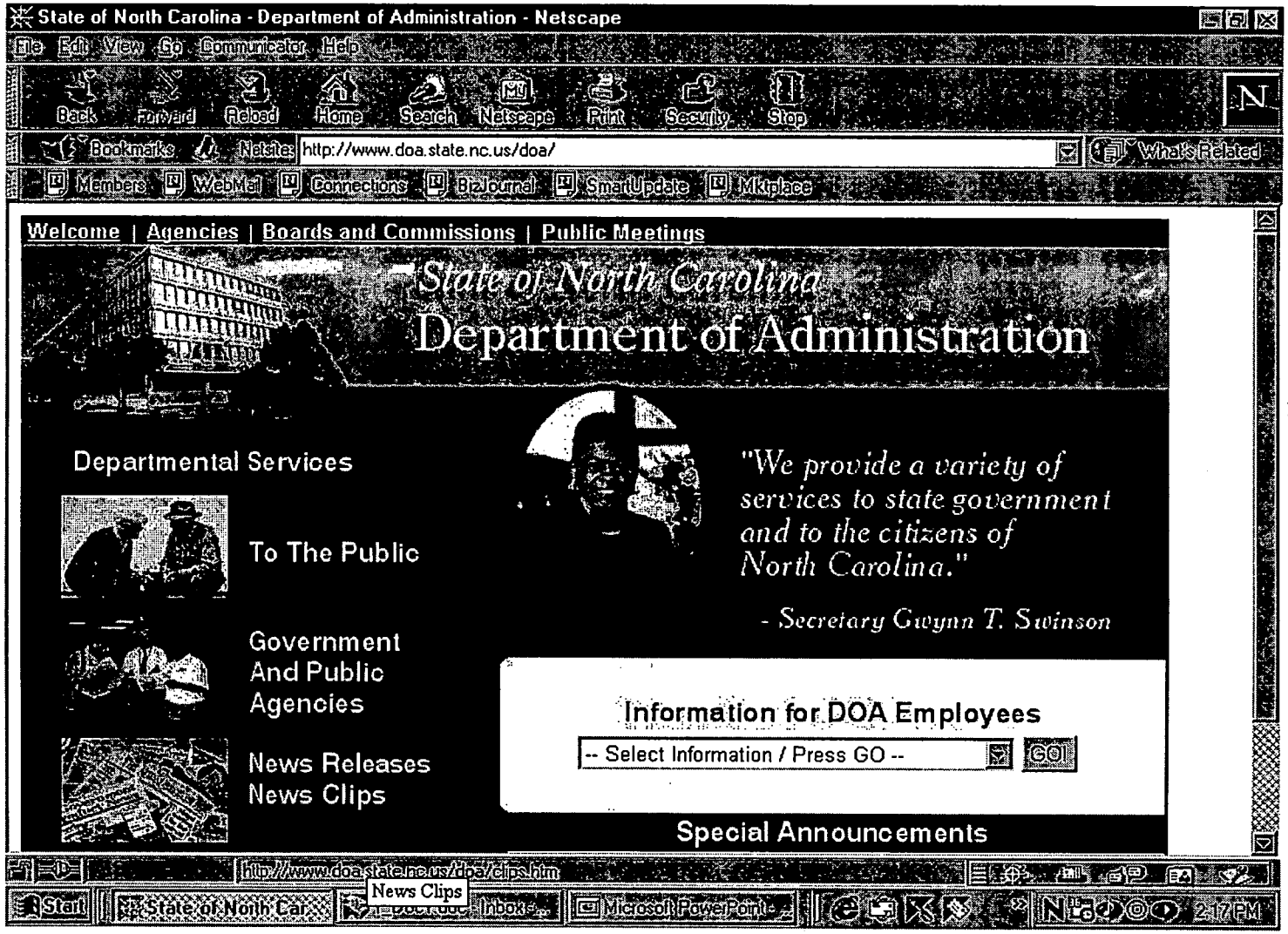
State of North Carolina
Department of Administration



Gwynn T. Swinson

Secretary

www.doa.state.nc.us/doa/



Mission Statement

The North Carolina Department of Administration shall provide high quality services effectively, efficiently and economically for our customers who are the citizens, agencies and communities of our state.

We are committed to:

- **Quality**
- **Service**
- **Excellence**
- **Integrity**

Two Primary Roles

- **Business Manager of the State**
  - Energy Office
  - Facility Management
  - Public Telecommunications
  - Mail Service Center
  - Motor Fleet Management
  - Purchase and Contract
    - Federal Surplus
    - State Surplus
  - State Capitol Police
  - State Construction
  - State Parking
  - State Property
  - Fiscal Management
  - Human Resources
  - Management Information Systems

- **Advocacy and Programs**
  - Indian Affairs
  - Council for Women/Domestic Violence
  - GACPD
  - HUB
  - Human Relations
  - Non-Public Education
  - Veterans Affairs
  - Youth Involvement
  - Americans with Disabilities
  - State and Local Relations

DEPARTMENT OF ADMINISTRATION

7%-11% Budget Options

Department: ADMINISTRATION																		
		2002-2003		7%			8%			9%			10%			11%		
		Authorized			Revised	RIFfed Pos.		Revised	RIFfed Pos.		Revised	RIFfed Pos.		Revised	RIFfed Pos.		Revised	RIFfed Pos.
Fund	Title	Appropriation	1% Increment	Reduction	Approp.	Vac/Filled/O	Reduction	Approp.	Vac/Filled/O	Reduction	Approp.	Vac/Filled/O	Reduction	Approp.	Vac/Filled/O	Reduction	Approp.	Vac/Filled/O
1111	Secretary's Office	2,204,641	22,046	243,176	1,961,465	2/2/1	253,176	1,951,465	2/2/1	253,176	1,951,465	2/2/1	253,176	1,951,465	2/2/1	253,176	1,951,465	2/2/1
1121	Fiscal Management	1,059,391	10,594	74,157	985,234	1/1/0	74,157	985,234	1/1/0	74,157	985,234	1/1/0	77,857	981,534	1/1/0	77,857	981,534	1/1/0
1122	Human Resources	593,825	5,938	54,751	539,074	0/1/0	108,037	485,788	0/2/0	108,037	485,788	0/2/0	108,037	485,788	0/2/0	108,037	485,788	0/2/0
1230	Non-Public Education	190,220	1,902		190,220		0	190,220		0	190,220		0	190,220		0	190,220	
1241	Management Informat	555,866	5,559	2,250	553,616		2,250	553,616		2,250	553,616		2,250	553,616		2,250	553,616	
1264	Public Telecommunication	1,066,448	10,664	74,651	991,797	0/0/2	248,715	817,733	0/0/4	291,837	774,611	0/1/4	533,224	533,224	1/6/4	1,066,448	0	1/13/4
1280	Mail Service Center	513,292	5,133	18,368	494,924		18,368	494,924		18,368	494,924	0/9/0	18,368	494,924		18,368	494,924	
1411	State Construction	4,074,999	40,750	268,979	3,806,020	4/0/0	343,099	3,731,900	5/0/0	353,099	3,721,900	5/0/0	361,033	3,713,966	5/0/0	361,033	3,713,966	5/0/0
1412	State Property	1,202,399	12,024	78,910	1,123,489	2/0/0	88,910	1,113,489	2/0/0	88,910	1,113,489	2/0/0	90,910	1,111,489	2/0/0	90,910	1,111,489	2/0/0
1416	State Building Commision	24,703	247	18,000	6,703		18,000	6,703		18,000	6,703		18,000	6,703		18,000	6,703	
1421	Facility Management	20,043,909	200,439	1,403,074	18,640,835	10/0/0	1,410,199	18,633,710	10/0/0	1,410,899	18,633,010	10/0/0	1,521,555	18,522,354	11/0/0	1,525,261	18,518,648	11/0/0
1511	Purchase & Contract	3,814,784	38,148	234,834	3,579,950	3/0/0	356,338	3,458,446	4/0/0	378,539	3,436,245	4/0/0	428,303	3,386,481	5/0/0	428,303	3,386,481	5/0/0
1623	State Capitol Police	2,137,175	21,372	0	2,137,175		0	2,137,175		0	2,137,175		0	2,137,175		0	2,137,175	
1731	Council for Women	609,275	6,093	45,953	563,322	0/1/0	45,953	563,322	0/1/0	45,953	563,322	0/1/0	45,953	563,322	0/1/0	45,953	563,322	0/1/0
1732	Displaced Homemaker	384,821	3,848	69,657	315,164	0/1/0	69,657	315,164	0/1/0	69,657	315,164	0/1/0	69,657	315,164	0/1/0	69,657	315,164	0/1/0
1734	Rape Crisis	1,154,007	11,540	0	1,154,007		0	1,154,007		0	1,154,007		0	1,154,007		0	1,154,007	
1741	Human Relations	674,760	6,748	31,618	643,142	1/0/0	31,618	643,142	1/0/0	31,618	643,142	1/0/0	31,618	643,142	1/0/0	31,618	643,142	1/0/0
1742	MLK Commission	74,768	748	5,234	69,534		5,234	69,534		5,234	69,534		5,234	69,534		5,234	69,534	
1761	Youth Involvement	839,955	8,400	379,048	460,907	1/1/0	379,048	460,907	1/1/0	839,955	0	1/10/0	839,955	0	1/10/0	839,955	0	1/10/0
1771	Veteran Affairs	8,548,515	85,485	602,374	7,946,141		689,205	7,859,310		689,205	7,859,310		810,694	7,737,821		810,694	7,737,821	
1781	Domestic Violence Prog	2,799,265	27,993	50,317	2,748,948	1/0/0	50,317	2,748,948	1/0/0	50,317	2,748,948	1/0/0	50,317	2,748,948	1/0/0	50,317	2,748,948	1/0/0
1803	Junenile Law Commision	471	5	0	471		0	471		0	471		0	471		0	471	
1810	Ethics Board	215,634	2,156	11,000	204,634		11,000	204,634		11,000	204,634		11,000	204,634		11,000	204,634	
1811	Persons with Disabilities	530,073	5,301	62,379	467,694	1/0/0	62,379	467,694	1/0/0	62,379	467,694	1/0/0	62,379	467,694	1/0/0	62,379	467,694	1/0/0
1851	Widow Pension	12,000	120	0	12,000		0	12,000		0	12,000		0	12,000		0	12,000	
1861	Indian Affairs	369,672	3,697	29,779	339,893	1/0/0	29,779	339,893	1/0/0	29,779	339,893	1/0/0	29,779	339,893	1/0/0	29,779	339,893	1/0/0
1900	Reserve & Transfers	-1,882	-19	0	-1,882		0	-1,882		0	-1,882		0	-1,882		0	-1,882	
Total		53,692,986	536,930	3,758,509	49,934,477	27/7/3	4,295,439	49,397,547	29/8/5	4,832,369	48,860,617	29/18/5	5,369,299	48,323,687	32/23/5	5,906,229	47,786,757	32/30/5
Note: Position Count - Vac/Filled/Other																		
	Vacant Positions/Filled Positions/Other(Other being filled positions that we intend to change funding source)																	

DEPARTMENT OF ADMINISTRATION

Six-Year Budget Analysis

NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certifed
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
General Fund						
Requirement	$59,013,357	$63,404,209	$68,301,516	$70,646,362	$70,667,364	$ 65,465,974
Less: Receipts	$7,781,702	$9,643,001	$13,357,850	$15,541,882	$16,878,520	$ 11,877,728
Appropriation	$51,231,655	$53,761,208	$54,943,666	$55,104,480	$53,788,844	$53,588,246
Less: Nonrecurring Expansion	$1,100,000	$1,000,000	$1,490,000	$1,717,000	$794,054	
Plus: Nonrecurring Reductions	$893,773		$367,147			
Continuation Budget	$51,025,428	$52,761,208	$53,820,813	$53,387,480	$52,994,790	$53,588,246
Increase (Decrease)		$1,735,780	$1,059,605	($433,333)	($392,690)	$593,456
Percentage Inc (Dec)	N/A	3.40%	2.01%	-0.81%	-0.74%	1.12%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative	$127,616	$203,300	$150,000		$1,472,240	
Recurring Reductions-Legislative	($2,649,440)	($502,657)	($375,656)	($1,024,893)	($1,181,789)	
Transfers - Legislative						
Adjustments - Executive		$2,035,137	$1,285,261	$591,560	($683,141)	
Equals Above Noted Inc/(Dec)	($2,521,824)	$1,735,780	$1,059,605	($433,333)	($392,690)	
Special Funds *						
(FY 98-01 Include State Personnel)						
Prior Year Balance	$415,207	$2,045,966	$1,263,743	$395,083	$1,436,517	
Reciepts	$8,720,123	$8,308,046	$8,263,233	$12,670,577	$8,860,065	
Expenditures	$7,089,365	$9,090,268	$9,131,893	$11,372,019	$9,348,692	
Year-End Balance	$2,045,966	$1,263,743	$395,083	$1,693,640	$947,890	
Federal Funds						
Prior Year Balance	$0	$0	$0	$249,090		
Reciepts	$9,769,112	$5,728,360	$5,433,266	$7,312,552	$5,320,946	
Expenditures	$9,769,112	$5,728,360	$5,184,176	$7,561,642	$5,320,946	
Year-End Balance	$0	$0	$249,090	$0	$0	
Other Funds						
Prior Year Balance	$9,080,835	$10,741,199	$11,252,372	$5,812,248	$18,627,838	
Reciepts	$50,634,547	$54,500,320	$56,351,821	$63,301,545	$39,191,824	
Expenditures	$48,974,183	$53,989,148	$61,791,945	$50,485,955	$27,946,797	
One-time Efficiency Rebate-Motor Fleet					($10,000,000)	
Year-End Balance	$10,741,199	$11,252,372	$5,812,248	$18,627,838	$19,872,865	

* List of Funds for FY 2001-02 Is Attached.

NORTH CAROLINA DEPARTMENT OF ADMINISTRATION					
SPECIAL FUNDS FOR FISCAL YEAR 2001-02					
Budget code/		**Prior-Year**			**Year-End**
Fund #	**Fund Name**	**Balance**	**Receipts**	**Expenditures**	**Balance**
2277	ARC - Consolidated Technic	(21,613.20)	210,820.00	240,243.61	(51,036.81)
2466	State Energy Program	(224,166.26)	3,531,946.72	3,470,146.42	(162,365.96)
2467	Energy - Stripper Well Special Projects	(39,165.00)	39,165.00	0.00	0.00
2468	Energy - Revolving Loans	(856.61)	41,635.87	40,779.26	0.00
2469	DOE Special Projects	14,538.85	161,516.37	172,546.22	3,509.00
2471	DOE Special Projects - Old	0.00	964.50	964.50	0.00
2745	Fair Housing Assistance	443,173.32	273,201.00	188,765.01	527,609.31
2763	Governor's Initiative	(14,107.41)	127,674.75	158,116.08	(44,548.74)
2764	Youth Legislative Assembly	911.80	30,227.00	1,368.12	29,770.68
2833	Advocacy Development Disabilities	(1,888.39)	475,397.83	469,659.73	3,849.71
2834	Protection and Advocacy	665.66	144,402.92	143,514.87	1,553.71
2835	Assistive Technology Project	31.24	6,590.00	6,231.69	389.55
2837	P & A For Mentally Ill	29.39	336,750.00	334,198.11	2,581.28
2839	Rehabilitation and Employment	0.00	13,246.31	14,396.71	(1,150.40)
2862	Indian HUD Housing Assistance	413,546.40	0.00	20,175.76	393,370.64
2863	Title XX Program - Indian	0.00	0.00	0.00	0.00
2865	Indian Talent Search 134	(881.02)	154,475.00	153,581.18	12.80
2868	HUD Section 8 Voucher Program	448,735.85	1,899,658.76	2,234,864.66	113,529.95
2875	Alcohol and Drug Abuse	0.00	0.00	0.00	0.00
2884	Indian Training Workforce	50.18	143,400.00	143,076.60	373.58
2991	Indirect Reserve	0.00	0.00	0.00	0.00
2201	Women and Money	0.00	1,500.00	1,500.00	0.00

2224	Combat Vet License Plate	330.00	(20.00)	0.00	310.00
2226	War Memorial - PG	100,035.00	0.00	0.00	100,035.00
2227	Veterans Burial	22,639.61	62,500.00	43,734.65	41,404.96
2228	NC Service Medal	1,960.00	0.00	0.00	1,960.00
2229	AJ Fletcher - Education	0.00	0.00	0.00	0.00
2230	Options For Teens	8,780.01	10,500.00	19,280.01	0.00
2231	Assist Victims	190.95	240,956.77	240,956.77	190.95
2232	Community Relations	7,722.81	0.00	167.62	7,555.19
2235	Race Relations	26,407.17	0.00	26,407.17	0.00
2236	Disability Assistance	1,624.62	0.00	0.00	1,624.62
2237	Rights For Youth	(1,956.58)	15,600.00	11,399.99	2,243.43
2238	Culture Care	411.92	(411.92)	0.00	0.00
2239	Strategic Planning	13,405.99	0.00	9,549.19	3,856.80
2240	Deferred Compensation	(1,931.77)	3.00	17,610.69	(19,539.46)
2241	Action Partnership Program	367.83	3,117.00	3,128.45	356.38
2243	Assistance Project	145.00	0.00	145.00	0.00
2244	Community Services Project	117,959.52	75,037.08	140,906.14	52,090.46
2245	Events For Women	(3,040.38)	12,700.00	14.04	9,645.58
2246	Substance Abuse Prevention	(12,501.20)	67,815.77	61,946.90	(6,632.33)
2247	Assistive Technology	0.00	0.00	0.00	0.00
2248	Energy Assistance	15,250.00	26,172.52	41,692.52	(270.00)
2249	Sexual Assault Services	(47,154.47)	95,917.00	106,134.00	(57,371.47)
2250	Rape Education Services	71,675.04	292,332.87	353,769.28	10,238.63
2251	NC Child Advocacy Instruction - PR	191.73	107,750.27	107,942.00	0.00
2253	Domestic Violence Comm	0.00	0.00	0.00	0.00
2254	Civic Education	0.00	0.00	0.00	0.00
2255	Program Sharing Project	0.00	0.00	0.00	0.00

2256	Project Hope	0.00	54,326.00	54,326.00	0.00
2257	SE DBTAC - ADA	1,333.93	1,544.46	1,872.91	1,005.48
2258	Diabetes Educational Research	10,285.05	9,316.49	18,851.54	750.00
2259	Indian Foundation	4,937.50	0.00	4,937.50	0.00
2260	Outreach - Minority Poplation	7,453.10	(7,453.10)	0.00	0.00
2261	Students in Touch	8,000.00	0.00	5,576.00	2,424.00
2262	Prison Nursery Program	0.00	13,512.06	13,512.06	0.00
2263	American Indian Philanthrer	0.00	25,000.00	10,777.81	14,222.19
2283	Governor's Commission Domestic Viole	0.00	30,170.45	36,870.84	(6,700.39)
2315	Workplace Violence	0.00	3.58	27,966.56	(27,962.98)
2319	Telecommuting Pilot Program	(1,728.17)	1,503.52	5,092.68	(5,317.33)
2321	HRD - Interaction Management	119,906.27	15,969.99	124,820.94	11,055.32
2512	E Procurement	(1,197.21)	59,638.61	65,174.53	(6,733.13)
2623	SCP Computer UPG Des	409.93	(409.93)	0.00	0.00
2624	SCP Communication Upgrade	(54,401.15)	54,401.15	0.00	0.00
Total		1,436,516.85	8,860,065.67	9,348,692.32	947,890.20

DEPARTMENT OF ADMINISTRATION

Recurring and Non-Recurring Items of Appropriation

Department of Administration
Recurring and Non-Recurring Items of Appropriation

1997-98	
Non-Recurring Expansion:	
Domestic Violence Grants	$1,100,000
Non-Recurring Reductions:	
Reduction to Operating Expenses Due to Delay in Opening New Buildings	-893,773
Recurring Expansion:	
Domestic Violence Program - (1) additional position to monitor Batterers Treatment Program	50,000
Youth Involvement Internship Program - Increase in hourly wage paid to interns from $5.00 to $6.75.	77,616
	127,616
Recurring Reductions:	
Personnel Reductions:	
(15) Departmental Employees	-569,929
(10) Property Guards transferred to Dept. of Revenue	-235,648
(2) Veteran Affairs positions transferred to receipts	-65,124
Operating Expenses	-622489
Reduce Approp/Increase Receipts charging St. Treasurer and Dept. of Insurance for Building Maintenance	-1,156,250
	-2,649,440
1998-99	
Non-Recurring Expansion:	
Domestic Violence Grants	$1,000,000
Recurring Expansion:	
NC Board of Ethics	203,300
Recurring Reduction:	
Departmental Salary Reductions	-27,473
Operating Expenses	-429,563
Health Plan Purchasing Alliance (1) position	-45,621
	-502,657

Department of Administration
Recurring and Non-Recurring Items of Appropriation

1999-00	
Non-Recurring Expansion:	
Domestic Violence Grants	1,000,000
Sexual Assault Grants	225,000
Century of Women Statewide Celebration	15,000
Science and Tech. - Match Money to Support Research Collaborations	250,000
	1,490,000
Non-Recurring Reductions	
One-time Reductions to Operating Expenses of New Museum doe to delay in opening	-367,147
Recurring Expansion:	
Domestic Violence Commission (2 positions)	150,000
Recurring Reductions:	
State Health Purchasing Alliance	-43,632
Personnel Reductions (3) positions	-87,437
Reduction in Operating Expenses	-244,587
	-375,656
2000-01	
Non-Recurring Expansion:	
Domestic Violence Grants	1,000,000
Sexual Assault Grants	225,000
National World War Ii Memorial	392,000
Lumbee-Self Determination Funds	100,000
	1,717,000
Recurring Reductions:	
Eliminate Health Plan Purchasing Alliance Board (4) Positions	-250,000
Eliminate Low-Level Radioactive Waste Management Authority (8) positions	-493,047
Reduction in Operating Expenses	-281,846
	-1,024,893

Department of Administration
Recurring and Non-Recurring Items of Appropriation

2001-02

Non-Recurring Expansion:

Office of Historically Underutilized Business (HUB)	270,000
HUB & State Construction Office - Senate Bill 914	524,054
	794,054

Recurring Expansion:

Domestic Violence Grants	1,000,000
Sexual Assault Grants	225,000
HUB & State Construction Office - Senate Bill 914	247,240
	1,472,240

Recurring Reductions:

Personnel Reductions (5) Positions	-209,986
Reduction in Operating Expenses	-29,000
Board of Science and Technology Transfer to Dept. of Commerce	-371,302
Board of Science and Technology - Abolish Remainder of Program	-266,424
Appalachian Regional Commission (change to receipts)	-190,080
State Employee Incentive Bonus Program - change to receipts	-114,997
	-1,181,789

DEPARTMENT OF ADMINISTRATION

Modified Zero-Based Budet Line Items

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Contracted Personal Services (531321)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 02-03
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non-Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411		THE DEPARTMENT HAS NO				
State Property Office	1412		EXPENDITURES TO REPORT				
State Building Commission	1416		IN THIS ACCOUNT				
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Total Contracted Personal Services		0	0	0	0	0	0

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous Contracted Services (532199)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 02-03
Office of the Secretary	1111	22,047	1,881	158,800	-	158,800	18,800
DOA - Fiscal Management	1121	6,556	9,834	17,228	-	17,228	17,228
DOA - Personnel	1122			5,000	-	5,000	5,000
Non-Public Education	1230					-	-
Management Information	1241			2,250	-	2,250	-
Telecommunications Office	1264	52,955	75,977	56,909	31,104	25,805	56,909
Central Mail Service	1280	224,717		13,000	12,665	335	-
State Construction Office	1411			35,577		35,577	35,577
State Property Office	1412		5,229	319		319	319
State Building Commission	1416			-		-	-
Facility Management Division	1421			4,200		4,200	4,200
Purchase and Contract	1511	145,165	2,280	579	-	579	579
State Capitol Police	1623	5,124	5,825	6,000		6,000	6,000
N.C. Council for Women	1731						-
Displaced Homemakers Program	1732			1,000			1,000
Rape Crisis Program	1734			200		200	200
Human Relations Commission	1741			400		400	400
Martin Luther King Commission	1742						-
Youth Involvement Office	1761	100		750		750	750
Veterans Affairs - Admin.	1771	375	150	360	-	360	360
State Veterans Nursing Home	1772			-		-	-
Domestic Violence Program	1781	6,159		7,000		7,000	7,000
Gov. Comm. On Domestic Violence	1783		2,500	20,305		20,305	19,555
Ethics Board	1810			-		-	-
Persons with Disabilities	1811			1,000		1,000	1,000
Comm. On Indian Affairs	1861			-		-	-
Total Contracted Personal Services		463,198	103,676	330,877	43,769	286,108	174,877

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rental/Lease of Equipment (532521-532525)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certifed FY 2002-03
Office of the Secretary	1111	7,153	7,138	7,138	7,138	-	-
DOA - Fiscal Management	1121					-	-
DOA - Personnel	1122	2,417	2,417	2,417	2,417	-	-
Non--Public Education	1230					-	-
Management Information	1241	3,636	3,636	3,636	3,636	-	-
Telecommunications Office	1264	3,006	3,774	3,774	3,774	-	-
Central Mail Service	1280	10,161	8,075	24,408	10,559	13,849	24,408
State Construction Office	1411	-		-	-	-	-
State Property Office	1412			-		-	-
State Building Commission	1416					-	-
Facility Management Division	1421	12,921	2,009	19,100	650	18,450	14,100
Purchase and Contract	1511	-		3,000	-	3,000	3,000
State Capitol Police	1623	3,600	3,708	3,710	3,816	(106)	3,710
N.C. Council for Women	1731	-		-	-	-	-
Displaced Homemakers Program	1732	-				-	-
Rape Crisis Program	1734					-	-
Human Relations Commission	1741	-		-	-	-	-
Martin Luther King Commission	1742					-	-
Youth Involvement Office	1761					-	-
Veterans Affairs - Admin.	1771	9,065	9,065	9,065	9,065	-	9,065
State Veterans Nursing Home	1772			-		-	-
Domestic Violence Program	1781			-		-	-
Gov. Comm. On Domestic Violence	1783					-	-
Ethics Board	1810					-	-
Persons with Disabilities	1811	780	672	1,050	592	458	1,050
Comm. On Indian Affairs	1861	-		-	-	-	-
Total Misc. Contracted Services		52,739	40,494	77,298	41,647	35,651	55,333

Department of Administration
Zero Base Budgeting Expenditures
FY 2000-01 to FY 2002-03

Travel and Other Employee Expenses (532711 - 532799)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/02-03/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 02-03
Office of the Secretary	1111	18,917	13,120	80,274	4,348	75,926	31,313
DOA - Fiscal Management	1121	3	18	400	-	400	400
DOA - Personnel	1122	1,790	2,960	5,954	92	5,862	5,954
Non--Public Education	1230	6,994	6,836	8,565	6,967	1,598	7,994
Management Information	1241	173	48	1,645	-	1,645	1,645
Telecommunications Office	1264	8,282	8,389	14,726	3,449	11,277	14,726
Central Mail Service	1280	1,177	4,081	3,600	335	3,265	3,600
State Construction Office	1411	87,296	99,667	119,948	54,358	65,590	119,948
State Property Office	1412	18,843	14,806	21,000	8,271	12,729	21,000
State Building Commission	1416	5,986	6,312	15,009	6,929	8,080	215,009
Facility Management Division	1421	18,977	19,525	26,500	19,279	7,221	26,500
Purchase and Contract	1511	97,259	86,277	102,250	36,922	65,328	102,250
State Capitol Police	1623	40,042	56,946	47,428	31,981	15,447	47,428
N.C. Council for Women	1731	19,662	20,737	19,130	8,582	10,548	19,350
Displaced Homemakers Program	1732	2,775	10,149	2,800	1,896	904	3,800
Rape Crisis Program	1734	3		2,375	-	2,375	-
Human Relations Commission	1741	25,903	26,816	29,775	9,898	19,877	29,775
Martin Luther King Commission	1742	4,991	4,505	7,838	714	7,124	7,838
Youth Involvement Office	1761	6,535	6,460	8,125	11,914	(3,789)	8,125
Veterans Affairs - Admin.	1771	91,275	90,226	84,911	51,877	33,034	98,800
State Veterans Nursing Home	1772	2,657	4,984	8,510	5,824	2,686	5,200
Domestic Violence Program	1781	1,246	5,016	2,580	1,633	947	2,580
Gov. Comm. On Domestic Violence	1783	1,781	11,200	1,900	1,420	480	1,900
Ethics Board	1810	3,329	2,711	5,450	1,179	4,271	5,450
Persons with Disabilities	1811	3,834	1,299	7,050	1,065	5,985	7,050
Comm. On Indian Affairs	1861	22,250	21,575	14,660	4,644	10,016	14,660
Total Travel & Other Related Expenses		491,980	524,663	642,403	273,577	368,826	802,295

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular Phone Services (532814)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 2002-03
Office of the Secretary	1111	612	777	700	320	380	700
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264	173	183	250	128	122	123
Central Mail Service	1280	210	1,444	2,000	1,382	618	2,000
State Construction Office	1411	481	2,189	6,600	5,008	1,592	6,600
State Property Office	1412	935	741	2,000	1,389	611	2,000
State Building Commission	1416						
Facility Management Division	1421			500	8,075	(7,575)	500
Purchase and Contract	1511	2,905	3,042	3,000	2,427	573	3,000
State Capitol Police	1623	933	1,493	4,200	1,807	2,393	4,200
N.C. Council for Women	1731	428	246	500	1,330	(830)	500
Displaced Homemakers Program	1732	51	138	100	-	100	100
Human Relations Commission	1741			500	619	(119)	500
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771	42		50	-	50	50
State Veterans Nursing Home	1772	60	293	200	177	23	200
Domestic Violence Program	1781		32	250	112	138	250
Gov. Comm. On Domestic Violence	1783			-	151	(151)	-
Ethics Board	1810						
Persons with Disabilities	1811			-	-	-	50
Comm. On Indian Affairs	1861	3		50	48	2	50
Total Cellular Phone Services		6,833	10,578	20,900	22,973	(2,073)	20,823

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Furniture and Equipment Replacement Schedules (534500 - 534550)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 2002-03
Office of the Secretary	1111	15,084	-	11,653	27,439	(15,786)	8,253
DOA - Fiscal Management	1121	26,067	9,188	16,036	2,405	13,631	16,036
DOA - Personnel	1122	463		2,774	86	2,688	2,774
Non--Public Education	1230	5,776	4,488	-	-	-	-
Management Information	1241	29,083	4,228	12,164	7,502	4,662	15,800
Telecommunications Office	1264	104,911	130,504	201,200	21,192	180,008	201,200
Central Mail Service	1280	39,853	11,116	187,598	30,936	156,662	26,310
State Construction Office	1411	32,170	10,876	62,600	431	62,169	51,700
State Property Office	1412	15,757	43,291	20,300	53	20,247	13,600
State Building Commission	1416	-	-	-	-	-	
Facility Management Division	1421	438,646	108,076	227,500	833	226,667	233,700
Purchase and Contract	1511	18,782	33,923	110,915	24,281	86,634	110,915
State Capitol Police	1623	9,506	3,756	22,441	404	22,037	17,491
N.C. Council for Women	1731	3,421	2,573	2,600	2,573	27	2,600
Displaced Homemakers Program	1732	2,786	8,803	11,980	10,261	1,719	3,751
Rape Crisis Program	1734	300	3,815	1,648	-	1,648	1,648
Human Relations Commission	1741		-	1,942	-	1,942	1,942
Martin Luther King Commission	1742		-	13,000	-	13,000	13,000
Youth Involvement Office	1761	6,747	343	2,449	-	2,449	2,449
Veterans Affairs - Admin.	1771	32,166	1,369	20,146	7,905	12,241	16,811
State Veterans Nursing Home	1772	24,390	32,652	19,700	17,366	2,334	3,000
Domestic Violence Program	1781	401	3,548	2,770	-	2,770	2,770
Gov. Comm. On Domestic Violence	1783		550	-	143	(143)	-
Ethics Board	1810	10,073	-	2,500	-	2,500	2,500
Persons with Disabilities	1811	5,859	1,071	1,200	176	1,024	1,200
Comm. On Indian Affairs	1861	14,371	294	4,143	-	4,143	4,193
Total Equipment Purchases		836,612	414,464	959,259	153,986	805,273	753,643

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Discretionary Grants (5354AA)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 2//2-03
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411		THE DEPARTMENT HAS NO				
State Property Office	1412		EXPENDITURES TO REPORT				
State Building Commission	1416		IN THIS ACCOUNT				
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Total Discretionary Grants		0	0	0	0	0	0

Department of Administration
Zero Base Budgeting Expenditures
FY 1996-97 to FY 2000-01

Loans (5367AA)

Division or Program:	Fund	Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Current Fiscal Year: Certified 04/01/2002
Office of the Secretary	1111						
DOA - Fiscal Management	1121						
DOA - Personnel	1122						
Non--Public Education	1230						
Management Information	1241						
Telecommunications Office	1264						
Central Mail Service	1280						
State Construction Office	1411		THE DEPARTMENT HAS NO				
State Property Office	1412		EXPENDITURES TO REPORT				
State Building Commission	1416		IN THIS ACCOUNT				
Facility Management Division	1421						
Purchase and Contract	1511						
State Capitol Police	1623						
N.C. Council for Women	1731						
Displaced Homemakers Program	1732						
Human Relations Commission	1741						
Martin Luther King Commission	1742						
Youth Involvement Office	1761						
Veterans Affairs - Admin.	1771						
State Veterans Nursing Home	1772						
Domestic Violence Program	1781						
Gov. Comm. On Domestic Violence	1783						
Ethics Board	1810						
Persons with Disabilities	1811						
Comm. On Indian Affairs	1861						
Total Loans							

Department of Administration
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Other Aids and Grants (5369AA)

Division or Program:	Fund		Actual Expend. FY 1999-00	Actual Expend. FY 2000-01	Current Fiscal Year: Authorized Budget FY 2002	Current Fiscal Year: Actual Expend. 7/1/01-3/31/02	Current Fiscal Year: Unexpended Balance 4/1/02	Certified FY 2003
Office of the Secretary	1111		267,626	198,973	208,893	208,893	-	198,973
DOA - Fiscal Management	1121						-	
DOA - Personnel	1122						-	
Non--Public Education	1230						-	
Management Information	1241						-	
Telecommunications Office	1264						-	
Central Mail Service	1280						-	
State Construction Office	1411						-	
State Property Office	1412						-	
State Building Commission	1416						-	
Facility Management Division	1421						-	
Purchase and Contract	1511						-	
State Capitol Police	1623						-	
N.C. Council for Women	1731						-	
Displaced Homemakers Program	1732		1,055,152	1,029,516	1,055,204	662,443	392,761	1,034,995
Rape Crisis Program	1734		1,117,500	1,117,500	1,117,500	1,117,500	-	1,117,500
Human Relations Commission	1741						-	
Martin Luther King Commission	1742		46,050	4,650	49,155	44,050	5,105	49,155
Youth Involvement Office	1761		12,997	13,500	6,500	6,500	-	6,500
Veterans Affairs - Admin.	1771		176,576	572,765	188,000	124,000	64,000	188,000
State Veterans Nursing Home	1772						-	
Domestic Violence Program	1781		2,682,500	2,682,500	2,682,500	2,682,500	-	2,682,500
Domestic Violence Center	1782		1,345,280	1,351,180	1,350,000	766,065	583,935	1,350,000
Gov. Comm. On Domestic Violence	1783						-	
Ethics Board	1810						-	
Persons with Disabilities	1811						-	
Comm. On Indian Affairs	1861			100,000	-	-	-	
Total Other Aids and Grants			6,703,681	7,070,584	6,657,752	5,611,951	1,045,801	6,627,623

DEPARTMENT OF ADMINISTRATION

Division/Positions
Maintaining Cellular Phones

NC DEPARTMENT OF ADMINISTRATION
DIVISION/POSITIONS MAINTAINING CELLULAR PHONES

Office of the Secretar
(1) Phone canceled 3/15/02

Agency for Public Telecommunications
(1) Used by production staff away from

Mail Service Center
(1) Operations Manger
(3) Mail Clerk Drivers
(18) Courier Drivers

State Construction Office
(1) Director
(1) Assist. Director/BSE/Construction A
(1) Building Systems Engineer II
(1) Assist. Director/BSE/Consulting Ser
(1) Building Systems Engineer II
(1) Building Systems Engineer III
(1) Building Systems Engineer II
(1) Building Systems Engineer II
(1) Office Bag Phone

State Property Office
(1) Director
(1) General Real Estate Manager
(1) Leasing & Space Planning Section
(1) General Real Estate Section
(1) FIS Manager
(1) Leasing & Space Planning Manager
(1) Office

Facility Management
(1) Director
Administrative Assist. II
Univ. Housekeeping Admin. IV
Plant Maint. Supervisor
Carpenter Supervisor II
Electrician Supervisor II
Electrician Supervisor I
Maintenance Mechanic IV
Maintenance Mechanic V
Plant Maint. Supervisor I
HVAC Supervisor I
HVAC Supervisor II
Grounds Supt. II
Grounds Supervisor II
Grounds Supervisor II
Exec. Mansion Grounds Supervisor
Plant Maint. Supervisor II
Plumber Supervisor
Waste Management Spec.
Locksmith Supervisor
Steam Plant Supervisor II

Purchase and Contract
Director
Inspection Specialist
Inspection Specialist

State Capitol Police
Director
Deputy Director
Lieutenant
Investigator

Council for Women
Community Development Specialist I
(5) Field staff

Human Relations Commission
Director
(5) Human Relations Specialist

DEPARTMENT OF ADMINISTRATION

Summary of Other Aids and Grants By Division

Department of Administration/Council for Women/Domestic Violence Commission

Fund 1731

Receipts and Operating Expenses	FY 1999-00	FY 2000-01	FY2001-2002		FY 2002-03
			Authorized	*Year to Date	Certified
State Appropriation	$560,546	$544,206	$572,953	$389,150	$572,953
Administrative Expenditures					
Personal Services	$496,603	$480,966	$518,223	$357,546	$518,223
Purchased Services	$56,261	$56,410	$47,478	$30,798	$47,478
Equipment	$3,747	$2,617	$2,777	$0	$2,777
Supplies	$3,127	$3,883	$3,750	$528	$3,750
Etc.	$826	$930	$725	$446	$725
Total # of Positions	11	11	11	11	11
Total Grant Expenditures Categories:	$0	$0	$0	$0	$0
Other Sources of Funding	$18	$600	$0	$168	$0
Prior Year Carry-Forward	$0	$0	$0	$0	$0
Total Available	**$560,564**	**$544,806**	**$572,953**	**$389,318**	**$572,953**
Total Actual Expenditures	**$560,564**	**$544,806**	**$572,953**	**$389,318**	**$572,953**
Total Actual Encumbrances	**$0**	**$4,218**	**$0**	**$5,691**	**$0**

*Year to Date Figures as of 3/31/02

Department of Administration/Displaced Homemakers Program

Fund 1732

Receipts and Operating Expenses	FY 1999-00	FY 2000-01	FY2001-2002		FY 2002-03
			Authorized	*Year to Date	Certified
State Appropriation	$319,896	$329,957	$384,652	$145,899	$384,652
Administrative Expenditures					
Personal Services	$55,868	$57,280	$77,406	$58,989	$77,406
Purchased Services	$21,941	$28,956	$17,318	$18,513	$25,547
Equipment	$3,305	$8,803	$12,780	$10,742	$4,551
Supplies	$7,262	$1,374	$7,825	$657	$7,825
Etc.	$17,650	$20,903	$34,328	$42	$34,328
Total # of Positions	1	1	1	1	1
Total Grant Expenditures Categories:	$1,055,152	$1,029,516	$1,055,204	$662,443	$1,055,204
Other Sources of Funding	$841,282	$799,427	$800,000	$585,278	$800,000
Prior Year Carry-Forward	$0	$17,448	$20,209	$20,209	$20,209
Total Available	**$1,161,178**	**$1,146,832**	**$1,204,861**	**$751,386**	**$1,204,861**
Total Actual Expenditures	**$1,161,178**	**$1,146,832**	**$1,204,861**	**$751,386**	**$1,204,861**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$1,237**	**$0**

*Year to Date Figures as of 3/31/02

Department of Administration/Rape Crisis Program

Fund 1734

Receipts and Operating Expenses	FY 1999-00	FY 2000-01	FY2001-2002		FY 2002-03
			Authorized	*Year to Date	Certified
State Appropriation	$1,146,578	$1,149,775	$1,153,880	$1,138,049	$1,153,880
Administrative Expenditures					
Personal Services	$27,184	$28,381	$28,352	$20,446	$28,352
Purchased Services	$212	$51	$4,783	$30	$4,783
Equipment	$300	$3,815	$1,648		$1,648
Supplies	$1,380	$28	$1,600		$1,600
Etc.	$2		$197	$73	$197
Total # of Positions	0.75	0.75	0.75	0.75	0.75
Total Grant Expenditures Categories: Rape Crisis	$1,117,500	$1,117,500	$1,117,500	$1,117,500	$1,117,500
Other Sources of Funding Prior Year Carry-Forward			$200		$200
Total Available	**$1,146,578**	**$1,149,775**	**$1,154,080**	**$1,138,049**	**$1,154,080**
Total Actual Expenditures	**$1,146,578**	**$1,149,775**	**$1,154,080**	**$1,138,049**	**$1,154,080**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

*Year to Date Figures as of 3/31/02

Department of Administration/Domestic Violence Program

Fund 1781

Receipts and Operating Expenses	FY 1999-00	FY 2000-01	FY2001-2002		FY 2002-03
			Authorized	*Year to Date	Certified
State Appropriation	$2,784,809	$2,752,601	$2,798,884	$2,730,924	$2,798,884
Administrative Expenditures					
Personal Services	$94,581	$78,405	$95,667	$45,913	$95,667
Purchased Services	$14,429	$10,174	$19,682	$2,486	$19,682
Equipment	$471	$3,548	$3,270		$3,270
Supplies	$2,058	$343	$3,100	$45	$3,100
Etc.	$256	$48	$3,165		$3,165
Total # of Positions	2.25	2.25	2.25	2.25	2.25
Total Grant Expenditures Categories: Rape Crisis	$2,682,500	$2,682,500	$2,682,500	$2,682,500	$2,682,500
Other Sources of Funding Prior Year Carry-Forward	$9,486	$22,417	$8,500	$20	$8,500
Total Available	**$2,794,295**	**$2,775,018**	**$2,807,384**	**$2,730,944**	**$2,807,384**
Total Actual Expenditures	**$2,794,295**	**$2,775,018**	**$2,807,384**	**$2,730,944**	**$2,807,384**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

*Year to Date Figures as of 3/31/02

Department of Administration

Fund 1782

Receipts and Operating Expenses	FY 1999-00	FY 2000-01	FY2001-2002		FY 2002-03
			Authorized	*Year to Date	Certified
State Appropriation	$0	-$64	$0	$0	$0
Administrative Expenditures Personal Services Purchased Services Equipment Supplies Etc.					
Total # of Positions	0	0	0	0	0
Total Grant Expenditures Categories:	$1,345,280	$1,351,180	$1,350,000	$766,065	$1,350,000
Other Sources of Funding Prior Year Carry-Forward	$1,345,280	$1,351,244	$1,350,000	$991,060	$1,350,000
Total Available	**$1,345,280**	**$1,351,180**	**$1,350,000**	**$991,060**	**$1,350,000**
Total Actual Expenditures	**$1,345,280**	**$1,351,180**	**$1,350,000**	**$766,065**	**$1,350,000**
Total Actual Encumbrances	**$0**	**$0**	**$0**	**$0**	**$0**

DEPARTMENT OF ADMINISTRATION

Boards and Commissions Staffed by the Department

ANNUAL REPORT OF COMMITTEES AND COUNCILS

SCHEDULE OF APPOINTED BOARDS, COMMITTEES, OR COMMISSION

March 31, 2002
(Fiscal Year Ending)

Administration
(STATE DEPARTMENT SUBMITTING REPORT)

Name of Board, Committee, or Commission	# OF Members	Date Established and by whom: (Specify Governor Dept. Head or name Statute, as applicable)	Established by Legislative or Other*				Approximate Date of Last Formal Meeting	Number of Formal Meetings Held in 12 Mo.	COST		Funded by State, Federal, or Other*			Cost of Related Staff Time, if Available	
			GOV	LEG	DPT	OTH			Per Meeting	Total Annual	APP	OTH	FED	Per Month	Total Annual
Board of Awards	15	1931 143-53		X			4/18/02	33	214.49	7,078.04	X				
Veterans' Affairs Commission	12	1973 143B-399		X			3/11/02	3	1,594.39	4,783.16	X				
Veterans' Affairs Commission Advisory Committee	7	1977 143B-401		X			3/11/02	3	729.35	2,188.05	X				
Governor's Job for Veterans Committee	N/A	1977 143B-420		X			N/A	N/A	N/A	N/A	X				
Persian Gulf War Memorial Commission	N/A	1993 Exe Order #33	X				N/A	N/A	N/A	N/A	X				
Juvenile Law Study Commission		1979 7A-740		X							X				
NC Ethics Board	7	1977	X				12/7/01	2	641.78	1,283.56	X				
Governor's Advocacy Council for Persons with Disabilities	21	1977 143B-403.1		X			10/26/01	2	2,557.50	5,115.00	X		X		
Council for Women	20	1975 143B-393		X				0	0.00	0.00	X				
NC Commission of Indian Affairs	19	1977 143B-405		X			3/7/02	3	1,486.33	4,458.99	X				
NC Advisory Council on the Eastern Band of the Cherokee	0	1983 143B-411.1		X				0	0.00	0.00	X				

*check appropriate box(es)

ANNUAL REPORT OF COMMITTEES AND COUNCILS

SCHEDULE OF APPOINTED BOARDS, COMMITTEES, OR COMMISSION

March 31, 2002
(Fiscal Year Ending)

Administration
(STATE DEPARTMENT SUBMITTING REPORT)

Name of Board, Committee, or Commission	# OF Members	Date Established and by whom: (Specify Governor Dept. Head or name Statute, as applicable)	Established by Legislative or Other*				Approximate Date of Last Formal Meeting	Number of Formal Meetings Held in 12 Mo.	COST		Funded by State, Federal, or Other*			Cost of Related Staff Time, If Available	
			GOV	LEG	DPT	OTH			Per Meeting	Total Annual	APP	OTH	FED	Per Month	Total Annual
Domestic Violence Commission	39	1999 Exe Order #145	X				3/6/02	3	468.54	1,405.62	X				
State Personnel Commission	9	1965 126-2		X			4/18/02	6	1,099.24	6,595.46	X				
Public Radio Advisory Commission	9	1979 143B-426.12		X			N/A	N/A	N/A	N/A	X				
Board of Public Telecommunications	25	1979 143B-426.9		X			2/20/02	3	121.91	365.74	X				
NC Human Relatios Council	20	1975 143B-391		X			11/1/01	3	945.69	2,837.07	X				
NC Internship Council	17	1977 143B-417		X			2/15/02	2	324.33	648.65	X				
Governor's Advocacy Council on Children & Youth	18	1973 143B-414		X				0	0.00	0.00	X				
NC Public Employee Deferred Compensation Board	7	1983 143B-426.24		X			2/20/02	2	347.82	695.64		X			
NC Capital Planning Commision	27	1975 143B-373		X			5/17/02	1			X				
Governor's Management Council	22	1983 143B-426.22		X							X				

*check appropriate box(es)

ANNUAL REPORT OF COMMITTEES AND COUNCILS

SCHEDULE OF APPOINTED BOARDS, COMMITTEES, OR COMMISSION

March 31, 2002
(Fiscal Year Ending)

Administration
(STATE DEPARTMENT SUBMITTING REPORT)

Name of Board, Committee, or Commission	# OF Members	Date Established and by whom: (Specify Governor Dept. Head or name Statute, as applicable)	Established by Legislative or Other*				Approximate Date of Last Formal Meeting	Number of Formal Meetings Held in 12 Mo.	COST		Funded by State, Federal, or Other*			Cost of Related Staff Time, if Available	
			GOV	LEG	DPT	OTH			Per Meeting	Total Annual	APP	OTH	FED	Per Month	Total Annual
Governor's Commission for Recognition of St. Employees	5	1980 Exe Order #53	X								X				
State Building Commission	9	1987 143-135.25		X			4/23/02	11	1,141.73	12,559.00	X				
Governor's Task Force on Racial, Religious, & Ethnic Violence & Intimidation	12	1986	X								X				
Martin Luther King, Jr. Commission	16	1993 143B-426.34		X			10/19/01	1	803.54	803.54	X				
Protection & Advocacy for Mentally Ill Individuals Advisory Commission	12	1987		X			10/26/01	2	1,438.50	2,877.00			X		
State Youth Advisory Council	17	1975 143B-386		X				0	0.00	0.00	X				
State Youth Council	5	1975 143B-387		X							X				
State Board of Elections	5						3/12/02	4	375.33	1,501.31					

*check appropriate box(es)

ANNUAL REPORT OF COMMITTEES AND COUNCILS

SCHEDULE OF APPOINTED BOARDS, COMMITTEES, OR COMMISSION

March 31, 2002 (Fiscal Year Ending)

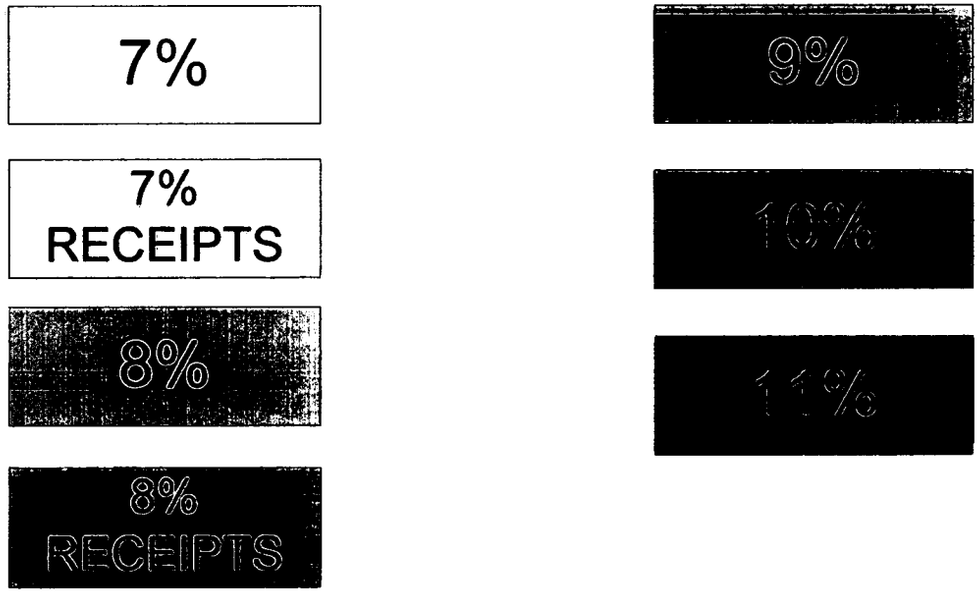
Administration (STATE DEPARTMENT SUBMITTING REPORT)

Name of Board, Committee, or Commission	# OF Members	Date Established and by whom: (Specify Governor Dept. Head or name Statute, as applicable)	Established by Legislative or Other*				Approximate Date of Last Formal Meeting	Number of Formal Meetings Held in 12 Mo.	COST		Funded by State, Federal, or Other*			Cost of Related Staff Time, if Available	
			GOV	LEG	DPT	OTH			Per Meeting	Total Annual	APP	OTH	FED	Per Month	Total Annual
OPEN/NET en ESPANOL TASK FORCE	22						3/8/02	1	100.31	100.31					
Energy Policy Council	18	1975		X			3/19/02	11	391.16	4,302.75			X		
Grand Total									14,781.94	59,598.89					

DEPARTMENT OF ADMINISTRATION

POSITIONS SUBJECT TO RIF

COLOR CHART



DEPARTMENT OF ADMINISTRATION
ALL DIVISIONS WITHIN DOA
REVISED 4/2002

1/9

DEPT. HEAD: GWYNN T. SWINSON

SECRETARY
GWYNN T. SWINSON

ASSISTANT SECRETARY
VACANT

NON-PUBLIC EDUCATION
ROD HELDER

ASSISTANT SECRETARY
VETERANS AFFAIRS
CHARLES SMITH

AGENCY GEN. COUNSEL
BROOKS SKINNER

PUBLIC INFORMATION
VACANT

FISCAL MANAGEMENT
KATHY CROOKE

HUMAN RESOURCES MANAGEMENT
VALERIE FORD

AGENCY FOR PUBLIC TELECOMMUNICATIONS
LEILA TVEDT

DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS
CARLTON MYRICK

MOTOR FLEET MANAGEMENT
JOHN T. MASSEY

PURCHASE AND CONTRACT
JOHN LEASTON

STATE CONSTRUCTION
SPEROS FLEGGAS

STATE PROPERTY
JOE HENDERSON

STATE AND LOCAL GOVERNMENT AFFAIRS
SARA STUCKEY

QUALITY/CONTINUOUS IMPROVEMENTS
GEORGE MILLSAPS

HISTORICALLY UNDERUTILIZED BUSINESSES
BRIDGET WALL

MAIL SERVICE CENTER
GENE BENFIELD

STATE ENERGY OFFICE
LARRY SHIRLEY

DEPUTY SECRETARY FOR INTERNAL SERVICES AND PROGRAMS
MCKINLEY WOOTEN, JR.

FACILITY MANAGEMENT
S. TONY JORDAN

MANAGEMENT INFORMATION SYSTEMS
SMITTY LOCKLEAR

STATE CAPITOL POLICE
CHARLES CRUDUP

PARKING
GREG CAIN

COUNCIL FOR WOMEN
LESLIE STARSONECK

GOV'S ADVOCACY COUNCIL PERSONS WITH DISABILITIES
ALLISON BOWEN, INTERIM

HUMAN RELATIONS
EDDIE LAWRENCE

INDIAN AFFAIRS
GREGORY RICHARDSON

YOUTH ADVOCACY AND INVOLVEMENT OFFICE
PAMELA DEARDORFF

ADA COORDINATOR
LARRY JONES

LIEUTENANT GOVERNOR
BEVERLY EAVES PERDUE

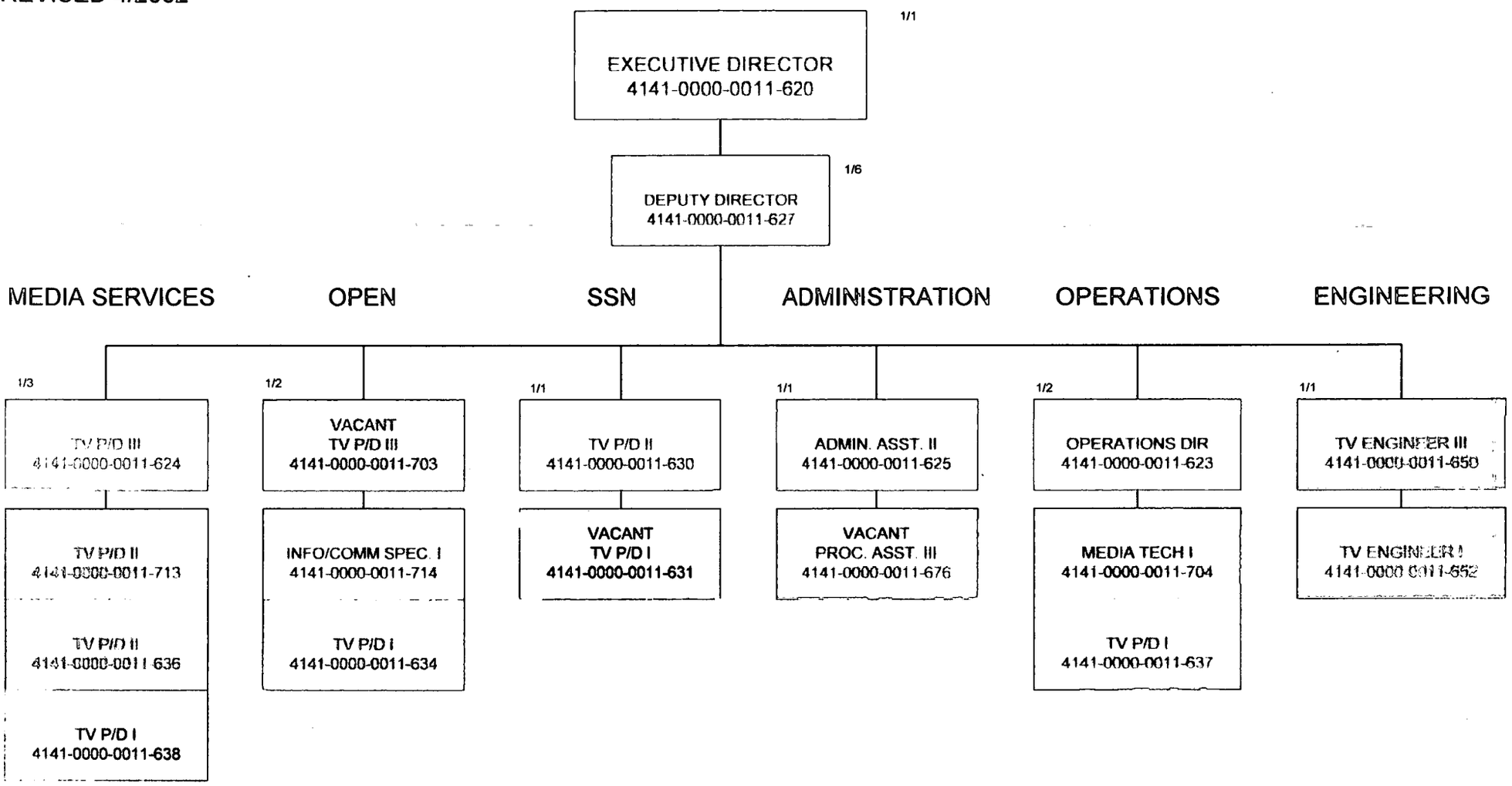
OFFICE OF STATE PERSONNEL
THOM WRIGHT

BOARD OF ELECTIONS
GARY BARTLETT

NC BOARD OF ETHICS
PERRY NEWSON

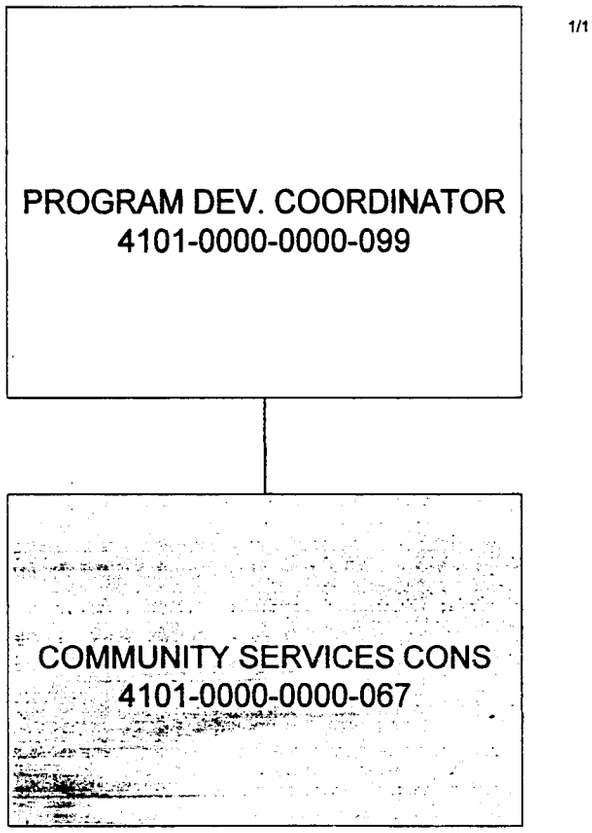
DEPARTMENT OF ADMINISTRATION
NC AGENCY FOR PUBLIC TELECOMMUNICATIONS
REVISED 4/2002

DIV. HEAD: LEILA TVEDT
AGENCY HEAD: GWYNN T. SWINSON



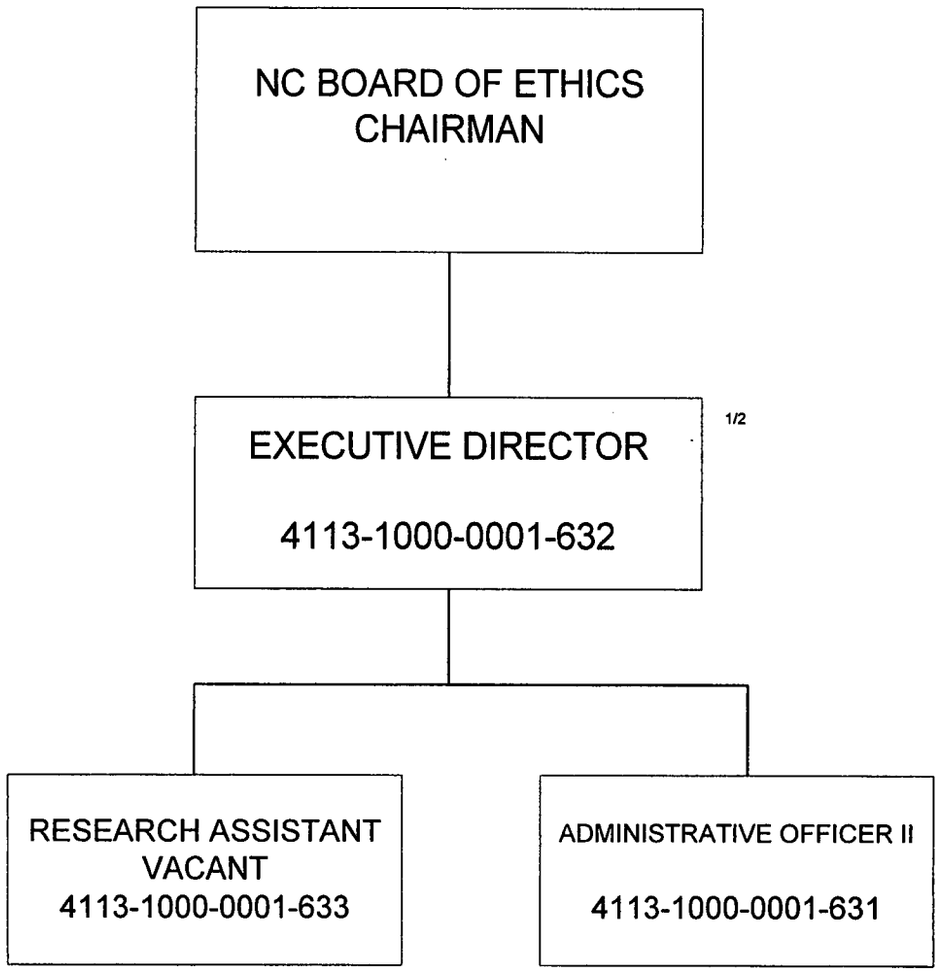
DEPARTMENT OF ADMINISTRATION
AMERICANS WITH DISABILITIES ACT OFFICE (ADA)
REVISED 4/2002

DIV. HEAD: LARRY JONES
DEPT. HEAD: GWYNN T. SWINSON



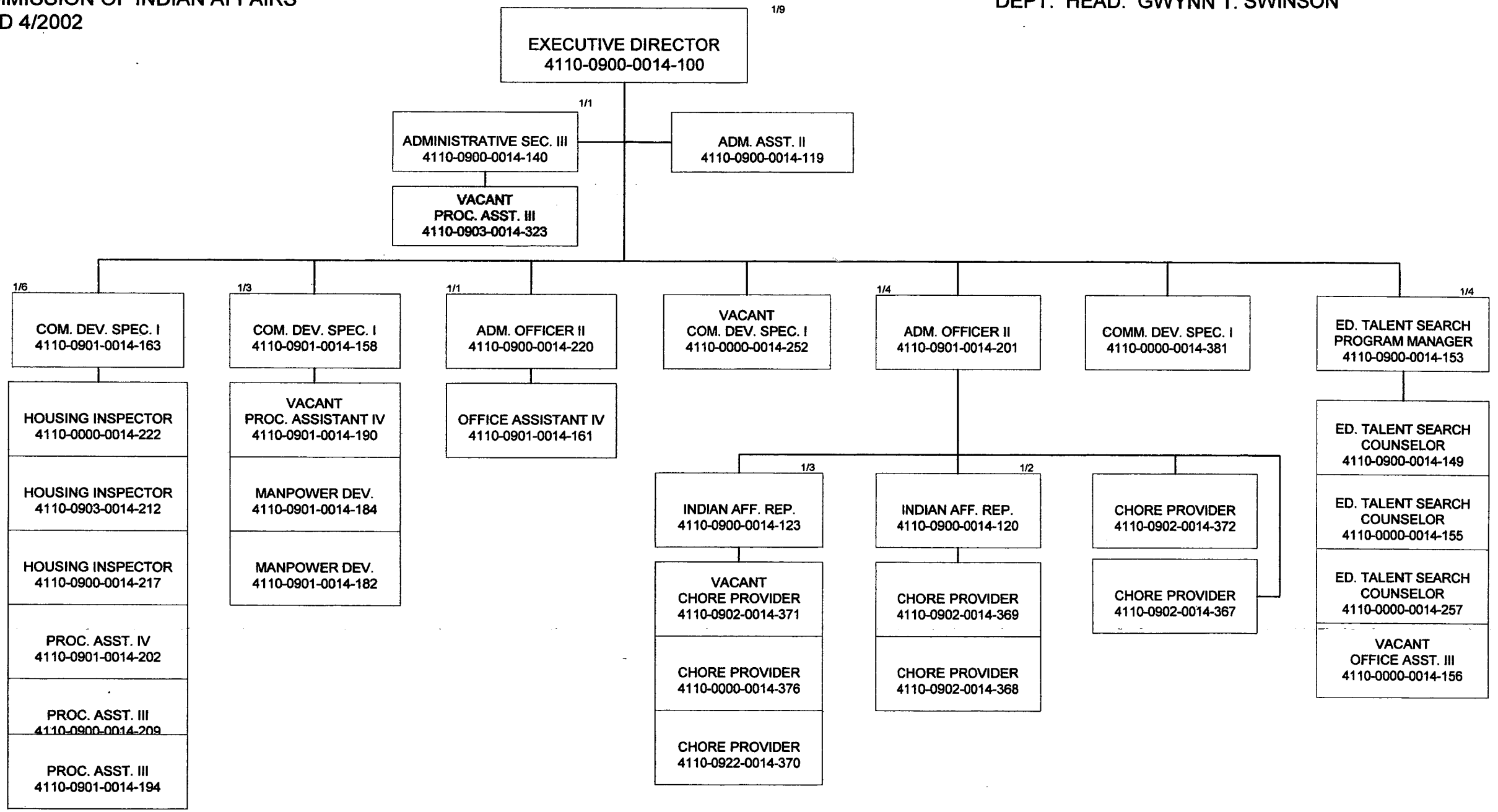
DEPARTMENT OF ADMINISTRATION
BOARD OF ETHICS
REVISED 4/2002

DIV. HEAD: PERRY NEWSON
DEPT. HEAD: GWYNN T. SWINSON



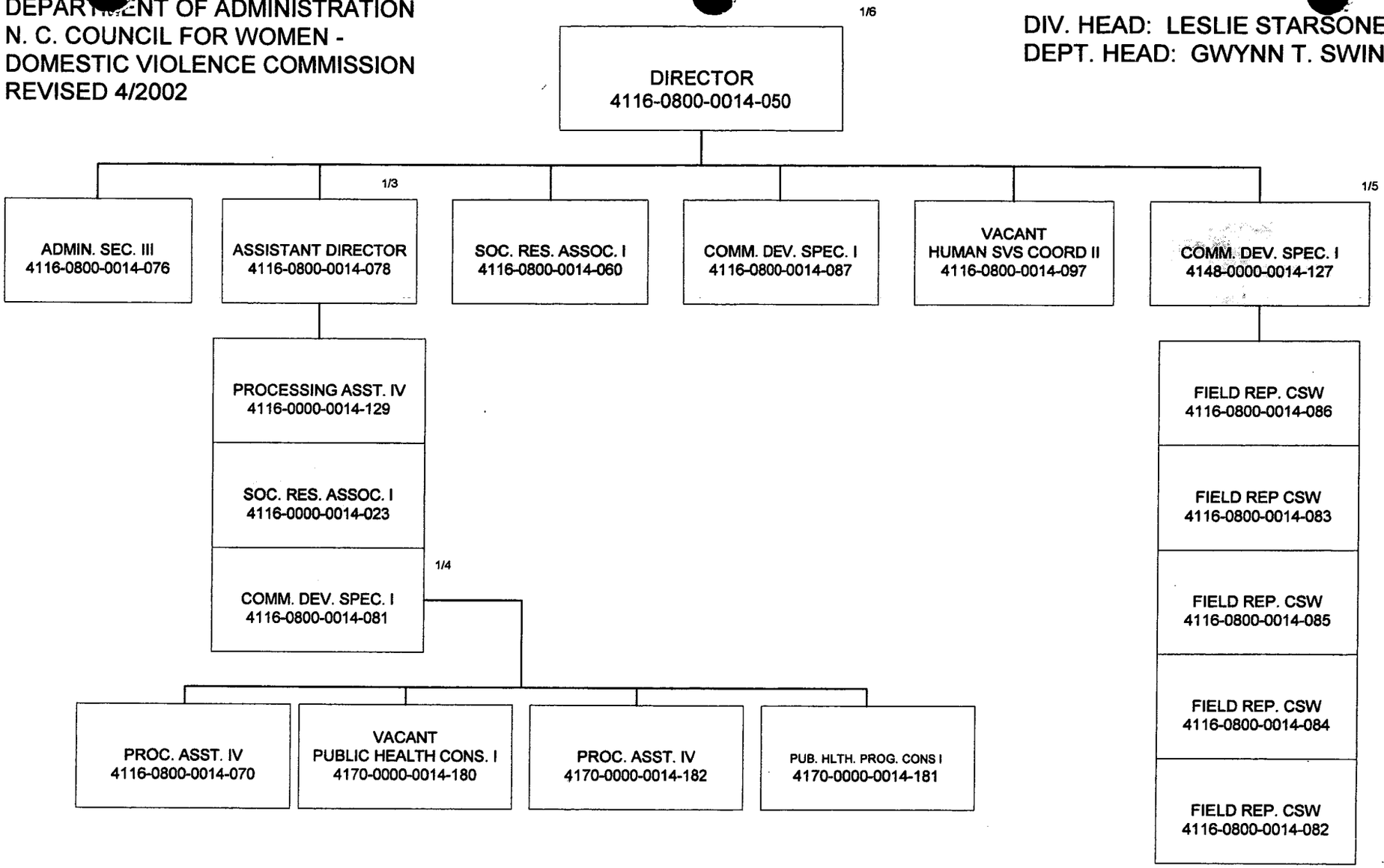
DEPARTMENT OF ADMINISTRATION
NC COMMISSION OF INDIAN AFFAIRS
REVISED 4/2002

DIV. HEAD: GREGORY A. RICHARDSON
DEPT. HEAD: GWYNN T. SWINSON



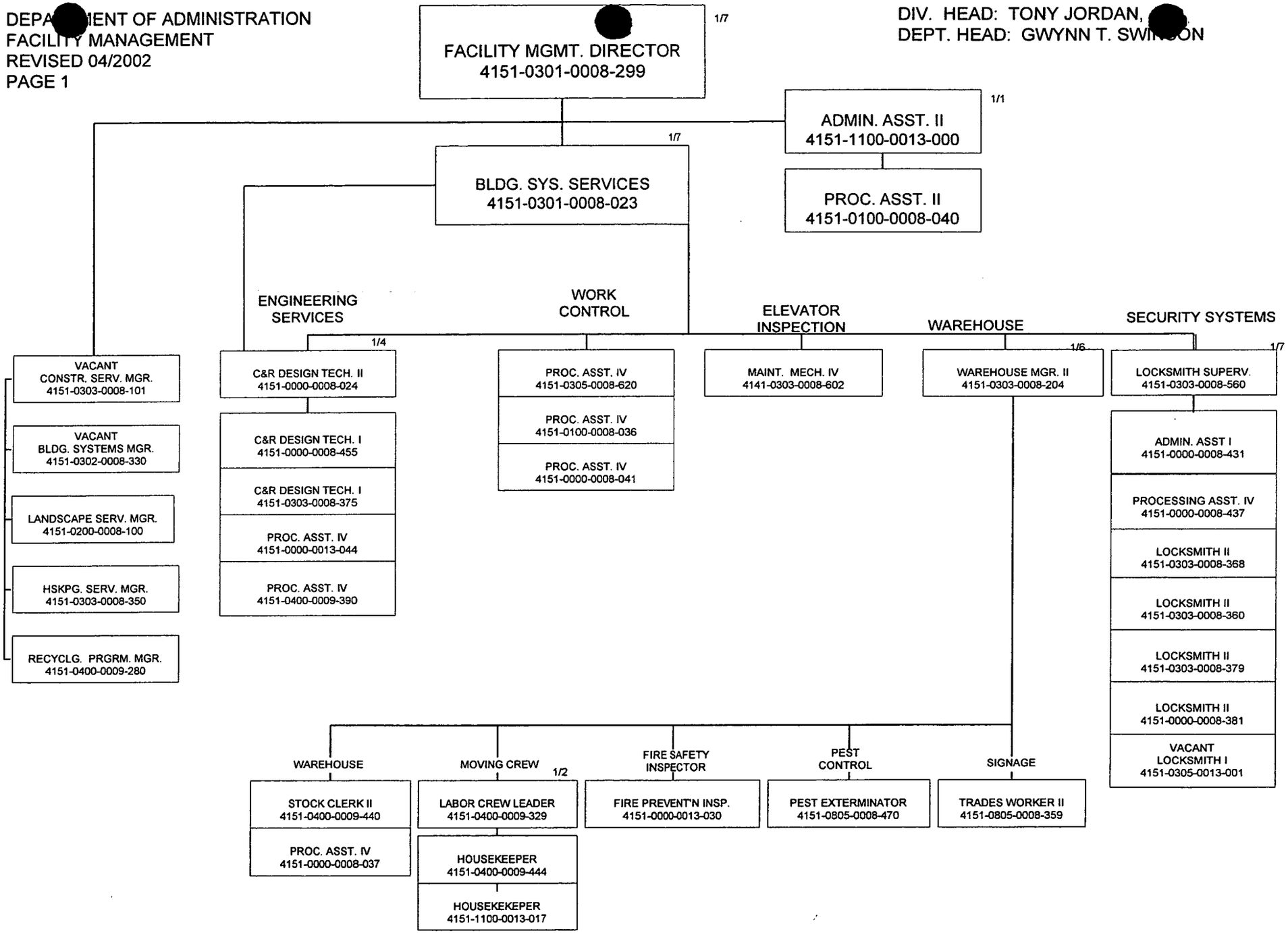
DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN -
DOMESTIC VIOLENCE COMMISSION
REVISED 4/2002

DIV. HEAD: LESLIE STARSONECK
DEPT. HEAD: GWYNN T. SWINSON

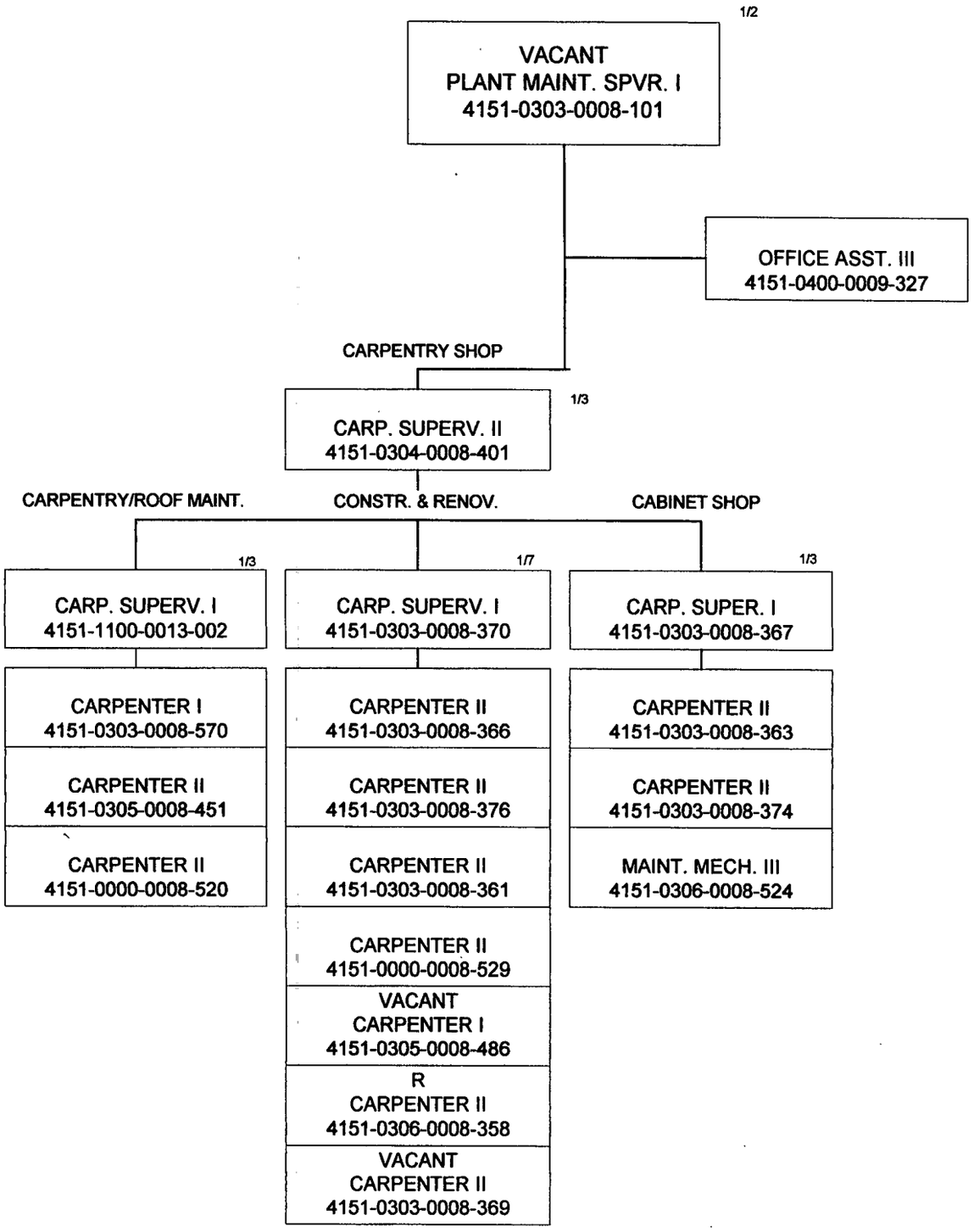


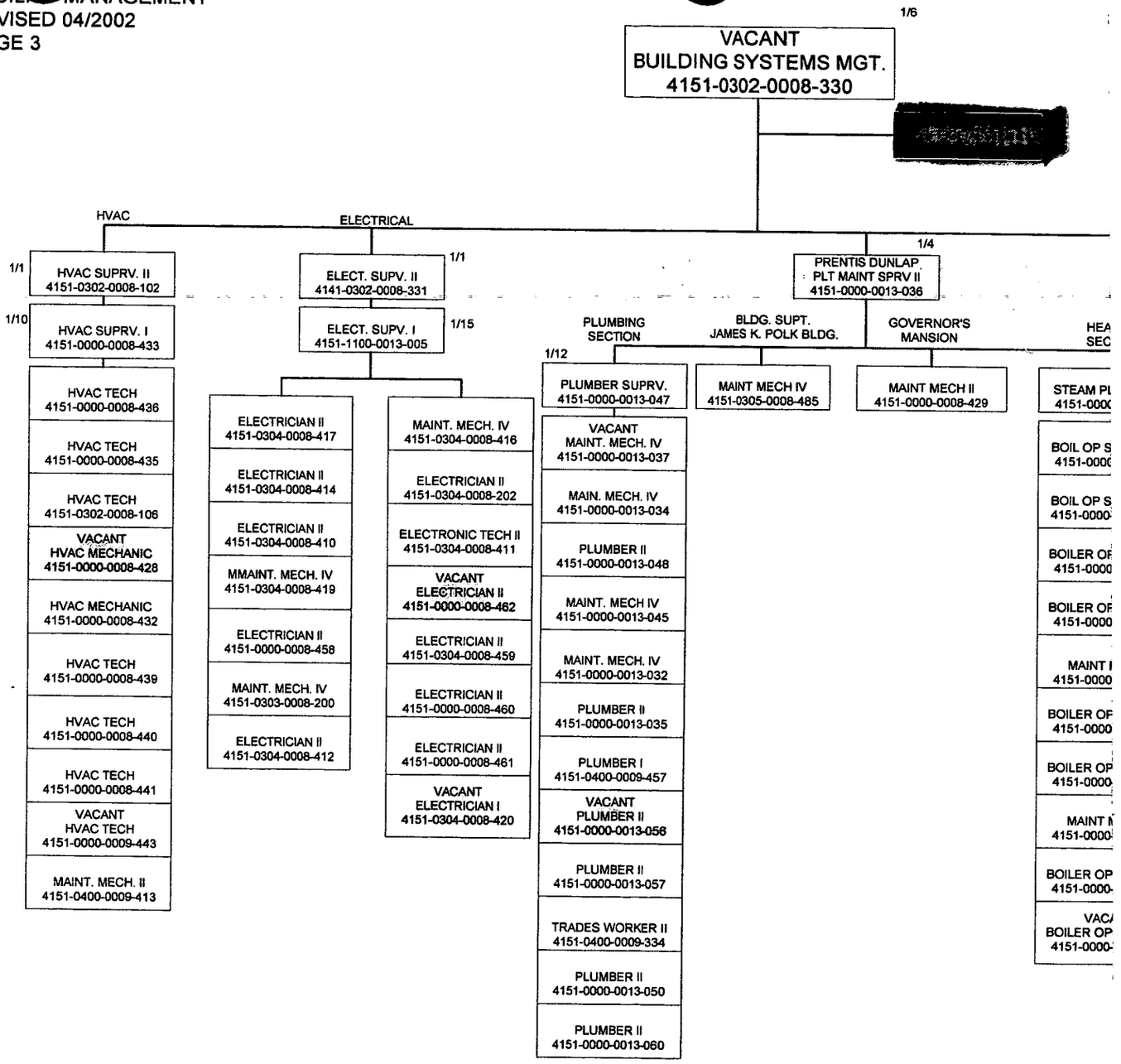
DEPA[redacted]IENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 04/2002
PAGE 1

DIV. HEAD: TONY JORDAN, [redacted]
DEPT. HEAD: GWYNN T. SWI[redacted]ON



DIV. HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON

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GOVERNOR'S MANSION
HEA
SEC
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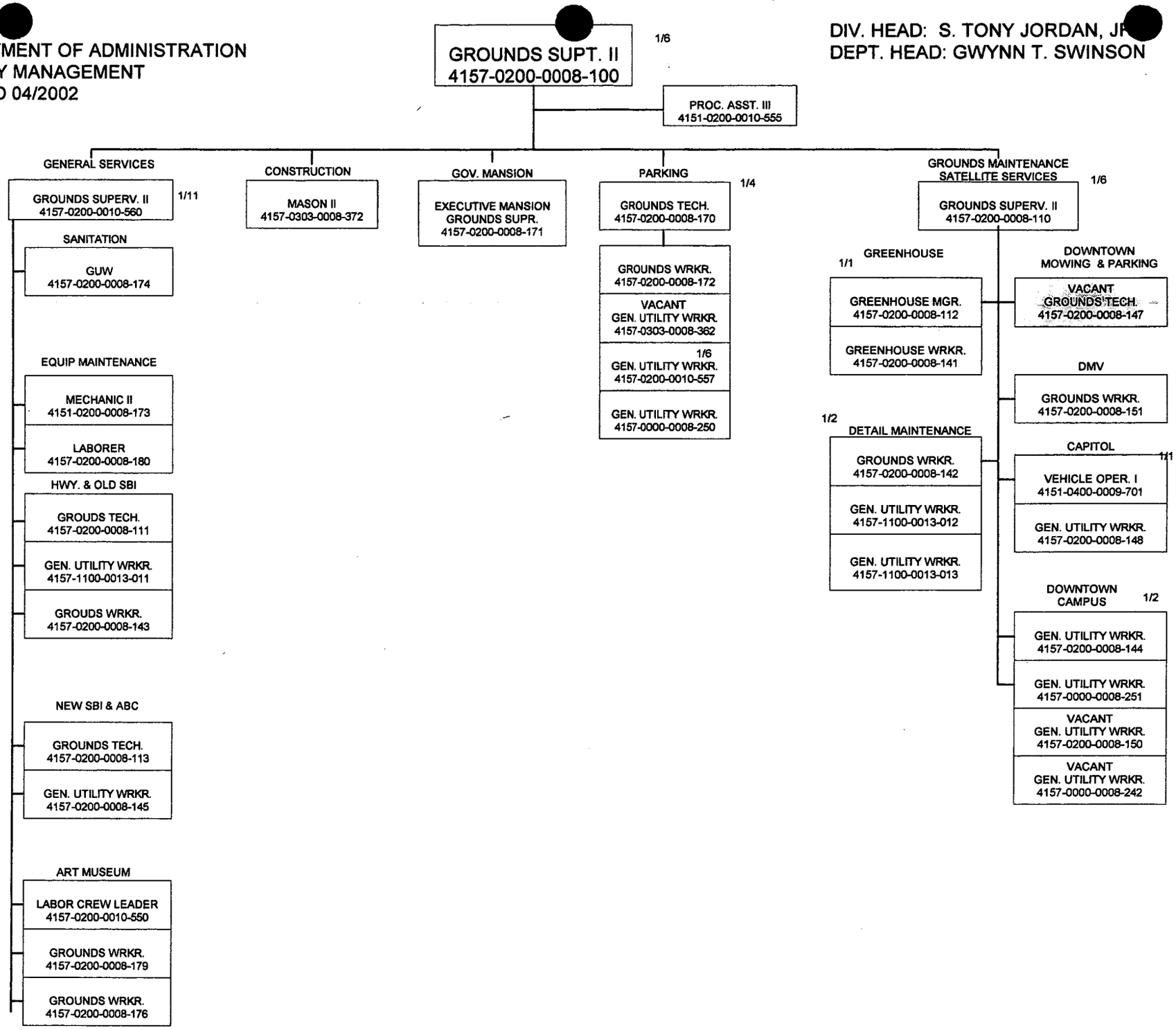
DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 04/2002
PAGE 4

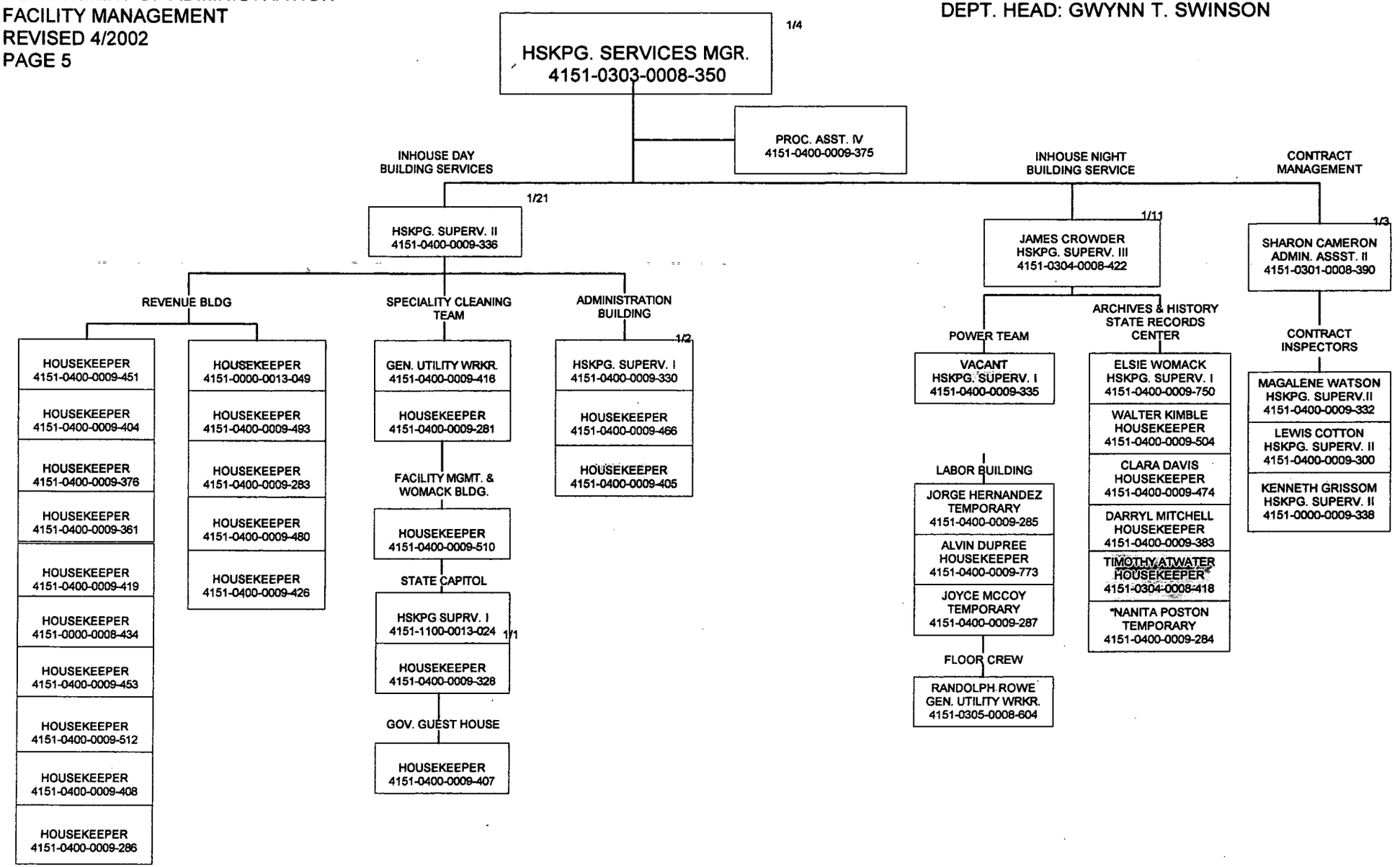
DIV. HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
FACILITY MANAGEMENT
REVISED 4/2002
PAGE 5

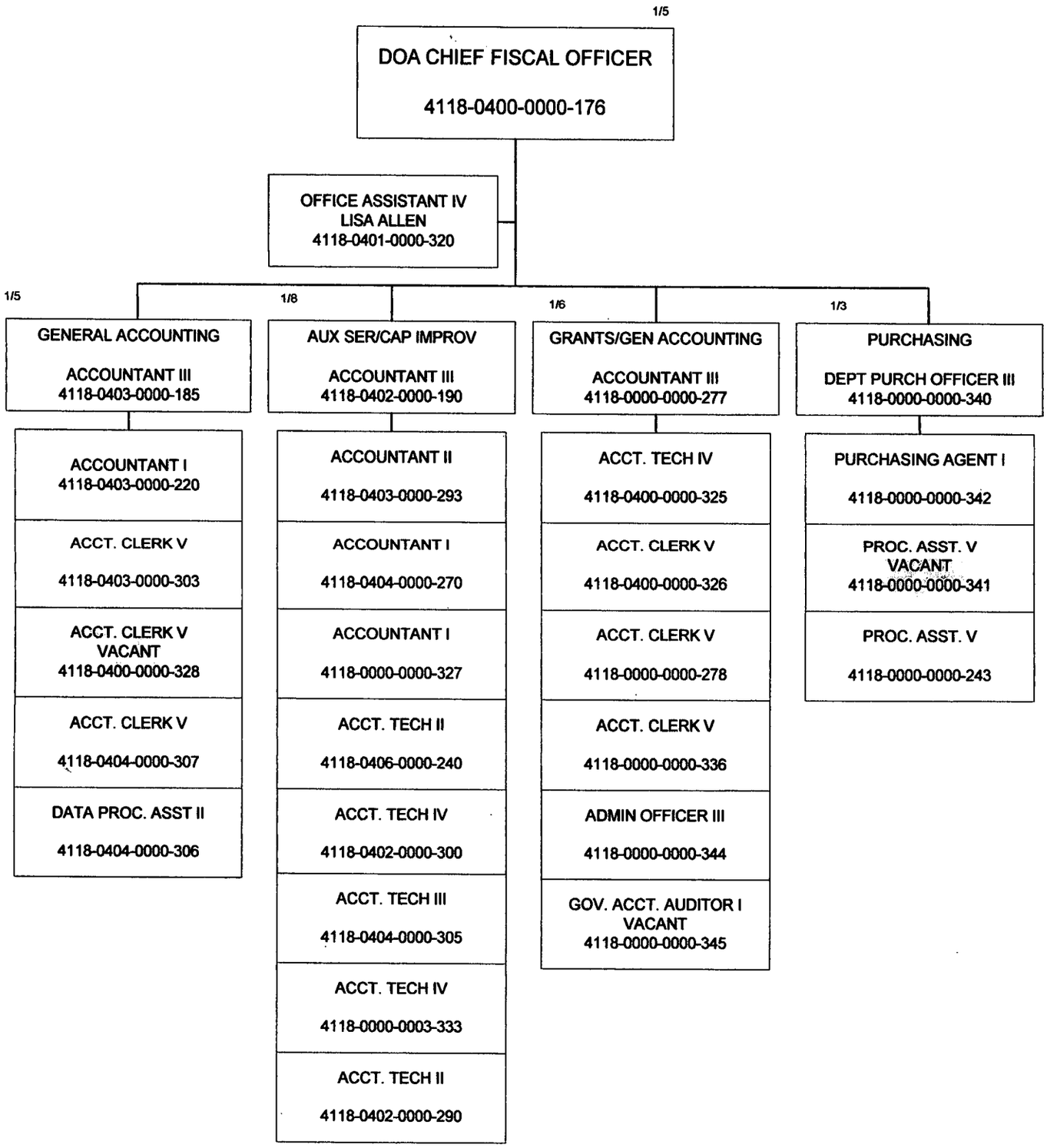
BUILDING SERVICES

DIV. HEAD: S. TONY JORDAN, JR.
DEPT. HEAD: GWYNN T. SWINSON



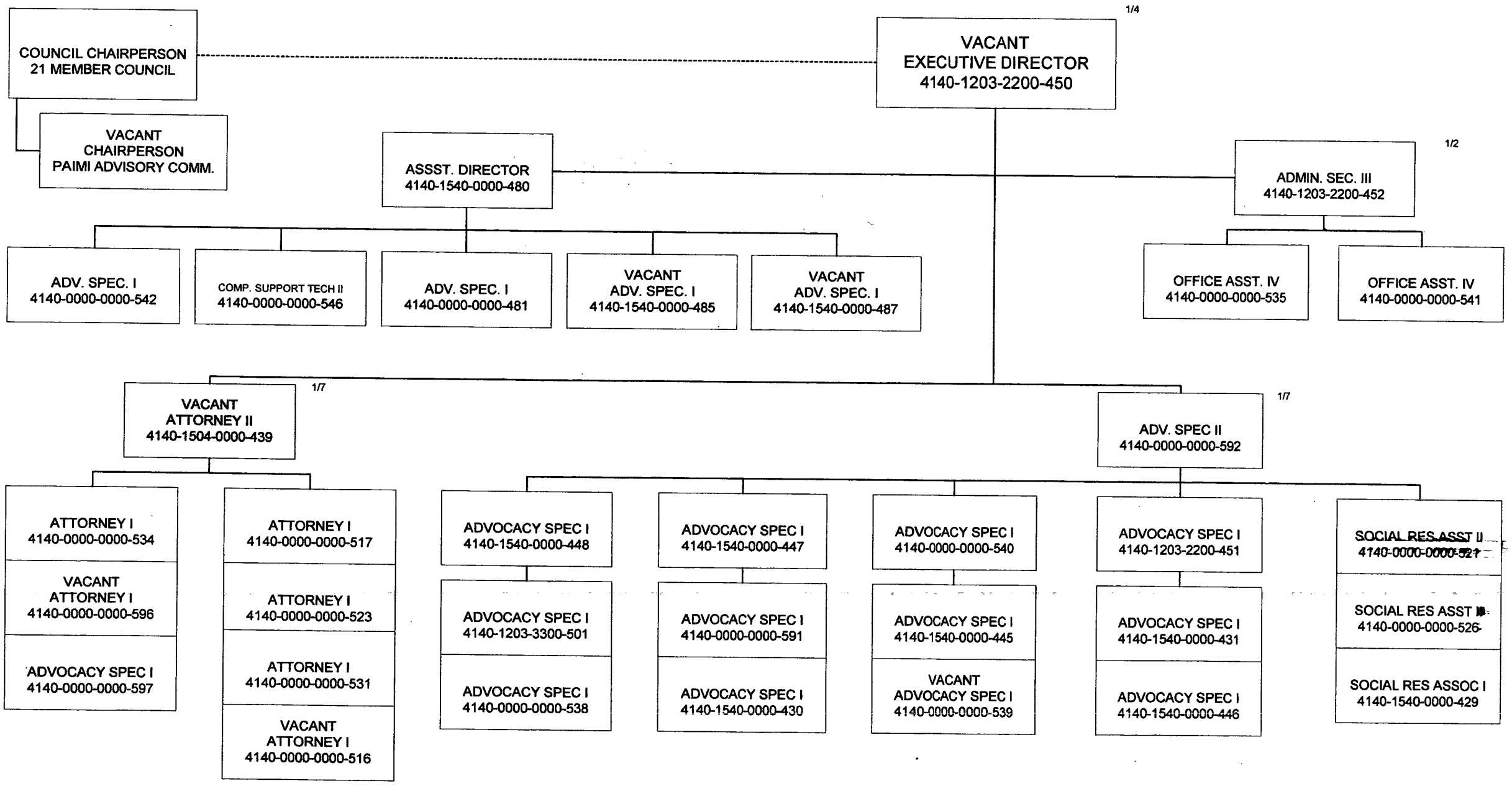
DEPARTMENT OF ADMINISTRATION
OFFICE OF FISCAL MANAGEMENT
REVISED 4/2002

DIV. HEAD: KATHY CROOKE
DEPT. HEAD: GWYNN T. SWINSON



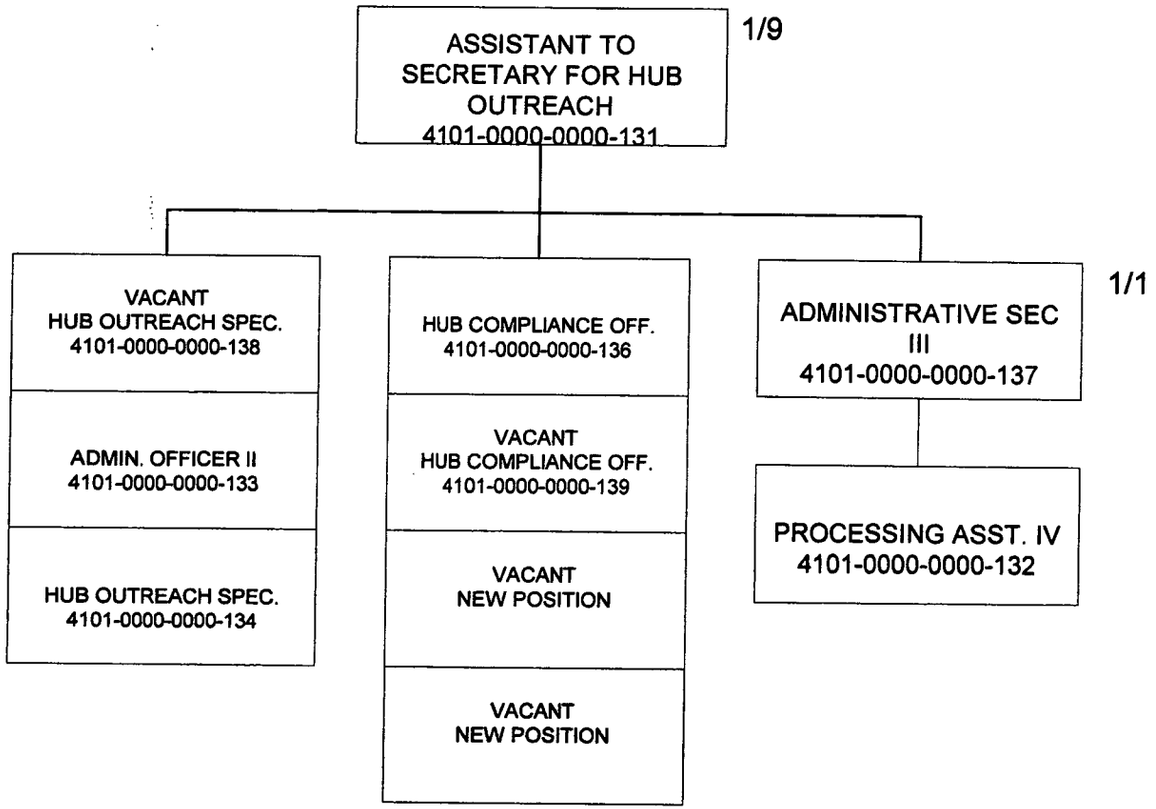
DEPARTMENT OF ADMINISTRATION
GACPD
REVISED 4/2002

DIV. HEAD: VACANT
DEPARTMENT HEAD: GWYNN T. SWINSON



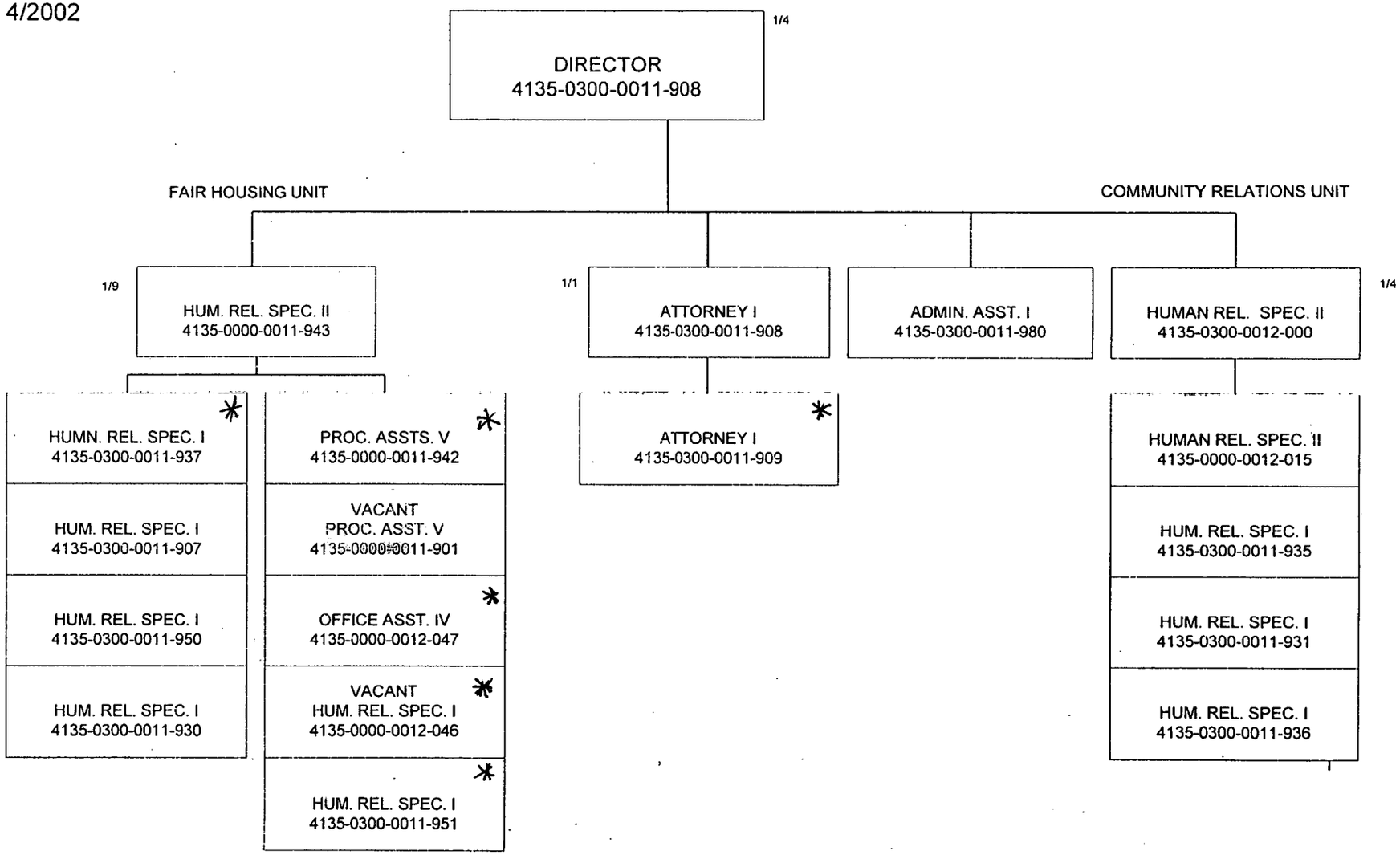
DEPARTMENT OF ADMINISTRATION
HISTORICALLY UNDERUTILIZED BUSINESSES
REVISED 4/2002

DIV. HEAD: BRIDGET L. [redacted]LL
DEPT. HEAD: GWYNN T. SWINSON



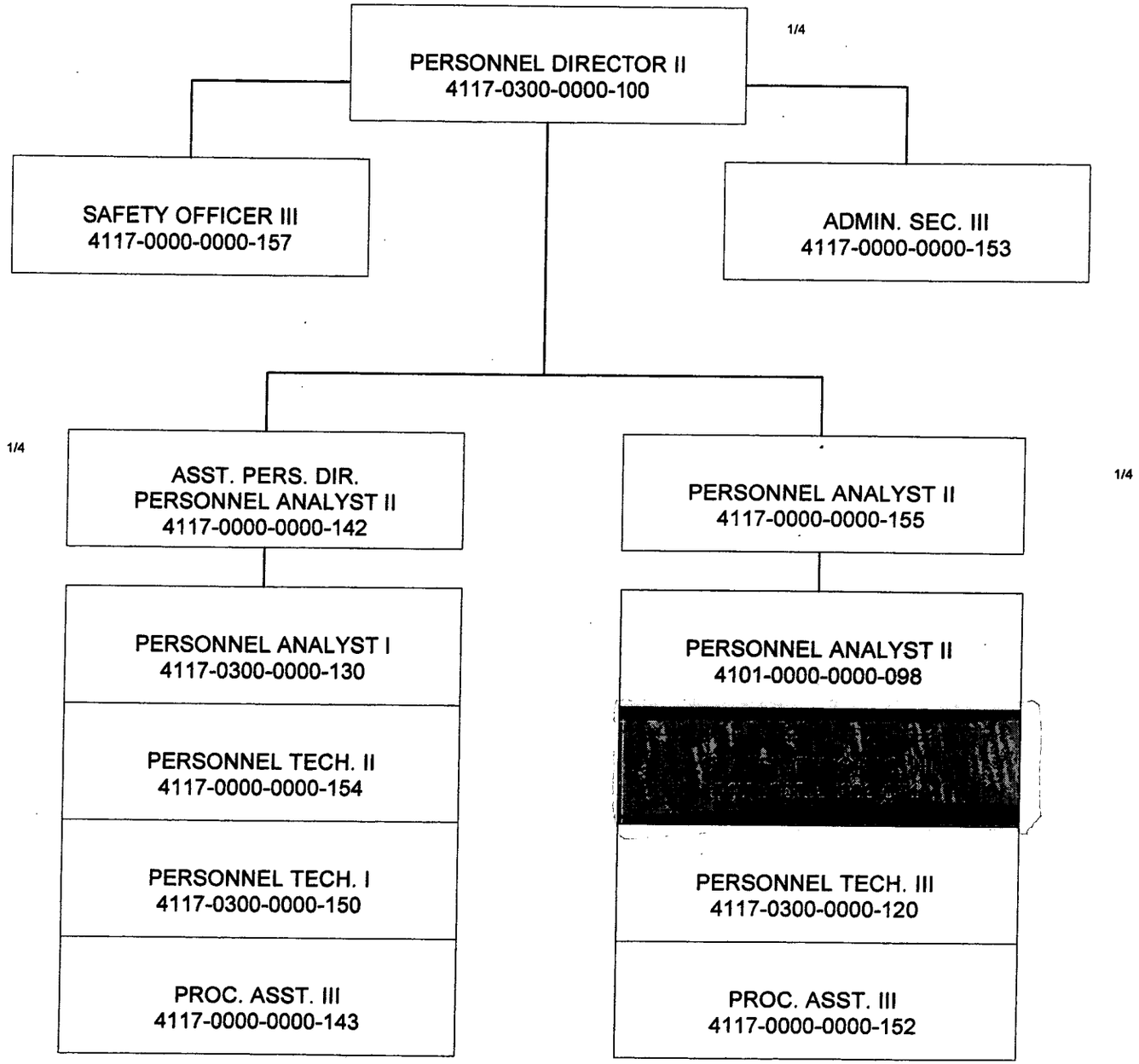
DEPARTMENT OF ADMINISTRATION
HUMAN RELATIONS COMMISSION
REVISED 4/2002

DIV. HEAD: EDDIE W. LAWRENCE
DEPT. HEAD: GWYNN T. SWINSON



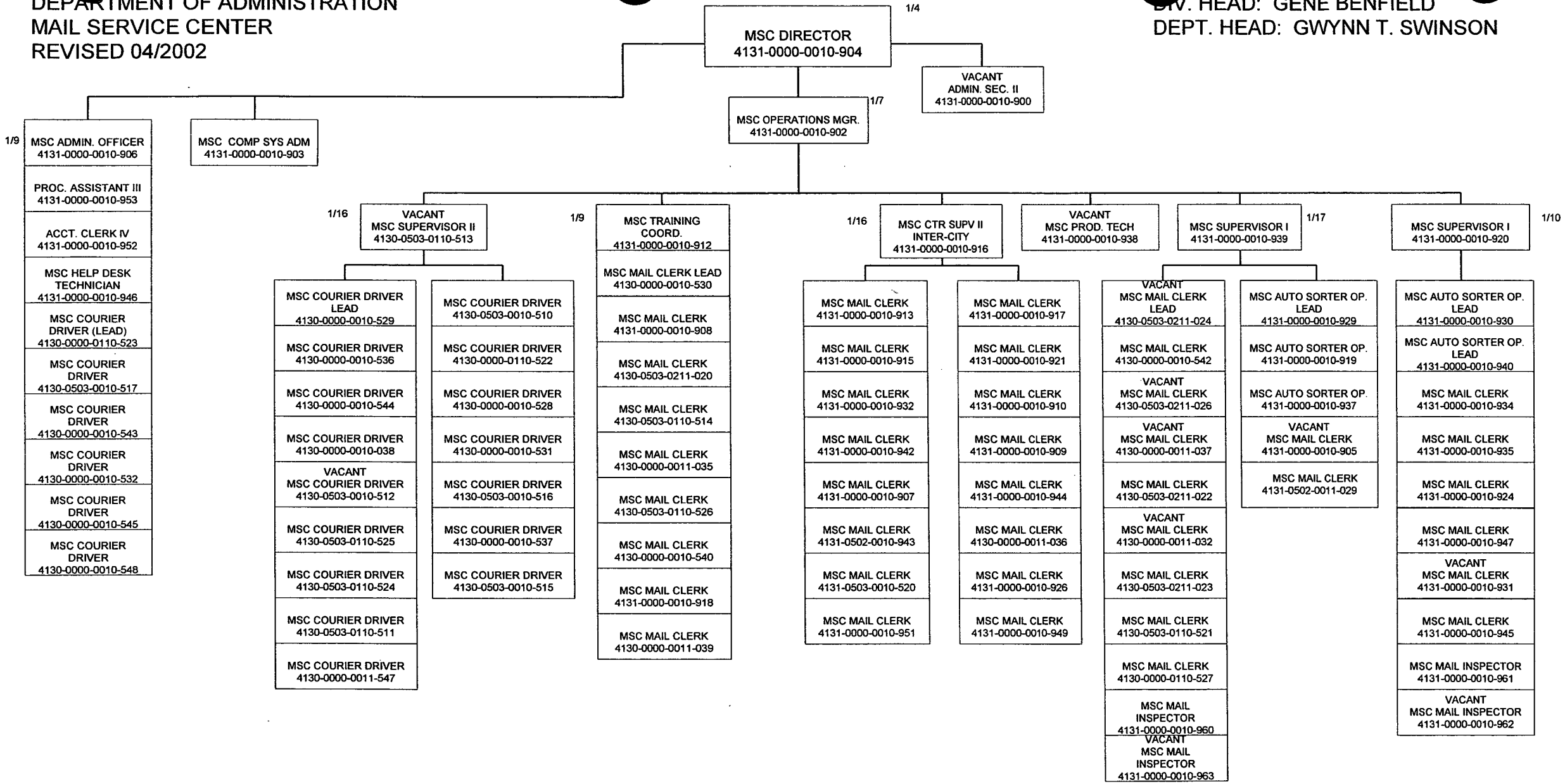
DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES MANAGEMENT
REVISED 4/2002

AGENCY HEAD: GWYNN T. SWINSON



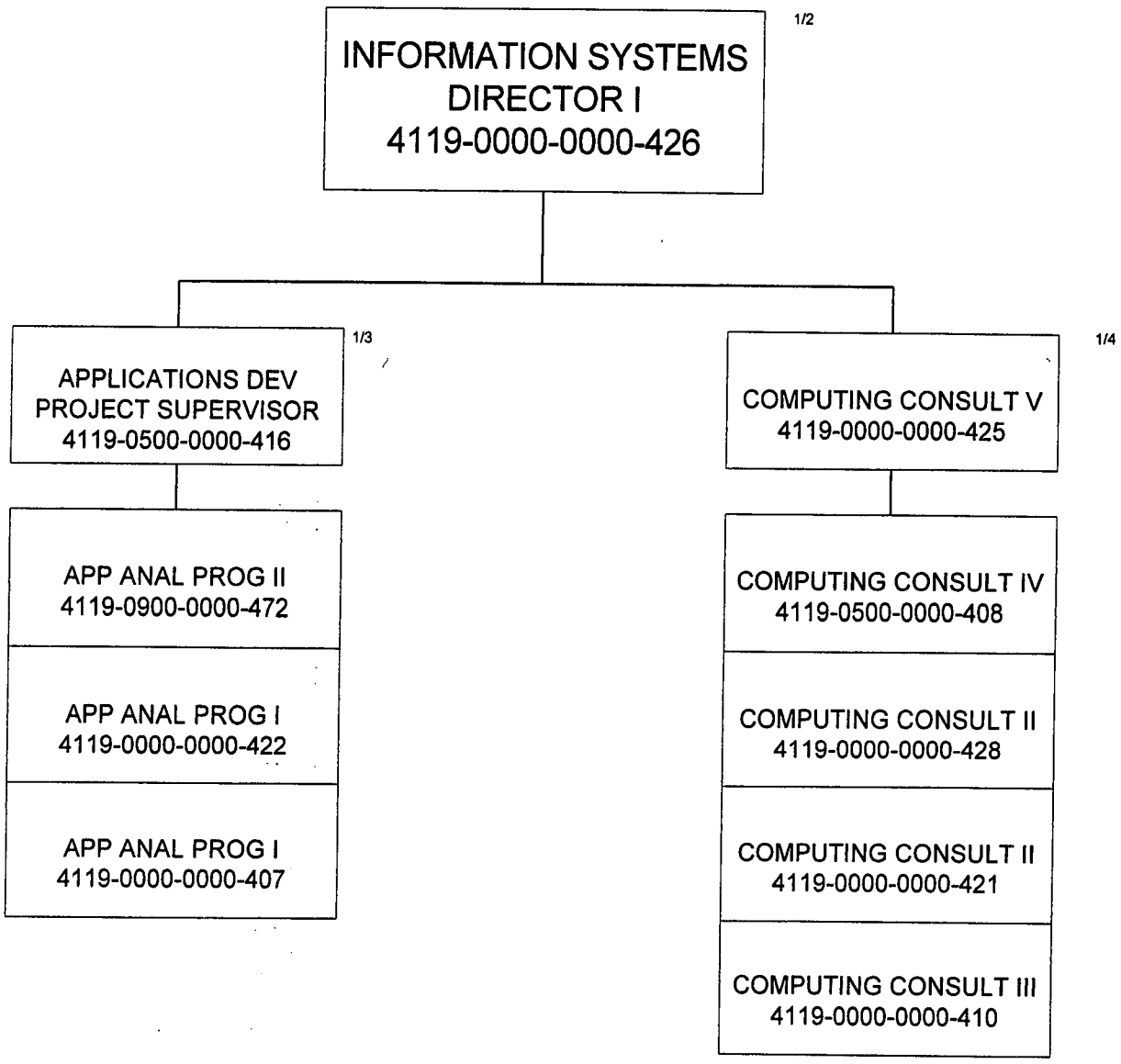
DEPARTMENT OF ADMINISTRATION
MAIL SERVICE CENTER
REVISED 04/2002

DIV. HEAD: GENE BENFIELD
DEPT. HEAD: GWYNN T. SWINSON



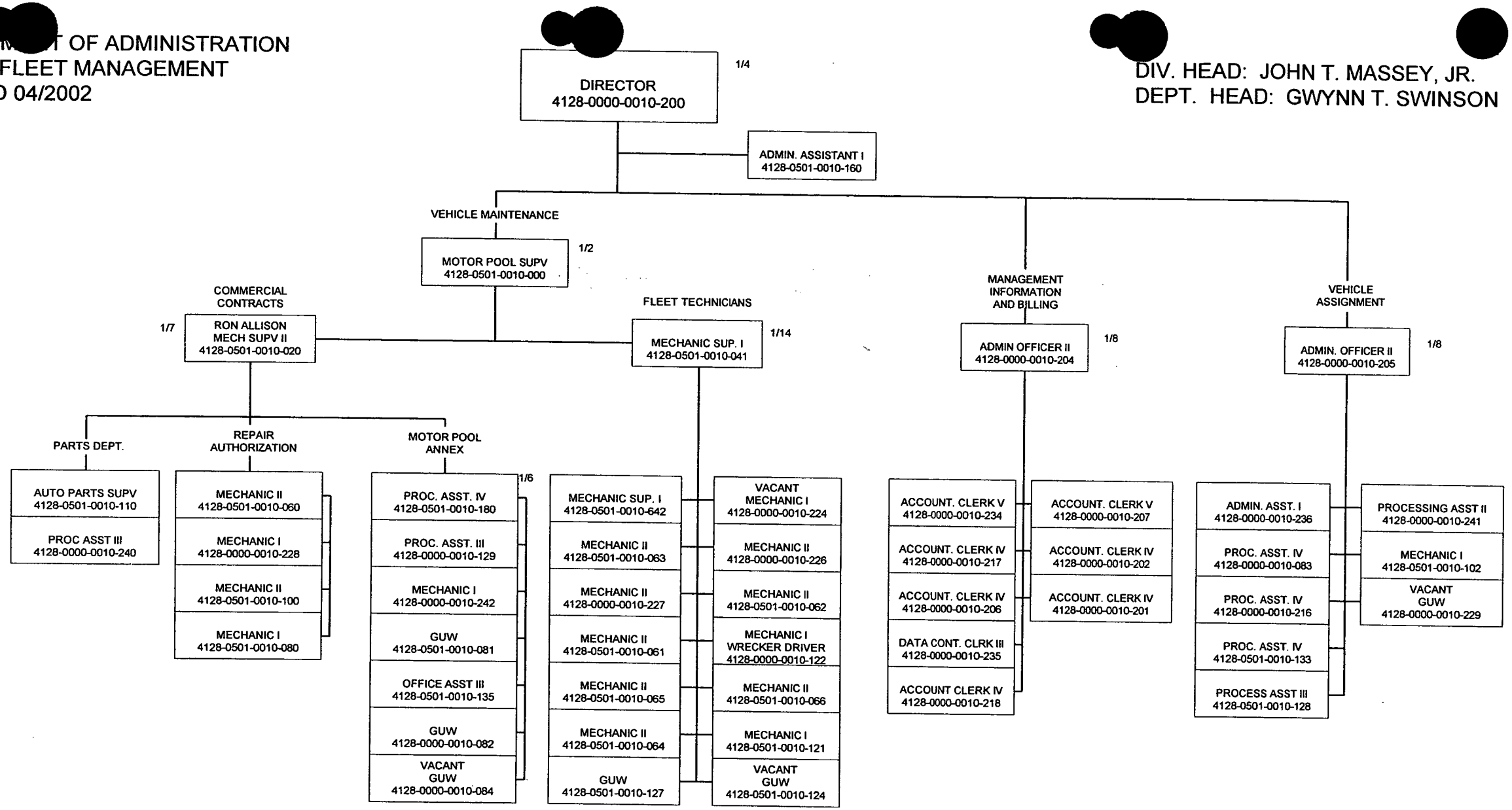
DEPARTMENT OF ADMINISTRATION
MANAGEMENT INFORMATION SYSTEMS
REVISED 4/2002

DIV. HEAD: SMITTY LOCKLEAR
DEPT. HEAD: GWYNN T. SWINSON



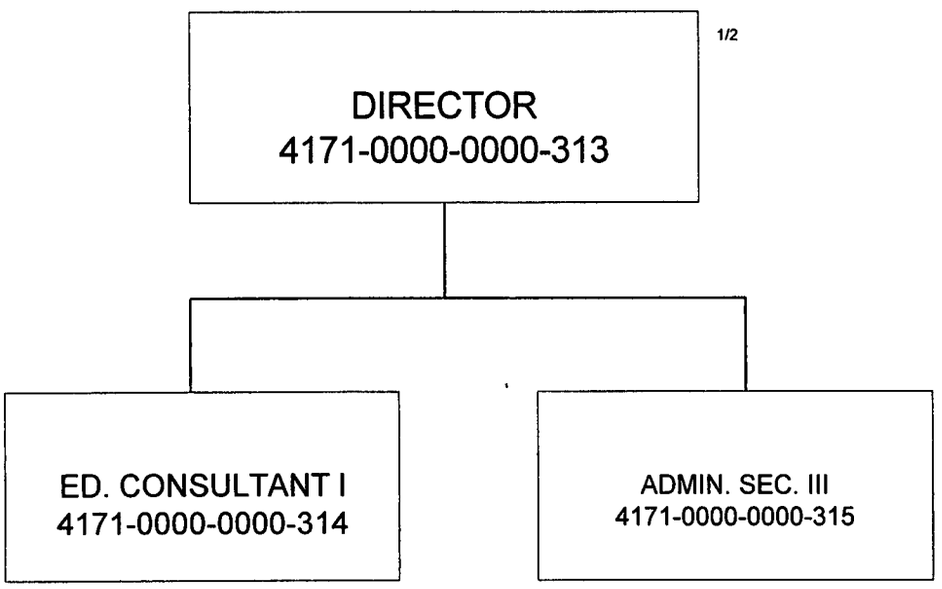
DEPARTMENT OF ADMINISTRATION
MOTOR FLEET MANAGEMENT
REVISED 04/2002

DIV. HEAD: JOHN T. MASSEY, JR.
DEPT. HEAD: GWYNN T. SWINSON



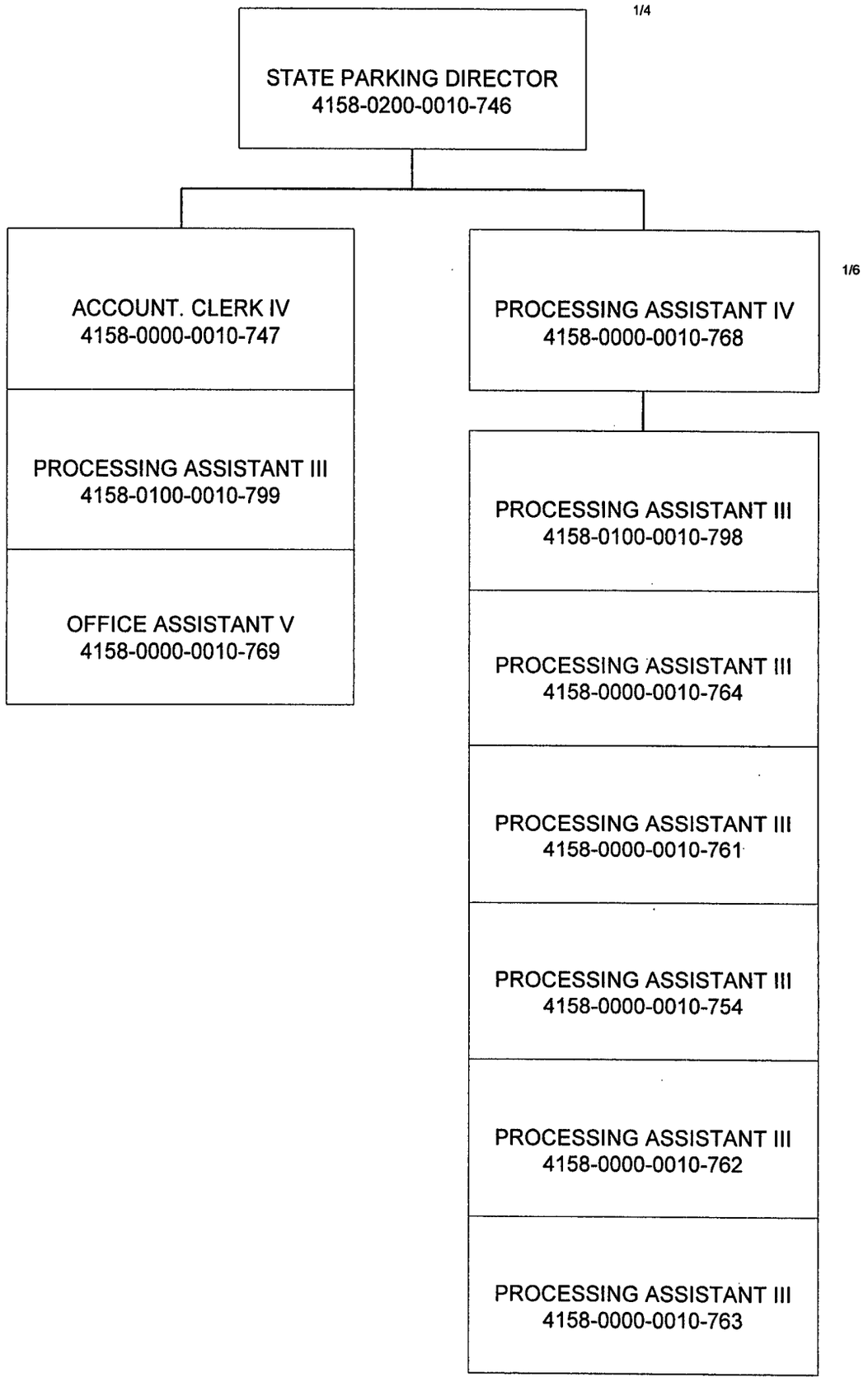
DEPARTMENT OF ADMINISTRATION
NON-PUBLIC EDUCATION
REVISED 4/2002

DIV. HEAD: RODNEY HELDER
DEPT. HEAD: GWYNN T. SWINSON



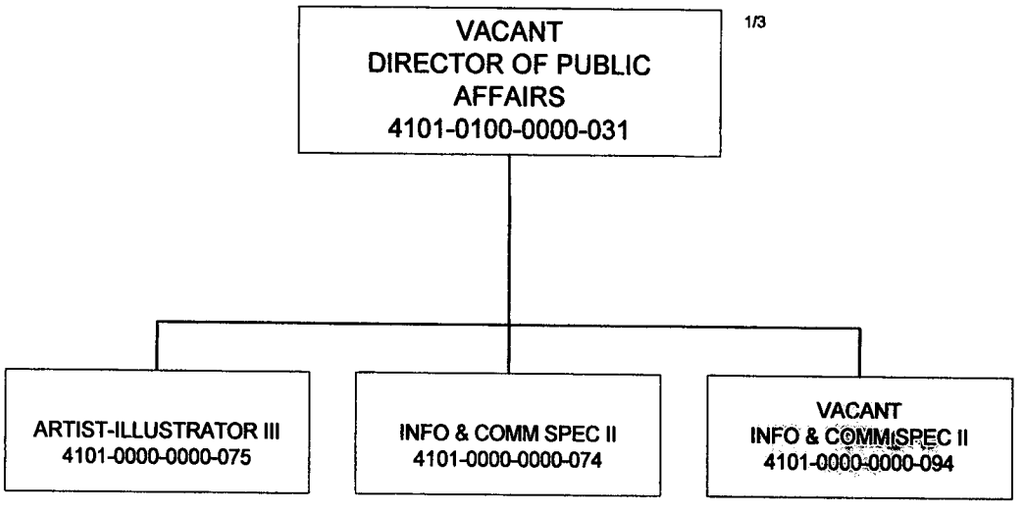
DEPARTMENT OF ADMINISTRATION
PARKING
REVISED 4/2002

DIV. HEAD: GREG CAIN
DEPT. HEAD: GWYNN T. SWINSON



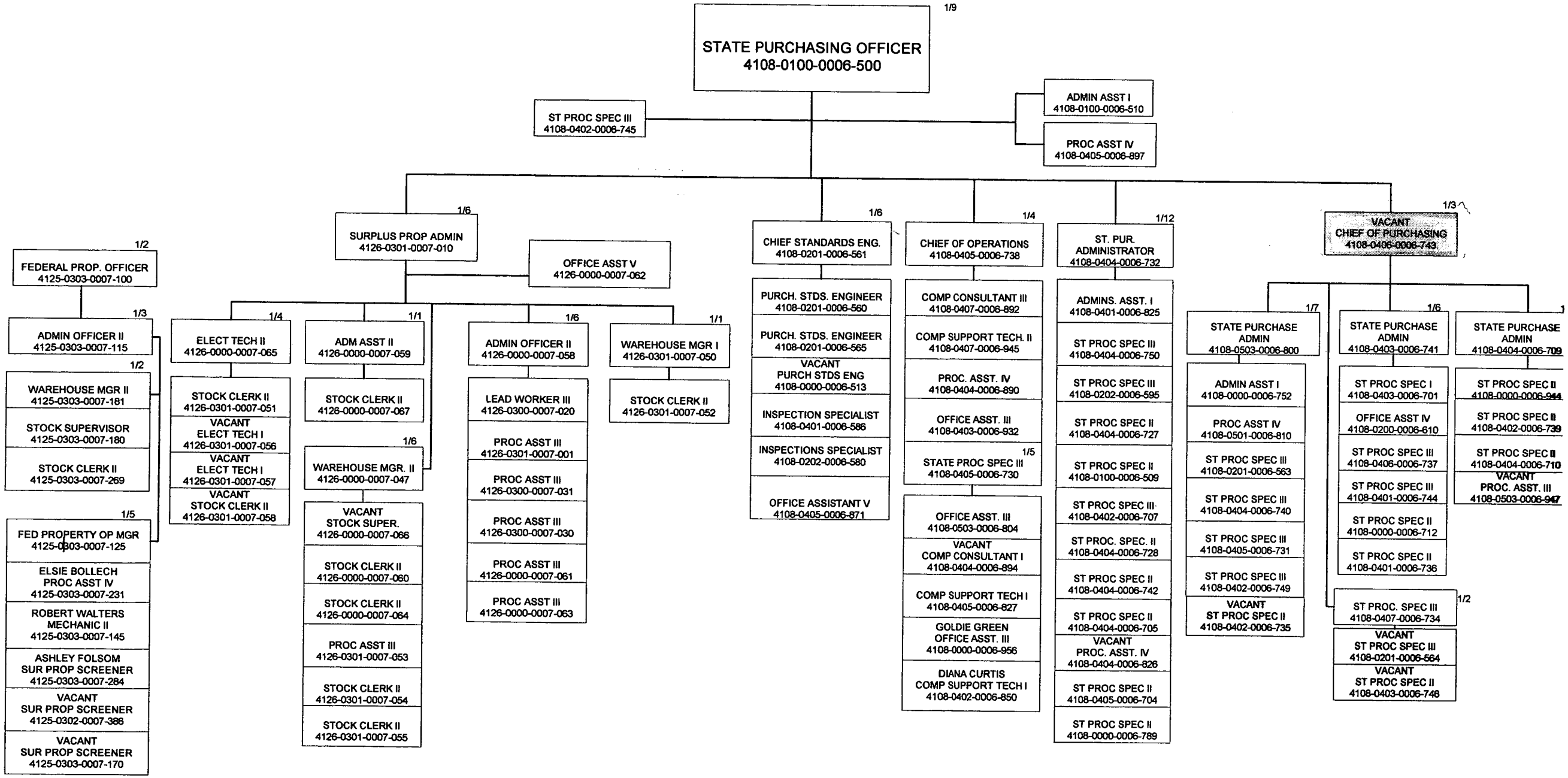
DEPARTMENT OF ADMINISTRATION
PUBLIC INFORMATION OFFICE
REVISED 4/2002

DIV. HEAD: VACANT
DEPT. HEAD: GWYNN T. SWINSON



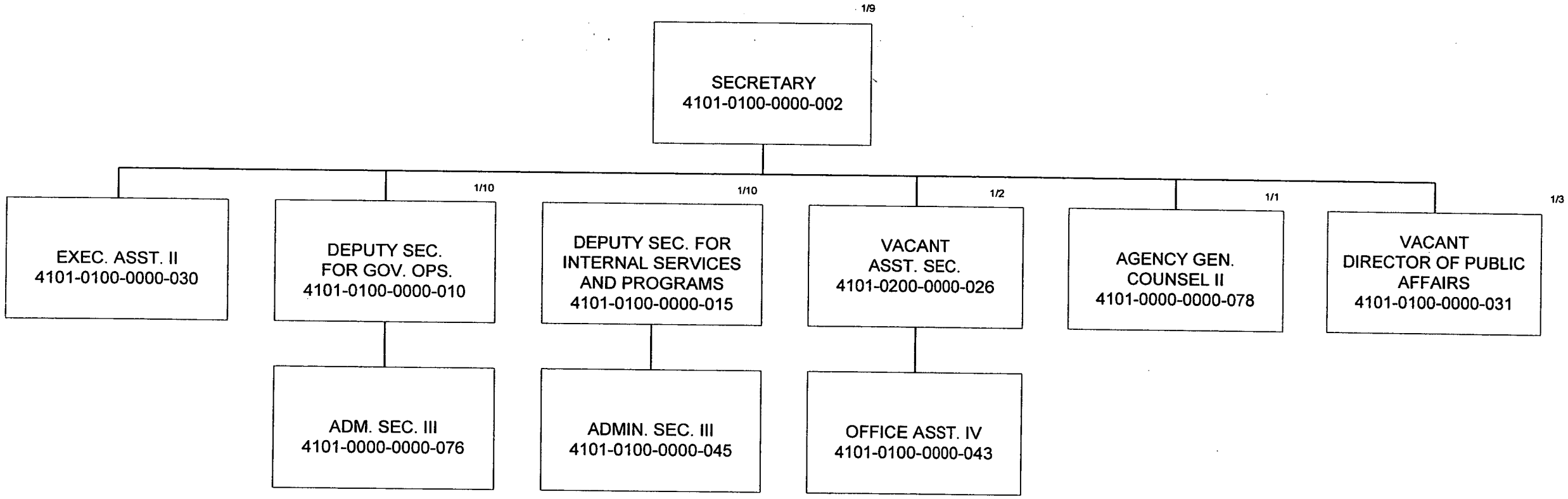
DEPARTMENT OF ADMINISTRATION
PURCHASE & CONTRACT
REVISED 4/2002

DIV. HEAD: J. ARTHUR LEASTON
DEPT. HEAD: GWYNN T. SWINSON



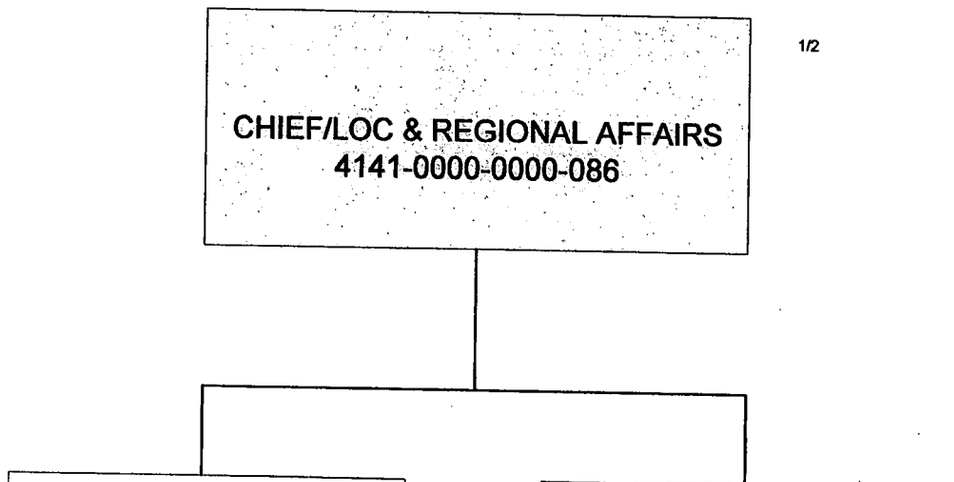
DEPAR[redacted]T OF ADMINISTRATION
SECRETARY'S STAFF
REVISED 4/2002

DEPT. HEAD: GWYNN T. SWINSON



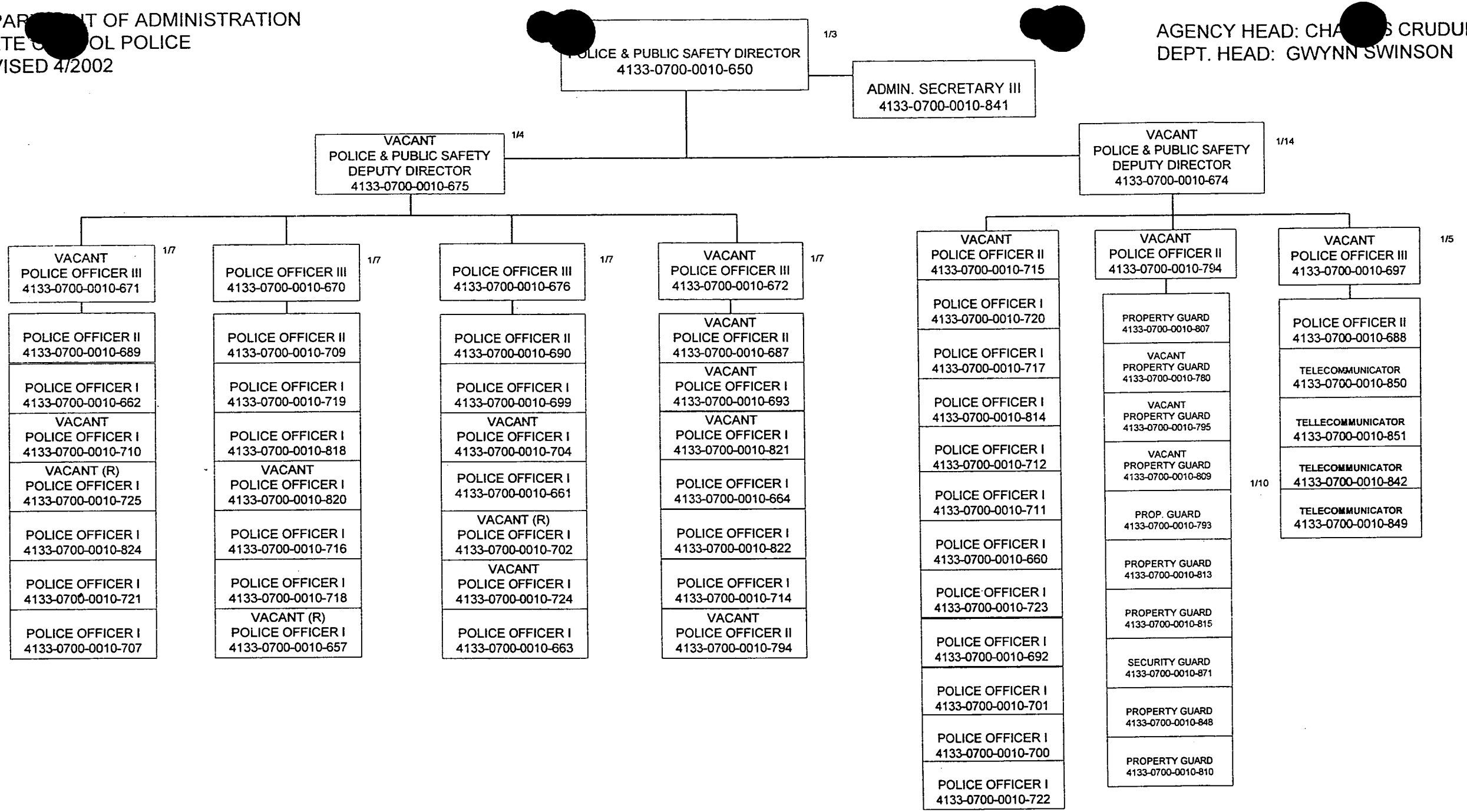
DEPARTMENT OF ADMINISTRATION
STATE & LOCAL GOVERNMENT AFFAIRS
REVISED 4/2002

DIV. HEAD: SARA STUCKEY
DEPT. HEAD: GWYNN T. SWINSON



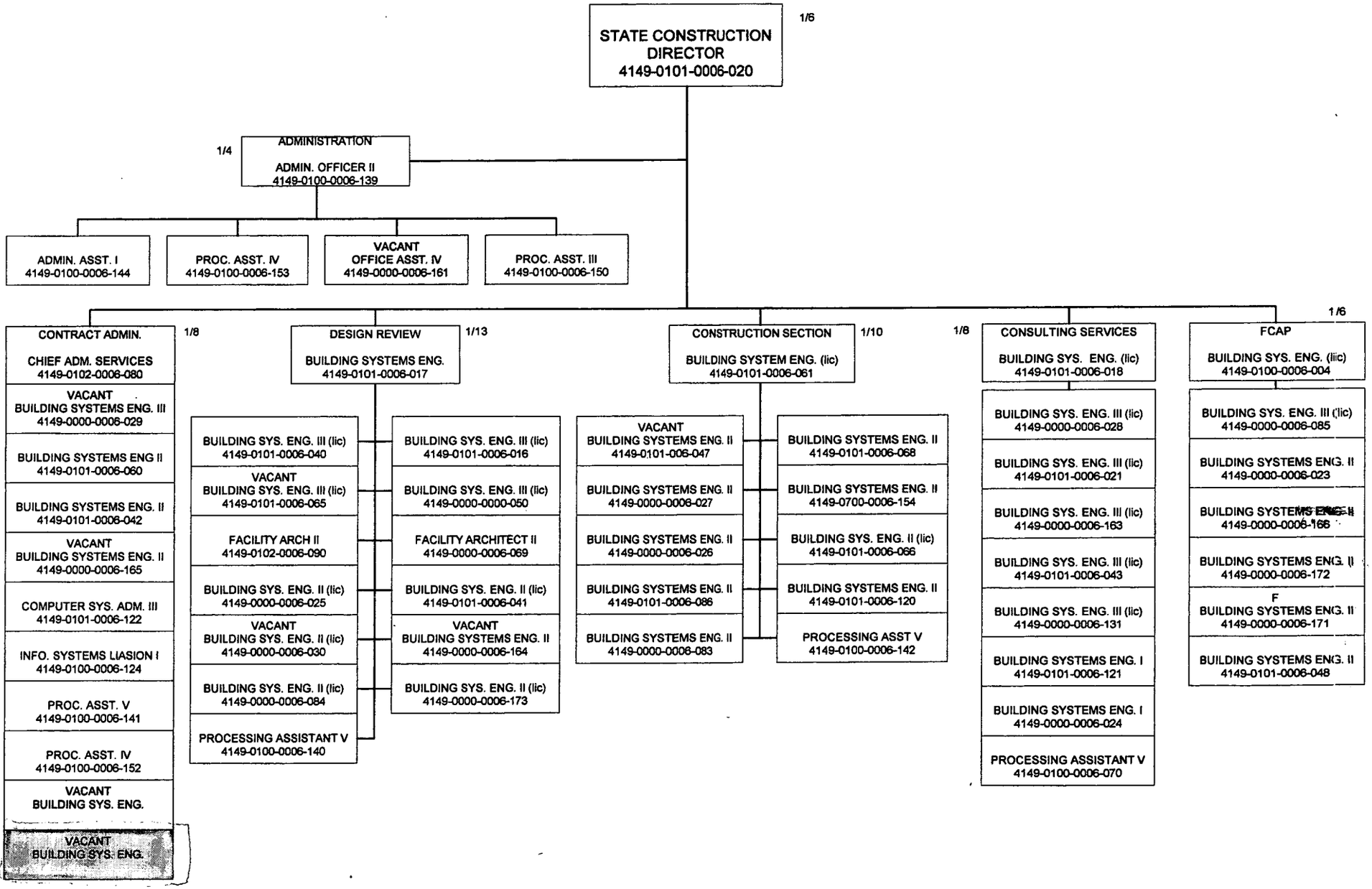
DEPAR[redacted]T OF ADMINISTRATION
STATE [redacted]OL POLICE
REVISED 4/2002

AGENCY HEAD: CHA[redacted]S CRUDUP
DEPT. HEAD: GWYNN SWINSON



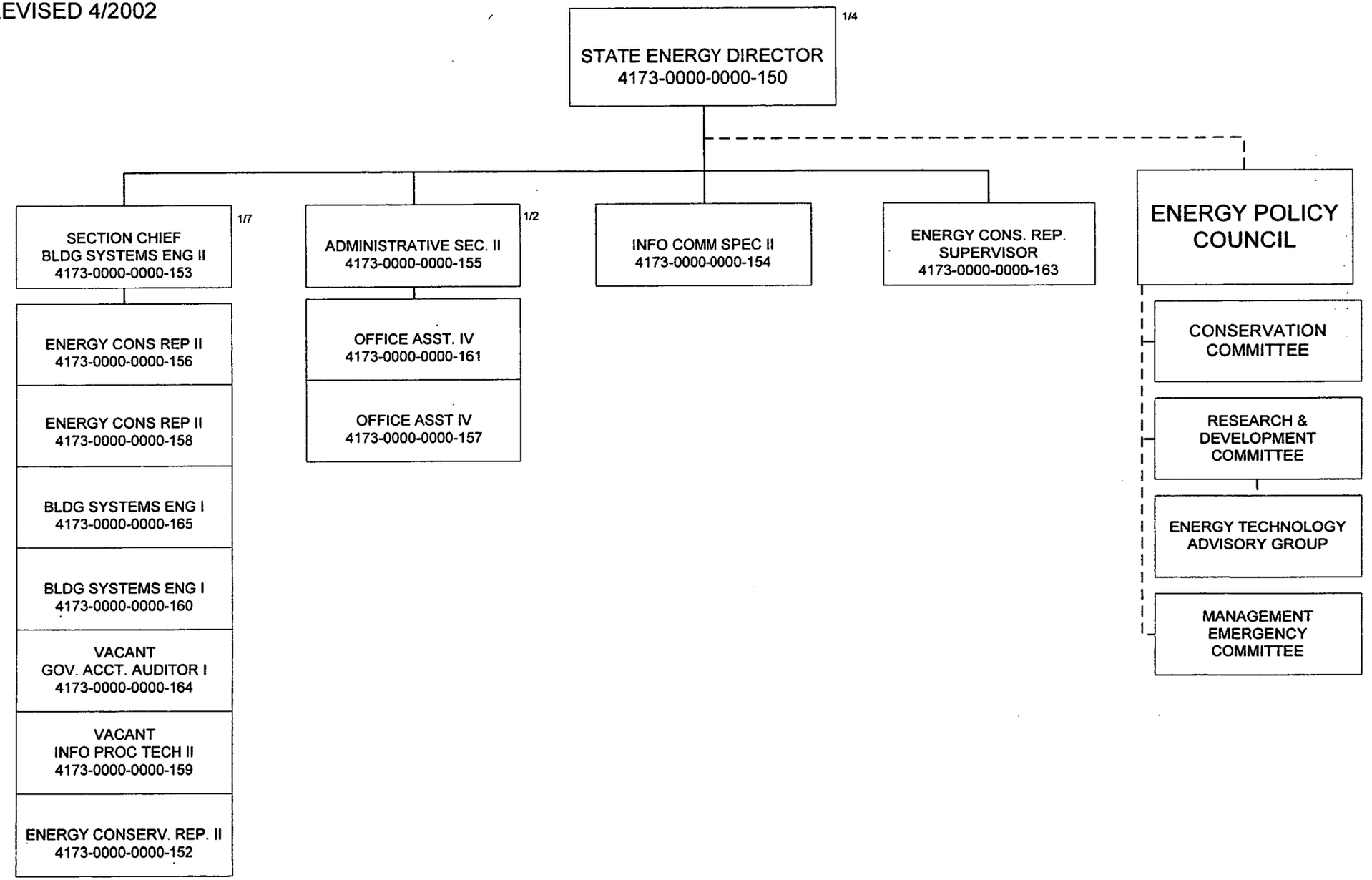
DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
REVISED 4/2002

DIV. HEAD: SPEROS J. FLEGGAS
DEPT. HEAD: GWYNN T. SWINSON



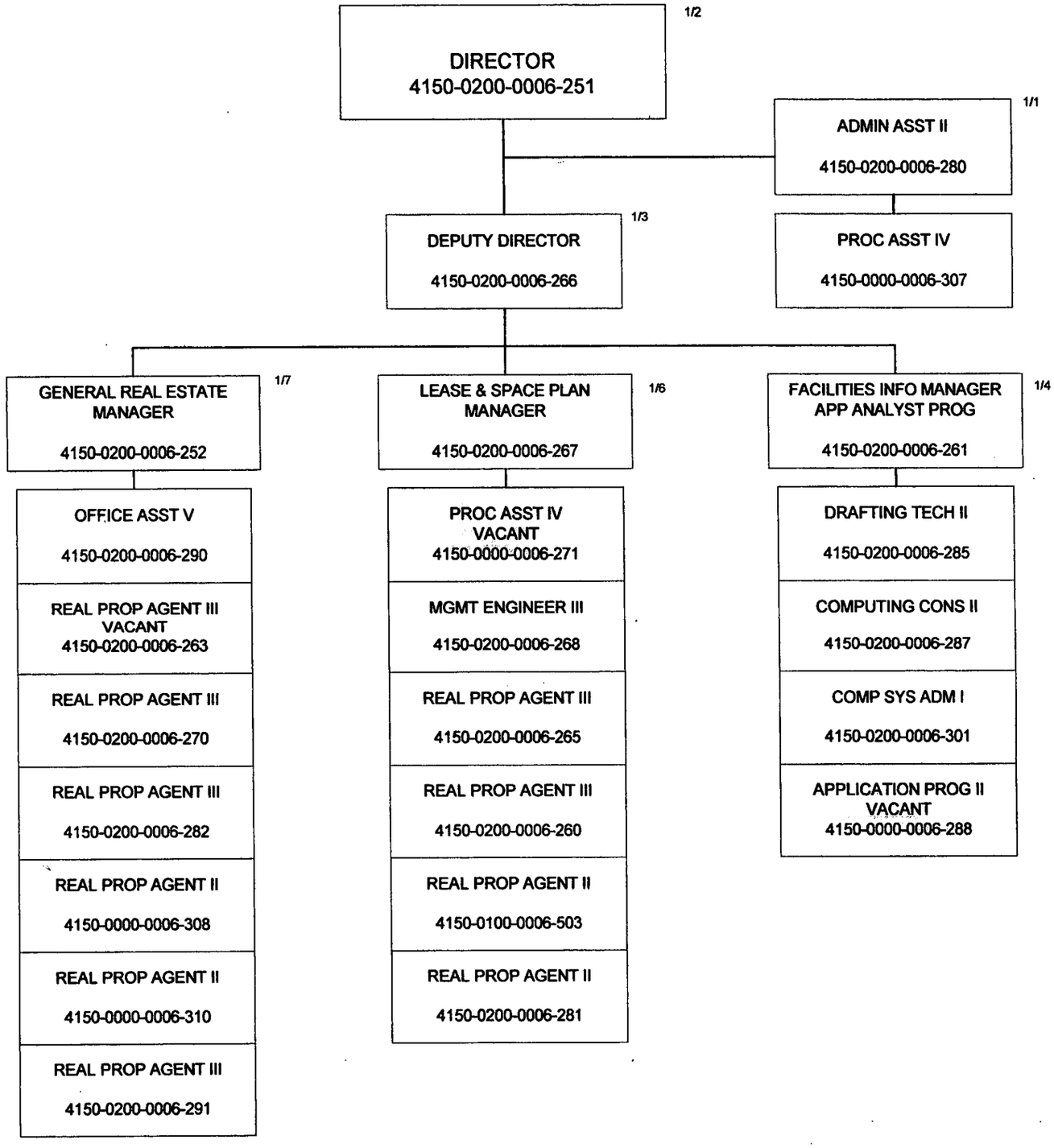
DEPARTMENT OF ADMINISTRATION
STATE ENERGY OFFICE
REVISED 4/2002

DIV. HEAD: LAWRENCE SHIRLEY
DEPT. HEAD: GWYNN T. SWINSON



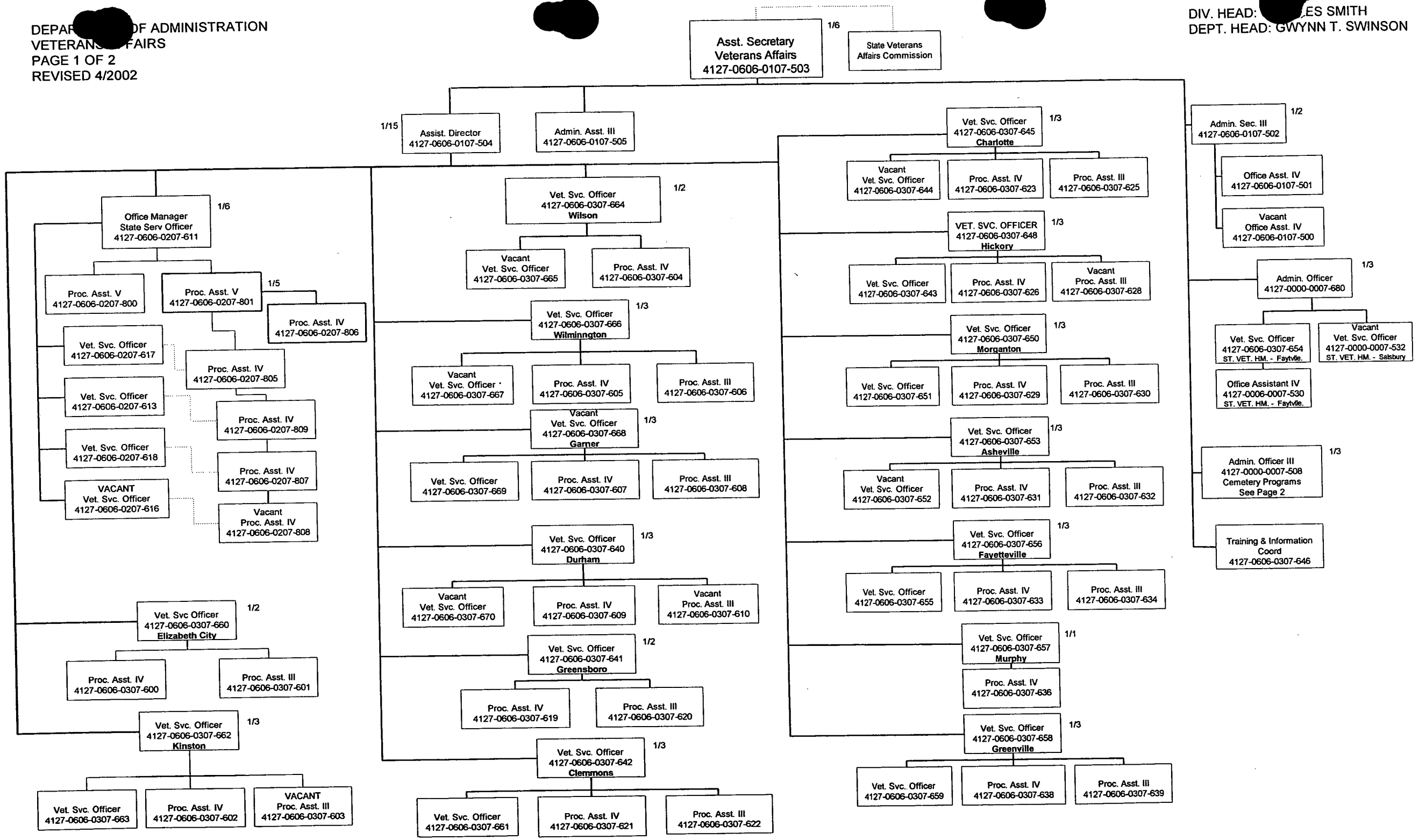
DEPARTMENT OF ADMINISTRATION
STATE PROPERTY OFFICE
REVISED 4/2002

DIV. HEAD: JOSEPH H. HENDERSON
DEPT. HEAD: GWYNN T. SWINSON

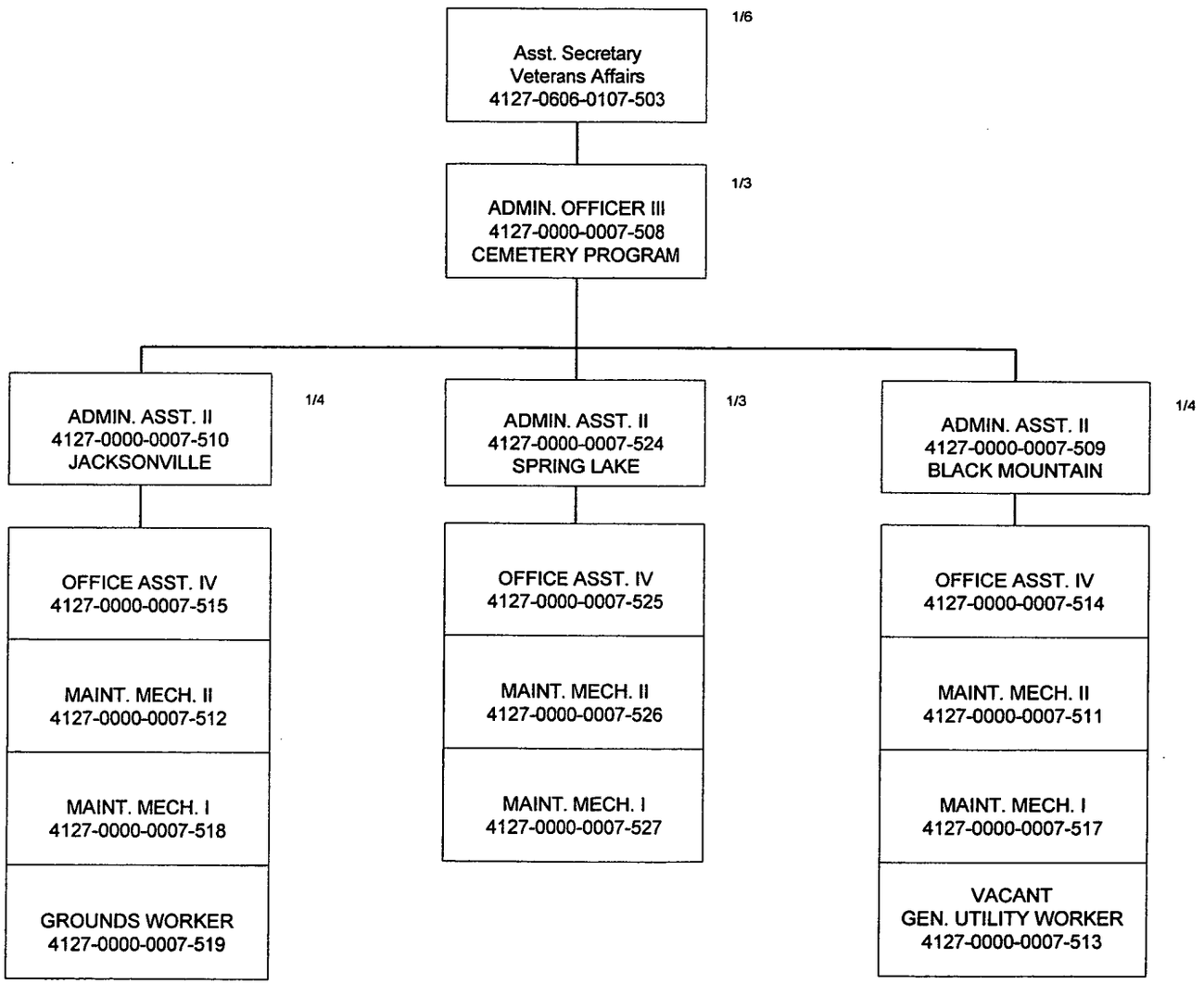


DEPAR[redacted]OF ADMINISTRATION
VETERAN[redacted]FAIRS
PAGE 1 OF 2
REVISED 4/2002

DIV. HEAD: [redacted]ES SMITH
DEPT. HEAD: GWYNN T. SWINSON

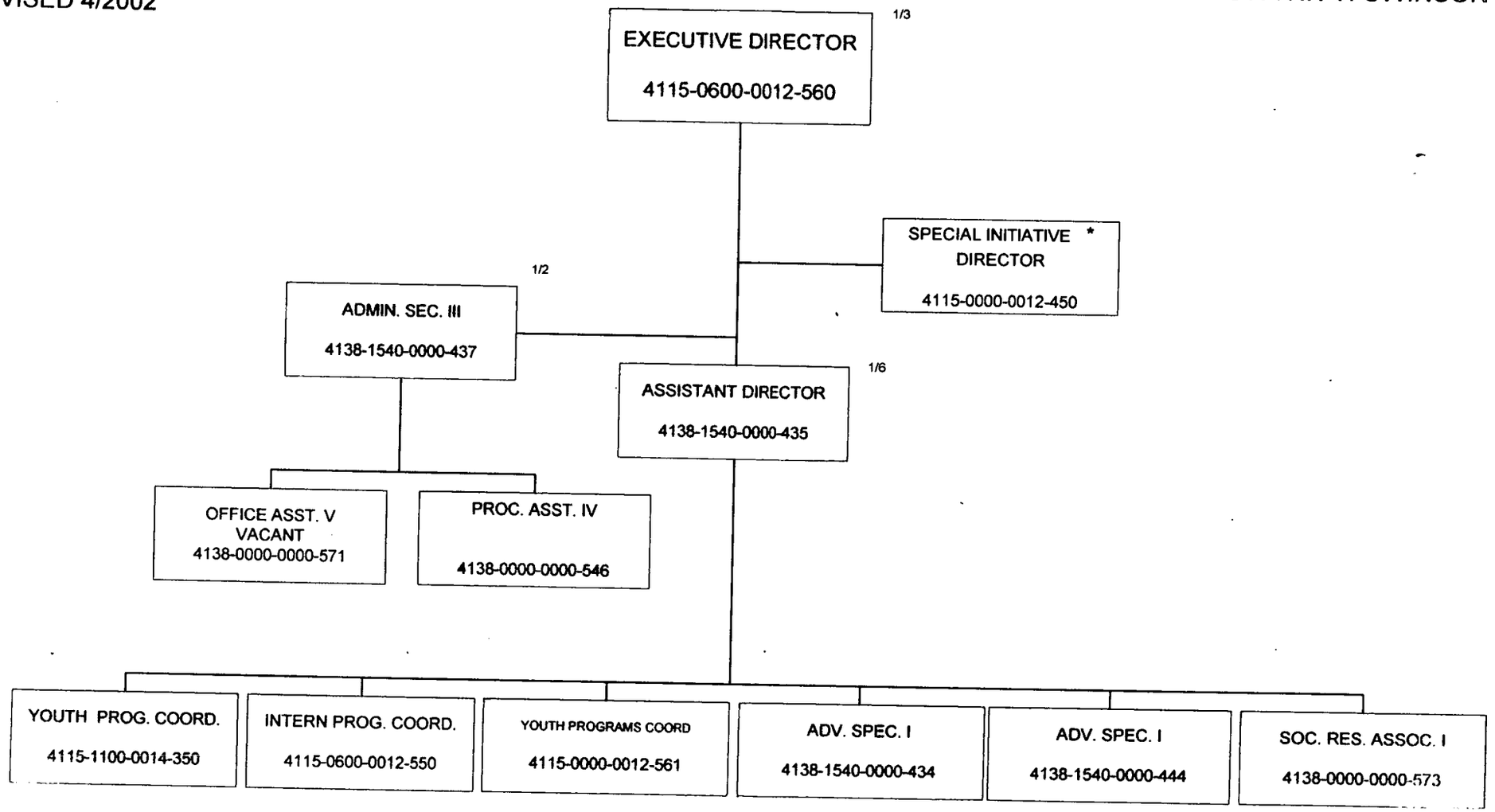


DIV. HEAD: CHARLES SMITH
DEPT. HEAD: GWYNN T. SWINSON



DEPARTMENT OF ADMINISTRATION
YOUTH ADVOCACY & INVOLVEMENT OFFICE
REVISED 4/2002

DIV. HEAD: PAMELA DEARDORFF
DEPT. HEAD: GWYNN T. SWINSON



* Grant (Ameri-Cor) will end September 2002

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, May 1, 2002

9:00 A. M.

The JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT met on Wednesday, May 1, 2002 at 9:00 a.m. in Room 422 of the Legislative Office Building, House members present were: Representatives Wilma Sherrill, Chair; Maggie Jeffus, Chair; Alma Adams; Daniel Barefoot; Marvin Lucas; Mitchell Setzer; and Gene Wilson. There were four Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, and welcomed those in attendance.

Representative Sherrill introduced Joseph DeLuca, Jr., Staff Director of the Rules Review Commission. Mr. DeLuca stated that in their proposed reductions, they would be cutting their meetings from twelve to six meetings a year. He then explained the Commission's allocation of funds as follows: Personal Services – 84.56%; Purchased Services – 10.80%; Supplies – 0.77%; Property, Plant & Equipment – 3.5%; Intragovernmental Trans – 0.12% and Other Expenses & Adjustments – 0.23%. (See Attachment No. 1)

Representative Sherrill then introduced Susan Rabon, Senior Assistant for Administration in the Governor's Office. Representative Sherrill asked Ms. Rabon for the amount it costs to run the Governor's Western Office. This will be provided by the Department by the afternoon meeting.

Senator Warren asked if the cost was the same for the Eastern and Western office. The answer was "no". In the Eastern office at this time, the rent is much higher than for the Western office.

Representative Jeffus asked what the function of Andy Vanore was. Ms. Rabon answered that he was like an institution for the Governor's office and that the Governor had a world of faith and trust in his integrity. She also stated that Mr. Vanore had more knowledge of the workings of State Government and the law than anyone they knew. She also told the Committee that Mr. Vanore worked for only $75.00 per hour which is well below what most people with his knowledge and expertise would make. Ms. Rabon gave the Committee the 2002 Span of Control summary for the Office of the Governor as follows: Total # of Positions – 78; Total # of Supervisors – 12; Supervisory Levels – 3; Span of Control – 6.5. (See Attachment No. 2.)

Representative Sherrill then introduced David McCoy, Director of the Office of State Budget and Management. Representative Sherrill stated that the Committee had previously decided that they should cut all vacant positions unless there was a critical need for a vacant position to be filled. The Committee would listen to their explanation of the need. (See Attachment No. 3)

The Committee recessed until 1:00 p.m.

Respectfully submitted,

Representative Wilma Sherrill, Chair

Rosa S. Kelley, Committee Assistant

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 1, 2002
Room 422
9:00 a.m.

Chairman: Representative Wilma Sherrill

Fiscal Year 2002-03 Budget Review

Rules Review Commission

Joseph DeLuca, Jr.
Staff Director

Office of the Governor

Susan Rabon
Senior Assistant for Administration

Office of State Budget and Management

David McCoy
Director

- 7%-11% Reduction Packages
- Responses to questions that may have been forwarded to the agency in regards to the 7%-11% reductions
- Organizational Chart/Span of Control/Liaison Responses
- Six-Year Analysis of Budget Chart (review of general fund, special fund and federal funds beginning with 6/30/98)

- Modified Zero-Based Budget Line Items, as the subcommittee did in the 2001 Session (includes review of contracts)

- Internet Publications Response, provided per Section 14.1 of the appropriations bill (S.L. 2001-424)

- Vacant Positions (April 22, 2002 printout)

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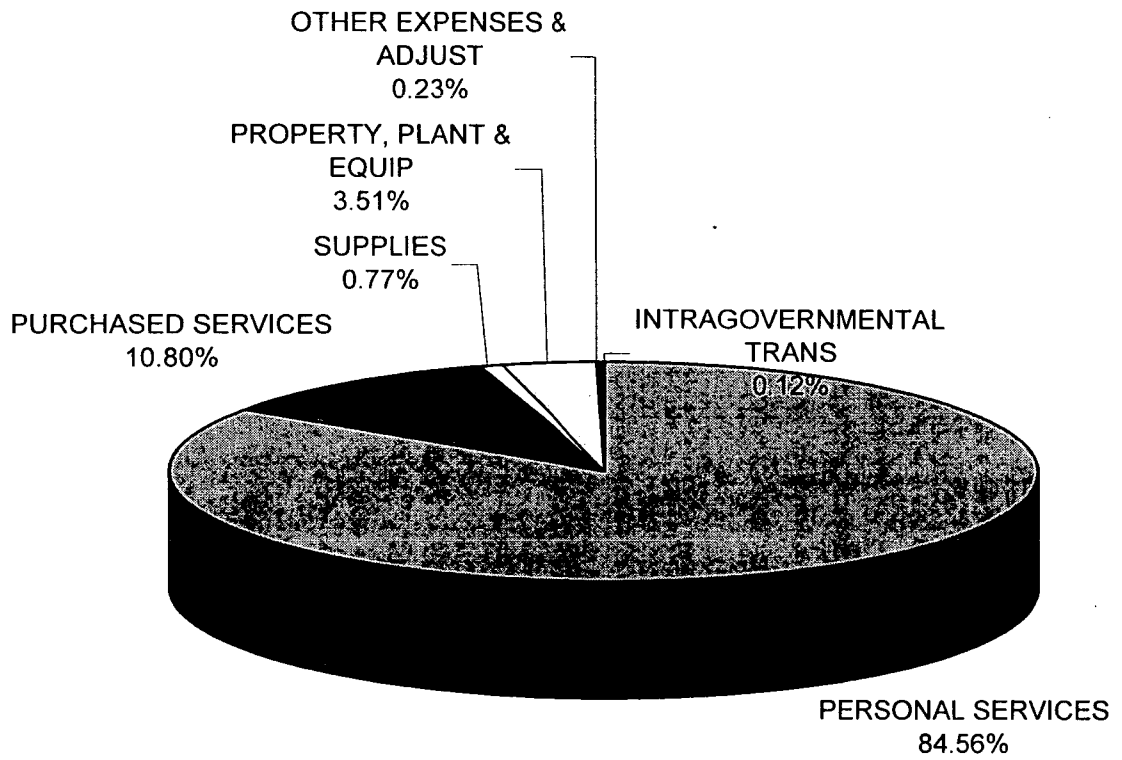
Attach. No. 1

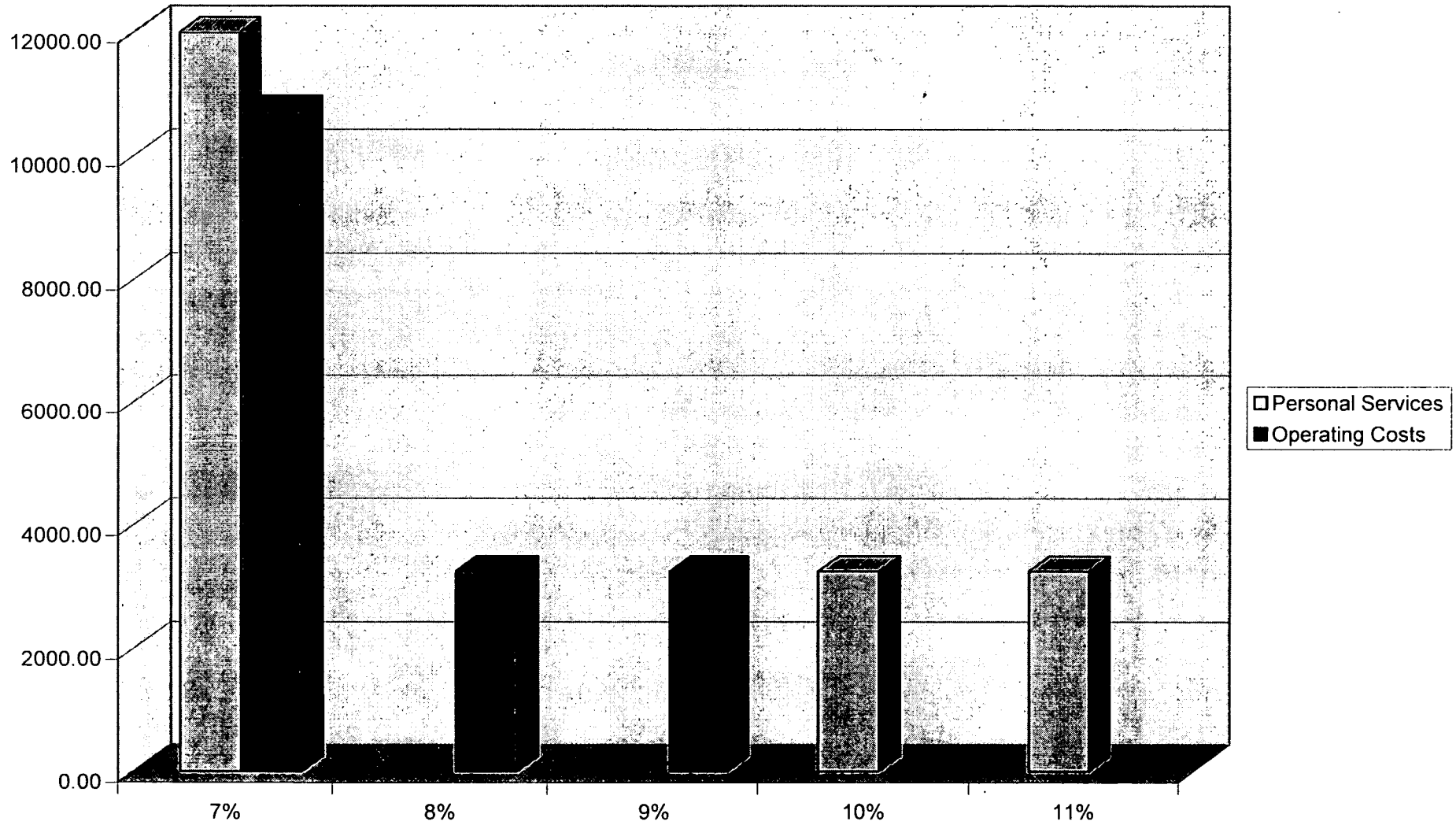
Rules Review Commission
Allocation of Funds



RULES REVIEW COMMISSION
7% - 11% Budget Reduction for FY 2002-2003

ACCOUNT	DESCRIPTION	AUTHORIZED BUDGET	7% REDUCTION	8% REDUCTION	9% REDUCTION	10% REDUCTION	11% REDUCTION
531211	SPA-REG SALARIES-APPRO	208671.00				2838.00	5674.00
531461	EPA&SPA-LONGVTY PAY-APPR	3311.00					
531511	SOCIAL SEC CONTRIB-APPRO	16299.00				248.00	497.00
531521	REG RETIRE CONTRIB-APPRO	10600.00				162.00	325.00
531561	MED INS CONTRIB-APPRO	11732.00					
531651	COMPENSATION TO BOARD ME	24000.00	12000.00	12000.00	12000.00	12000.00	12000.00
531XXX	**PERSONAL SERVICES**	**274613.00**	**12000.00**	**12000.00**	**12000.00**	**15248.00**	**18496.00**
532110	LEGAL SERVICES	0.00	N/A	N/A	N/A	N/A	N/A
532430	MAINT AGREEMENT-EQUIP	1050.00	0.00	0.00	0.00	0.00	0.00
532512	RENT/LEASE-BLDINGS/OFFIC	15750.00	0.00	0.00	0.00	0.00	0.00
532524	RENT/LEASE-GEN OFF EQUIP	500.00	0.00	0.00	0.00	0.00	0.00
532712	TRANS AIR-OUT STATE, IN U	500.00	0.00	100.00	500.00	500.00	500.00
532714	TRANSP-GRND - IN STATE	125.00	50.00	75.00	75.00	75.00	75.00
532715	TRANS GRND-OUT STA, IN US	100.00	50.00	50.00	100.00	100.00	100.00
532722	LODGING-OUT STATE, IN US	1000.00	150.00	400.00	1000.00	1000.00	1000.00
532724	MEALS - IN STATE	50.00	0.00	0.00	0.00	0.00	0.00
532725	MEALS-OUT OF STATE, IN US	220.00	70.00	70.00	220.00	220.00	220.00
532731	BD/NON-EMPLOYEE TRANSP	7000.00	3300.00	3300.00	3500.00	3500.00	3500.00
532732	BD/NON-EMPLOYEE SUBSIS	1635.00	700.00	700.00	835.00	835.00	835.00
532811	TELEPHONE SERVICE	1770.00	170.00	270.00	300.00	300.00	300.00
532821	COMPUTER/DATA PROCESS SV	1735.00	233.00	406.00	935.00	935.00	935.00
532840	POSTAGE, FREIGHT, & DELIV	1200.00	200.00	250.00	400.00	400.00	400.00
532850	PRINT, BIND, DUPLICATE	1000.00	200.00	250.00	400.00	400.00	400.00
532930	REGISTRATION FEES	850.00	350.00	500.00	650.00	650.00	650.00
532942	OTHER EMP EDUCATIONAL EX	600.00	100.00	400.00	600.00	600.00	600.00
532XXX	**PURCHASED SERVICES**	**35085.00**	**5573.00**	**6771.00**	**9515.00**	**9515.00**	**9515.00**
533110	GENERAL OFFICE SUPPLIES	2003.00	0.00	0.00	203.00	203.00	203.00
533120	DATA PROCESSING SUPPLIES	500.00	0.00	0.00	0.00	0.00	0.00
533XXX	**SUPPLIES**	**2503.00**	**0.00**	**0.00**	**203.00**	**203.00**	**203.00**
534511	FURN-OFFICE	3000.00	2400.00	3000.00	3000.00	3000.00	3000.00
534521	OFFICE EQUIPMENT	1000.00	500.00	500.00	600.00	600.00	600.00
534522	EQUIP-COMPUTERS	3000.00	1200.00	2000.00	2100.00	2100.00	2100.00
534630	LBRRY&LRNING RESRCE COLL	3500.00	500.00	1000.00	1000.00	1000.00	1000.00
534710	COMPUTER SOFTWARE	910.00	410.00	510.00	510.00	510.00	510.00
534XXX	**PROPERTY, PLANT & EQUIP**	**11410.00**	**5010.00**	**7010.00**	**7210.00**	**7210.00**	**7210.00**
535830	MEMBERSHIP DUES & SUBSCRIP	500.00	150.00	200.00	300.00	300.00	300.00
535890	OTHER ADMIN EXPENSE	250.00	0.00	0.00	0.00	0.00	0.00
535XXX	**OTHER EXPENSES & ADJUST**	**750.00**	**150.00**	**200.00**	**300.00**	**300.00**	**300.00**
538010	DEPENDENT CARE-OP TFR	400.00	0.00	0.00	0.00	0.00	0.00
538XXX	**INTRAGOVERNMENTAL TRANS**	**400.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
		324761.00	**22733.00**	**25981.00**	**29228.00**	**32476.00**	**35724.00**
			302028.00	**298780.00**	**295533.00**	**292285.00**	**289037.00**
			324761.00	**324761.00**	**324761.00**	**324761.00**	**324761.00**

7% - 11% Budget Reductions



7% - 11% Budget Reductions

FY 2002 - 2003 (recurring)

	7%	8%	9%	10%	11%
Personal Services	12000.00			3248.00	3248.00
Operating Costs	10733.00	3248.00	3247.00		
	22733.00	**3248.00**	**3247.00**	**3248.00**	**3248.00**
Requirements	302028.00	298780.00	295533.00	292285.00	289037.00
Receipts	0.00	0.00	0.00	0.00	0.00
Appropriations	302028.00	298780.00	295533.00	292285.00	289037.00

Positions to be Riffed = 0

Explanation

G.S. 150B-21.9(b) – The Commission is currently required to meet monthly based on this statute.
Rules Review Commission proposes to amend the statute to no longer require the Commission to meet monthly.

7% level $12000 in personal services is due to a proposed change from meeting monthly as required by the above referenced statute to meeting only 6 out of 12 times during the fiscal year.

Reduction in operating cost would leave the agency vulnerable and basically assume nothing could go wrong. This would result in an overall reduction of 22% of the operating budget. (Building rent alone is 32% of our current Authorized operating costs.)

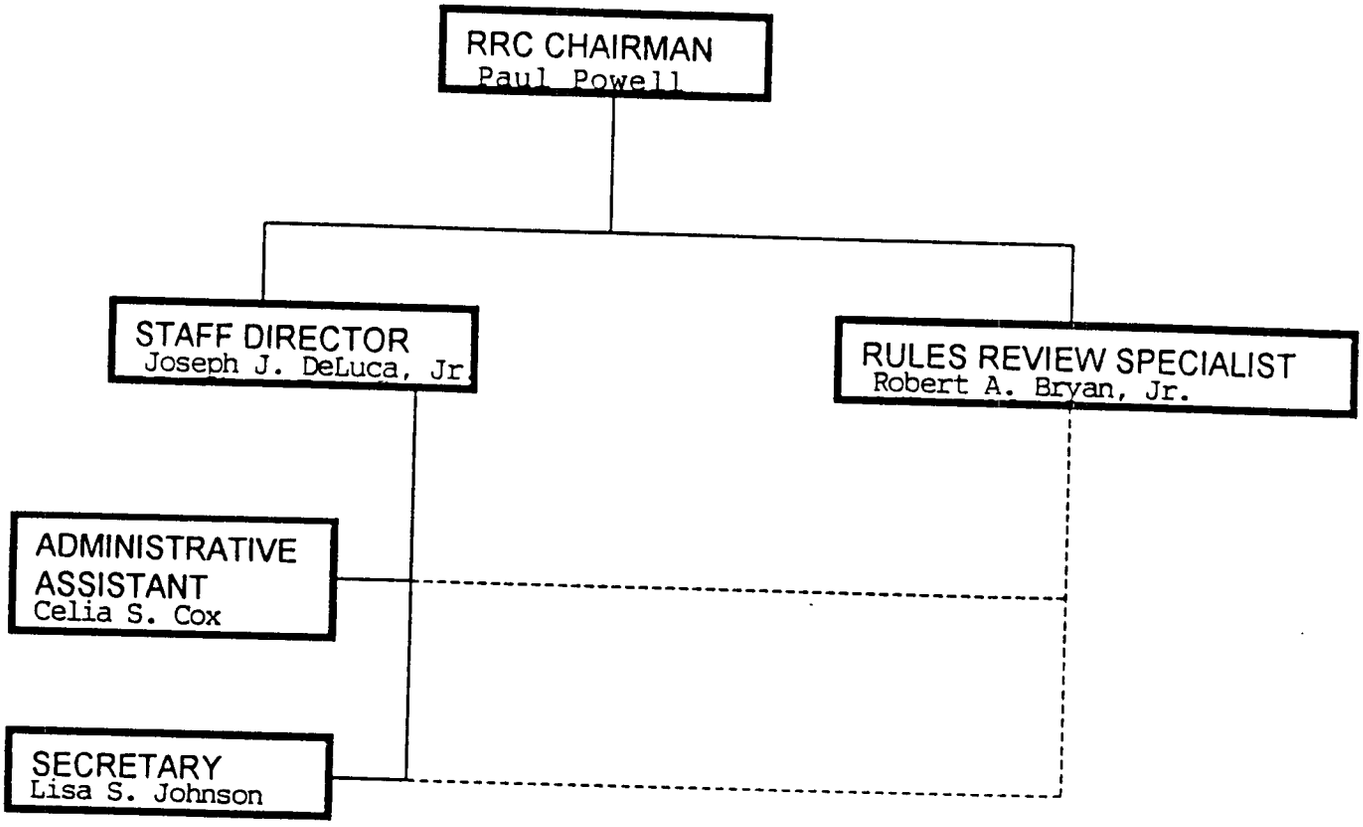
8% level Reduction in operating costs increased to 28%

9% level Reduction in operating costs increased to 35%

10% level Reduction in personal services would require reduction of work hours for employee(s)

11% level Reduction in personal services would require reduction of work hours for employees(s)

RULES REVIEW COMMISSION
ORGANIZATIONAL CHART



Authorization of Reported Organizational Information:

January 20, 1999

Wm Paul Powell

Paul Powell

N.C. Rules Review Commission Chairman

Please Note: This organizational chart has not changed since January 20, 1999.

Rules Review Commission

Current Span of Control

Ave Span	%Supv/Staff	Total Non-Supv	Total Supv	Total Pos	Highest Level
4.00	25.00	3.00	1.00	4.00	1.00

Liaison Information

Name: Joseph J. DeLuca, Jr.
Title: Rules Review Staff Director
Salary: $77807
Grade: 81T

50% - Rules review process
25% - Other rule making duties
25% - Administrative duties

Six-Year Analysis of Budget

(No Special or Federal Funds)

Attachment 3
REVISED

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
General Fund						
Requirement	$529,486	$297,847	$378,932	$433,686	$329,485	$324,761
Less: Receipts		$0	$0	$51,729	$5,888	$0
Appropriation	$529,486	$297,847	$378,932	$381,957	$323,597	$324,761
Less: Nonrecurring Expansion	$240,000		$45,000	$48,000		
Continuation Budget	$289,486	$297,847	$333,932	$333,957	$323,597	$324,761
Increase (Decrease)	N/A	$8,361	$36,085	$25	($10,360)	$1,164
Percentage Inc (Dec)		2.81%	10.81%	0.01%	-3.20%	0.36%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **						
Recurring Reductions-Legislative **	($680)	($1,270)	($3,643)	($7,329)	($6,559)	($6,559)
Transfers - Legislative **						
Adjustments - Legislative	$8,274	$25,676	$20,232	$31,960	$4,361	$5,525
Adjustments - Executive			($51,983)			
Equals Above Noted Inc/(Dec)	$7,594	$24,406	$16,589	$24,631	($2,198)	($1,034)
Special Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Please Note the following:						
All **receipts** and/or **nonrecurring expansion** items are for legal services with the exception of $488 in 2002 for receipts in the State Health Plan Reserve						
All **recurring reductions - legislative** are retirement reductions with the exception of $230 for telephone services in 2002 and 2003						
All **Adjustments - Legislative** are for compensation (LI's, COLAs, CGRAs, bonuses, special entry rates) and State Health Plan increases						
The **Adjustments - Executive** for $51983 in 2000 is the Floyd Diaster Relief transfer						

General Government Team
April 19, 2002

* List of Funds for FY 2001-02 is Attached.

** Based on Conference Reports.

RULES REVIEW COMMISSION

Modified Zero Base Budgeting Expenditures

FY 1999 - 00 to FY 2002 - 03

Account	Description	99-00	00-01	Auth	YTD 4/30/02	Balance	FY 02-03 Certified
532524	Rent/Lease Gen Off Equip	443.00	479.00	500.00	453.00	47.00	500.00
532712	Trans Air-Out State, In U	195.00	0.00	500.00	0.00	500.00	500.00
532714	Trans Grnd - In State	13.00	0.00	125.00	0.00	125.00	125.00
532715	Trans Grnd - Out State, In US	0.00	80.00	100.00	0.00	100.00	100.00
532717	Other - In State	3.00	N/A	N/A	N/A	N/A	N/A
532722	Lodging-Out State, In US	678.00	1276.00	1000.00	0.00	1000.00	1000.00
532724	Meals - In State	28.00	0.00	50.00	0.00	50.00	50.00
532725	Meals - Out State, In US	54.00	0.00	220.00	0.00	220.00	220
532731	Bd, Non-employee Transp	5349.00	4865.00	7000.00	3839.69	3160.31	7000.00
532732	Bd/Non-employee Subsis	1631.00	1561.00	1635.00	1625.50	9.50	1635.00
534511	Furn-Office	0.00	6707.00	3000.00	-221.00	3221.00	3000.00
534521	Office Equipment	0.00	2620.00	1000.00	530.00	470.00	1000.00
534522	Equip-Computers	7468.00	2530.00	3000.00	0.00	3000.00	3000.00
	TOTAL	**15862.00**	**20118.00**	**18130.00**	**6227.19**	**11902.81**	**18130.00**

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Rules Review Commission

	Printing/Publication Requirement	Reduction in Cost Plan			Printing Volume		Estimated
		Y/N	Eff. Date	Brief Description	Current	Proposed	Budget Reduction
1	Log of rules	Y	Mar-02	See explanation below	13500	1620	399.60
2	Technical changes	Y	Mar-02		3960	720	171.60
3	Agenda	Y	Mar-02		900	108	4.80
4	Memo of next meeting	Y	Mar-02		900	108	4.80
5	List of approved rules	Y	Mar-02		9000	1080	252.12
6	Minutes of meeting	Y	Mar-02		720	144	56.28
					28980	**3780**	**889.20**
7	Notebook of rules	N		see explanation below			**Approximate Cost**
8	Staff opinions	N			76800	same	678.80
9	Objection letters	N			3600	same	188.40
10					1200	same	73.20
11					**81600**		**940.40**
12							
13							
14							
15							
16							
17							

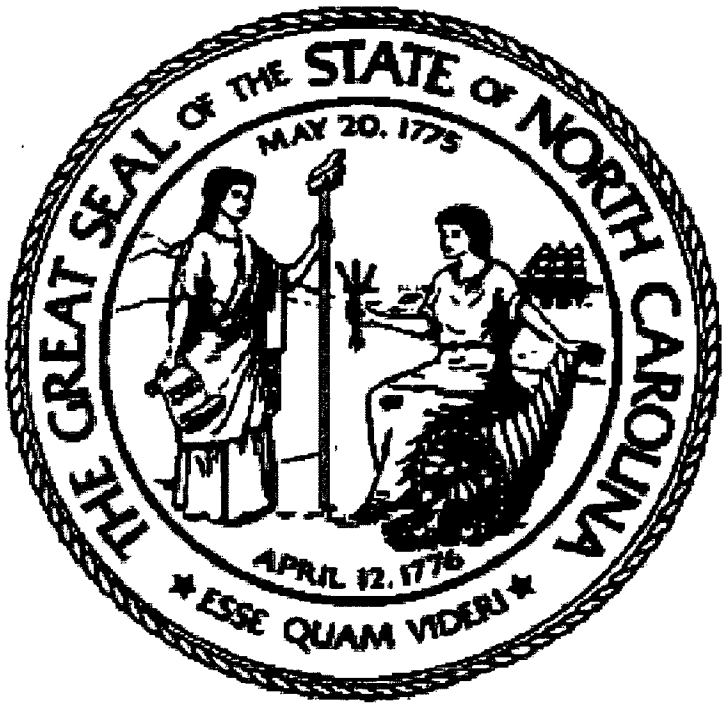
Note: Printing Volume shows a yearly estimate of total number of pages being produced.

Note: Estimated Budget reduction shows the estimated amount to be saved per year in # 1 - 6 and the estimated expenses for # 7 - 9)

Brief description for #1 - 6: Our reduction plan proposes that we email rather than mail this information to as many as possible. When forced to mail we use the state courier service and only use US postal service when there is no other alternative.

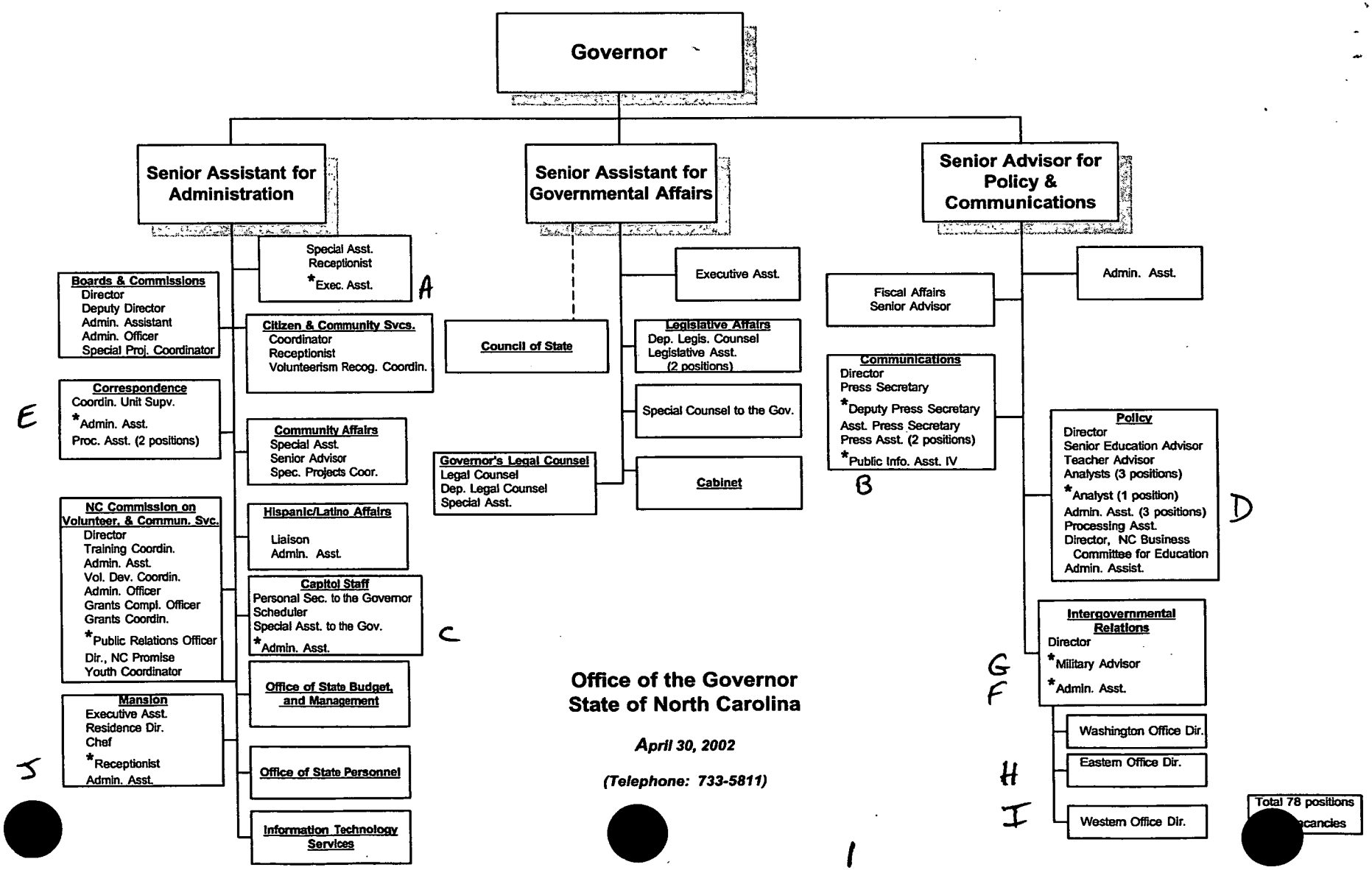
Brief description for # 7 - 9: Inspite of the printing volume, the number of copies rather than the number of pages is far lower than items in 1 - 6. Hard copies of all these items are required and there is no practical means to reduce these to electronic copies.

North Carolina
Office of the Governor



Michael F. Easley
Governor

Attach. No. 2


Governor
Senior Assistant for Administration
Senior Assistant for Governmental Affairs
Senior Advisor for Policy & Communications
Special Asst.
Receptionist
*Exec. Asst.
A
Boards & Commissions
Director
Deputy Director
Admin. Assistant
Admin. Officer
Special Proj. Coordinator
Citizen & Community Svcs.
Coordinator
Receptionist
Volunteerism Recog. Coordin.
Council of State
Executive Asst.
Legislative Affairs
Dep. Legis. Counsel
Legislative Asst.
(2 positions)
Special Counsel to the Gov.
Cabinet
Governor's Legal Counsel
Legal Counsel
Dep. Legal Counsel
Special Asst.
Fiscal Affairs
Senior Advisor
Admin. Asst.
Communications
Director
Press Secretary
*Deputy Press Secretary
Asst. Press Secretary
Press Asst. (2 positions)
*Public Info. Asst. IV
B
E
Correspondence
Coordin. Unit Supv.
*Admin. Asst.
Proc. Asst. (2 positions)
Community Affairs
Special Asst.
Senior Advisor
Spec. Projects Coor.
Policy
Director
Senior Education Advisor
Teacher Advisor
Analysts (3 positions)
*Analyst (1 position)
Admin. Asst. (3 positions)
Processing Asst.
Director, NC Business Committee for Education
Admin. Assist.
D
NC Commission on Volunteer, & Commun. Svc.
Director
Training Coordin.
Admin. Asst.
Vol. Dev. Coordin.
Admin. Officer
Grants Compl. Officer
Grants Coordin.
*Public Relations Officer
Dir., NC Promise
Youth Coordinator
Hispanic/Latino Affairs
Liaison
Admin. Asst.
Capitol Staff
Personal Sec. to the Governor
Scheduler
Special Asst. to the Gov.
*Admin. Asst.
C
Intergovernmental Relations
Director
*Military Advisor
*Admin. Asst.
G
F
Mansion
Executive Asst.
Residence Dir.
Chef
*Receptionist
Admin. Asst.
J
Office of State Budget, and Management
Office of State Personnel
Information Technology Services
Washington Office Dir.
Eastern Office Dir.
Western Office Dir.
H
I
Total 78 positions
vacancies
Office of the Governor
State of North Carolina
April 30, 2002
(Telephone: 733-5811)

POTENTIAL REDUCTION FOR 2002-2003

AGENCY: Office of the Governor - Budget Code 13000

	Reduction Items by Fund	7% or $380,798	8% or $435,198	9% or $489,597	10% or $543,997	11% or $598,397
	1110 Administration					
A	Eliminate vacant Executive Asst in Administration @ $33,279 w/benefits	$ 40,422	$ 40,422	$ 40,422	$ 40,422	$ 40,422
B	Eliminate vacant Public Info Asst IV in Communications @ $23,625 w/benefits				$ 14,773	$ 29,546
	Reduce to half-time at 10%					
C	Eliminate vacant Admin Asst in Capitol Staff @ $31,932 w/benefits	$ 38,905	$ 38,905	$ 38,905		$ 38,905
D	Eliminate vacant Policy Analyst @ $41,471 w/benefits			$ 49,651	$ 49,651	$ 49,651
E	Eliminate vacant Admin Asst in Correspondence @ $40,060		$ 48,061	$ 48,061		
	TOTAL REDUCTION 1110	$79,327	$127,388	$177,039	$104,846	$158,524
	1120 Dues to National Associations					
	Reduce operating budget for dues paid to national associations	$ 171,462	$ 177,801	$ 181,131	$ 181,131	$ 181,131
	TOTAL REDUCTION 1120	$ 171,462	$ 177,801	$ 181,131	$ 181,131	$ 181,131
	1130 Intergovernmental Relations					
F	Eliminate vacant Admin Asst @$25,854 w/benefits	$ 32,058	$ 32,058	$ 32,058	$ 32,058	$ 32,058
G	Eliminate vacant Military Liaison @$55,771 w/benefits	$ 65,759	$ 65,759	$ 65,759	$ 65,759	$ 65,759
H	Eliminate Director-Eastern Office (position filled) severance covered in reserve				$ 68,393	$ 68,393
I	Eliminate Director-Western Office (position filled) severance covered in reserve				$ 59,962	$ 59,962
	TOTAL REDUCTION 1130	$ 97,817	$ 97,817	$ 97,817	$ 226,172	$ 226,172
	1631 Raleigh Executive Residence					
J	Eliminate vacant Receptionist @ $25,973 w/benefits	$ 32,192	$ 32,192	$ 32,192	$ 32,192	$ 32,192
	TOTAL REDUCTION 1631	$ 32,192	$ 32,192	$ 32,192	$ 32,192	$ 32,192
	TOTAL REDUCTION GOVERNOR'S OFFICE	$ 380,798	$ 435,198	$ 488,179	$ 544,341	$ 598,019
	TOTAL POSITIONS ELIMINATED	5.0	6.0	7.0	7.5	9.0

2002 SPAN OF CONTROL SUMMARY -

OFFICE OF THE GOVERNOR

Total # of Positions	78.00
Total # of Supervisors	12.00
Supervisory Levels	3.00
Span of Control	6.50

Franklin Freeman
Senior Assistant for Governmental Affairs ($139,625)

Serves as one of the Senior Assistants to the Governor as well as supervises the legislative staff. Also, provides leadership to the Governor's Legal Counsel and Special Counsel. Works with the Cabinet and Council of State on a daily basis.

Kevin Howell
Deputy Legislative Counsel ($85,625)

Serves as liaison between the Governor's Office and the members of the General Assembly providing legal assistance and advice. Works on a day-to-day basis with members of the legislature and their constituents on matters of concern.

4/30/02

POTENTIAL REDUCTION FOR 2002-2003

AGENCY: Office of the Governor - Budget Code 13000

Reduction Items by Fund	7% or $380,798	8% or $435,198	9% or $489,597	10% or $543,997	11% or $598,397
1110 Administration	$79,327	$127,388	$177,039	$104,846	$158,524
Number of Positions	(2.0)	(3.0)	(4.0)	(2.5)	(4.0)
1120 Dues to National Associations	$ 171,462	$ 177,801	$ 181,131	$ 181,131	$ 181,131
Number of Positions	-	-	-	-	-
1130 Intergovernmental Relations	$ 97,817	$ 97,817	$ 97,817	$ 226,172	$ 226,172
Number of Positions	(2.0)	(2.0)	(2.0)	(4.0)	(4.0)
1631 Raleigh Executive Residence	$ 32,192	$ 32,192	$ 32,192	$ 32,192	$ 32,192
Number of Positions	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
TOTAL REDUCTION GOVERNOR'S OFFICE	$ 380,798	$ 435,198	$ 488,179	$ 544,341	$ 598,019
TOTAL POSITIONS ELIMINATED	-5.0	-6.0	-7.0	-7.5	-9.0

Office of the Governor						
Budget Code Summary						
For FYE's 6/30/98 Through 6/30/2002						
	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
13000						
General Fund						
Requirement	$6,012,243	$5,714,463	$5,821,462	$6,013,225	$5,857,802	$5,725,674
Less: Receipts	$531,541	$346,634	$328,872	$279,203	$324,151	$ 285,704
Appropriation	$5,480,702	$5,367,829	$5,492,590	$5,734,022	$5,533,651	$5,439,970
Less: Nonrecurring Expansion	$0	$107,959			$0	0
Continuation Budget	$5,480,702	$5,259,870	$5,492,590	$5,734,022	$5,533,651	$5,439,970
Increase (Decrease)	N/A	($220,832)	$232,720	$241,432	($200,371)	($93,681)
Percentage Inc (Dec)		-4.03%	4.42%	4.40%	-3.49%	-1.69%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **						
Recurring Reductions-Legislative **	($151,996)	($77,255)	($53,678)		($190,834)	
Transfers - Legislative **						
Other Adjustments ***		($143,577)	$286,398	$241,432	($9,537)	($93,681)
Equals Above Noted Inc/(Dec)		($220,832)	$232,720	$241,432	($200,371)	($93,681)
23000						
Special Funds *						
Prior Year Balance	$320,363	$373,705	$591,021	$528,079	$141,001	
Reciepts	$2,919,889	$3,273,860	$3,312,436	$3,036,697	$2,659,565	
Expenditures	$2,866,548	$3,056,544	$3,375,378	$3,423,776	$2,745,215	
Year-End Balance	$373,705	$591,021	$528,079	$141,001	$55,350	
33000						
Federal Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	
Reciepts	$2,706,778	$2,559,122	$2,546,800	$3,058,555	$2,576,976	
Expenditures	$2,706,778	$2,559,122	$2,546,800	$3,058,555	$2,576,976	
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.

Office of the Governor
List of Special Funds for Fiscal Year 2001-02
Budget Code 23000

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
23000/2102	Learn & Serve America	$70	$0	$129	($59)
23000/2103	PDAT Grant	($162)	$76,472	$87,191	($10,881)
23000/2104	Comm. On Nat. & Comm. Svc.	$214	$0	$0	$214
23000/2107	State Disability Funds	$0	$30,477	$38,107	($7,630)
23000/2108	Eagle Village Literacy	$13,704	$0	$0	$13,704
23000/2109	Governor's Initiatives	$0	$120,761	$120,761	$0
23000/2110	North Carolina 2000	$1,266	$0	$0	$1,266
23000/2111	NC Teacher Advisory Co.	$4,126	$0	$3,996	$129
23000/2112	Gov. Teacher Advisory Co.	$5,227	$0	$4,334	$893
23000/2113	Americorp Promise Fellow	$0	$44,092	$44,092	$0
23000/2114	2001/04 Promise Fellows	$0	$42,250	$42,250	$0
23000/2115	Americorp Formula 2000	$0	$1,356,515	$1,356,515	$0
23000/2116	Commission N&CS 2000	($214)	$240,416	$264,857	($24,656)
23000/2117	PDAT 2000	$0	$0	$14,731	($14,731)
23000/2118	Learn & Serve 2000	$323	$93,977	$98,986	($4,686)
23000/2119	Americorps Competitive	$0	$577,366	$577,366	$0
23000/2215	Miscellaneous Donations	$151	$0	$0	$151
23000/2220	Vol. Recognition Ceremony	($29,196)	$0	($1,174)	($28,022)
23000/2225	Volunteerism Summit	$10,436	$0	$0	$10,436
23000/2226	Commission Awards	$0	$14,500	$7,877	$6,623
23000/2228	NC Promist Donations	$112,649	$0	$30,924	$81,725
23000/2230	Comm. For Compteitive NC	$12	$0	$0	$12
23000/2235	Donations Management	$14,371	$35,000	$23,231	$26,140
23000/2240	Volunteer Center Funds	$469	$0	$0	$469
23000/2245	Clean NC 2000	$97	$0	$0	$97
23000/2248	African/American Male Summit	$11,135	$24,455	$26,295	$9,295
23000/2260	ML King State Ovservance	$4,342	$3,285	$4,748	$2,879
23000/2310	Virtual Collaboratories	($862)	$0	$0	($862)
23000/2610	UNC Connect	($7,158)	$0	$0	($7,158)
Total		**$141,001**	**$2,659,565**	**$2,745,215**	**$55,350**

Office of the Governor
List of Federal Funds for Fiscal Year 2001-02
Budget Code 33000

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance	Grant Award
33000/3103	PDAT Grant	$0	$76,127	$76,127	$0	$0
33000/3107	State Disability Funds	$0	$30,477	$30,477	$0	$0
33000/3109	Governor's Initiatives	$0	$120,761	$120,761	$0	$23,754
33000/3113	Americorps Promise Fellow	$0	$44,092	$44,092	$0	$14,012
33000/3114	2001/04 Promise Fellow	$0	$31,417	$31,417	$0	$0
33000/3115	Americorp 2000	$0	$1,356,515	$1,356,515	$0	$201,166
33000/3116	Commission N&CS 2000	$0	$223,415	$223,415	$0	$10,833
30000/3118	Learn & Serve 2000	$0	$93,977	$93,977	$0	$13,180
30000/3119	Americorps Competitive	$0	$577,366	$577,366	$0	$85,177
30000/3515	Don't Duck Metadata	$0	$22,830	$22,830	$0	$0
Total		**$0**	**$2,576,976**	**$2,576,976**	**$0**	**$348,122**

Office of the Governor									
Budget Code 13000									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Contracted Personal Services (531321)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1110	Administration			$ 37,956	$ 30,307	$ 35,000	$ 3,335	$ 31,665	$ 35,000
1130	Intergovernmental Relations			$ -	$ -	$ 26,836	$ -	$ 26,836	$ 26,836
1230	Education			$ 20,000	$ 6,270	$ -	$ -	$ -	$ -
Total				**$ 57,956**	**$ 36,577**	**$ 61,836**	**$ 3,335**	**$ 58,501**	**$ 61,836**

DETAIL OF EACH CONTRACT BY AGENCY -- FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

ATTACHMENT C

Office of the Governor

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title MINORITY AFFAIRS
Vendor Name: C R EDWARDS
Type of Contract HUMAN SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$40.020	$20.010	01 / 2001	12 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 1.040
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: DEVELOP AND COORDINATE PROGRAMS TO MEET THE NEEDS OF THE MINORITY POPULATION IN NC AND TO PROVIDE OTHER RELATED ASSISTANCE AND DUTIES AT DIRECTION OF THE CONTRACT ADMINISTRATOR

OSBM ID: 0002
Contract Title LEGAL CONSULTING
Vendor Name: ANDREW A VANORE JR
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$0	$20.587	01 / 2001	12 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 274
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: TO PERFORM LEGAL AMND CONSULTING SERVICES

OSBM ID: 0003
Contract Title METADATA CGIA
Vendor Name: LYNDA WAYNE
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$88.880	$33.330	02 / 2000	05 / 2001

% Funded Appro	0
% Funded Fed	100
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 2.080
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: TO PROVIDE ADMINISTRATIVE AND TECHNICAL SUPPORT IN EFFORTS TP DEVELOP, MAINTAINAND DISTRIBUTE GEOSPATIAL METADATA BY WAY OF DEVELOPMENT OF TRAINING CURRICULA MATERIALS AND SERVICES.

OSBM ID: 0004
Contract Title ANNUAL CONFERENCE CGIA
Vendor Name: LINDY L LINNELL-HAMILTON
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$3.400	$3.400	01 / 2001	03 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 170
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: ADMINISTRATIVE HELP WITH THE ANNUAL CONFERENCE ACTIVITIES; PROCESSING REGISTRATIONS, ANSWERING PHONE REQUESTS AND PREPARATION OF CONFERENCE REGISTRATION PACKETS.

Total for PERSONAL SERVICE CONTRACT	*Total # Contracts:*	*Total Contract Value--All Fund Sources*	*Total Paid in Report Period -- All Fund Sources*
	4	$132,300	$77,327

Total for: Office of the Governor	*Total # Contracts:*	*Total Contract Value--All Fund Source:*	*Total Paid in Report Period -- All Fund Source*
	4	$132,300	$77,327

Office of the Governor								
Budget Code 13000								
Modified Zero Base Budgeting Expenditures								
FY 1999-00 to FY 2002-03								
Miscellaneous Contractual Services (532199)								
			FY 99-00	FY 00-01	FY 01-02			FY02-03
					Auth'd	YTD	Balance	Ceritfied
Fund								
1110	Administration		$ 90,190	$ 75,382	$ 48,921	$ 93,348	$ (44,427)	$ -
1130	Intergovernmental Relations		$ 44,292	$ 108	$ -	$ 234	$ (234)	$ -
1210	Citizens Affairs		$ 384	$ 1,025	$ -	$ -	$ -	$ -
1631	Raleigh Executive Residence		$ 75	$ 550	$ 75	$ 75	$ -	$ 75
1632	Western Executive Residence		$ -	$ -	$ 70	$ 70	$ (0)	$ 70
Total			**$ 134,941**	**$ 77,065**	**$ 49,066**	**$ 93,727**	**$ (44,661)**	**$ 145**

Office of the Governor								
Budget Code 13000								
Modified Zero Base Budgeting Expenditures								
FY 1999-00 to FY 2002-03								
Rental/Lease of Equipment (532521 to 532525)								
				FY 99-00	FY 00-01	FY 01-02		FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund								
1110	Administration			$ 29,409	$ 1,451	$ 27,077	$ 23,063	$ 4,014	$ 27,077
1130	Intergovernmental Relations								
1210	Citizens Affairs								
1631	Raleigh Executive Residence								
1632	Western Executive Residence			$ -	$ -	$ 25	$ -	$ 25	$ 25
Total				**$ 29,409**	**$ 1,451**	**$ 27,102**	**$ 23,063**	**$ 4,039**	**$ 27,102**

Office of the Governor									
Budget Code 13000									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to FY 2002-03									
Travel (5327XX)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1110	Administration			$ 111,344	$ 95,156	$ 38,074	$ 45,517	$ (7,443)	$ 38,074
1130	Intergovernmental Relations			$ 33,617	$ 15,127	$ 26,346	$ 7,016	$ 19,330	$ 25,346
1210	Citizens Affairs			$ 7,062	$ 1,980	$ 2,322	$ 26	$ 2,296	$ 2,322
1631	Raleigh Executive Residence			$ 14,717	$ 8,464	$ 13,842	$ 8,045	$ 5,797	$ 13,842
1632	Western Executive Residence			$ -	$ -	$ -	$ 47	$ (47)	$ -
Total				**$ 166,740**	**$ 120,727**	**$ 80,584**	**$ 60,652**	**$ 19,932**	**$ 79,584**

Office of the Governor									
Budget Code 13000									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to FY 2002-03									
Cellular Phone (532814)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1110	Administration			$ 29,093	$ 7,223	$ 7,345	$ 7,318	$ 27	$ 7,345
1130	Intergovernmental Relations			$ 1,380	$ 391	$ 600	$ 245	$ 355	$ 600
1210	Citizens Affairs			$ 1,056	$ -	$ -	$ -	$ -	$ -
1230	Education			$ -	$ 43	$ -	$ -	$ -	$ -
1631	Raleigh Executive Residence			$ 14,717	$ 8,464	$ -	$ 2,236	$ (2,236)	$ -
1632	Western Executive Residence			$ -	$ -	$ -	$ -	$ -	$ -
Total				**$ 46,246**	**$ 16,121**	**$ 7,945**	**$ 9,800**	**$ (1,855)**	**$ 7,945**

CELLULAR PHONES
OFFICE OF THE GOVERNOR

Special Assistant for Community Affairs

Governor's Education Advisor

Director, Boards and Commissions

Deputy Director, Boards and Commissions

Senior Assistant for Governmental Affairs

Senior Policy Advisor for Fiscal Affairs

Director, Governor's Eastern Office

Policy Director

Legislative Counsel

Governor's Teacher Advisor

Director, Governor's Western Office

Governor's Legal Counsel

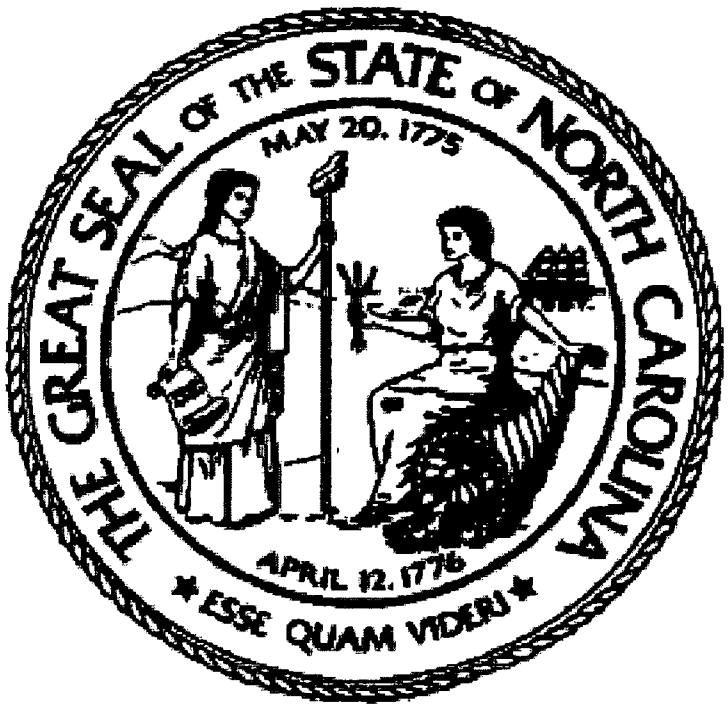
Governor's Security - 11

15

04/30/02

Office of the Governor									
Budget Code 13000									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to FY 2002-03									
Furniture & Equipment Replacement (534500 to 534550)									
			FY 99-00	FY 00-01	FY 01-02			FY02-03	
					Auth'd	YTD	Balance	Ceritfied	
Fund									
1110	Administration		$ 61,782	$ 132	$ -	$ 766	$ (766)	$ -	
1130	Intergovernmental Relations		$ 4,613	$ -	$ -	$ 613	$ (613)	$ -	
1210	Citizens Affairs		$ -	$ -	$ -	$ -	$ -	$ -	
1230	Education		$ -	$ -	$ -	$ -	$ -	$ -	
1631	Raleigh Executive Residence		$ -	$ 2,220	$ -	$ -	$ -	$ -	
1632	Western Executive Residence		$ 507	$ -	$ -	$ -	$ -	$ -	
Total			**$ 66,902**	**$ 2,352**	**$ -**	**$ 1,378**	**$ (1,378)**	**$ -**	

North Carolina
Office of State Budget & Management



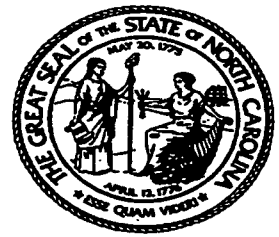
David T. McCoy
State Budget Director

Attach. No. 3

Date April, 2002

State of North Carolina

Office of State Budget and Management



- Governor
  - Special Assistant
  - **State Budget Officer**
    - Executive Assistant
    - Deputy State Budget Officer
      - Senior Analyst
      - Administrator Personnel Dev. & Support Svs.
        - Administrative Assistant III
        - Program Assistant V Assigned to: Education, CI, DOT & JPS
        - Program Assistant V Assigned to: Management & Economic Res.
        - Program Assistant V Assigned to: General Government & HHS
        - Processing Assistant IV
        - Personnel/ Payroll
          - Personnel Officer I
          - Personnel Assistant
      - *Administrator Education
        - Advanced Analyst
        - *Standard Analyst
        - Senior Analyst
        - Advanced Analyst
      - Administrator Human Services
        - Advanced Analyst
        - Standard Analyst
        - Standard Analyst
        - Advanced Analyst
      - Administrator General Government
        - Advanced Analyst
        - Standard Analyst
        - Senior Analyst
        - *Senior Analyst
      - Administrator Capital, Trans., Fiscal Office, Justice & Public Safety
        - Advanced Analyst
        - Standard Analyst
        - Senior Analyst
        - Senior Analyst
        - Fiscal Office
          - Business Officer II
          - Accounting Technician II
          - Accounting Clerk V
      - Administrator Management
        - *Management Engineer
        - Senior Analyst
        - Senior Analyst
        - Advanced Analyst
        - Advanced Analyst
        - Advanced Analyst
        - Salaries & Benefits
          - Senior Analyst
          - [redacted]ve Assistant II
        - Information Technology
          - Appl Analyst Prog Spclst II
          - Appl Analyst Prog Spec
          - *Application Analyst Prog
      - Data Services
        - Mgr., Applic. Analyst Prog.II
        - SeniorAnalyst, SDC Mgr.
        - State Demographer
        - Appli. Analyst Prog. I
        - Analyst Programmer II
        - Statistician II
        - Stat. Research Asst. I
      - Chief Economist Economic Research
        - Economist IV
        - Economist III
        - *Economist II

Total 59 positions
*6 vacancies

4/30/02

SPAN OF CONTROL

Office of State Budget and Management

	2001-2002
Number of Positions	59.00
Span of Control	6.55
Supervisory Levels	3.00

Budget Reduction Plan for OSBM Operating Budget Code 13005
N. C. Office of State Budget and Management
Summary of Potential Budget Reduction Options
For Fiscal Year 2002-2003

Line #	General Budget Code	Function	FY 2002-03 Authorized Appropriation	Option #1 7% Reduction	Option #2 8% Reduction	Option #3 9% Reduction	Option #4 10% Reduction	Option #5 11% Reduction
		Authorized Budget	5,301,266					
		Managed Care Patients assistance Reserve	515,813					
48	13005	OSBM	4,785,453	334,982	382,836	430,691	478,545	526,400

NOTE: Personnel services is 89.3 % of the OSBM budget.

Previous % plan plus:		334,982	382,836	430,691	478,545	
Personal Services	234,982	47,854	47,855	47,854	47,855	
FTE	4	1	1	1	1	
Operating expense reduction	100,000					
Total	334,982	382,836	430,691	478,545	526,400	

Office of State Budget & Management Budget Code Summary For FYE's 6/30/98 Through 6/30/2002						
	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
13005						
General Fund						
Requirement	$4,280,664	$4,623,024	$5,362,067	$6,247,488	$5,566,398	$5,381,664
Less: Receipts	$183,994	$140,455	$200,961	$428,729	$174,055	$ 80,398
Appropriation	$4,096,670	$4,482,569	$5,161,106	$5,818,759	$5,392,343	$5,301,266
Less: Nonrecurring Expansion		$160,000			$67,500	$ 30,000
Continuation Budget	$4,096,670	$4,322,569	$5,161,106	$5,818,759	$5,324,843	$5,271,266
Increase (Decrease)	N/A	$225,899	$838,537	$657,653	($493,916)	($53,577)
Percentage Inc (Dec)		5.51%	19.40%	12.74%	-8.49%	-1.01%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **	$50,000	$0	$20,000	$0	$201,392	$284,421
Recurring Reductions-Legislative **	($37,382)	($130,297)	($41,000)	$0	($560,245)	($390,530)
Transfers - Legislative **						
Other Adjustments ***		$356,196	$859,537	$657,653	($135,063)	$52,532
Equals Above Noted Inc/(Dec)		$225,899	$838,537	$657,653	($493,916)	($53,577)
13085						
General Fund						
Requirement	$8,898,470	$9,471,713	$10,155,267	$6,236,136	$40,903,271	$4,200,000
Less: Receipts	$3,918,470	$1,191,713	$4,500,267	$2,536,136	$1,268,271	$1,120,000
Appropriation	$4,980,000	$8,280,000	$5,655,000	$3,700,000	$39,635,000	$3,080,000
Less: Nonrecurring Expansion	$1,900,000	$5,200,000	$2,575,000	$620,000	$36,555,000	
Continuation Budget	$3,080,000	$3,080,000	$3,080,000	$3,080,000	$3,080,000	$3,080,000
Increase (Decrease)	N/A	$0	$0	$0	$0	$0
Percentage Inc (Dec)		0.00%	0.00%	0.00%	0.00%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **	$3,080,000					
Recurring Reductions-Legislative **						
Transfers - Legislative **						
Other Adjustments ***						
Total	$3,080,000	$0	$0	$0	$0	$0

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.

Office of State Budget & Management						
Budget Code Summary						
For FYE's 6/30/98 Through 6/30/2002						
	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
23005						
Special Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	
Reciepts	$5,655,909	$7,617,652	$7,964,101	$8,662,403	$5,424,881	
Expenditures	$5,655,909	$7,617,652	$7,964,101	$8,662,403	$5,424,881	
Year-End Balance	$0	$0	$0	$0	$0	
Federal Funds *						
Prior Year Balance	$0	$0	$0	$0		
Reciepts	$0	$0	$0	$0		
Expenditures	$0	$0	$0	$0		
Year-End Balance	$0	$0	$0	$0	$0	
63006						
Other Funds						
Prior Year Balance	$1,887,343	$1,895,018	$1,846,396	$1,690,762	$1,232,115	
Reciepts	$118,225	$112,846	$110,095	$95,885	$46,262	
Expenditures	$110,550	$161,468	$265,728	$554,533	$242,533	
Year-End Balance	$1,895,018	$1,846,396	$1,690,762	$1,232,115	$1,035,844	

* List of Funds for FY 2001-02 is Attached.
** Based c[redacted]ference Reports.

Office of State Budget & Management
Recurring Items from Appropriation
Budget Code 13005

General Fund Appropriation @ 7-1-1997	$	3,855,400
FY 1997/98		
New budget analyst position for Capital Improvements Section	$	50,000
Operating Reductions	$	(37,382)
FY 1998/99		
Operating Reductions	$	(130,297)
FY 1999/2000		
Advisory Budget Commission	$	20,000
Operating Reductions	$	(41,000)
FY 2000/2001		
Other Adjustments	$	101,664
FY 2001/2002		
Operating Reductions	$	(560,245)
Managed Care Patient's Assistance Program	$	201,392
FY 2002/2003		
Operating Reductions	$	(390,530)
Managed Care Patient's Assistance Program	$	284,421

OSBM - Special Appropriations
Recurring Items from Appropriation
Budget Code 13085

General Fund Appropriation @ 7-1-1997	$	-
FY 1997/98		
Fire Protection Grant	$	3,080,000
FY 1998/99	$	-
FY 1999/2000	$	-
FY 2000/2001	$	-
FY 2001/2002	$	-
FY 2002/2003	$	-

Office of State Budget & Management									
Budget Code 13005									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Miscellaneous Contractual Services (532199)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1310	Office of State Budget			$ 78,350	$ 34,350	$ 179,584	$ 118,885	$ 60,699	$ 179,584
Total				**$ 78,350**	**$ 34,350**	**$ 179,584**	**$ 118,885**	**$ 60,699**	**$ 179,584**

Office of State Budget & Management									
Budget Code 13005									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Travel (5327XX)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1310	Office of State Budget			$ 94,345	$ 43,871	$ 38,671	$ 566	$ 38,105	$ 78,671
Total				**$ 94,345**	**$ 43,871**	**$ 38,671**	**$ 566**	**$ 38,105**	**$ 78,671**

Office of State Budget & Management									
Budget Code 13005									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Cellular Phone (532814)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1310	Office of State Budget			$ 418	$ 153	$ 550	$ 533	$ 17	$ 550
Total				**$ 418**	**$ 153**	**$ 550**	**$ 533**	**$ 17**	**$ 550**

Office of State Budget & Management									
Budget Code 13005									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Rental & Lease of Equipment (532521 to 532525)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1310	Office of State Budget			$ 22,005	$ 11,002	$ 23,890	$ 25,015	$ (1,125)	$ 23,890
Total				**$ 22,005**	**$ 11,002**	**$ 23,890**	**$ 25,015**	**$ (1,125)**	**$ 23,890**

Office of State Budget & Management									
Budget Code 13005									
Modified Zero Base Budgeting Expenditures									
			FY 1999-00 to FY 2002-03						
Furniture & Equipment Replacement (534500 to 534550)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Auth'd	YTD	Balance	Ceritfied
Fund									
1310	Office of State Budget			$ 57,231	$ 6,738	$ 25,628	$ -	$ 25,628	$ 25,628
Total				**$ 57,231**	**$ 6,738**	**$ 25,628**	**$ -**	**$ 25,628**	**$ 25,628**

OFFICE OF STATE BUDGET AND MANAGEMENT

Compliance with S.L. 2001-424, Section 14.1

Introduction	Staff in the Office of State Budget and Management were directed by the State Budget Officer in 1998 to begin placing the office publications, memorandums, and other documents on the OSBM Web page for electronic viewing both to reduce the cost of printing and publishing and to provide easy access. The office has adopted this practice as a way of doing business. Listed below are the documents that have been both added to the web page and transmitted electronically reducing our cost and allowing us to stay within a budget that has already been reduced. Paper copies are normally only provided upon request.
State Budget Manual User Manuals	The State Budget Manual and other user manuals for the OSBM on-line systems (Budget Revisions System Operator's Manual, Budget Preparation Operator's Manual, Salary Control Operator's Manual, Procedures Manual, and the Public School Building Capital Fund Manual) were published on-line for agency and public usage as manuals were due for revision and supplies of existing manuals were depleted. All manuals are available on-line and all updates to the manuals are provided on-line.
Management Section Reports	Management Section reports are now transmitted to the requestor electronically. Paper copies are supplied only upon request. The reports directed by legislation are also posted to the OSBM web site along with some that have different origins.
Statewide Memoranda	All memoranda distributed statewide to state departments, agencies and universities are now published through the OSBM web page beginning in January 2001.
Statewide Surveys	Electronic surveys/forms developed to collect information required by the office in lieu of paper forms surveys were developed and used in 2000, 2001, and 2002 instead of paper copies of the surveys. Reports are generated and distributed in Adobe format through e-mail to all state agencies.
Budget Systems Reports	OSBM makes its Budget systems reports available via the software tools of X/TND and X/NET. The reports can be printed remotely or downloaded into a spreadsheet format. OSBM has reduced its printing charges assessed by ITS by approximately $7,000 in the period between 1998 and 2001 utilizing this medium.
Internal Documentation	Policies and procedures including internal manuals are either transmitted electronically to all employees reducing the printing and publishing costs or are posted to the OSBM website.
Cost Reduction Plan	The attached spreadsheet provided by the Fiscal Research Division outlines our cost reduction plan for printing and publishing to comply with Session Law 2001-424, Section 14.1.

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Office of State Budget and Management

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Budget Reduction	(Savings are in the form of direct cost reduction and cost avoidance. Savings do not occur annually)
1	**Post Legislative Summary** 2001-2003	Y	2002	Post Legislative summaries for the last three years have been put on-line for agency and public usage.	10 copies	1 (Office backup)	$2,000	Recently completed for 2001 Session. Smaller summary is prepared after the Short Session.
2	**North Carolina Budget Instructions** for 2003-05	Y	2002	Instructions for writing the budget. Hardcopy and web copy available	600	1 (Office backup)	$1,000	Nearing completion. Cost to be avoided.
3	**North Carolina Budget**-Volumes for 2003-05	Y	2000	The budget documents. G. S. 143-13 requires that 1,000 copies of the document be printed for distribution.	Print 1000 copies	1 (Office Backup)	$7,000	Legislative approval needed to eliminate or reduce printing. (Costs run approximately $14,000 on a biennial basis)
4	**North Carolina Budget, Summary of Recommendations**	Y	2002	Summary of recommendations. G.S. 143-13 requires that 1,000 copies be printed for distribution.	Print 1000 copies	1 (Office Backup)	$3,000	Legislative approval needed to eliminate or reduce printing. (Large summary every 2 years and small summary after the short session.)
5	**Fee Report**	Y	2002	Fee report information collected electronically. FY2001 Fee report will be published on the OSBM web page. Fee report prepared in accordance with G.S. 143-11(4).	Print 1000 copies	1 (Office Backup)	$150	Legislative approval needed to eliminate or reduce printing. (Costs run about $300 per printing.)
6	**Tax Guide**	N	2000	2000 Tax Guide on-line and published, Tax Guide for 2002 will be submitted electronically	500	1 (Office Backup)	$1,500	Cost to be avoided at next printing. Typically runs about $3,000 per printing)
7	**Administrative Procedures Report**	Y	2003	The 2003 report will be submitted electronically. Report prepared in accordance woith G. S. 150B-21.28. Last report published in 2002.	122	I (hardcopy back-up)	$100	Per G.S. 150B-21.28. Savings will accrue if electronic submission via the internet is permitted.
8	**North Carolina State Government-Grant In-Aid Catalog**	Y	1999	Published in 1999 on the Internet and hardcopy form.	350	1(Office back-up)	$1,000	Legislative approval needed to eliminate or reduce printing. Hard copy hasn't been printed since 1999. (Typically runs about $3,200 per printing)
						Total	**$15,750**	**multi-year costs**

Note: The full budget document is prepared in even number years. It is anticipated that no more than 1/2 the savings would accrue in one year if legislation permits.

Fiscal Research Division
March 2002

Joint Appropriations Subcommittees
Modified Zero-Based Budgeting Approach

During the 2001 Long Session, appropriations subcommittees were asked to implement a new approach to the routine continuation or base budget review.

The modified zero-based budget approach assumes the "zeroing out" of certain programs, line items and funds from the continuation/base budget to permit the subcommittees to hear information from state agencies and nonprofits justifying the continuation of expenditures for these purposes.

In approaching the modified zero-based budgeting concept, special emphasis should be given to items critical to public health and public safety. As a starting point, the following are subject to this modified zero-based budgeting approach for Fiscal Year 2002-03.

1. New programs or items added to the continuation budget since the 1996 session (including appropriations for the 1996-97 fiscal year)
2. Direct appropriations and grants to nonprofit organizations
3. Contracted personal services (expenditure account 531321)
4. Miscellaneous contractual services (expenditure account 532199)
5. Rental/lease of equipment (expenditure accounts 532521 to 532525)
6. Travel and other employee expense (expenditure accounts 5327xx)
7. Cellular phone services (expenditure accounts 532814)
8. Furniture and equipment replacement schedules (expenditure accounts 534500 to 534550)
9. Discretionary grants (expenditure accounts 5364AA)
10. Directed grants (expenditure accounts 5366AA)
11. Loans (expenditure accounts 5367AA)
12. Other aids and grants (expenditure accounts 5369AA)
13. Special fund cash balances (2xxxx budget codes)
14. Positions vacancies
15. Any other programs and expenditures identified by the subcommittees as appropriate for review using a zero-based budget approach.

Subcommittees should also review:

1. The elements of various allocation formulas to determine if changes can be implemented to improve the method and achieve cost savings
2. Agency fees to determine if any increases are appropriate and can be used to off-set operating appropriations
3. Recommendations from GPAC and other audits available

VISITOR REGISTRATION SHEET

General Government — 5-1-02
Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dr. George Miller	DOA
Bobby Bryan	RRC
Celia Cox	RRC
Mark Gleason	Capitol Group
Julie Mitchel	OSBM
ANNE BANDER	OSBM
David McCoy	OSBM
Janet Pittard	OSBM
Brian Eaton	Gov. Office
Byron K. Harris	OSBM
Thomas Clark	OSBM
[illegible]	Gov office
Charlie Perry	OSBM
Donna Rosefield	DCR
Laura Harper	SEANC
Vicky Young	OSA
Suzanne Williams	NCCS
Arlene Pulley	citizen

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 1, 2002
Room 422
1:00 p.m.

Chairman: Representative Wilma Sherrill

Fiscal Year 2002-03 Budget Review

Department of Administration (cont'd)

Gwynn Swinson
Secretary

- ~~7%-11% reduction packages~~
- Responses to questions that may have been forwarded to the agency in regards to the 7%-11% reductions
- Organizational chart/Span of Control/Liaison Responses
- Six-Year Analysis of Budget Chart (review of general fund, special fund and federal funds beginning with 6/30/98)
- Modified Zero-Based Budget Line Items, as the subcommittee did in the 2001 Session (includes review of contracts)
- Internet Publications Response, provided per Section 14.1 of the appropriations bill (S.L. 2001-424)
- Vacant Positions

Office of the Governor (follow up)

Susan Rabon
Sr. Assistant for Administration

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Wednesday, May 1, 2002

1:00 P. M.

The JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT reconvened on Wednesday, May 1, 2002 at 1:00 p.m. in Room 422 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Maggie Jeffus, Chair; Alma Adams; Daniel Barefoot; Marvin Lucas; Mitchell Setzer; and Gene Wilson. There were three Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, and welcomed those in attendance.

Representative Sherrill introduced Kathy Crooke from the Department of Administration who presented their department's recommendations for reductions in their budget. These agencies were: Public Telecommunications; Non-Public Education; N. C. Council for Women and Domestic Violence Commission; State Energy Office; Agency Publications; Indian Affairs; Human Relations; State Construction Office; Youth Advocacy and Involvement; Purchase & Contract; and State Surplus Property. (See Attachment No. 1) Ms. Crooke also explained the Department of Administration's Information Technology Contract. (See Attachment No. 2)

Representative Sherrill then introduced Byron Harris of the Governor's Office to respond to questions raised at the morning meeting. He was filling in for Susan Rabon. Mr. Harris provided the members of the committee a chart showing the names of persons on the Governor's staff and department. More information was requested by Representative Sherrill relative to the original charts. Mr. Harris provided the members of the committee with the operating costs for the Eastern Governor's Office and the Western Governor's Office. The cost for the period ending June 30, 2001 for the Western Office was $131,750. The cost for the period ending June 30, 2001 for the Eastern Office was $200,180. (See Attachment No. 3)

Representative Sherrill asked that Mr. Harris provide information on the number of people in the Washington, D. C. office and the cost of operating that office.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Representative Wilma Sherrill, Chair

Rosa S. Kelley, Committee Assistant

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The meeting adjourned at 3:00 p.m.

Respectfully submitted,

_____

Representative Wilma Sherrill, Chair

_____

Rosa S. Kelley, Committee Assistant

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Agency for Public Telecommunications

	Printing/Publication Requirement		Reduction in Cost Plan Y/N	Eff. Date	Brief Description		Printing Volume Current	Proposed		Estimated Budget Reductio
1	The Agency for Public Tecommunications creates, edits, produces its newsletter every two months.		Yes	Since Sept/Oct 1999 we have produced our news-letter via the web instead of on paper.	APT now produces and distributes its bi-monthly newsletter on the web at ncapt.tv		We used to spend about $800 per issue ($2400 per year) to produce the bi-monthly news-letter on paper and distribute it to about 1500 people	There are no out of pocket costs to produce the newsletter on the web every two months		We are saving about $2400 per year to produce and distribute the APT newsletter on the web instead of printing and distributing on paper.
2										
3										
4										
5										
6										
7										
8										
9										
10										

Attachment #10, 1

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Non Public Education

	Printing/Publication		Reduction in Cost Plan			Printing Volume			Estimated
	Requirement	Y/N	Eff. Date	Brief Description		Current	Proposed		Budget Reduction
1	NC Directory of Non-Public Schools		7/1/02	will only be avail. On line		200 copies	None		$800.00
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: N.C. Council for Women and Domestic Violence Commission

	Printing/Publication Requirement	Reduction in Cost Plan			Printing Volume		Estimated
		Y/N	Eff. Date	Brief Description	Current	Proposed	Budget Reductio
1	**Newsletter**	Y	2000	Quarterly Newsletter	5000	0	$2,500
2	**Annual report**	Y	1998	Yearly report of agency accomplishments (Has not been published since 1997)	100	0	$410
3	**Agency brochure**	Y		Information brochure	10,000	1000	$1,386
4	**Program brochures** (These are currently produced on an as-needed basis. We would like to condense the information into a two sided card stock sheet. We need to have some printed material when we are asked to speak at events.)	Y	1999	Helpful information routinely requested by public (Women in Business--very popular, Displaced Homemaker, Abuser Treatment, Sexual Assault, Domestic Violence)	1000 each	500 each	$85.25
5	**Status of Women Report**	N	2000	10 year report that tracks Census data	250	250	0
6							
7							
8							
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11							
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14							
15							

Explanatory Note to State Energy Office Internet Publishing Spreadsheet

Beginning February 2002, the State Energy Office (SEO) began publishing on online newsletter. There are no plans to publish this in hard copy. The "estimated budget reduction" amount is based on distribution of 500 printed copies distributed six times annually. This figure does not include the costs of mailing.

The SEO is printing a report describing the office and its programs and a one-page brochure. PDF versions of these will go up on our Web site and it may be some time before we print them again. These printed materials are used for marketing and promotion purposes, geared toward those who do not have ready access to the Internet.

As much as possible announcements and correspondence to our contractors are posted on our Web site or distributed via email, thus saving costs of photocopying and mailing. All public service announcements are distributed via fax or email.

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: State Energy Office

	STATE ENERGY OFFICE								
	Printing/Publication Requirement		**Reduction in Cost Plan**			**Printing Volume**			**Estimated**
		Y/N	**Eff. Date**	**Brief Description**		**Current**	**Proposed**		**Budget Reductio**
1	NC Energy Notes	y	Feb.	online newsletter		0	0		ca. $1000.00
2	SEO brochure	n	March	descriptive brochure		5000	5000		
3	SEO report	n	April	review of office/projects		5000	5000		
1									
2									
3									
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10									
11									
12									

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: GACPD

	Printing/Publication Requirement		Reduction in Cost Plan Y/N	Eff. Date	Brief Description		Printing Volume Current	Proposed		Estimated Budget Reduction*
1	Three Newsletters			1/1/02	Agency publication will be sent to consumers who do not have Internet access to the on-line version		12900	9000		$1,199.25
							$0.0255/copy			
							$0.2820 postage/copy			
2	Agency Posters			1/1/02	Agency information distributed to a variety of agencies, community based centers, particularly in rural, poor socio-economic areas as required by our federal programs		6000	6000		$0.00
3	Client Satisfaction Surveys			1/1/02	Postcards mailed to client when one's case is closed as required by our federal programs		4500	4500		$0.00
	*** No state dollars used - just federal funds**									

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Indian Affairs

	Printing/Publication Requirement		Reduction in Cost Plan				Printing Volume			Estimated
			Y/N	Eff. Date	Brief Description		Current	Proposed		Budget Reductio
1	Newsletter		N		Assessible through		None	None		None
2					web page/internet					
3	Annual Report		N		Same		None	None		None
4										
5	Flyers and Handouts		N		Same		None	None		None
6										
7										
8										
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15										
16										
17										

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Human Relations Commission

	Printing/Publication Requirement	Reduction in Cost Plan			Printing Volume		Estimated
		Y/N	Eff. Date	Brief Description	Current	Proposed	Budget Reductio
1	HRC Brochures	N		Displayed across state	2500/yr	2500/yr	0
2	HRC Letterhead	Y	1-Jan	Use template	3000/yr	0	300
3	MLK Letterhead	Y	Jan-01	Use template	1000/yr	0	240
4	MLK Grant Application/Criteria	Y	Aug-02	Will send letter to look	1000/yr	200/yr	250
5				on website for forms			
6				but will send on request			
7	MLK Annual Report	Y	Jul-02	Will place on website	250/yr	0	818
8	HRC Biennial Report	Y	Jul-02	Will place on website	500/bienni	0	1500
9							
10							
11							
12							
13							
14							
15							
16							
17							

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: State Construction Office

	Printing/Publication Requirement		Reduction in Cost Plan Y/N	Eff. Date	Brief Description		Printing Volume Current	Proposed		Estimated Budget Reductio
1	State Construciton Manual		Y	immed.	contains all required forms,		250/yr.	zero		$1,800
2										
3										
4										
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16										
17										

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Youth Advocacy and Involvement

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description		Printing Volume Current	Proposed	Estimated Budget Reduction
						Previously		
1	Voice for Youth Newsletter	Y	Feb. '02	Only on website		2,100 copies x 3 issues		$400-$700 per issue
2	SADD Newsletter	Y	2001	Only on website		1,000 copies		$226.70
3	Legislative Update	Y	Mar. '02	Only on website		2,250 copi	es/ 1 issue	$550
4	Internship Project Booklet	Y	1999	On web and hard copy	**	800copies	600copies	$250
5	SADD Conf. Registration Forms	Y	1999	On web and hard copy	**	2,450	2,000	$250
6	Youth Legislative Assembly Forms	Y	1999	On web and hard copy	**	2,450	2,000	$250
7	Mini-Grant Applications	Y	1999	On web and hard copy	**	650	500	$100
8								
9								
10								
11					**	Plan is to reduce the numbers of hard copies each year		
12								
13								
14								
15								
16								
17								

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Division of Purchase & Contract, State Surplus Property

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1	Bid Sheets for Surplus						
2	Sales (Walk-ins only)	Y	7/1/02	Discontinue	4,000/Wk	0	N/A Receipts Supported
3							
4							
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DETAIL OF EACH CONTRACT BY AGENCY -- FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

ATTACHMENT C

Department of Administration

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0002
Contract Title CNE SUPPORT / LOTUS SUPPORT
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract OTHER SERVICES
Scope of Work, if given: CNE SUPPORT AND ANALYST SUPPORT FOR LOTUS NOTES FOR FISCAL YEAR

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$12.000	$4.600	07 / 2000	06 / 2001

% Funded Appro	27
% Funded Fed	73
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 58
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0064
Contract Title SYSTEMS INTEGRATOR
Vendor Name: PSI NET
Type of Contract LAN SUPPORT
Scope of Work, if given: NETWORK SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$28.565	$24.108	08 / 2000	12 / 2000

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 325
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0065
Contract Title APPLICATION PROGRAMMING SPECIALIST
Vendor Name: ON SPHERE CORP
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: APPLICATION PROGRAMMING SPECIALIST FOR ST. SURPLUS PROPERTY

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$420.174	$285.024	01 / 2000	04 / 2002

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 5.060
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Total for. *INFORMATION TECHNOLOGY CONTRACT*	*Total # Contracts:*	*Total Contract Value--All Fund Sources*	*Total Paid in Report Period -- All Fund Sources*
	3	$460,739	$313,732

Attachment No. 2

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title LEGAL SERVICES
Vendor Name: LAW FIRM OF PAUL ERICKSON
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given: PROVIDES OFFICE SUPPORT, TRAVEL TO AND FROM COURTHOUSE, FILES NECESSARY PAPERWORK FOR APPELLATE PROCEDING IN HENDERSON COUNTY

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$9.700	$2.506	07 / 2000	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 100 0 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	10 1

OSBM ID: 0003
Contract Title LEGAL SERVICES
Vendor Name: JUSTIN ALLEN
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given: AUDIO/VIDEO TALENT FOR APT PRODUCTIONS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$50	$50	04 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0004
Contract Title AUDIO/VIDEO TALENT
Vendor Name: DARIUS ASHLOCK. JR
Type of Contract OTHER SERVICES
Scope of Work, if given: AUDIO/VIDEO TALENT FOR APT PRODUCTIONS PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0005
Contract Title AUDIO/VIDEO TALENT
Vendor Name: ZACHARY ASHLOCK
Type of Contract OTHER SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0006
Contract Title AUDIO/VIDEO TALENT
Vendor Name: AL BULLER
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	04 / 2001	04 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0007
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CURTIS BULLER
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	04 / 2001	04 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0008
Contract Title AUDIO/VIDEO TALENT
Vendor Name: DEBRITA CALLAWAY
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	1

OSBM ID: 0009
Contract Title AUDIO/VIDEO TALENT
Vendor Name: ERNEST CALLAWAY
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSOINAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$100	$100	04 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	4 1

OSBM ID: 0010
Contract Title AUDIO/VIDEO TALENT
Vendor Name: MINDY CALLAWAY
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$100	$100	04 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	4 1

OSBM ID: 0011
Contract Title AUDIO/VIDEO TALENT
Vendor Name: RANDALL CALLAWAY
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0012
Contract Title AUDIO/VIDEO TALENT
Vendor Name: JAMES CATLIN
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$600	$600	02 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	4 1

OSBM ID: 0013
Contract Title AUDIO/VIDEO TALENT
Vendor Name: JAMES CATLIN
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
$100	$100	04 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
OSBM ID: 0014 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* JENNIFER CROOKE Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSIONAL/AMATUER ACTING	$50	$50	04 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1
OSBM ID: 0015 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* LENNARDO DELAINE Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING	$200	$200	02 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1
OSBM ID: 0016 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* JACOLE DUNLOP Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING	$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1
OSBM ID: 0017 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* NICHOLAS DUNLOP Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING	$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1
OSBM ID: 0018 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* SUSAN FREEMAN Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSOINAL/AMATEUR ACTING	$25	$25	01 / 2001	01 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1
OSBM ID: 0019 *Contract Title* AUDIO/VIDEO TALENT *Vendor Name:* NATHANIEL GAY Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING	$25	$25	02 / 2001	02 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	2 1

OSBM ID: 0020
Contract Title AUDIO/VIDEO TALENT
Vendor Name: GABRIEAL GRIEGO
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$100	$100	04 / 2001	06 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 8
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0021
Contract Title AUDIO/VIDEO TALENT
Vendor Name: TATIANA GUY
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$700	$700	04 / 2001	06 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 16
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0022
Contract Title AUDIO/VIDEO TALENT
Vendor Name: JOSH HARRIS
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$25	$25	02 / 2001	02 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 2
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0023
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CYNTHIA HILL
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$25	$25	04 / 2001	04 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 2
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0024
Contract Title AUDIO/VIDEO TALENT
Vendor Name: LAUREN HODSON
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$25	$25	02 / 2001	02 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 2
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0025
Contract Title AUDIO/VIDEO TALENT
Vendor Name: TWEED HOFFMAN
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$25	$25	01 / 2001	01 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 2
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0026
Contract Title AUDIO/VIDEO TALENT
Vendor Name: SHANNON LEVEILLE
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$25	$25	04 / 2001	04 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	2
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0027
Contract Title AUDIO/VIDEO TALENT
Vendor Name: TOM MARRIOTT
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$400	$400	03 / 2001	06 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	4
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0028
Contract Title AUDIO/VIDEO TALENT
Vendor Name: KAYLA MARTIN
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Mcnth/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$750	$750	04 / 2001	06 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	20
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0029
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CARA ORR
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$50	$50	04 / 2001	06 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0030
Contract Title AUDIO/VIDEO TALENT
Vendor Name: MICHAEL QUATTLEBAUM
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$50	$50	05 /.2001	06 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0031
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CODY ROGERS
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$25	$25	02 / 2001	02 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	2
				% Funded Fed	0		1
				% Funded Other	100		
				TOTAL % Reported	100		

OSBM ID: 0032
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CODY ROGERS
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$25	$25	04 / 2001	04 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	2
% Funded Appro	0		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	100		
TOTAL % Reported	100		

OSBM ID: 0033
Contract Title AUDIO/VIDEO TALENT
Vendor Name: MARIA SIERRA
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$25	$25	01 / 2001	01 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	2
% Funded Appro	0		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	100		
TOTAL % Reported	100		

OSBM ID: 0034
Contract Title AUDIO/VIDEO TALENT
Vendor Name: CHRIS STEPHENS
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROFESSIONAL/AMATEUR ACTING

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$150	$150	04 / 2001	06 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	7
% Funded Appro	0		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	100		
TOTAL % Reported	100		

OSBM ID: 0035
Contract Title APT PRODUCTIONS
Vendor Name: DONALD ADAMS. PH.D.
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: SPECIALIZED INFORMATION ON SINGLE COMPLEX PROJECT

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$200	$200	02 / 2001	06 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	4
% Funded Appro	0		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	100		
TOTAL % Reported	100		

OSBM ID: 0036
Contract Title OPEN PUBLIC EVENTS NETWORK
Vendor Name: REESE EDWARDS
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: ON CAMERA TALENT TO HOST CALL-IN PROGRAMS

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$2.400	$125	07 / 2000	06 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	19
% Funded Appro	50		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	50		
TOTAL % Reported	100		

OSBM ID: 0037
Contract Title OPEN PUBLIC EVENTS NETWORK
Vendor Name: HOWARD NATHAN FOX
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: ON CAMERA TALENT TO HOST CALL-IN PROGRAMS

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$2.400	$1.190	07 / 2000	06 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	28
% Funded Appro	50		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	50		
TOTAL % Reported	100		

OSBM ID: 0038
Contract Title OPEN PUBLIC EVENTS NETWORK
Vendor Name: FRAN D WESCOTT
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: ON CAMERA TALENT TO HOST CALL-IN PROGRAMS

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$4.000	$1.607	07 / 2000	06 / 2001

		Estimated Hours of Contract, if Provided to OSBM:	47
% Funded Appro	50		
% Funded Fed	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
% Funded Other	50		
TOTAL % Reported	100		

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)				
OSBM ID: 0039 Contract Title OPEN PUBLIC EVENTS NETWORK Vendor Name: ELIZABETH SYKES Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: ON CAMERA TALENT TO HOST CALL-IN PROGRAMS	$2.400	$1.080	07 / 2000	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	50 0 50 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	28 1
OSBM ID: 0040 Contract Title APT PRODUCTIONS Vendor Name: PAT CROSSWHITE Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$3.300	$3.300	01 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	55 1
OSBM ID: 0041 Contract Title APT PRODUCTIONS Vendor Name: MANDY MATSON Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$2.000	$1.820	03 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	44 1
OSBM ID: 0042 Contract Title APT PRODUCTIONS Vendor Name: PAT CROSSWHITE Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$3.300	$3.300	01 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	55 1
OSBM ID: 0043 Contract Title APT PRODUCTIONS Vendor Name: MANDY MATSON Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$2.000	$2.200	03 / 2001	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	44 1
OSBM ID: 0044 Contract Title APT PRODUCTIONS Vendor Name: MELANIE RASKIN Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$15.000	$4.400	07 / 2000	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	300 1
OSBM ID: 0045 Contract Title APT PRODUCTIONS Vendor Name: BRETT INGRAM Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$15.050	$6.755	07 / 2000	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	430 1
OSBM ID: 0046 Contract Title APT PRODUCTIONS Vendor Name: KIMBERLY LEIGHTON Type of Contract COMMUNICATIONS AND MEDIA SERVICES Scope of Work, if given: PRODUCE AND WRITING FOR APT PRODUCTIONS	$31.050	$5.680	07 / 2000	06 / 2001	% Funded Appro % Funded Fed % Funded Other TOTAL % Reported	0 0 100 100	Estimated Hours of Contract, if Provided to OSBM: Estimated # of Contractors Working on Contract, if provided to OSBM:	621 1

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
OSBM ID: 0047					% Funded Appro	0		
Contract Title TECHNICAL ASSISTANCE					% Funded Fed	0		
Vendor Name: ROBBIE FORREST					% Funded Other	100	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$200	$200	05 / 2001	06 / 2001	TOTAL % Reported	100		1
Scope of Work, if given: SPECIALIZED PRODUCTION WORK, EDITING VIDEO GRAPHS, LIGHTING								
OSBM ID: 0048								
Contract Title TECHNICAL ASSISTANCE					% Funded Appro	0	Estimated Hours of Contract, if Provided to OSBM:	4
Vendor Name: BILL BAVERSTOCK					% Funded Fed	0		
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$200	$200	05 / 2001	06 / 2001	% Funded Other	100	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: SPECIALIZED PRODUCTION WORK, EDITING, VIDEO GRAPHS, LIGHTING					TOTAL % Reported	100		1
OSBM ID: 0049								
Contract Title TECHNICAL ASSISTANCE					% Funded Appro	0	Estimated Hours of Contract, if Provided to OSBM:	16
Vendor Name: SCOTT PEARSON					% Funded Fed	0		
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$1.000	$1.000	05 / 2001	06 / 2001	% Funded Other	100	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: SPECIALIZED PRODUCTION WORK, EDITING VIDEO, GRAPHS, LIGHTING					TOTAL % Reported	100		1
OSBM ID: 0050								
Contract Title TECHNICAL ASSISTANCE					% Funded Appro	0	Estimated Hours of Contract, if Provided to OSBM:	37
Vendor Name: RODNEY BEAN					% Funded Fed	0		
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$1.820	$1.321	04 / 2001	06 / 2001	% Funded Other	100	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: SPECIALIZED PRODUCTION WORK, EDITING, VIDEO GRAPHS, LIGHTING					TOTAL % Reported	100		1
OSBM ID: 0051								
Contract Title TECHNICAL ASSISTANCE					% Funded Appro	0	Estimated Hours of Contract, if Provided to OSBM:	20
Vendor Name: FORREST HURLEY					% Funded Fed	0		
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$500	$500	04 / 2001	06 / 2001	% Funded Other	100	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: SPECIALIZED PRODUCTION WORK, EDITING VIDEO GRAPHS, LIGHTING					TOTAL % Reported	100		1
OSBM ID: 0052								
Contract Title INVESTIGATIVE					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	
Vendor Name: NC AUCTIONEER LICENSING BOARD					% Funded Fed	0		
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES	$8.000	$1.662	07 / 2000	06 / 2001	% Funded Other	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: BACKGROUND CHECKS FOR SCP					TOTAL % Reported	100		1
OSBM ID: 0053								
Contract Title CONSULTANT					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	
Vendor Name: KATHRYN W EVANS					% Funded Fed	0		
Type of Contract EDUCATIONAL SERVICES	$14.800	$7.040	07 / 2000	06 / 2001	% Funded Other	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: REVIEW AND ASSESS TRAINING MATERIALS					TOTAL % Reported	100		1
OSBM ID: 0054								
Contract Title PERSONAL SERVICES CONSULTANT					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	
Vendor Name: MEG RYAN O'DONNELL					% Funded Fed	0		
Type of Contract EDUCATIONAL SERVICES	$13.588	$13.588	11 / 2000	01 / 2001	% Funded Other	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	
Scope of Work, if given: INAGURAL CEREMONIES					TOTAL % Reported	100		1

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
OSBM ID: 0059					% Funded Appro	0		
Contract Title DEVELOP					% Funded Fed	0	Estimated # of Contractors	
Vendor Name: SARAH SHAPARD					% Funded Other	100	Working on Contract, if	
Type of Contract EDUCATIONAL SERVICES	$16.800	$0	05 / 2001	09 / 2001	TOTAL % Reported	100	provided to OSBM:	1
Scope of Work, if given: DEVELOP AND DESIGN PRISON NURSERY PROGRAM FOR INMATES								
OSBM ID: 0061	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
Contract Title TECHNICAL ASSISTANCE					% Funded Appro	0		
Vendor Name: DONNA CHAVIS					% Funded Fed	100	Estimated # of Contractors	
Type of Contract COMMUNICATIONS AND MEDIA SERVICES	$12.500	$5.062	11 / 2000	05 / 2001	% Funded Other	0	Working on Contract, if	
Scope of Work, if given: TECHNICAL ASSISTANCE TO DEVELOP STATEWIDE PUBLIC					TOTAL % Reported	100	provided to OSBM:	1
OSBM ID: 0062	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
Contract Title PLANNER					% Funded Appro	0		
Vendor Name: TIFFANY LOCKLEAR					% Funded Fed	100	Estimated # of Contractors	
Type of Contract EDUCATIONAL SERVICES	$5.000	$4.686	02 / 2001	06 / 2001	% Funded Other	0	Working on Contract, if	
Scope of Work, if given: PLAN, ORGANIZE AND DEVELOP, DELIVER WORSHOPS FOR EDUCATIONAL TALENT SEARCH					TOTAL % Reported	100	provided to OSBM:	1
OSBM ID: 0063	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:	
Contract Title CONFERENCE					% Funded Appro	0		
Vendor Name: MADELINE JONES					% Funded Fed	100	Estimated # of Contractors	
Type of Contract EDUCATIONAL SERVICES	$12.000	$8.875	03 / 2001	06 / 2001	% Funded Other	0	Working on Contract, if	
Scope of Work, if given: ANNUAL INDIAN YOUTH CONFERENCE COORDINATOR AND SUBSTANCE ABUSE FORUMS					TOTAL % Reported	100	provided to OSBM:	1

Total for.	***Total # Contracts:***	***Total Contract Value--All Fund Sources***	***Total Paid in Report Period -- All Fund Sources***
PERSONAL SERVICE CONTRACT	**57**	**$183,058**	**$82,147**

Total for:	***Total # Contracts:***	***Total Contract Value--All Fund Source:***	***Total Paid in Report Period -- All Fund Source***
Department of Administration	**60**	**$643,797**	**$395,879**

Office of the Governor
State of North Carolina
Administration
April 19, 2002

Senior Assistant for Administration

Susan Rabon

Margaret B. Johnson, Special Asst. for Administration
Vacant, Exec. Asst.
Loretta Pokipala, Receptionist

Mansion
B. J. Miller, Exec. Asst.
Dianna Daniel, Residence Dir.
Stephen M. Moravick, Jr., Chef
Vacant, Receptionist
Amy Blinson, Admin. Asst.

NC Commission on Volunteer. & Commun. Svc.
Will Lindsay, Director
Tim Kelly, Training Coordinator
Toya Crichlow, Admin Asst.
Anthony Petty, Volunteer Devel. Coor.
Faye Stone, Admin. Officer
Phil Roberts, Grants Compliance Officer
Alicia Hartsfield, Grants Coordinator
Vacant, Public Relations Officer
Linda Harrill, Director, NC Promise
Sheila Rademacher, Youth Coordin.

Citizen & Community Services
Allison Stivender, Coordin.
Lisa Nelms, Receptionist
Pat Thompson, Volunteerism Recog. Coordin.

Boards & Commissions
Sondra Davis, Director
Alex Easley, Dep. Director
Kammy Thorton, Admin. Asst.
Ashley Bell, Spec. Proj. Coordin.
Beth Carpenter, Admin. Offic.

Hispanic/Latino Affairs
Dr. Nolo Martinez, Liaison
Andrea Haro, Admin. Asst.

Community Affairs
Sonia Barnes, Special Asst.
C. R. Edwards, Sr. Advisor
Kathie Pierce, Spec. Proj. Coord.

Correspondence
Norma Blackmon, Coor. Unit Supervisor
Vacant, Admin. Asst.
LaTonya Rogers, Processing Asst.
Oliver Upshaw, Processing Asst.

Capitol Staff
Beverly Walker, Personal Sec. to the Gov.
Jan Bryant, Scheduler
Faydean Robinson, Special Asst. to Gov.
Vacant, Admin. Assist.

Information Technology Services
George Bakolia, Chief Information Officer

Office of State Personnel
Thom Wright, State Personnel Officer

Office of State Budget, and Management
David McCoy, State Budget Officer

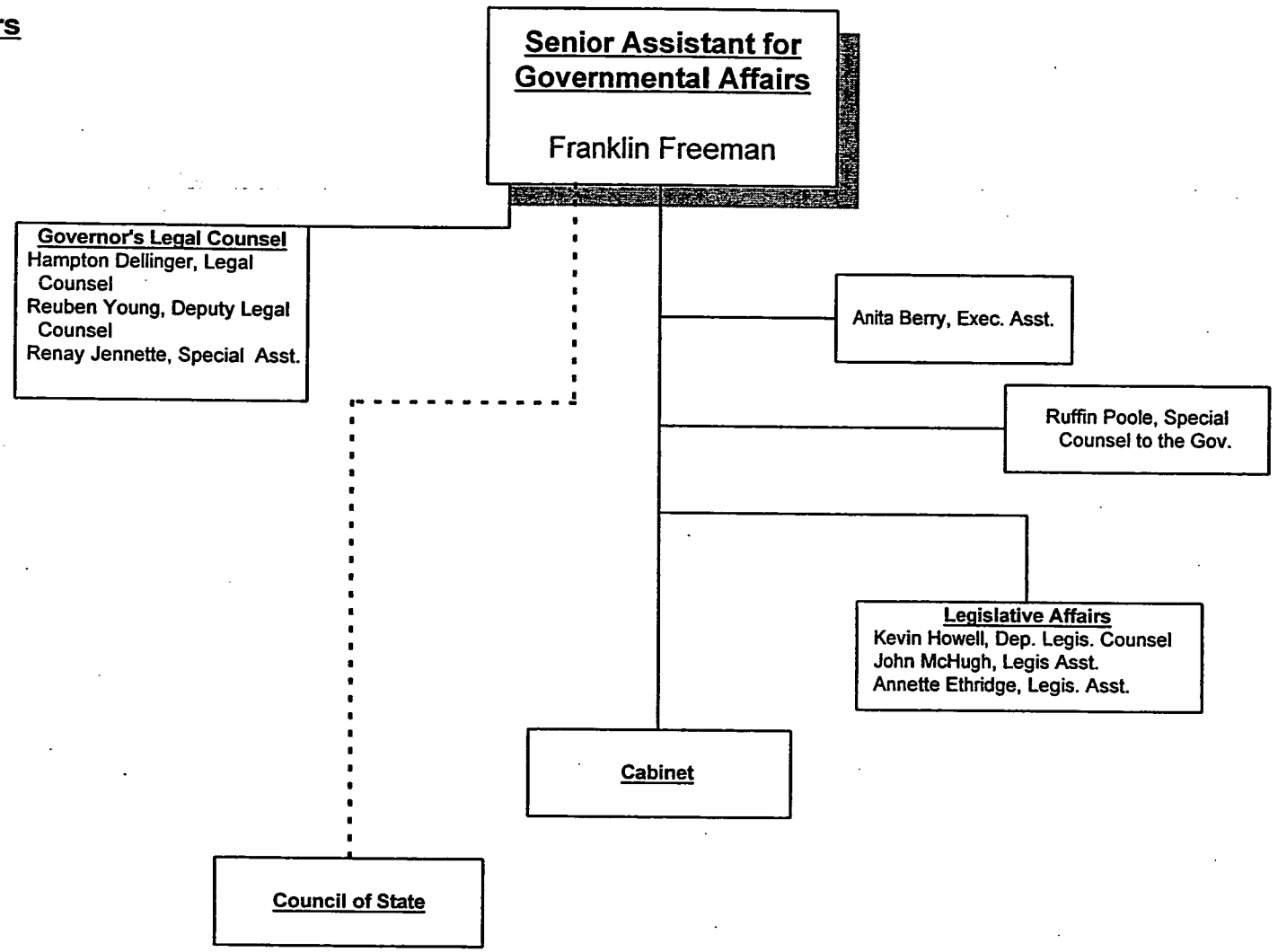
Total 40 positions

Attachment No. 3

Office of the Governor
State of North Carolina

Governmental Affairs

April 19, 2002

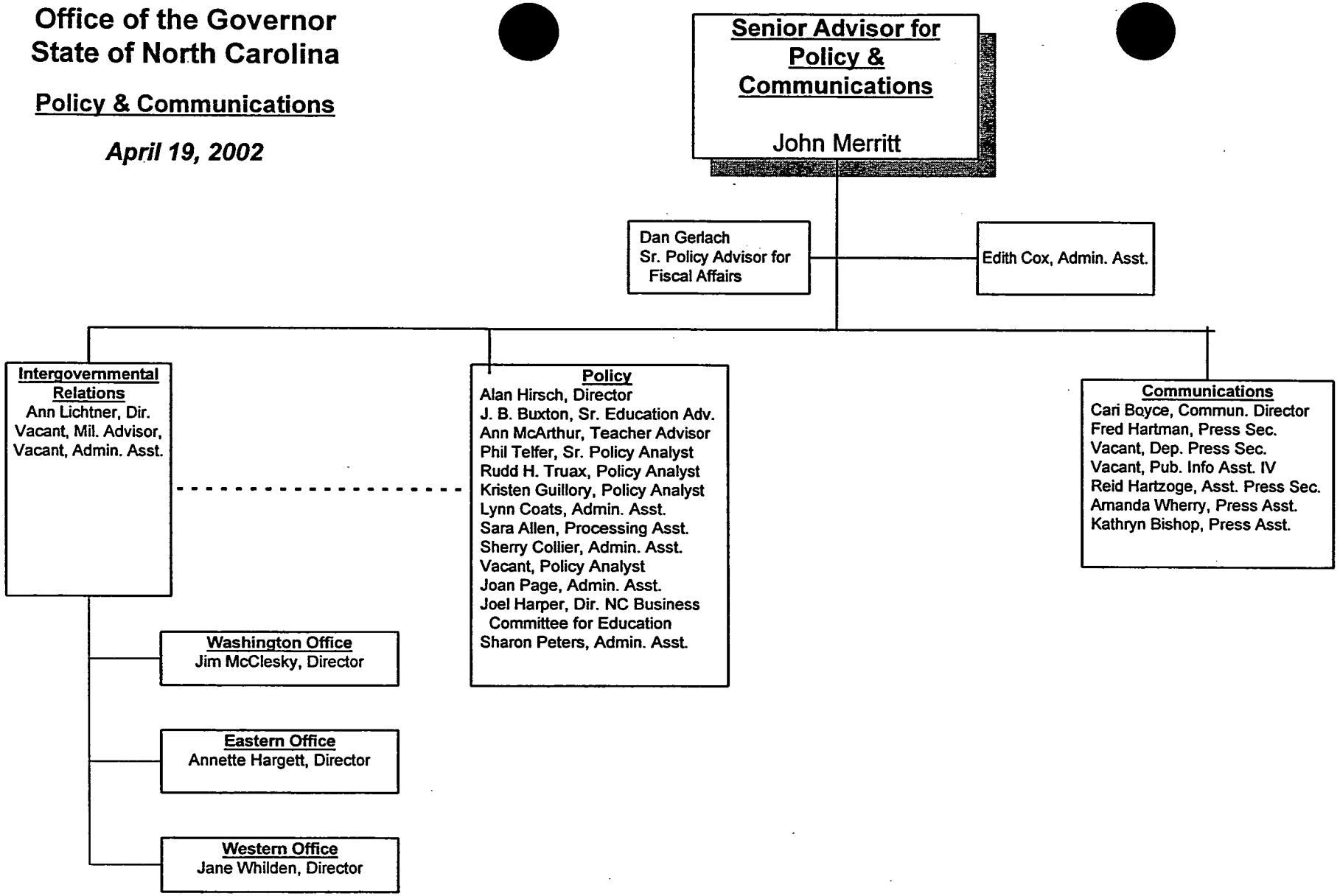


Total 9 positions

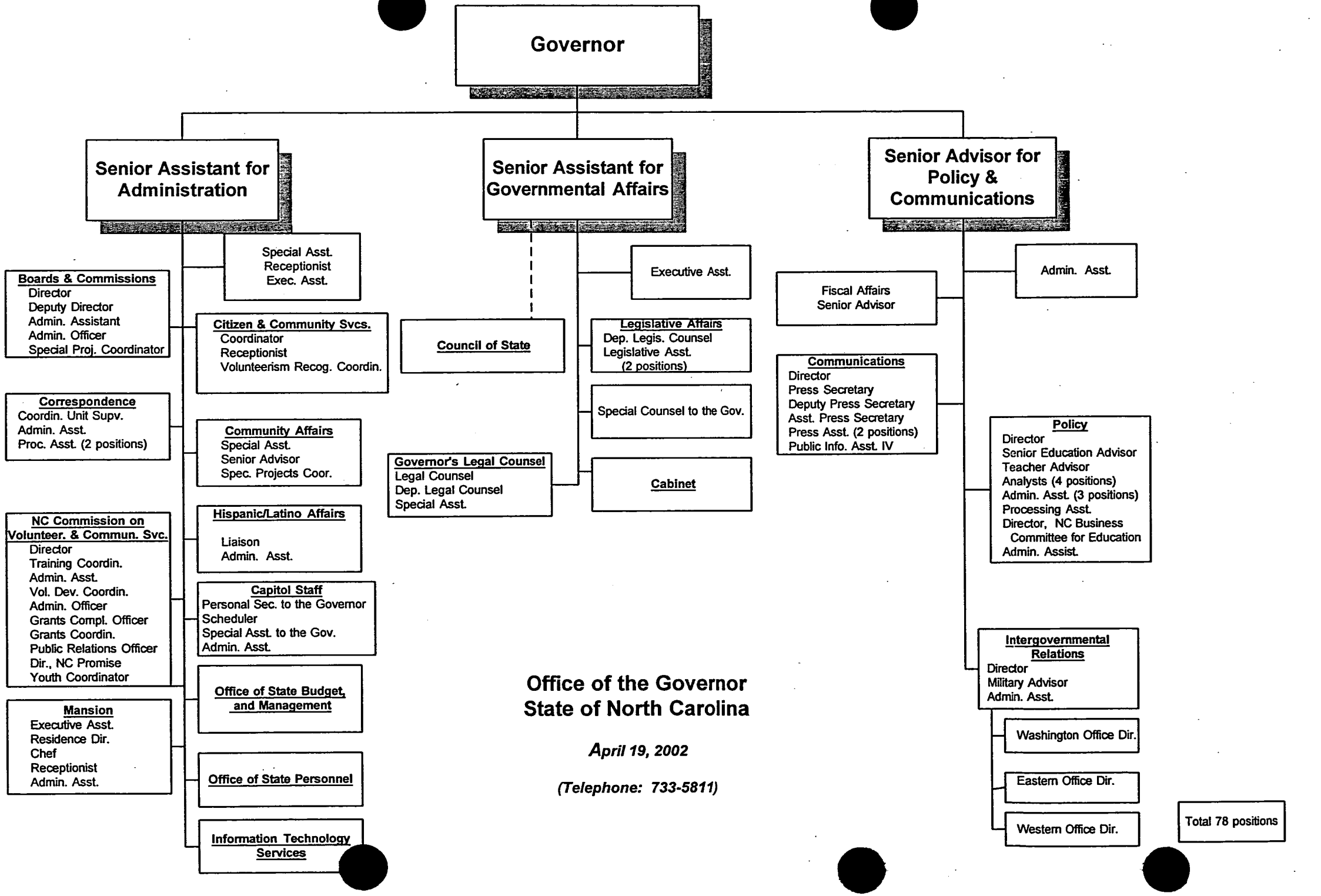
Office of the Governor
State of North Carolina

Policy & Communications

April 19, 2002



Total 29 positions



Office of the Governor
State of North Carolina

April 19, 2002

(Telephone: 733-5811)

Office of the Governor
Budget Code 13000
Western Office Operating Costs
For the Period Ending June 30, 2001

Expenditures:	
Personal Services	$ 107,776
Purchased Services	$ 23,420
Supplies	$ 365
Other Expenses	$ 188
Total Expenditures	$ 131,750
Appropriation	**$ 131,750**

Office of the Governor
Budget Code 13000
Eastern Office Operating Costs
For the Period Ending June 30, 2001

Expenditures:	
Personal Services	$ 168,152
Purchased Services	$ 30,468
Supplies	$ 411
Other Expenses	$ 1,149
Total Expenditures	$ 200,180
Appropriation	**$ 200,180**

VISITOR REGISTRATION SHEET

Gen. Government — Name of Committee

5/1/02 — Date

(1:00 P.M.)

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dr. George Millsaps	DOT
Laura Harper	SEANC
Ardia Jatt	SEANC
Byron Harris	OSBM
Lori Ann Harris	~~DHHS~~
Ken Howell	Governor's Office

JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 2, 2002

The Joint Appropriations Subcommittee on General Government met Thursday May 2, 2002. The meeting was called to order at 1:00 p.m. in Room 422 of the Legislative Office Building. There were three Senate members present, and Representatives: Adams, Barefoot, Lucas, and Wilson were present.

Senator Ed Warren, Co-Chair, chaired the meeting. Fiscal Staff, Michele Nelson and Marilyn Chism, were present.

Judge Julian Mann from the Office of Administrative Hearings began the meeting. There are three divisions: Civil Rights Division which investigates Title 7 complains filed by State Employees, the Publications Division which publishes the North Carolina Register and the North Carolina Administrative Code, and the rule making process in NC. More recently with the temporary rule making process and review of temporary rules that are filed by State Agencies. And the Hearings Division that consist of the primary responsibility conducting case hearings throughout the state of North Carolina where citizens can seek redress of their grievances against state government.

If a teacher's certification is being sought to be taken away, the teacher is has the right to a hearing in the office of Administrative Hearings.

Specific to the budget, we have a number of vacancies and we are offering them. The primary one is the Administrative Law Judge position. We have nine Administrative Law Judges, there has not been an increase in the number since 1989 or before with a rising case load. There is one vacant position that we are offering and if it is taken it will make North Carolina about the fourth lowest of any state that has a central panel of about 28 jurisdictions. The caseload and administrative duties have made the responsibly too heavy. Trial Court Administrators position is also being offered and Judge Mann's Administrative Assistant is being offered.

The Office of Administrative Hearings Schedule of Budget Cut Options Fiscal Year Ended June 30, 2003 is attached. Attachment # 1

Senator Harris asked what the case load is at the present time and if they are able to handle it. Judge Mann replied that the caseload is about 2200 cases per year and that they have been able to dispose of most of them leaving a backlog of about two hundred.

Representative Jeffus asked about the cost of needed enhancement if the Register was put on the web site? The Deputy Director replied that the Register could be put on the web

site as it is but there would be no search capabilities. The cost of enhancement will be brought back on Tuesday morning.

Representative Sherrell asked if there was a fourth vacancy? There is a Paralegal 1 & 2 and the Paralegal 1 is dominated by tax intercept cases that in most cases are handled on summary judgment and if my Administrative Assistant is cut, the Paralegal would pick up some of the administrative duties.

Representative Sherrill asked if a copy of the bill was available? It will be brought in on Tuesday morning.

Representative Sherrill asked about contracts. Most of the contracts that the Office of Administrative Hearings have been for the Hearing Assistance that reproduce the record by audio cassette tape for all of the hearings all over the state. They provide a valuable service to the public and that expense is roughly less than $40,000 per year. All cases are appealed to an agency and it is absolutely required that we have a record. Permanent employees for these positions would be much more costly.

This was the end of Judge Manning's presentation.

The meeting continued with Mr. Jim Long, Commissioner giving a report from the Department of Insurance.

Mr. Long began by having handouts of the North Carolina Homeowners Rate Increase Breakdown by Territory 2002 distributed. He briefly discussed the handout and offered to answer questions. There were none. Attachment # 2

Mr. Long reminded everyone that the Insurance Department is totally receipt supported except for one item. There is one General Fund appropriation of 4.5 million dollars per year that has been coming in for the past three years to set up a self-insured workman's compensation plan for volunteer fire and volunteer rescue personnel. We are offering that money because if you were not to appropriate it, it would help you with the General Fund. The other items go back into our revolving fund and are used to fund the operation of the department. The 4.5 million dollars meets the gold set for you by the Appropriation Chairs. The fire and rescue community understand the state's budget constraints and are willing to work with the General Assembly as they did last year. The reserves for the workman's compensation for volunteer fire and rescue personnel is probably good for one year. In probably another three years of appropriations, the funds should be at a self-supporting level.

Mr. Long briefly reviewed some points in the handout. He called attention particularly to issues on pages 4, 28, 30, 31, 32, 33, 36, 37, 38, 39, 40, 41, 45, & 47.

Senator Warren asked question about manufactured buildings. The Department in the 1970's set up a public building code and the Federal Government took over and softened the requirements. The Department of Insurance serves as the administrative agency for

the Federal Government. About half of the money comes from the Federal Government and the other half from receipts on the modular units.

Senator Harris asked a question about 9-11-01. Mr. Long responded by saying the annual statements came in around March 1. The 9-11 incident had a major impact on the Insurance Industry of the reinsurance market around the world. There haven't been any major problems to insurance companies in North Carolina related to 9-11-01.

Senator Harris asked if the Insurance Commission was financially sound? The answer is yes.

Mr. Long explained that the Insurance Commission has some vacancies and he said that the teams that are missing a partner need to be filled. He has submitted justification for keeping them.

Mr. Long reviewed the Span of Control page 7. The Processing Assistant IV was the highest paid person in that office and supervised the other staff. This vacant position is being setup for deletion. Mr. Long continued to review and answered questions satisfactorily.

Representative Sherrill asked about receipts. Mr. Long explained that there are some from the Register and some from royalties that are paid from West Publishing Co. for the publication of the Administrative Code.

Senator Kinnard complimented the Insurance Commissioner for the professional job they do.

There being no further business the meeting was adjourned. The next meeting is scheduled for Tuesday at 1:00 p.m.. Representative Jeffus will chair.

Respectfully Submitted

Senator Ed Warren, Chair

Delores Ledford, Clerk

VISITOR REGISTRATION SHEET

J.T. General Govt Appropriations — Thursday 5-2-02

Name of Committee — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Pam Wortham	Treasurer
MIKE BARHAM	"
Thomas W Clark	OSBM
Stella McInnes	DOI
Jim Long	DOT
Jim Newman	INSURANCE
Agnes Johnston	OAH
[illegible]	DAH
Deschesne Propes	DOI
Laura Harper	SEANC
Ardis Watkins	SEANC
Donna Rosefield	DCR
Dr. George Miller	DOT
Byron Harris	OSBM
Kevin Howell	Governor's office
Vicky Young	OSA

OFFICE OF ADMINISTRATIVE HEARINGS
SCHEDULE OF BUDGET CUT OPTIONS
FISCAL YEAR ENDED JUNE 30, 2003

						PROPOSED PERCENTAGE			
				APPROPRIATION 2,781,485	7%	8%	9%	10%	11%
ANTICIPATED BUDGET CUT					**194,704**	**222,519**	**250,334**	**278,149**	**305,963**
TO MEET BUDGET CUT:									
VACANT POSITIONS		SALARY	FRINGES	TOTAL					
ALJ	8210-1100-0000-051	82,718.00	12,720	95,438	95,438	95,438	95,438	95,438	95,438
ADMIN ASST	8210-1100-0000-005	39,164.00	7,210	46,374			46,374	46,374	46,374
ADMIN OFFICER	8210-1100-0000-031	44,031.00	7,826	51,857	51,857	51,857	51,857	51,857	51,857
		165,913.00	27,755.99						
TOTAL SALARIES AND FRINGES					147,295	147,295	193,669	193,669	193,669
				TOTAL BUDGET FOR LINE ITEM					
LIBRARY AND LEARNING RESOURCES				23,333	1,652	7,500	2,262	6,018	12,500
EDUCATION EXPENSE				7,045		5,000	4,000	5,000	5,069
PRINTING (ELIMINATE FREE COPIES OF REGISTER 1100 PER ISSUE)				56,669	18,257	19,257	18,257	23,257	23,257
TRAVEL EXPENSE				56,993	3,000	10,000	6,633	12,075	25,647
OFFICE FURNITURE, EQUIPMENT AND COMPUTER EQUIPMENT				13,515	2,000	6,758	3,013	6,758	10,821
MISCELLANEOUS CONTRACTUAL SERVICES				20,000		4,209	0	8,872	12,500
TOTAL BUDGET CUTS-OPERATIONAL LINE ITEMS					**172,204**	**200,019**	**227,834**	**255,649**	**283,463**
OVER REALIZED RECEIPTS					**22,500**	**22,500**	**22,500**	**22,500**	**22,500**
TOTAL CUT IN APPROPRIATION					**194,704**	**222,519**	**250,334**	**278,149**	**305,963**

Page 1

Attachment # 1

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%__X__;8%____;9%____;10%____;11%____

1. AGENCY: **OFFICE OF ADMINISTRATIVE HEARINGS**
2. BUDGET CODE: **18210**
3. CURRENT DATE: **3-13-02**
4. PROGRAM (CENTER): **1100**
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

DUE TO THE SMALL SIZE OF THE AGENCY, ALL FUNDING FOR THE OFFICE OF ADMINISTRATIVE HEARINGS IS IN FUND 1100. THIS FUNDING SERVES ALL DIVISIONS

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED___**2**__; # FILLED__0___

7. CHANGE IN G.S. REQUIRED? ___ **YES** ___ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

CHANGE IN THE GENERAL STATUTE IS REQUIRED TO ELIMINATE THE FREE COPIES OF THE NC REGISTER. WE PROPOSE PROVIDING THESE FREE COPIES VIA THE INTERNET
ELIMINATION OF POSITIONS MAY REQUIRE STATUTORY ANENDMENT.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

THIS REDUCTION WILL CAUSE THIS AGENCY TO ABOLISH 2 VACANT POSITIONS. ADDITIONALLY, WE ARE PROPOSING REDUCTIONS IN OUR OPERATING BUDGET, WHICH IS ALREADY QUITE LIMITED. HOWEVER, WE FEEL THAT WE CAN WORK WITHIN THE OPERATING CUTS PROPOSED AT THIS LEVEL

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	194,704	194,704
RECEIPTS	22,500	22,500
APPROPRIATIONS	172,204	172,204

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%__ __;8%__X__;9%____;10%____;11%____

1. AGENCY: **OFFICE OF ADMINISTRATIVE HEARINGS**
2. BUDGET CODE: **18210**
3. CURRENT DATE: **3-13-02**
4. PROGRAM (CENTER): **1100**
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

DUE TO THE SMALL SIZE OF THE AGENCY, ALL FUNDING FOR THE OFFICE OF ADMINISTRATIVE HEARINGS IS IN FUND 1100. THIS FUNDING SERVES ALL DIVISIONS

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED___2__; # FILLED__0___

7. CHANGE IN G.S. REQUIRED? ___ **YES** ___ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

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ELIMINATION OF POSITIONS MAY REQUIRE STATUTORY ANENDMENT.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

THIS REDUCTION WILL CAUSE THIS AGENCY TO ABOLISH 2 VACANT POSITIONS. ADDITIONALLY, WE ARE PROPOSING REDUCTIONS IN OUR OPERATING BUDGET, WHICH IS ALREADY QUITE LIMITED. HOWEVER, WE BELIEVE THAT THE PROPOSED CUTS IN OUR OPERATING BUDGET AT THIS LEVEL AND ALL HIGHER LEVELS WILL SEVERELY RESTRICT OUR ABILITY TO PROVIDE THE SUPPORT NECESSARY FOR OUR EMPLOYEES TO CARRY OUT THEIR DUTIES AND RESPONSIBILITIES.

9. ESTIMATED AMOUNT TO BE SAVED:	2002-03	2003-04
REQUIREMENTS	222,519	222,519
RECEIPTS	22,500	22,500
APPROPRIATIONS	200,019	200,019

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%____8%____;9%__X__;10%____;11%____

1. AGENCY: **OFFICE OF ADMINISTRATIVE HEARINGS**
2. BUDGET CODE: **18210**
3. CURRENT DATE: **3-13-02**
4. PROGRAM (CENTER): **1100**
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

DUE TO THE SMALL SIZE OF THE AGENCY, ALL FUNDING FOR THE OFFICE OF ADMINISTRATIVE HEARINGS IS IN FUND 1100. THIS FUNDING SERVES ALL DIVISIONS

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED___3__; # FILLED__0___

7. CHANGE IN G.S. REQUIRED? ___ **YES** ___ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

CHANGE IN THE GENERAL STATUTE IS REQUIRED TO ELIMINATE THE FREE COPIES OF THE NC REGISTER. WE PROPOSE PROVIDING THESE FREE COPIES VIA THE INTERNET
ELIMINATION OF POSITIONS MAY REQUIRE STATUTORY ANENDMENT.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

THIS REDUCTION WILL CAUSE THIS AGENCY TO ABOLISH 3 VACANT POSITIONS. ADDITIONALLY, WE ARE PROPOSING REDUCTIONS IN OUR OPERATING BUDGET, WHICH IS ALREADY QUITE LIMITED. WE BELIEVE THAT THE PROPOSED CUTS IN OUR OPERATING BUDGET AT THIS LEVEL AND ALL HIGHER LEVELS WILL SEVERELY RESTRICT OUR ABILITY TO PROVIDE THE SUPPORT NECESSARY FOR OUR EMPLOYEES TO CARRY OUT THEIR DUTIES AND RESPONSIBILITIES.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	250,334	250,334
RECEIPTS	22,500	22,500
APPROPRIATIONS	227,834	227,834

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%__ __;8%__ __;9%__ __;10%__**X**__;11%____

1. AGENCY: **OFFICE OF ADMINISTRATIVE HEARINGS**
2. BUDGET CODE: **18210**
3. CURRENT DATE: **3-13-02**
4. PROGRAM (CENTER): **1100**
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

DUE TO THE SMALL SIZE OF THE AGENCY, ALL FUNDING FOR THE OFFICE OF ADMINISTRATIVE HEARINGS IS IN FUND 1100. THIS FUNDING SERVES ALL DIVISIONS

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED___**3**__; # FILLED__**0**___

7. CHANGE IN G.S. REQUIRED? ___ **YES** ___ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

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9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	278,149	278,149
RECEIPTS	22,500	22,500
APPROPRIATIONS	255,649	255,649

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%__ __;8%__ __;9%__ __;10%__ __;11%__X__

1. AGENCY: **OFFICE OF ADMINISTRATIVE HEARINGS**
2. BUDGET CODE: **18210**
3. CURRENT DATE: **3-13-02**
4. PROGRAM (CENTER): **1100**
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

DUE TO THE SMALL SIZE OF THE AGENCY, ALL FUNDING FOR THE OFFICE OF ADMINISTRATIVE HEARINGS IS IN FUND 1100. THIS FUNDING SERVES ALL DIVISIONS

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED___**3**__; # FILLED__**0**___

7. CHANGE IN G.S. REQUIRED? ___ **YES** ___ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

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9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	305,963	305,963
RECEIPTS	22,500	22,500
APPROPRIATIONS	283,463	283,463

Office of Administrative Hearings

Questions Related to 7% - 11% Reduction Package and Other Agency Operations

1. Education Expense: Is CLE for administrative law judges affected by proposed reductions at any level?

Yes, the proposed reductions in education expense will affect the funding available for CLE for the Administrative Law Judges. The reductions in education expense take affect at the 8 through 11 percent levels.

2. Printing: With the proposed reductions would recipients have to pay for copies of documents?

Yes, however, recipients currently have to pay for copies of documents. OAH is proposing to eliminate some of the savings that will be realized if we are able to eliminate the free printed copies of the NC Register. We did not include 100% of the potential savings due to the fact that we will not be able to eliminate 100% of the free copies and the fact that we were notified April 19 that the Department of Correction plans to increase the cost of printing the Register.

4. Organizational chart: insert the names of employees

Chart has been changed and included in packet of information

5. Contracts: For OAH's list in the Final Report on Information Technology Contracts and Personal Service Contracts in Use in State Government, that was prepared by the Offices of State Budget and Management, State Controller, ITS, and State Personnel, please indicate for each contract the type of service that was provided. The April 19, 2002 memorandum directed agencies to Ann Bander, OSBM Management Analyst at 733-7061 for copies of this information.

This information has been included in the packet of information

REPORTING PERIOD JULY 2000 THROUGH JUNE 2001
SUMMARY OF INFORMATION

	REF	NUMBER OF CONTRACTS	TOTAL
Hearing Assistants Contracts	1	8	$4,743
OAH contracts with individuals to provide the services of recording hearings. These contracts are for one year duration and currently OAH is paying these persons at the rate of $12. per hour plus travel at state rates . OAH has contracts with 8 different individuals to provide this service statewide.			
Secretarial Assistance - High Point	2	2	$10,841
OAH has a personal services contract to provide secretarial assistance in High Point office. There were 2 contracts for the reporting period due to a change in personnel. This person is paid at the rate of $11 per hour			
Secretarial Assistance - Director	3	2	$17,280
Due to the position of Administrative Assistant being vacant, OAH has a personal services contract to provide secrretarial assistance to the Director. There were 2 contracts for the reporting period due to a change in personnel. This person is paid at the rate of $18 per hour			
Intern/Law Clerk	4	2	$812
OAH has been able to fund a contract for a law intern to work on a temporary basis. There were 2 such interns during the reporting period and they were paid at a rate of $14 per hour .			

Office of Administrative Hearings

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title Donna Cuddy
Vendor Name: Donna Cuddy
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$495	$495	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0002
Contract Title Eugene Darrow
Vendor Name: Eugene Darrow
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$720	$720	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0003
Contract Title Bill Dobbins
Vendor Name: Bill Dobbins
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$1.725	$1.725	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0004
Contract Title Edith Dobbins
Vendor Name: Edith Dobbins
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$423	$423	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0005
Contract Title Joe Dobbins
Vendor Name: Joe Dobbins
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$849	$849	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0006
Contract Title Ralph Feemster
Vendor Name: Ralph Feemster
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$342	$342	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0007
Contract Title James Hardee
Vendor Name: James Hardee
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given:

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*
$150	$150	04 / 2001	03 / 2002	*% Funded Appro*	100	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
				% Funded Fed	0	
				% Funded Other	0	
				TOTAL % Reported	100	

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

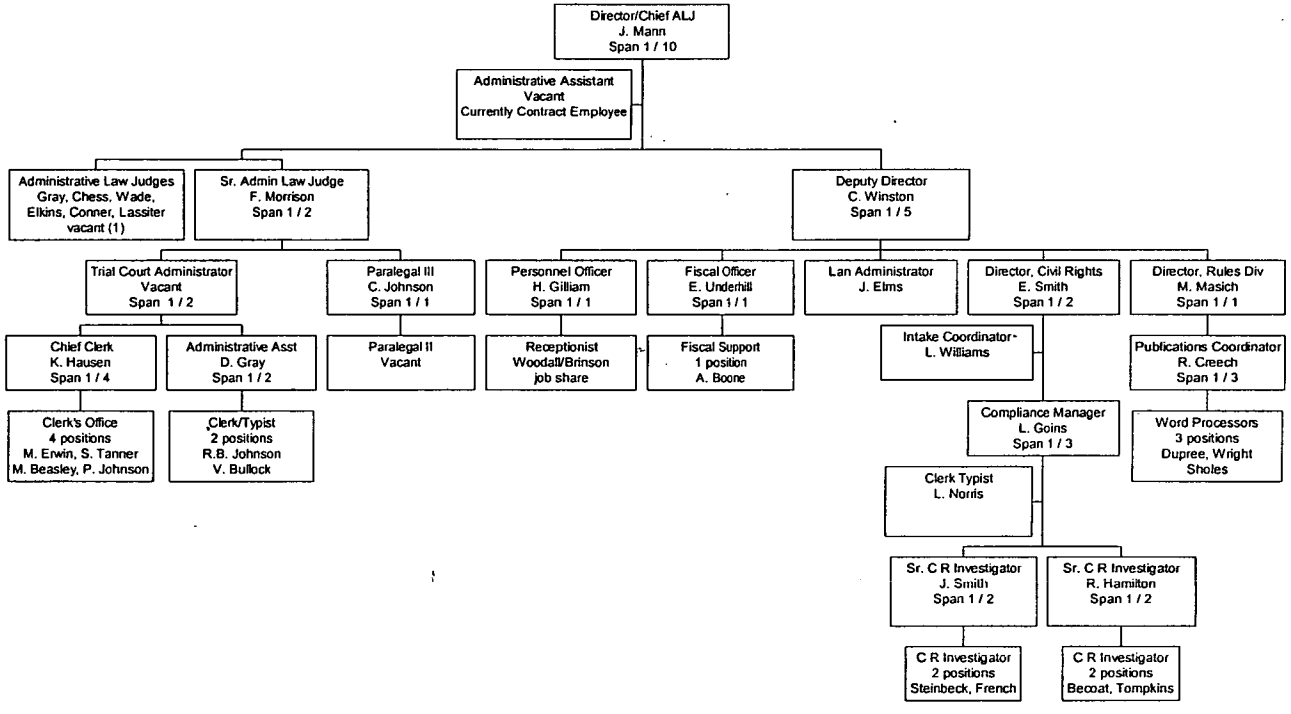
	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			
OSBM ID: 0008					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
(1) *Contract Title* Shirlev Pate					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Shirlev Pate	$39	$39	04 / 2001	03 / 2002	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0009					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 120
(3) *Contract Title* Evelvn McKenzie					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Evelvn McKenzie	$2.160	$2.160	06 / 2001	12 / 2001	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0010					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 794
(2) *Contract Title* Anne Keith					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Anne Keith	$8.729	$8.729	02 / 2001	12 / 2002	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0011					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 15
(4) *Contract Title* Helen Dunn					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Helen Dunn	$210	$210	06 / 2001	08 / 2001	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0012					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 840
(3) *Contract Title* Susan Sikes					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Susan Sikes	$15.120	$15.120	01 / 2000	06 / 2001	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0013					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 192
(2) *Contract Title* Doretta sims					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: Doretta Sims	$2.112	$2.112	01 / 2001	01 / 2001	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							
OSBM ID: 0014					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:* 43
(4) *Contract Title* John Stranoe					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*
Vendor Name: John Stranoe	$602	$602	05 / 2001	06 / 2001	*% Funded Other*	0	
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given:							

Total for.	***Total # Contracts:***	***Total Contract Value--All Fund Sources***	***Total Paid in Report Period -- All Fund Sources***
PERSONAL SERVICE CONTRACT	14		

Total for:	*Total # Contracts:*	*Total Contract Value--All Fund Source*	*Total Paid in Report Period -- All Fund Source*
Office of Administrative Hearings	14	$33,676	$33,676

Page 6

OAH Organization Chart
Span of Control



Span of Control: X (supervisor) / X (number of employees directly supervised)

Camille Winston

From: "Camille Winston" <camille.winston@ncmail.net>
To: "Michele Nelson (Fiscal Research)" <Michelen@ncleg.net>
Cc: "Julian Mann" <Julian.Mann@ncmail.net>
Sent: Friday, April 05, 2002 2:22 PM
Attach: Camille Winston.vcf; OAH Org Chart-span control.ppt
Subject: information per your request

Michele ,

In reply to your memo dated April 4, 2002 I an sending the following information;

1. attached to this email is an updated span of control organization chart. The changes made to this chart were those necessary to reflect the positions abolished by the General Assembly in the last session.

2. As he has done in the past years, Julian Mann, Director of OAH, has designated the following persons, in addition to himself, to act as liasion for the Office of Administrative Hearings. Each of these employees does have full time duties and responsibilities to OAH that consume 100% of their time; however, they allocate time as required to answer questions and provide information as requested by members of the General Assembly or by the Legislative Fiscal Staff.

Camille Winston
Deputy Director
Office of Administrative Hearings
pay grade 80
current salary 78,603

Molly Masich
Director, Rules Divsions
Office of Administrative Hearings
Hearings
pay grade 78
current salary 44,766

Edward Smith
Director, Civil Rights Division
Office of Administrative

pay grade 78
current salary 66,824

If you have any questions or need any additional information, please do not hesitate to contact me

Camille Winston
Deputy Director
Office of Administrative Hearings
6714 Mail Service Center
Raleigh, N. C.
Telephone (919) 733-3374
Fax (919) 733-3478

OFFICE OF ADMINISTRATIVE HEARINGS
SIX YEAR ANALYSIS OF BUDGET GROWTH

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/1998	6/30/1999	6/30/2000	6/30/2001	6/30/2002	6/30/03
General Fund						
Requirement	$2,610,393	$2,934,235	$3,012,625	$2,981,144	$2,877,049	2,878,669
Less: Receipts	$183,224	$139,816	$145,167	$71,848	$107,783	83,514
Appropriation	$2,427,169	$2,794,419	$2,867,458	$2,909,296	$2,769,266	2,795,155
Less: Nonrecurring Expansion		$45,780	$5,050			
Continuation Budget	$2,427,169	$2,748,639	$2,862,408	$2,909,296	$2,769,266	2,795,155
Increase (Decrease)	N/A	$321,470	$113,769	$46,888	($140,030)	$25,889
Percentage Inc (Dec)		13.24%	4.14%	1.64%	-4.81%	0.93%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **		$231,861	$64,485	$8,810		
Recurring Reductions-Legislative **			($23,589)	($73,178)	($112,933)	
Transfers - Legislative **						
Other Adjustments ***		$89,609	$72,873	$111,256	($27,097)	25,889
Total		$321,470	$113,769	$46,888	($140,030)	$25,889
Special Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.
*** Legislative Increases, Allowable Con't Budget Adjustments, etc.

General Government Team
Revised April 24, 2002

OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Contracted Personal Services (531321)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	35,869.31	34,997.20	48,684.00	44,401.50	4,282.50	18,684.00

OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous Contractual Services (532199)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	19,483.31	25,496.94	39,148.00	250.00	38,898.00	20,000.00

OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rental/Lease of Equipment (532521 - 532525)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	0.00	0.00	600.00	0.00	600.00	2,100.00

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OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Travel Expenses (5327XX)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	36,190.73	39,244.10	67,245.00	28,940.96	38,304.04	67,245.00

OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular Phone Service (532814)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	0.00	158.45	175.00	160.96	14.04	0.00

The Office of Administrative Hearings has one cellular phone that is used by the Administrative Law Judges on a "check-out" basis when traveling. The phone was acquired in November, 2000.
Due to a lack of use, the phone contract was terminated and the phone was turned in in April 2002.

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OFFICE OF ADMINISTRATIVE HEARINGS

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Capital Expenditures (534500 to 534550)

			FY 01-02			FY02-03
	FY 99-00	FY 00-01	Auth'd	YTD	Balance	Ceritfied
Office of Administrative Hearings	81,506.13	10,111.84	4,015.00	323.21	3,691.79	13,015.00

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Office of Administrative Hearings/Rules Division

Printing/Publication Requirement		Reduction in Cost Plan Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1 NC Register Free copies		July-02	*eliminate free print copies (GS 150B-21.24)	186	0	23257
2 NC Register Cumulative Index		July-02	discontinue print of index to rules currently in rulemaking process in paid subscriptions	210	0	10517
Both publications are available on the internet at no charge. (www.ncoah.com/rules/register)						
*Elimination of free copies requires legislative change in GS 150B.						
It is a long standing goal of the Office of Administrative Hearings to eliminate all hard copies of the NC Register. In order to accomplish this, we would need to enhance our Web site to handle the traffic and develop a rule tracking system that would allow the public to access a rule regardless of its status in the rulemaking process. Our current Web site is not capable of handling this.						

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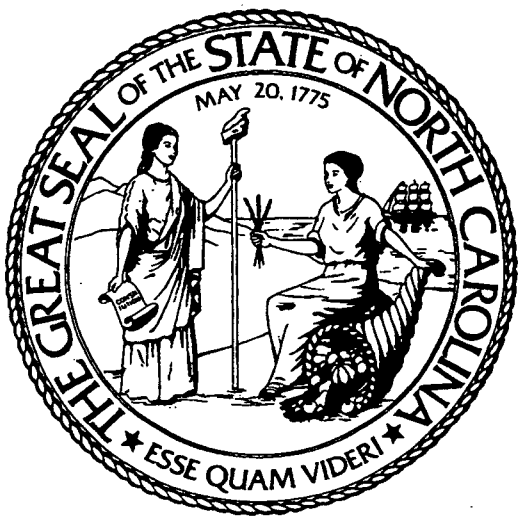
Attachment # 2

Department of Insurance
Information Requested (April 2002)
2002/2003 Biennium



Jim Long
Insurance Commissioner

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Departm[illegible]surance
Proposed 7-11[illegible]udget Reduction

Department: **Insurance**

Proposed Alternative	Fund	Title	2002-2003 Authorized Appropriation	1% Increment	Reduction	7% Revised Approp.	RIFfed Pos. Vac/Filled	Reduction
	13900	Insurance -General	$23,461,782					
	13901	Insurance -Direct Appro (1)	$4,500,000					
		Total Insurance Budget-Target	$27,961,782	$279,617	$1,957,325	$26,004,457		$2,236,943
	13901	Insurance -Direct Appro (1)	$4,500,000		$1,957,325	$26,004,457		$2,236,943
		Vol. Workers com (1)						

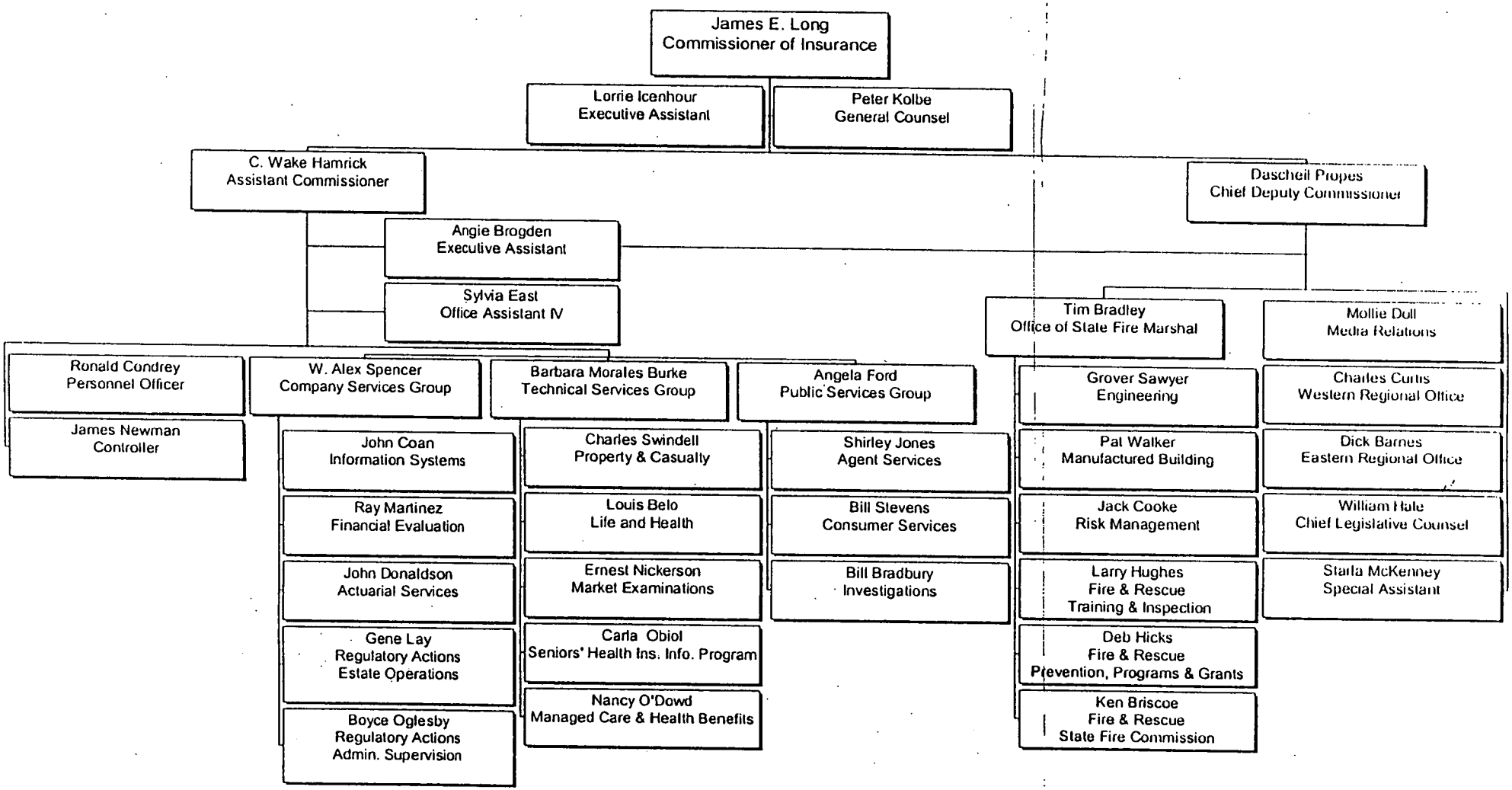
Department of Insurance
Proposed 7-11% Budget Reduction

8% Revised Approp.	RIFfed Pos. Vac/Filled	Reduction	9% Revised Approp.	RIFfed Pos. Vac/Filled	Reduction	10% Revised Approp.	RIFfed Pos. Vac/Filled	Reduction	11% Revised Approp.	RIFfed Pos. Vac/Filled
$25,724,839		$2,516,560	$25,445,222		$2,796,178	$25,165,604		$3,075,796	$24,885,986	
$25,724,839		$2,516,560	$25,445,222		$2,796,178	$25,165,604		$3,075,796	$24,885,986	

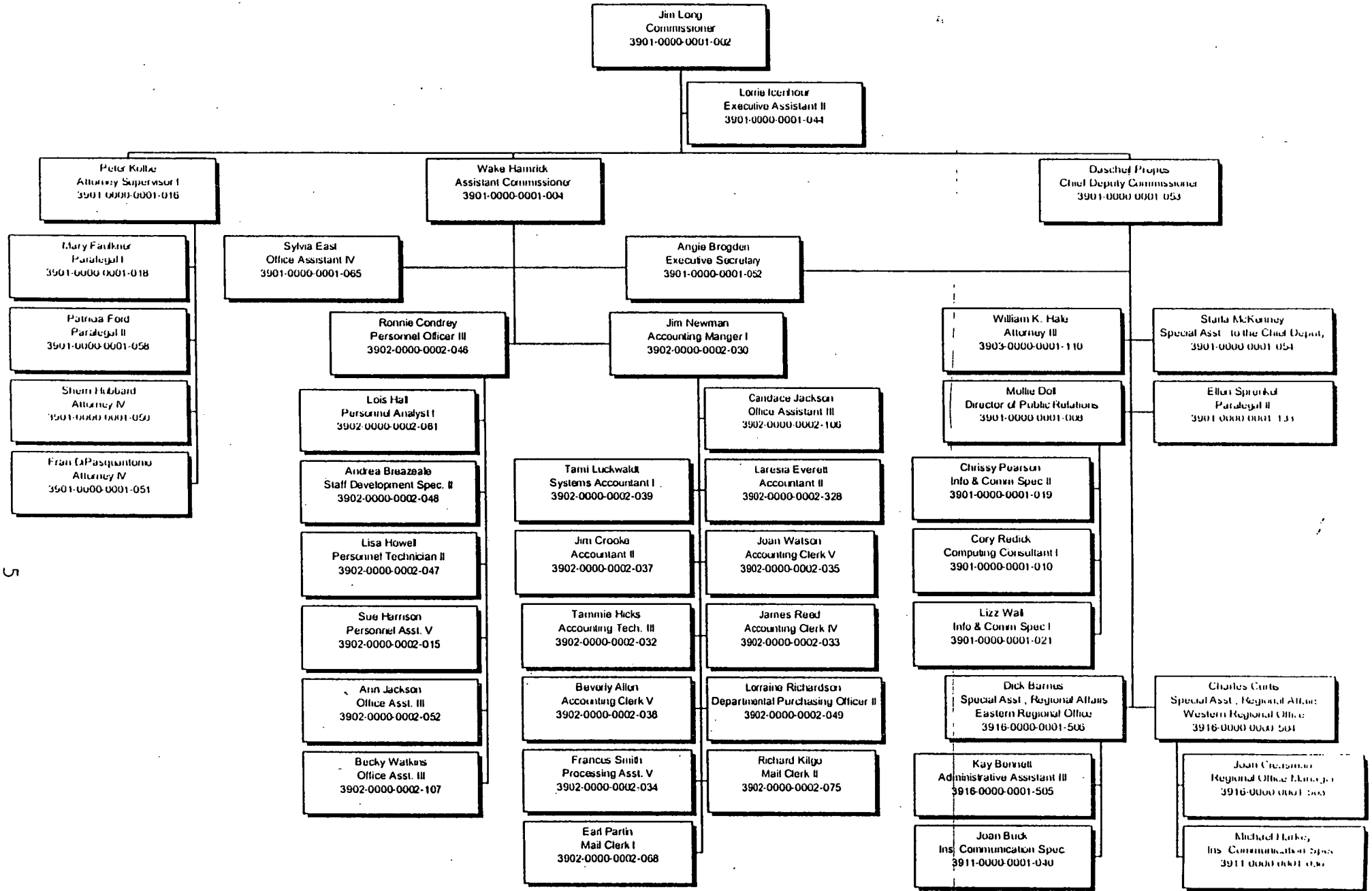
Departm[illegible]surance
Proposed 7-11. [illegible]udget Reduction

(1) (1)The budget reduction will be from the Volunteer Safety Worker's Compensation Fund (Fund 13901). The Fund was organized for the purpose of providing workers' compensation benefits to volunteer safety workers who are members of eligible fire departments and volunteer rescue/EMS units that are not part of a unit of local government. The fund is supported by annual member fees and by state General Fund appropriations. The reductions identified will still allow the fund to continue to meet current cash needs but will not allow the fund to grow making it "self-sufficient" in the time frame targeted by the General Assembly when the fund was established. The proposed reductions were taken from the Volunteer Safety Worker's Compensation Fund since that operation is the only activity within the Department of Insurance which receives General Fund Appropriations.

North Carolina Department of Insurance



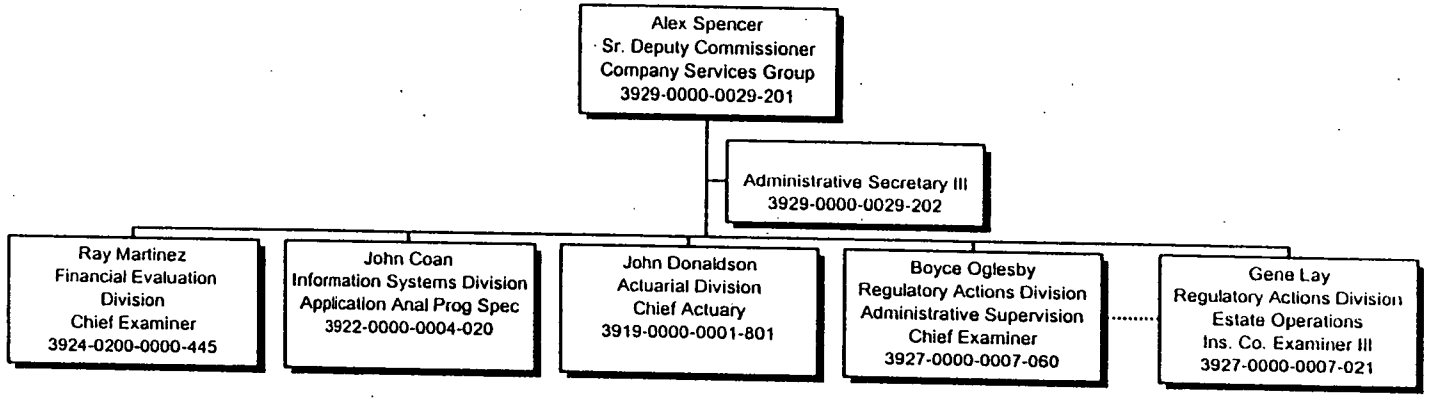
N. C. Departm urance
Administrati pport



April 4, 2002

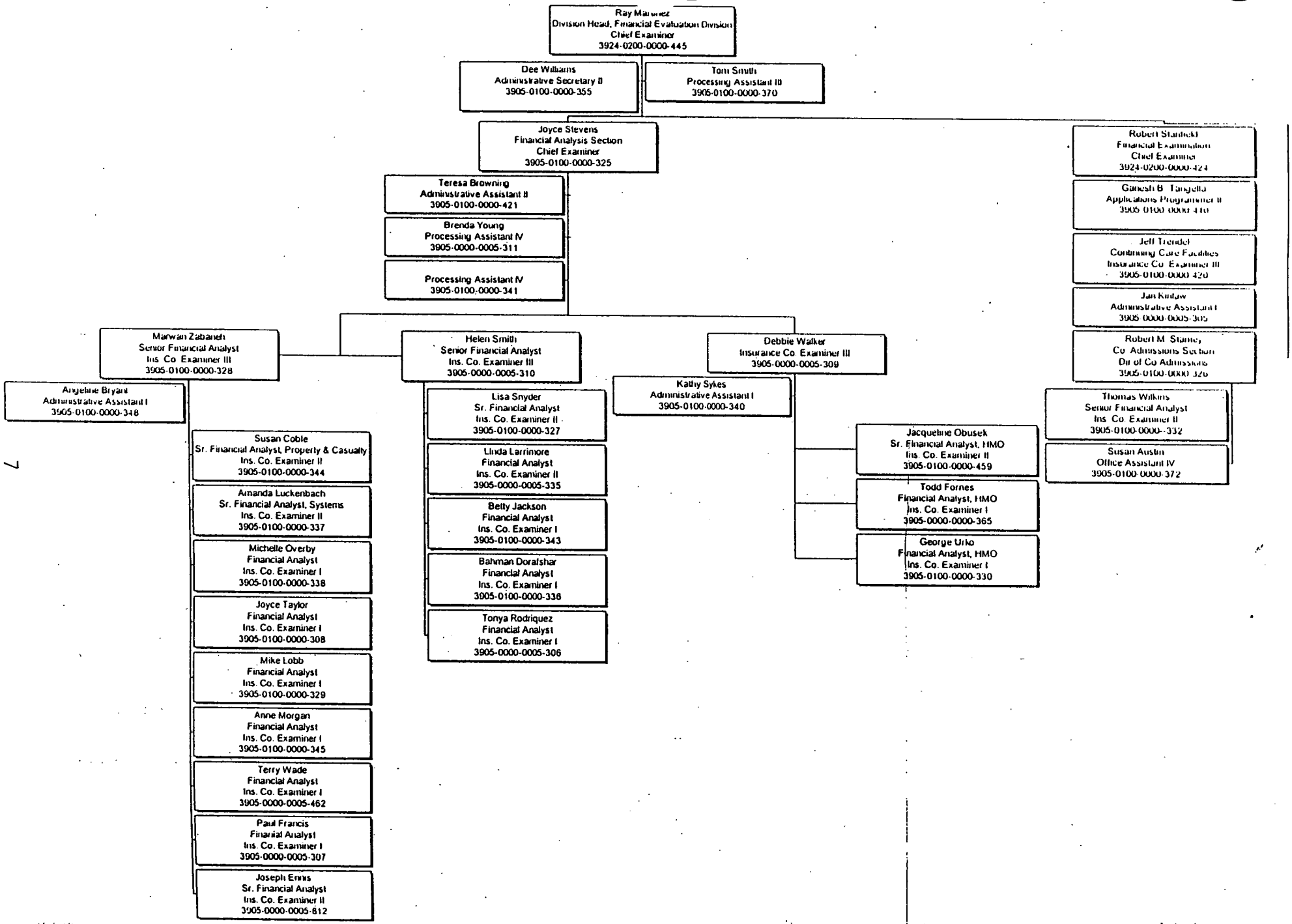
N. C. Department of Insurance

Company Services Group



April 5, 2002

N. C. Departm... ...ce
Financial E...



7

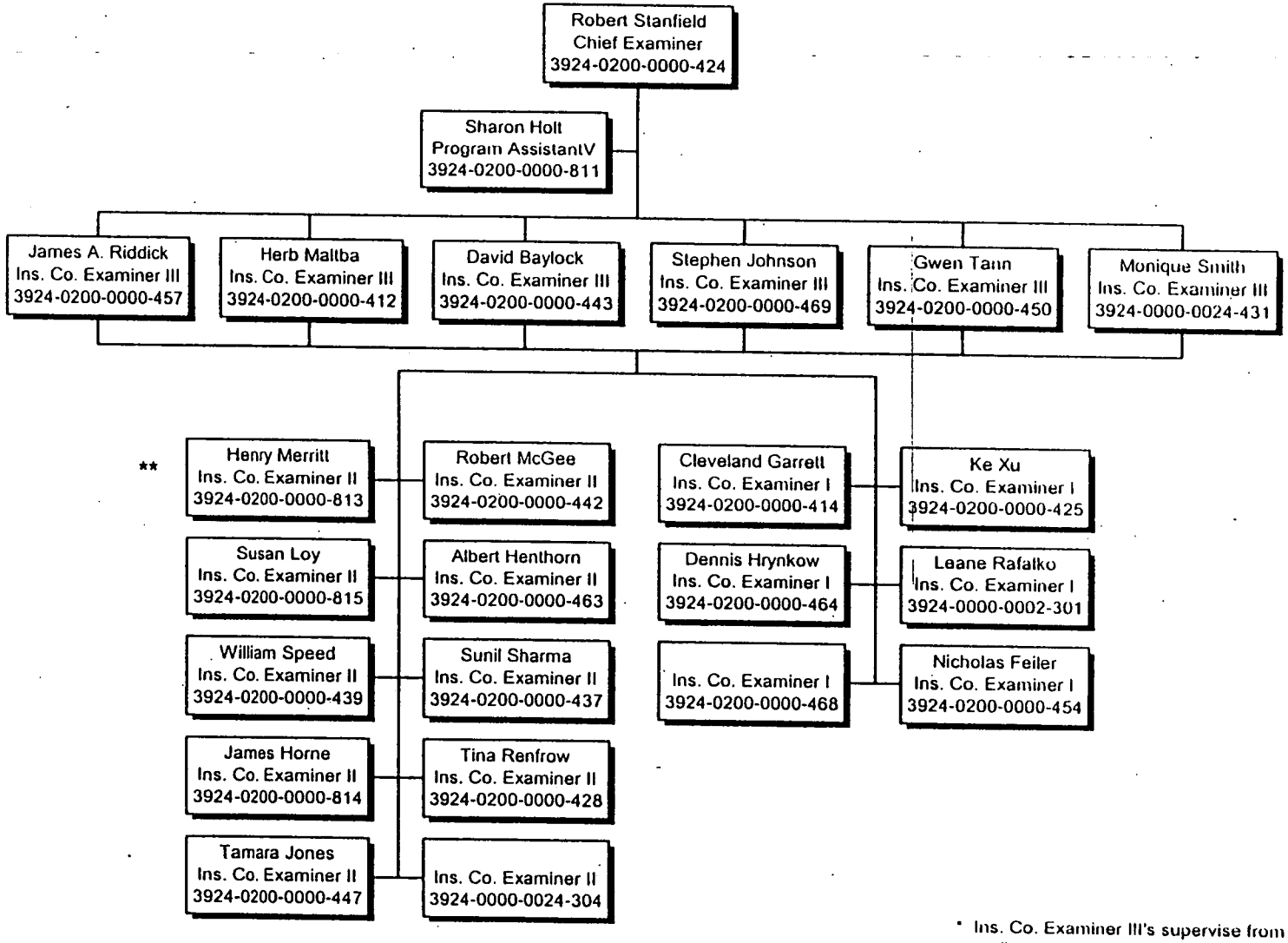
...pril 5, 2002

* See ... Section ...

N C Department of Insurance

Financial Evaluation Division

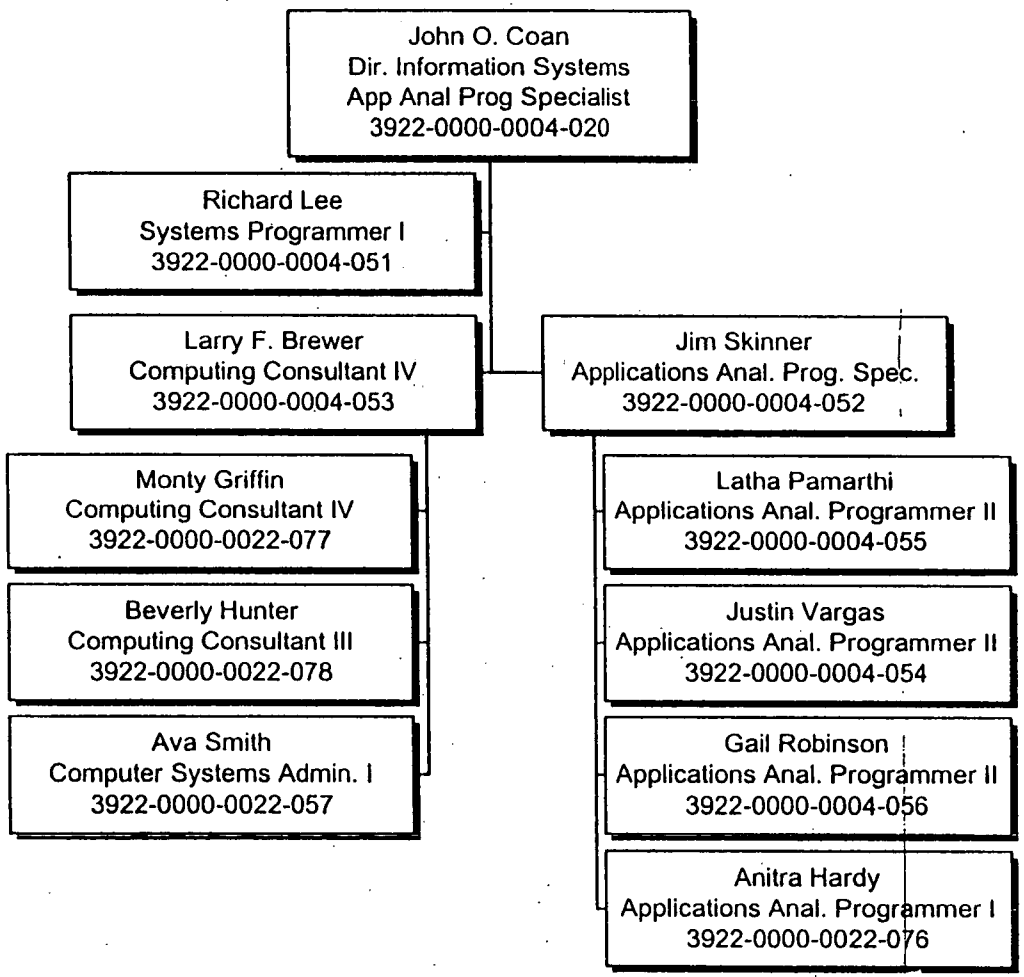
Financial Examination Section



* Ins. Co. Examiner III's supervise from 2 - 5 field examinations as well as other special projects as required. They may also serve as Examiners-In-Charge ("EIC's) of any field examination as required.

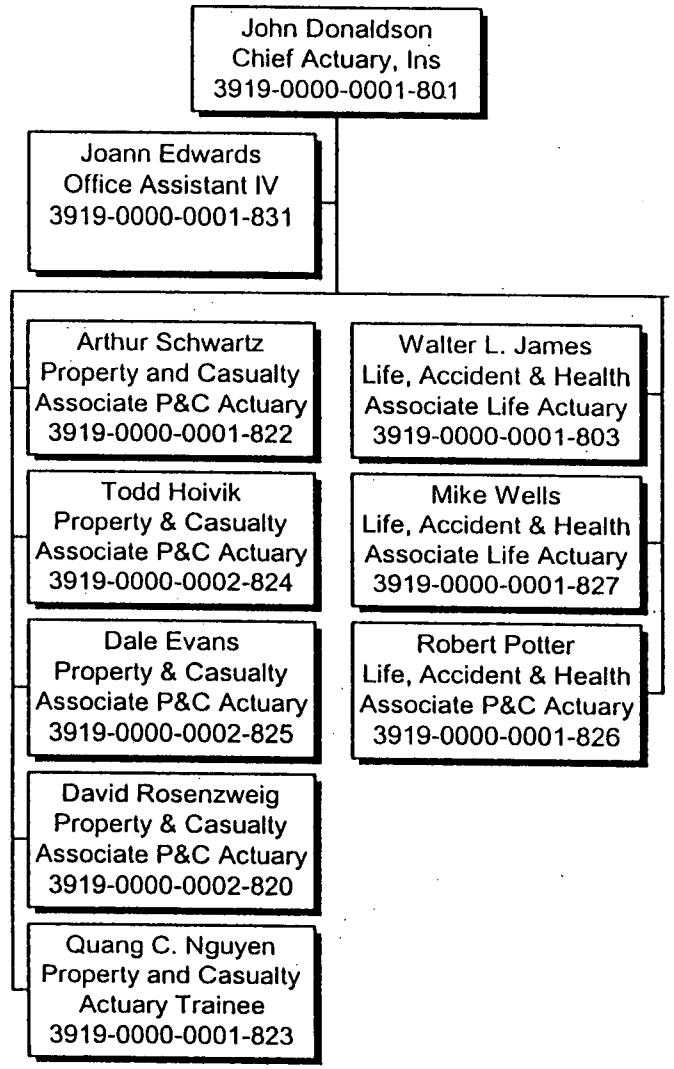
** Ins. Co. Examiners II's serve as EIC's of field examinations. Teams consisting of three (3) to six (6) examiners can spend from two (2) to twenty-six (26) weeks on examinations

April 5, 2002


John O. Coan
Dir. Information Systems
App Anal Prog Specialist
3922-0000-0004-020
Richard Lee
Systems Programmer I
3922-0000-0004-051
Larry F. Brewer
Computing Consultant IV
3922-0000-0004-053
Jim Skinner
Applications Anal. Prog. Spec.
3922-0000-0004-052
Monty Griffin
Computing Consultant IV
3922-0000-0022-077
Beverly Hunter
Computing Consultant III
3922-0000-0022-078
Ava Smith
Computer Systems Admin. I
3922-0000-0022-057
Latha Pamarthi
Applications Anal. Programmer II
3922-0000-0004-055
Justin Vargas
Applications Anal. Programmer II
3922-0000-0004-054
Gail Robinson
Applications Anal. Programmer II
3922-0000-0004-056
Anitra Hardy
Applications Anal. Programmer I
3922-0000-0022-076

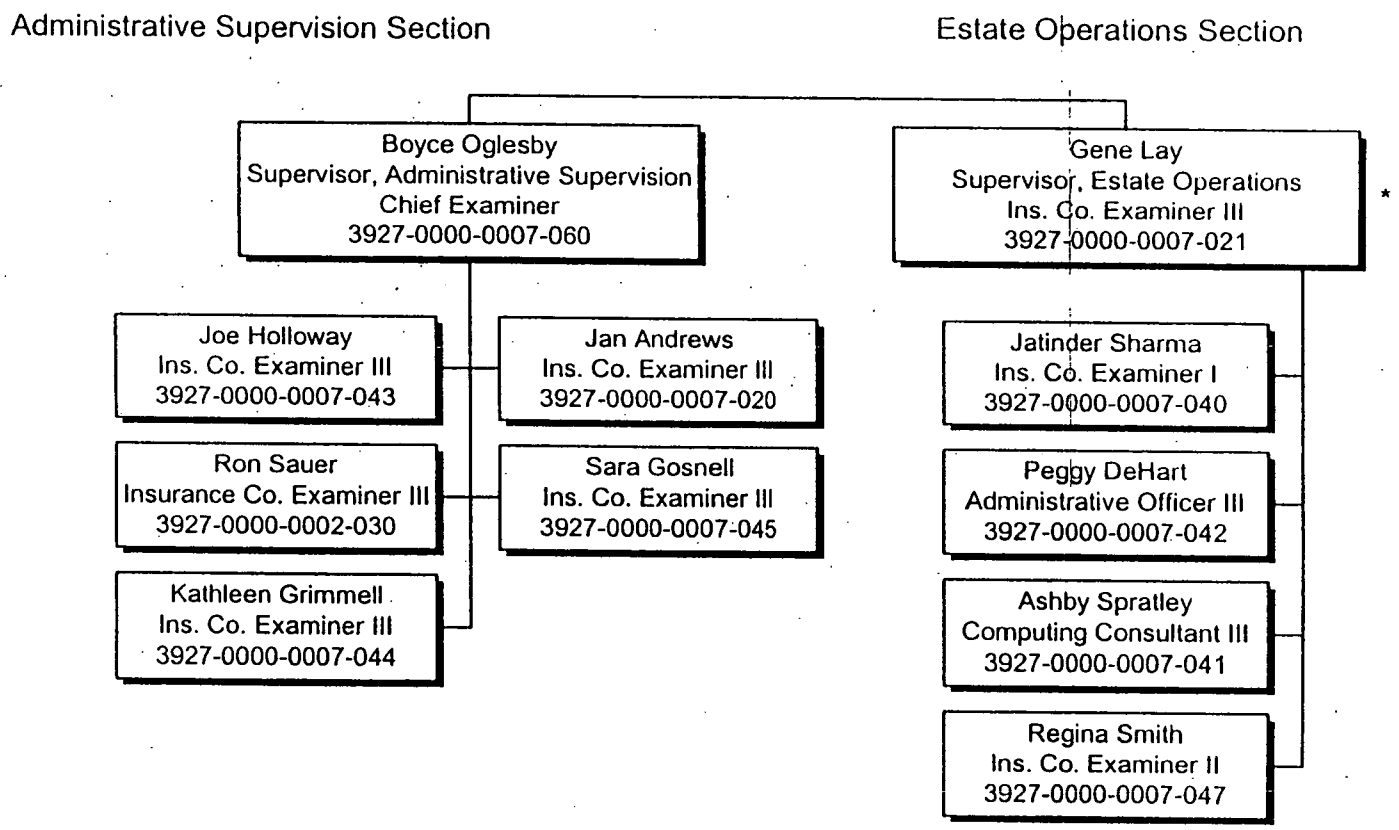
North Carolina Department of Insurance

Actuarial Services



N. C. Departi. t of Insurance

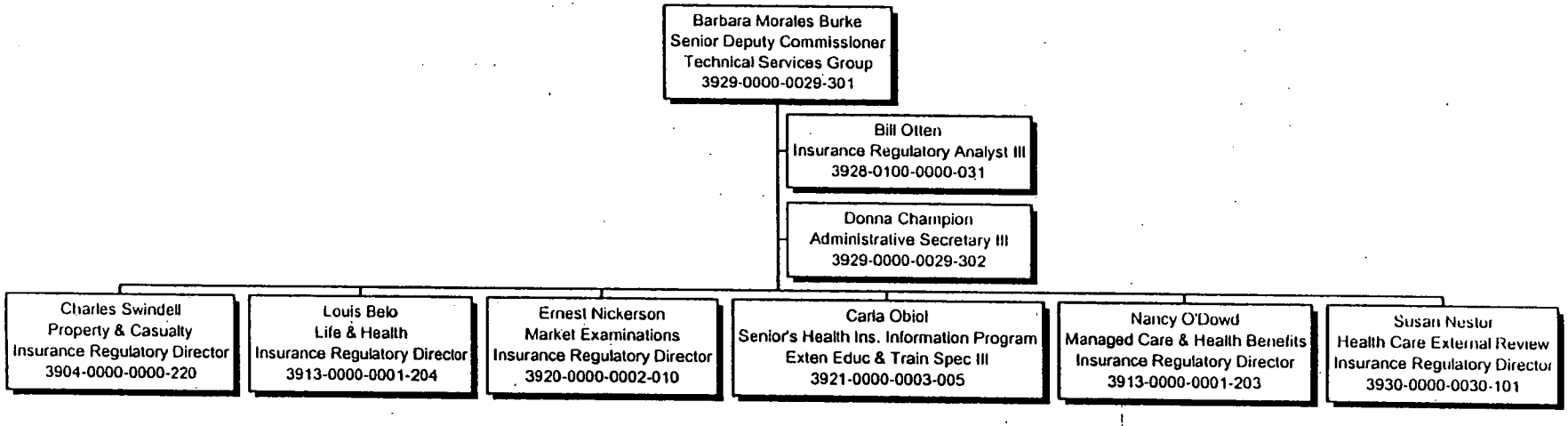
Regulatory Actions Division



* Also supervises contract employees

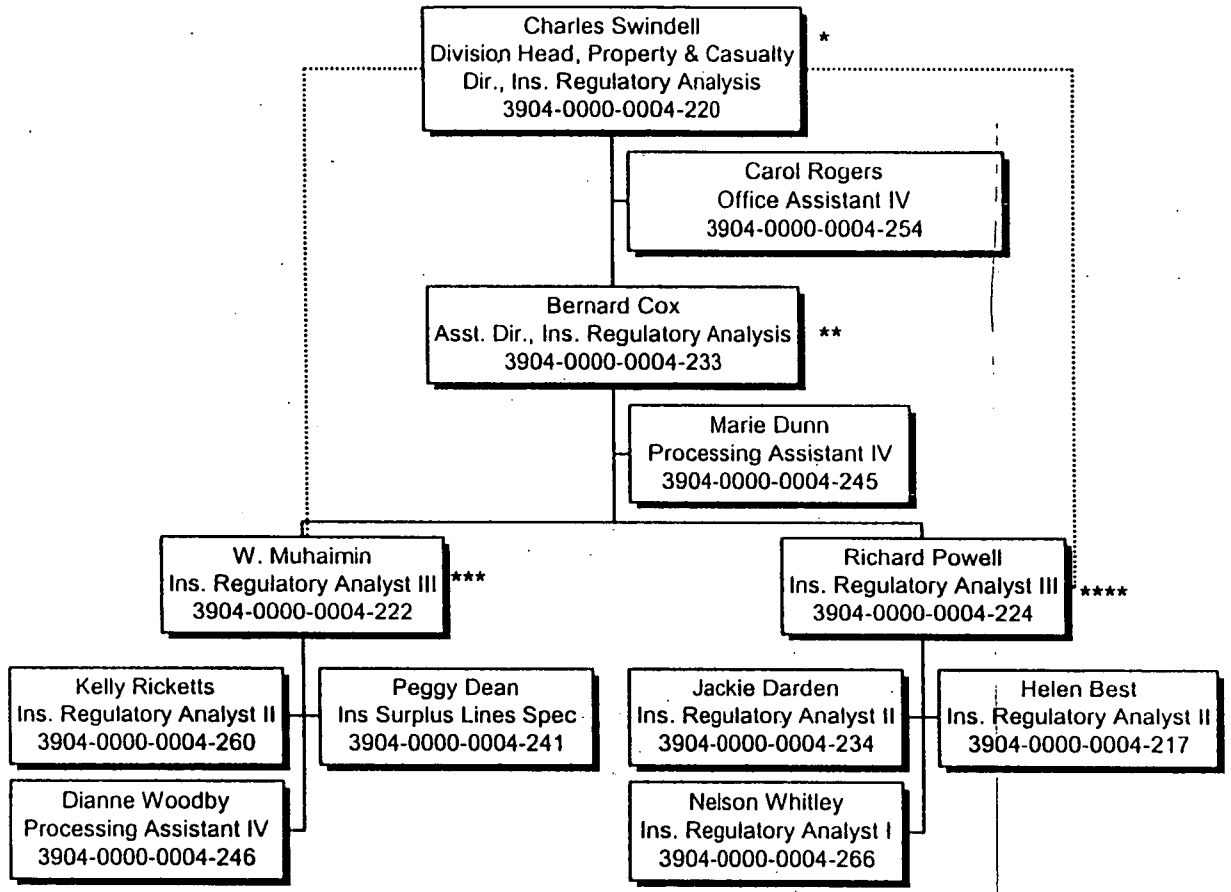
N. C. Department of Insurance

Technical Services Group



North Carolina Dep[illegible]ent of Insurance

Property and Casualty Division



* Serves as staff to the Property & Casualty Advisory / Liaison Committee

** Private Passenger Auto
Farm Owners
Crop and Hail
Professional Liability

*** Commercial Property
Packaged Business Owners
Employee Leasing
Pollution Coverage
Surplus Lines
Homeowners
Federal Crime Program

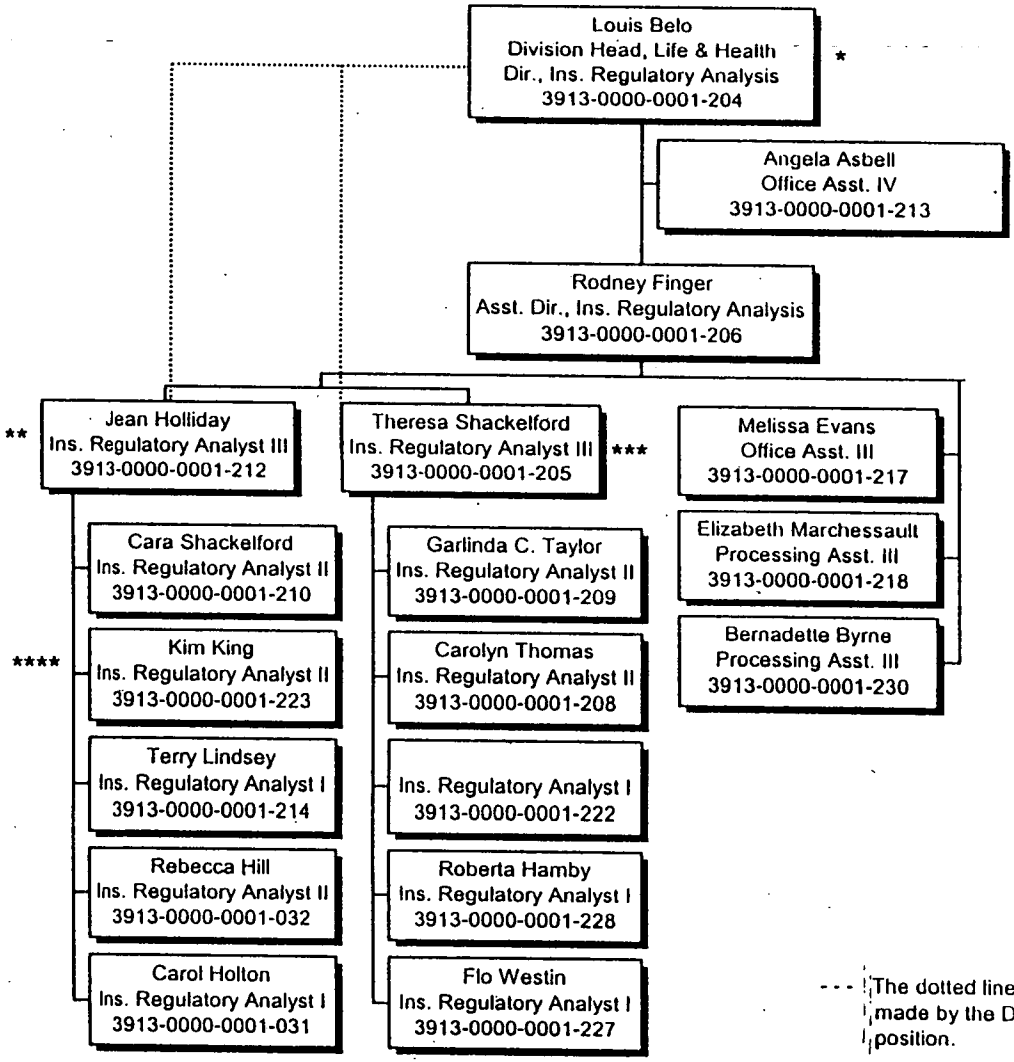
**** Worker's Compensation
Commercial Casualty
General Liability
Bonds
Errors and Omissions
Inland Marine
Beach /Fair Plan
Medical Malpractice

- - - The dotted line signifies that many of the work assignments are made by the Division Head in addition to the Assistant Director position.

April 4, 2002

North Carolina Department of Insurance

Life and Health Division



* Serves as staff to the Health Planning Commission

** Small Group Health
Credit Life
Indemnity Health

*** Life Insurance
Annuities
Health Maintenance Organizations (HMOs)
Medicare Supplements
General Health

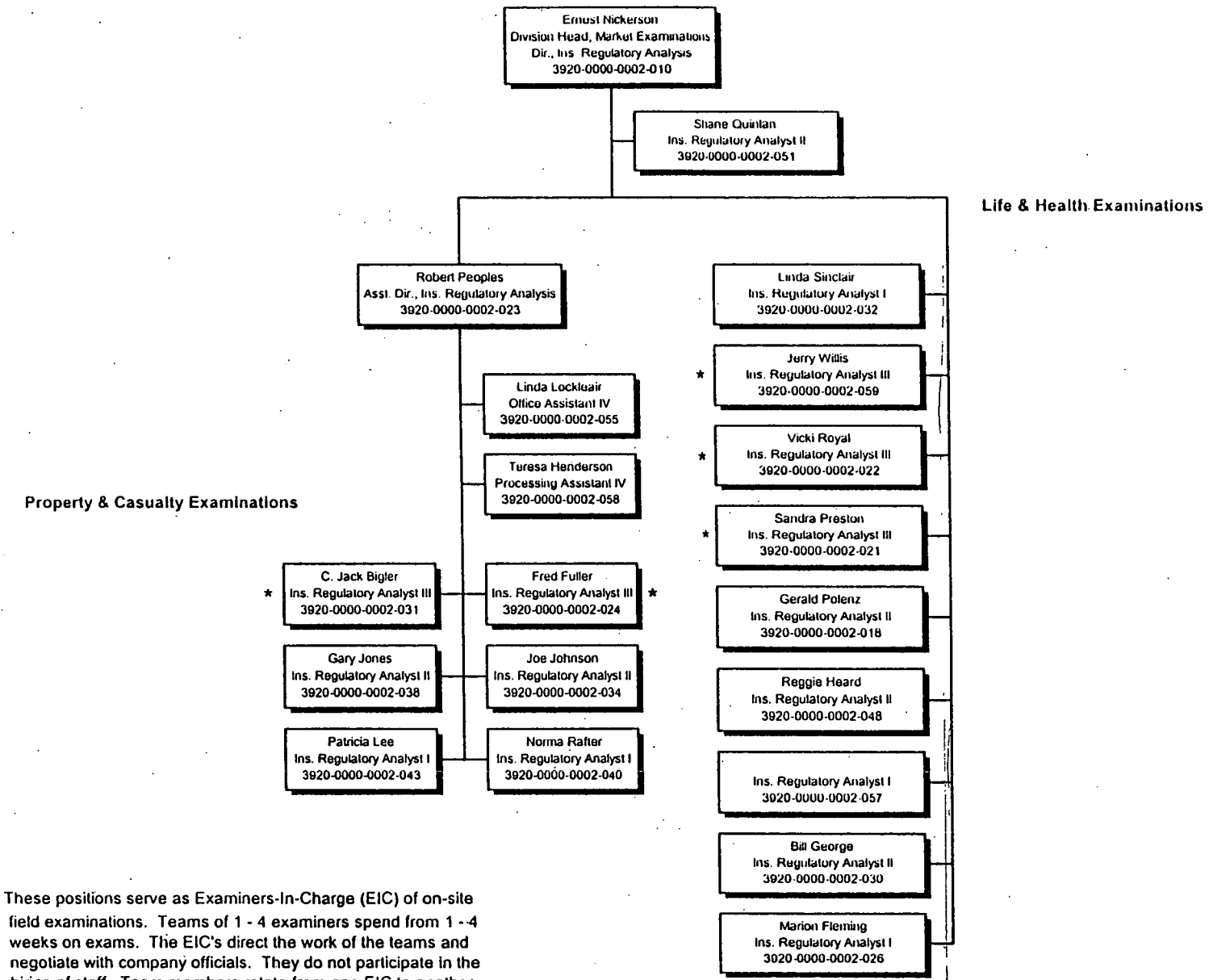
**** Serves as staff to the Small Employer Health Benefits Board

--- The dotted line signifies that many of the work assignments are made by the Division Head in addition to the Assistant Director position.

April 4, 2002

North Carolina Dep. ...ent of Insurance

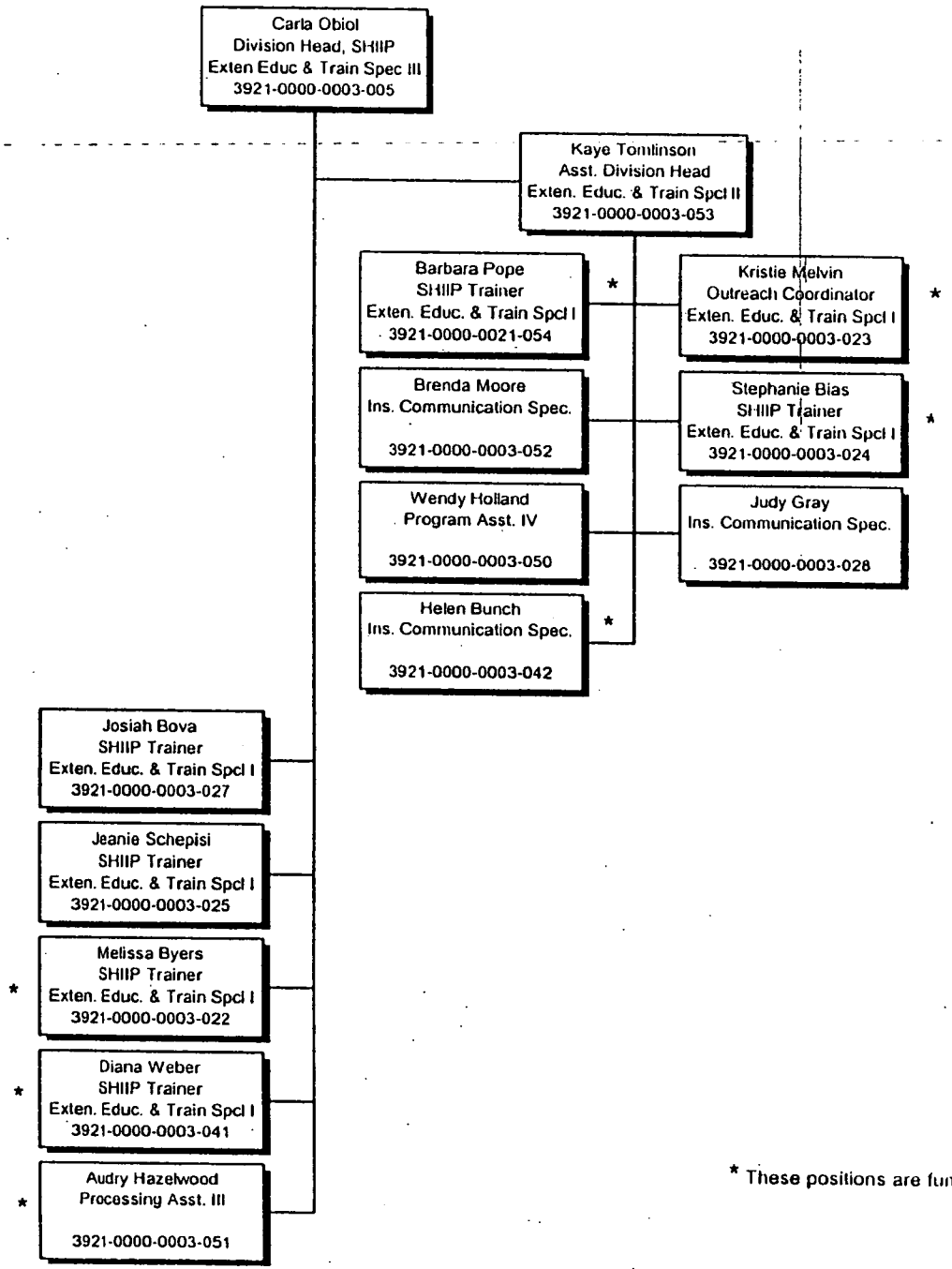
Market Examination Division



* These positions serve as Examiners-In-Charge (EIC) of on-site field examinations. Teams of 1 - 4 examiners spend from 1 - 4 weeks on exams. The EIC's direct the work of the teams and negotiate with company officials. They do not participate in the hiring of staff. Team members rotate from one EIC to another depending on examination needs.

North Carolina Department of Insurance

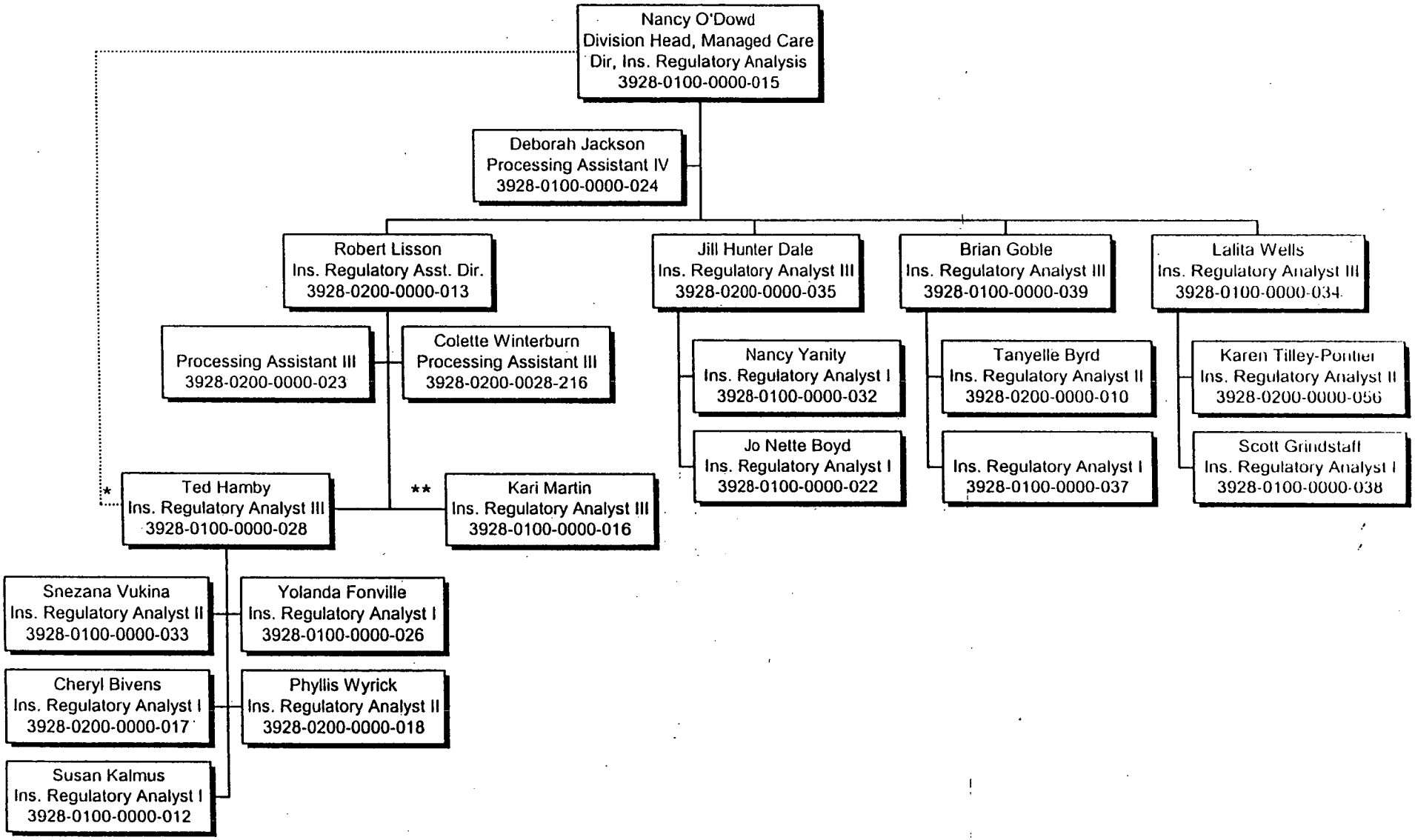
Seniors Health Insurance Information Program



* These positions are funded through a federal grant

N. C. Departr[illegible]surance

Managed Care & H[illegible]n Benefits Division



* Provider Contracts, Provider Complaints, PPO Filings, MEWA Licensing

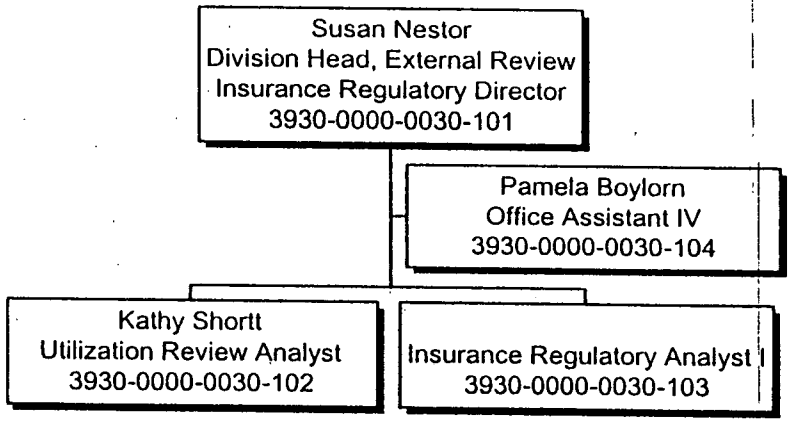
** Data Collection and Analysis, Database

*** HMO Examinations, HMO Licensing, PPO Examinations

April 4, 2002

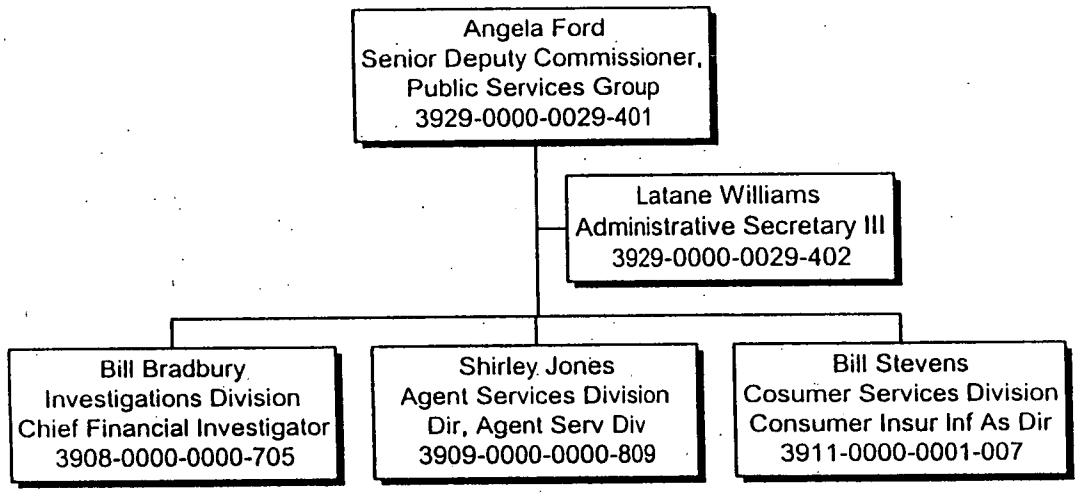
North Carolina Department of Insurance

Health Care External Review Division



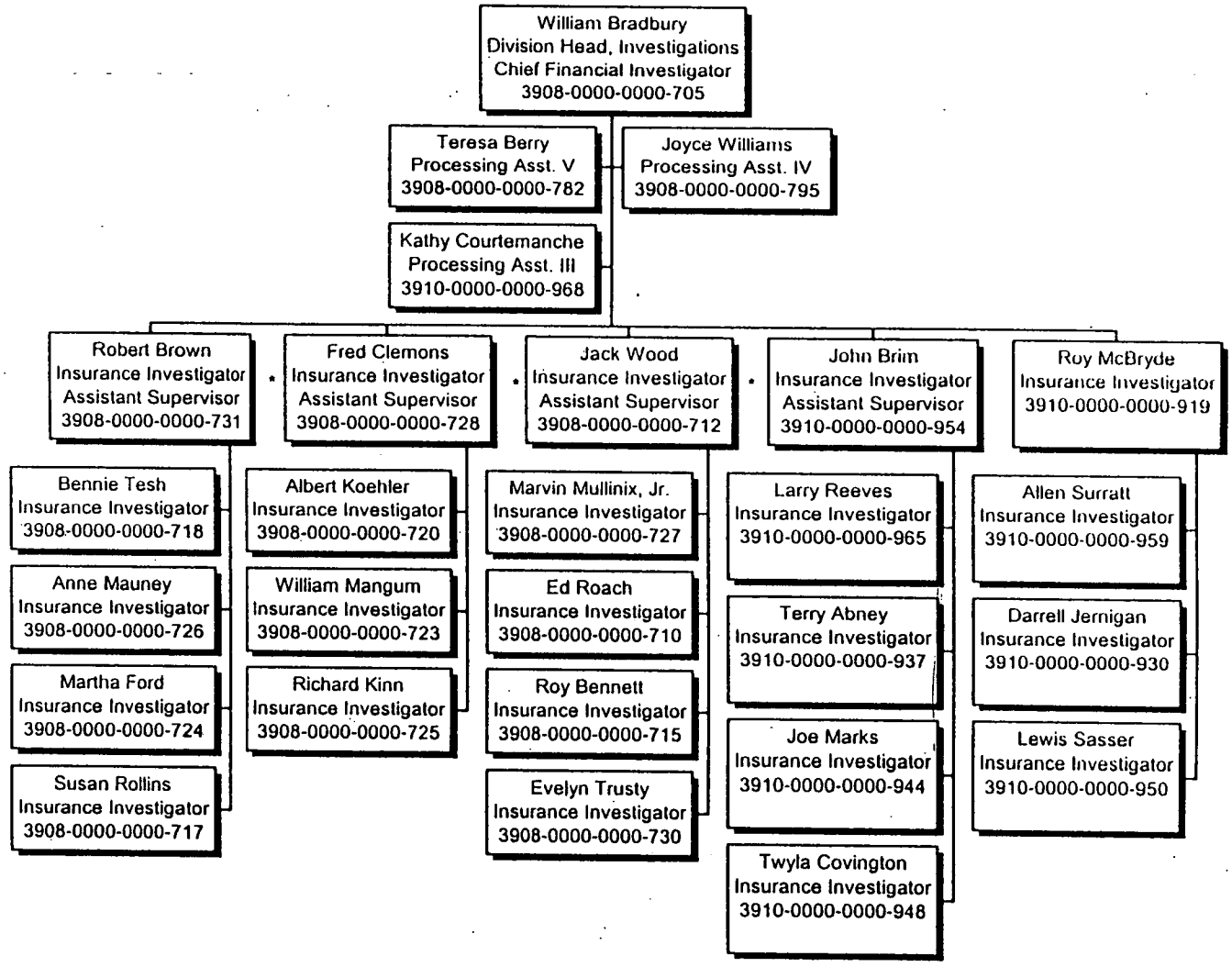
N. C. Departr[illegible] of Insurance

Public Services Group



N. C. Department of Insurance

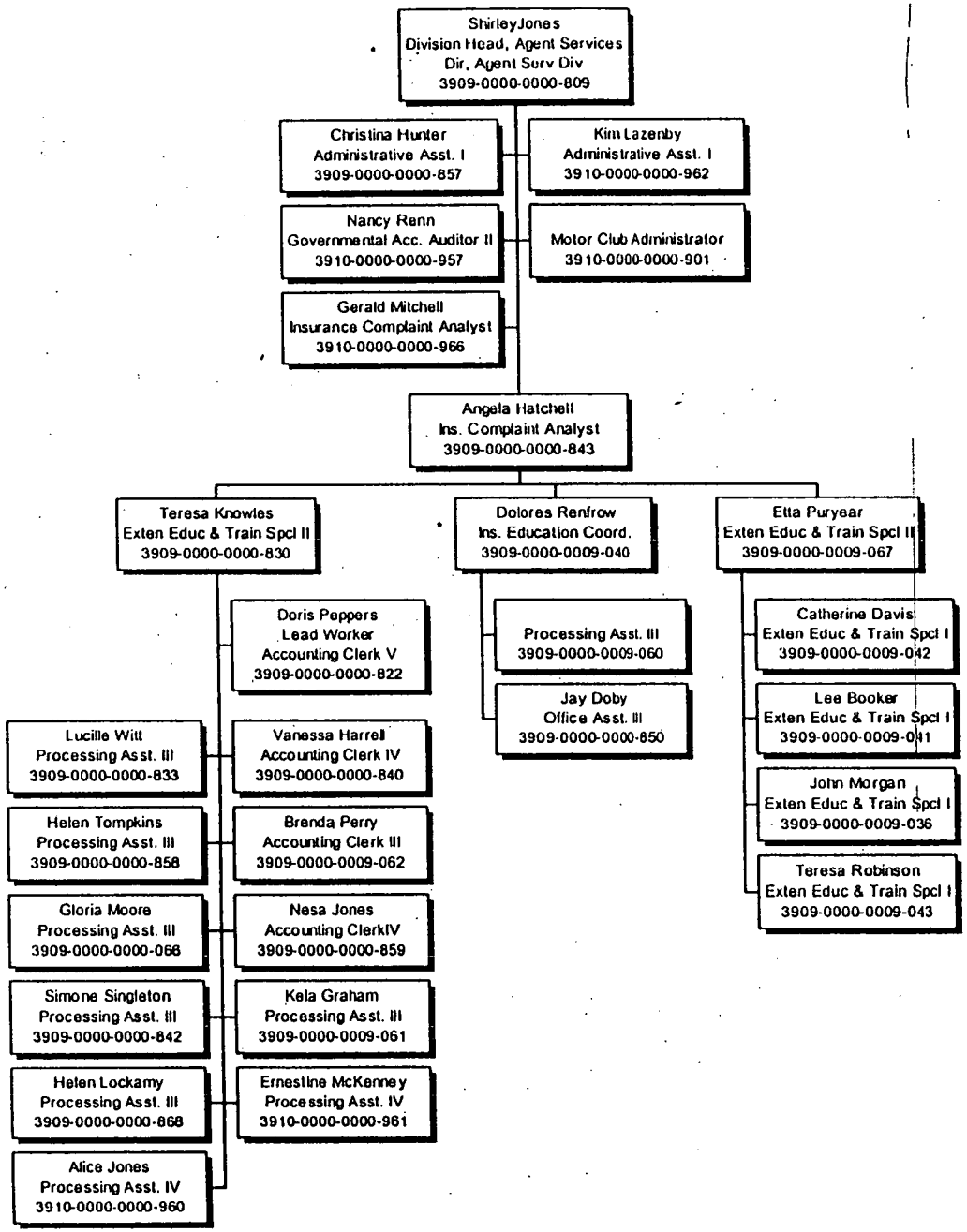
Investigations Division



* Investigators are based throughout the State. The Assistant Supervisor positions are working supervisors who carry their own caseloads and supervise investigators in a specific geographic region.

April 4, 2002

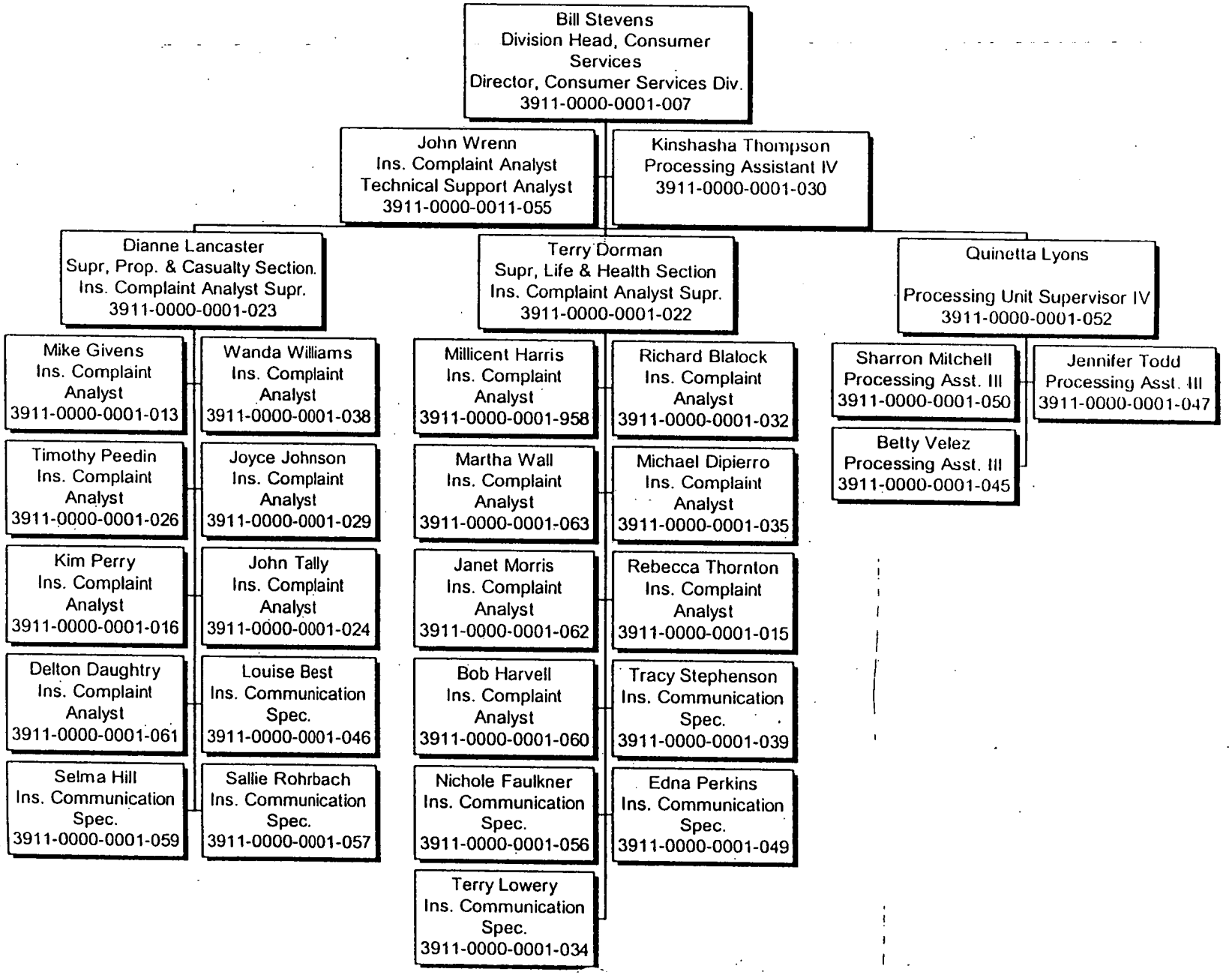
N. C. Departm[illegible]surance
Agent Se[illegible]vision



* These employees serve as staff to the Fire & Casualty Continuing Education Advisory Committee and the Life & Health Continuing Education Advisory Committee.

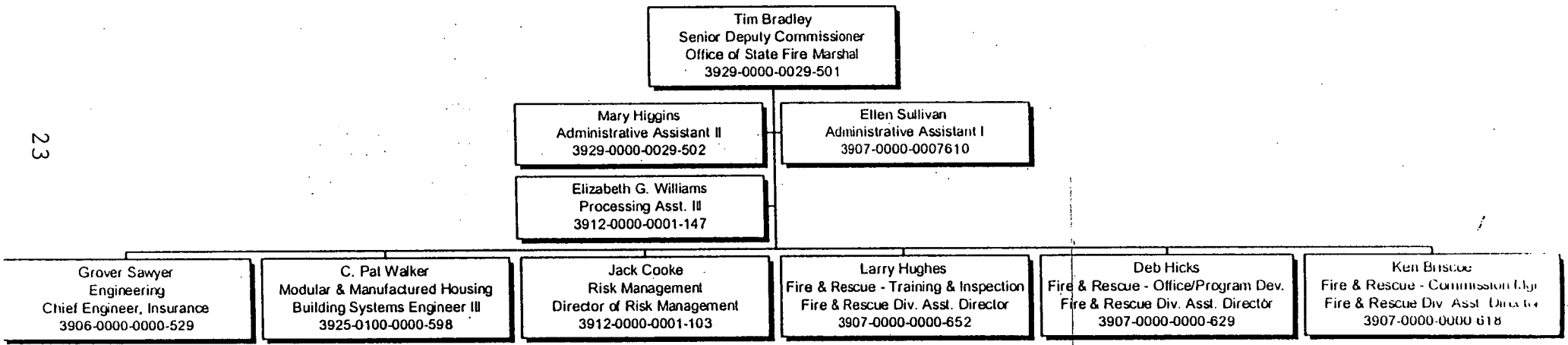
N. C. Department of Insurance

Consumer Services Division

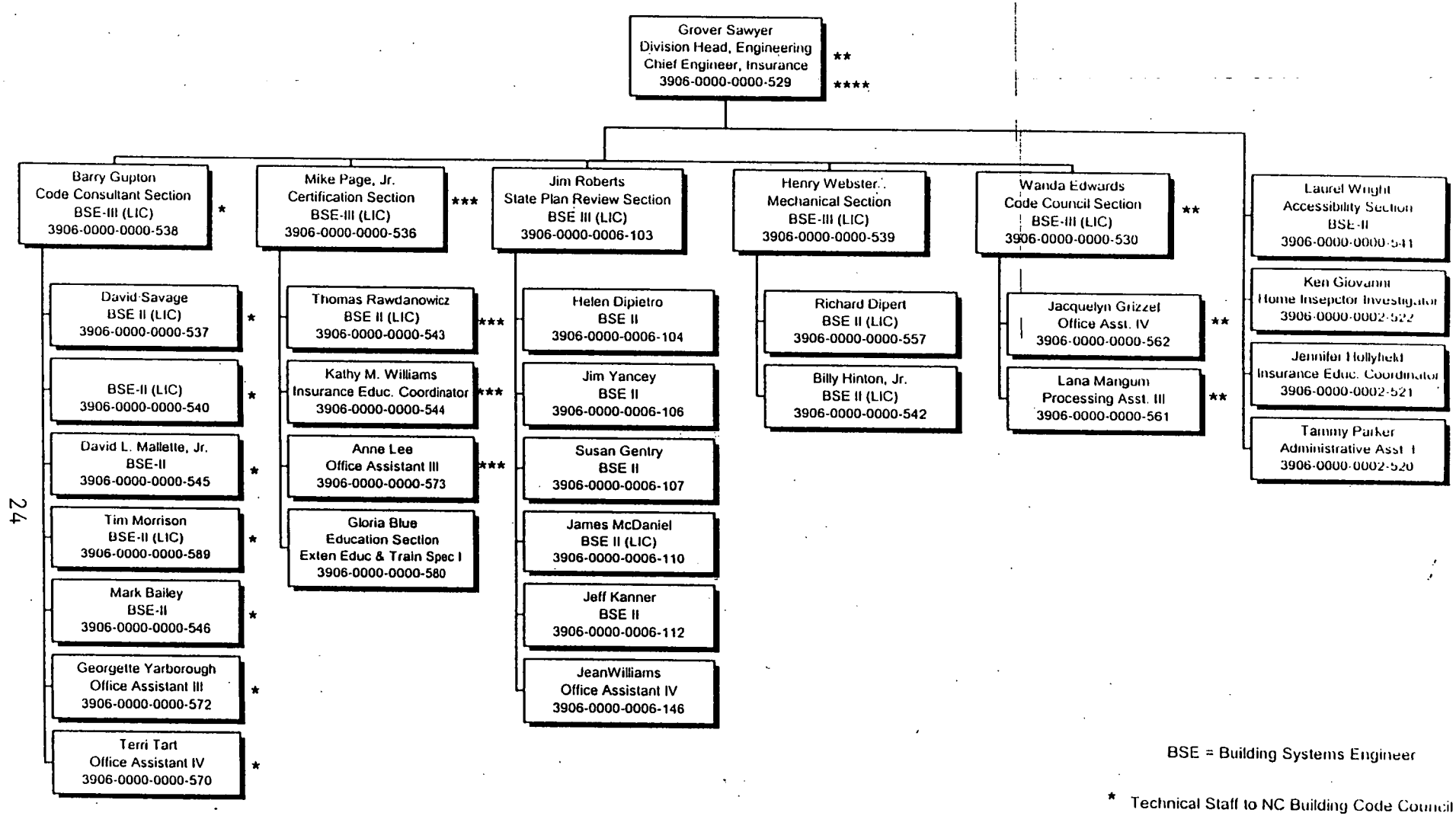


N. C. Departn. of Insurance

Office of State Fire Marshal



North Carolina Department of Insurance
Engineering Division



BSE = Building Systems Engineer

* Technical Staff to NC Building Code Council

** Administrative Staff to NC Building Code Council

*** Staff to NC Code Official Qualification Board

**** DOI appointee to NCHILB

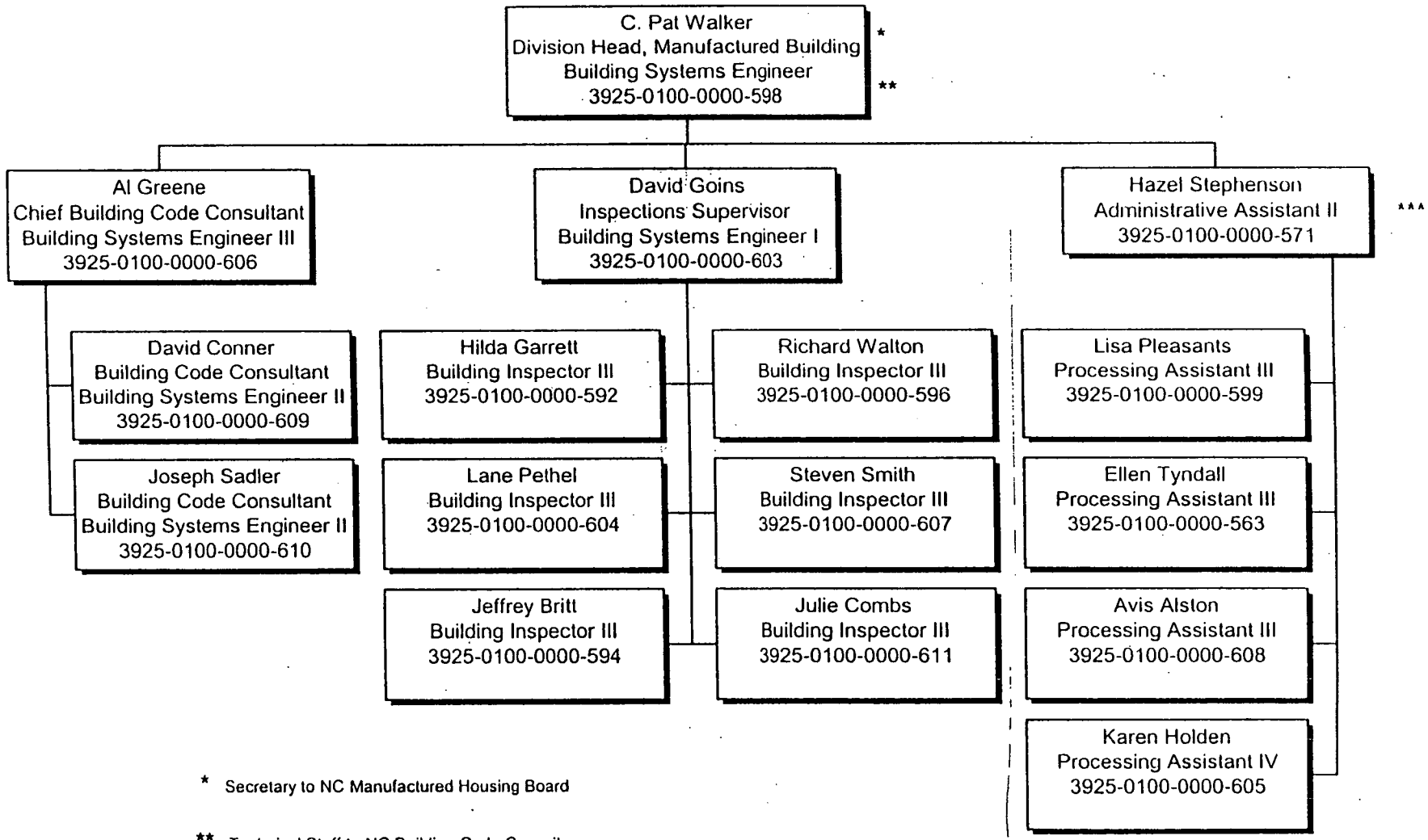
***** Staff to NCHILB

BSE III positions receive that classification based on technical, rather than managerial responsibilities.

April 5, 2002

N. C. Department of Insurance

Manufactured Building Division



* Secretary to NC Manufactured Housing Board

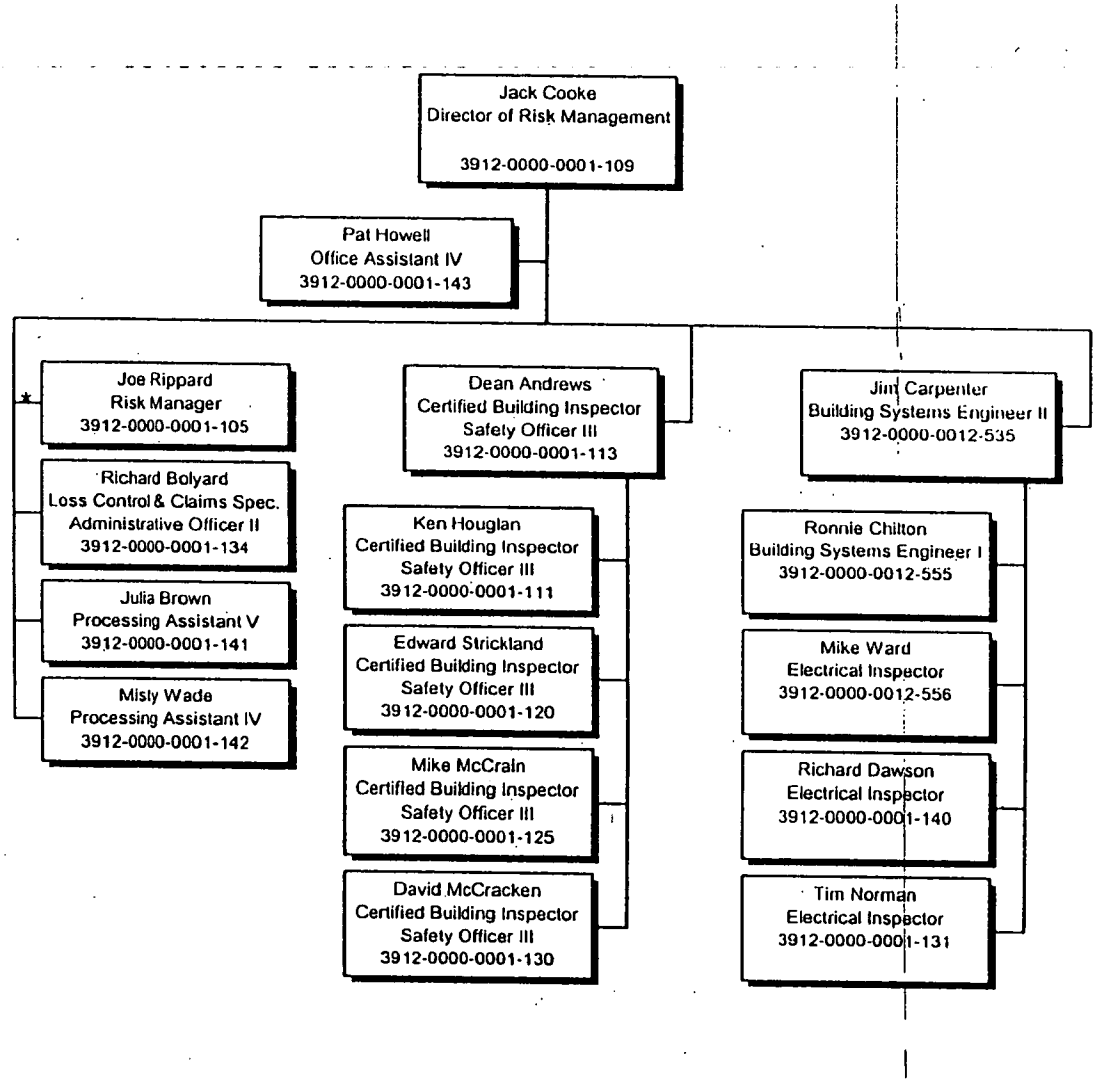
** Technical Staff to NC Building Code Council

*** Staff to NC Manufactured Housing Board

April 4, 2002

North Carolina Department of Insurance

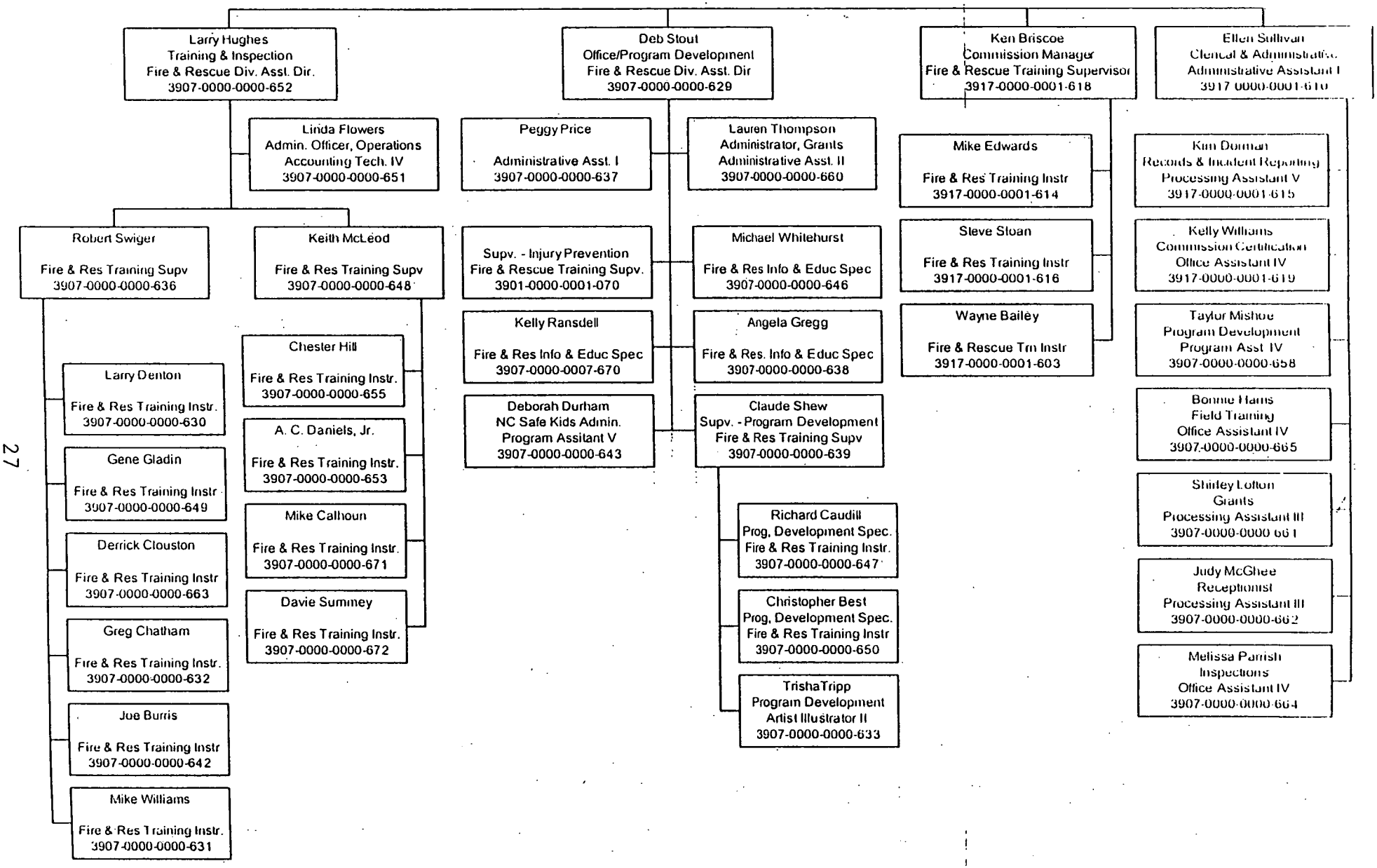
Risk Management Division



* These employees serve as staff to the Public Officers & Employees Liability Insurance Commission

NC DEPARTMENT OF INSURANCE

Fire & Rescue Division & Fire Commission



April 5, 2002

Span of Control
NC Department of Insurance
April 8, 2002

Data Item	
Number of Employees (Total)	428
Number of Supervisors	80
Percentage of Supervisors to Total	19%
Average Span Agency Wide	5.35
Number of 1:1 Spans	0
Percentage of 1:1 Spans	0%
Number of 1:2 Spans	11
Percentage of 1:2 Spans	14%
Number of 1:3 Spans	12
Percentage of 1:3 Spans	15%
Total "Low" Spans	23
Percentage of "Low" Spans (to total no. supv)	29%
Number of Supervisory Levels	6
Average Supervisor Level	4.45

DEPARTMENT OF INSURANCE
State of North Carolina
P. O. Box 26387
RALEIGH, N. C. 27611

JIM LONG
COMMISSIONER OF INSURANCE

(919) 733-3058

April 8, 2002

Memorandum

To: Marilyn M. Chism
Fiscal Research Division

From: Jim Long, Commissioner
Department of Insurance

Subject: Updated Agency Span of Control and Agency Liaison/Lobbyist Information

Attached please find the updated Span of Control information and organizational chart requested per your memorandum dated April 4, 2002. Also, contained in this memorandum is a response to your inquiry regarding the Department's legislative liaisons.

The Department of Insurance has two employees whom perform as legislative liaisons. They are Mr. Bill Hale and Ms. Starla McKenney.

Mr. Hale is an Attorney III (grade 82 / $86285) with the Department. He serves as counsel for legislative issues, presides over Administrative Hearings and performs legal research. Mr. Hale also drafts administrative rules and oversees the rule making process for the Department.

Ms. McKenney is Special Assistant (grade 72 / $49303) to the Chief Deputy. She serves as the primary contact during the appropriation process and works on insurance related legislative issues. Ms. McKenney is the Department's EEO Officer, SEIBP Coordinator , and Regional Office Coordinator. Ms. McKenney also works on industry and consumer related projects.

The time allotted for each of their duties depends greatly on the issues before the legislature as well as other internal and external responsibilities dictated by the Department's statutory obligations.

Please feel free to contact my office if you have any questions.

JL/SM/li
Enclosures

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Six-Year Analysis of Budget

Attachment 3
REVISED

Department of Insurance

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
General Fund						
Requirement	$26,593,710	$29,503,597	$31,147,237	$29,852,201	$30,190,059	28,745,354
Less: Receipts	$6,208,842	$6,853,275	$8,235,524	$6,281,696	$6,605,565	5,283,572
Appropriation	$20,384,868	$22,650,322	$22,911,713	$23,570,505	$23,584,494	$23,461,782
Less: Nonrecurring Expansion		$211,600	$420,500	$110,500	$484,300	
Continuation Budget	$20,384,868	$22,438,722	$22,491,213	$23,460,005	$23,100,194	
Increase (Decrease)	N/A	$2,053,854	$52,491	$968,792	($359,811)	
Percentage Inc (Dec)		10.08%	0.23%	4.31%	-1.53%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **		$1,391,659	$306,056	$624,153	$307,198	
Recurring Reductions-Legislative **		$0	($191,740)	($191,740)	($263,000)	
Transfers - Legislative **						
Other Adjustments ***		$662,195	($61,825)	$536,379	($404,009)	
Total		$2,053,854	$52,491	$968,792	($359,811)	
Special Funds *						
Prior Year Balance	$10,881,337	$20,562,088	$14,332,021	$13,482,092	$17,892,620	
Reciepts	33,822,230	21,274,526	29,175,803	35,926,624	18,489,965	
Expenditures	24,141,479	27,504,593	30,025,732	31,516,096	18,074,228	
Year-End Balance	$20,562,088	$14,332,021	$13,482,092	$17,892,620	$18,308,357	
Federal Funds *						
Prior Year Balance	$1,352,062	$1,243,632	$1,492,811	$618,008	$22,720	
Reciepts	823,737	1,046,984	1,001,878	720,718	674,117	
Expenditures	932,167	797,805	1,876,681	1,316,006	615,232	
Year-End Balance	$1,243,632	$1,492,811	$618,008	$22,720	$81,605	
Other Funds						
Prior Year Balance	$28,150,176	$37,894,077	$48,010,347	$57,217,541	$52,375,465	
Reciepts	$24,141,785	$24,991,651	$24,337,136	$30,702,132	$20,682,093	
Expenditures	$14,397,884	$14,875,381	$15,129,942	$35,544,208	$19,277,139	
Year-End Balance	$37,894,077	$48,010,347	$57,217,541	$52,375,465	$53,780,419	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.
*** Legislative Increases, Allowable Con't Budget Adjustments, etc.

General Government Team
Revised April 24, 2002

1. New Programs

Program: SB 199 Patient Care Bill of Rights

Description: During the 2001 Legislative Session, the North Carolina General Assembly established the Health Benefit Plan External Review Program within the Department. The enabling legislation provides for the establishment and maintenance of external review procedures by the Department to assure that covered persons have the opportunity for an independent review of an appeal decision or second-level grievance review decision upholding a health plan's noncertification.

Continuation Budget:

Certified 2001-2002	Certified 2002-2003
$170,749	$398,264

Program: Public Protection Classifications

Description: During the 1999 Legislative Session, the North Carolina General Assembly established provided funding to implement House Bill 1696. The funding is for two inspector positions in the Safety Services Division and the necessary operating cost to establish and modify the insurance public protection classifications of fire districts as provided in G.S. 58-36-10(3) and G.S. 58-40-25(4) and as rewritten by the Regular 2000 Session of the 1999 General Assembly. The General Fund will be reimbursed from the Insurance Regulatory Fund for the Total Cost.

Continuation Budget:

Certified 2000-2001	Certified 2001-2002
$ 136,000 (R)	$136,000 (R)
$ 14,000 (NR)	

Program: Public Protection Classifications

Description: The 2001 General Assembly enacted House Bill 1471(codified as Session Law 2001-457), that provides terrorism defense funding for state agencies. This act provided a direct $1,900,000 appropriation to the Department of Crime and Public Safety. The Department of Insurance was awarded a $325,000 grant, "State Terrorism Defense", for the following: Student Manuals for 40,600 Fire and Rescue Personnel, Instructor packages for 600 instructors, travel to 100 counties to provide instructor training, Teaching packages for 600 instructors, 58 Schools, and 31 Municiple Departments, Travel and development for training special terrorism operational teams, Emergency Management is requesting. 25 Regional two week schools for "Tactical operations at terrorist incidents" for Chief Officers.

Continuation Budget:

Certified 2001-2002	Certified 2002-2003
$ 325,000	0

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

2. Contracted Personal Services (531321)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	FY 01-02 Balance	FY02-03 Certified
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-

Note: Department had no expenditures budgeted/spent for "Contracted Personel Services (531321).

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

3. Miscellaneous Contractual Services (532199)

	Actual Expenditures		FY 01-02		Mar-02	FY02-03
Division or Program	FY 99-00	FY 00-01	Authorized	YTD	Balance	Certified
1100 Administration	31,593	10,667	19,351	20,297	(946)	18,957
1200 Company Services	294,591	231,629	100,588	35,261	65,328	59,685
1300 Technical Services	12,250	72,935	13,875	9,573	4,302	13,350
1400 Public Services	644,400	780,096	651,200	578,142	73,058	651,200
1500 Office of the State Fire Marshal	47,817	31,208	224,627	94,947	129,680	129,290
Department of Insurance	1,030,652	1,126,535	1,009,641	738,220	271,422	872,482

3. Misc Contractual Services (532199) **Department of Insurance**
(Supplemental chart)

Name of Contractor	Purpose of Contract	532199 FY00-01 13900 Annual Compensation	532199 FY02-03 13900 Proposed Cert.Amt.
Rick Hall	Inspection of fire departments	20,585	20,600
National Actuarial	Actuarial review of MAMSI L&H Insur Co.	73,000	-
Paragon	Reinsurance review on convenience contract	34,031	-
Kaushal Patel	Computer programming and database admn	56,640	-
K.P.Consulting Inc.		-	80,000
Wendy Pruett	Training of agency staff on PC rpt presentatio	1,356	-
Natl.Comm.Qual.Asur.	Collect data,report HEDIS/HMOs	6,500	10,000
Network Technologies	Write program to recertify F&R instructors	5,600	5,600
Network Technologies	Modify Dataflex ODBCMS Query	3,160	6,480
Dave Cauble	Inspection of fire departments	21,810	23,000
Joel Moore	Training for geographic mapping prgm(GIS)	3,415	-
Bryant Tyndall	Building security and related activities (2)	14,250	24,675
DB Software	Software and customization for fire dept. (1)	15,000	-
Atlatl	Develop computer based auto rating program, Acurator(1)	1,200	-
Booke Seminars	Provide financial solvency training to financial auditors (1)	15,708	-

3. Contractual Services (532199) Department of Insurance
(Supplemental chart)

Name of Contractor	Purpose of Contract	532199 FY00-01 13900 Annual Compensation	532199 FY02-03 13900 Proposed Cert.Amt.
NAIC	Advanced ACL training for financial evaluation & examination auditors(1)	2,000	-
Info Tech Services ITS	Application programming of NC at Your Service Website Development & monthly fee	65,049	50,000
Info Tech Services ITS	Application programming -Consumer Complaint Division	125	-
Info Tech Services ITS	Application programming - Agt Licensing	963	-
Info Tech Services ITS	Application programming - Consumer portion of OSFM web site	4,510	4,000
Info Tech Services ITS	Application programming - Consumer Complaint tracking system	160,045	70,000
Info Tech Services ITS	Application programming - create web enabled Medicare data base	36,922	23,000
Gail Robinson	Programming client server for Company License module (MILO Project)	80,712	-
	Total	$ 622,581	

Note #1: Contract was not listed on report to OSBM since OSBM required contracts be listed only if payments were made during the period January through June 01. This contract was paid during first six months of year.

Note #2: Contractor is retired state employee

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

4. Rental/Lease of Equipment (532521 to 532525)

	Actual Expenditures		FY 01-02		Mar-02	FY02-03
	FY 99-00	FY 00-01	Authorized	YTD	Balance	Certified
Division or Program						
532521-532522 Motor Vehicle - Computer Equipment						
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
532523 - Communication Equipment						
1100 Administration	1,752	1,808	2,417	1,483	934	2,700
1200 Company Services	1,797	1,763	1,150	915	235	1,150
1300 Technical Services	235	520	1,500	630	870	532
1400 Public Services	4,379	7,147	5,700	4,451	1,249	5,700
1500 Office of the State Fire Marshal	8,015	7,666	8,030	5,928	2,102	5,978
532524 - General Office Equipment						
1100 Administration	-	1,608	-	-	-	1,000
1200 Company Services	-	-	782	-	782	782
1300 Technical Services	175	476	-	-	-	-
1400 Public Services	3,600	3,600	2,700	1,800	900	2,700
1500 Office of the State Fire Marshal	-	106	435	34	401	505
532525 - Furniture						
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
Department of Insurance	19,952	24,694	22,714	15,241	7,473	21,047

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

5. Travel and Other Employee Expenses (5327xx)

	Actual Expenditures		FY 01-02		Mar-02	FY02-03
Division or Program	FY 99-00	FY 00-01	Authorized	YTD	Balance	Certified
1100 Administration	40,778	33,289	38,167	22,969	15,198	43,685
1200 Company Services	143,257	126,526	173,008	112,119	60,889	199,429
1300 Technical Services	307,385	238,714	459,721	121,356	338,365	427,400
1400 Public Services	260,071	233,264	218,202	114,296	103,906	234,488
1500 Office of the State Fire Marshal	537,596	440,214	476,925	268,572	208,353	623,968
Department of Insurance	1,289,086	1,072,007	1,366,023	639,312	726,711	1,528,970

(5327XX) includes 532711 Air-In State, 532712 Transp Air-Out of State, 532714 Transp-Ground In-State, 532715 Transp Ground Out-Of-State, 532721 Lodging In-State, 532722 Lodging Out-Of-State, 532724 Meals In-State, 532725 Meals Out-of-State, 532727 Misc-In-State, 532728 Misc-Out-of State. This summary also includes the travel expenses of State Boards and Commissions which are also presented separately as item #12 in our DOI information; therefore, the total expenditures of item 12 are duplicated.

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

6. Cellular Phone Services (532814)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	Mar-02 Balance	FY02-03 Certified
1100 Administration	5,238	4,084	3,595	2,352	1,243	4,346
1200 Company Services	32	164	-	-	-	164
1300 Technical Services	-	384	7,471	7,471	-	-
1400 Public Services	5,113	4,606	3,700	2,464	1,236	2,100
1500 Office of the State Fire Marshal	41,836	15,677	14,876	11,731	3,145	6,877
Department of Insurance	52,219	24,915	29,642	24,018	5,624	13,487

Department of Insurance

6. Cellular Telephones (532814)

(Supplemental chart--Listing of positions and quantity of phones assigned)

Assistant Commissioner	1
Attorney III	1
Building Inspector III	6
Building Systems Engineer I	2
Building Systems Engineer III	3
Building Systems Engineer IV	2
Chief Deputy Commissioner III	1
Chief Investigator, Insurance	1
Commissioner	1
Controller	1
Electrical Inspector	3
Fire and Rescue Division Assistant Director	3
Fire and Rescue Info & Ed Spec	3
Fire and Rescue Training Instructor	15
Fire and Rescue Training Supervisor	4
Fire Department Inspector	2
Hearing Officer	1
Home Inspector Investigator	1
Insurance Investigator	11
Insurance Investigator Supervisor	4
Safety Consultant I	1
Safety Grants Coordinator	1
Safety Officer III	1
Special Assistant to Chief Deputy	1
Special Assistant to Commissioner of Insurance	1
TOTAL	71

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

7. Furniture and Equipment Replacement Schedules (534500 to 534550)

	Actual Expenditures		FY 01-02		Mar-02	FY02-03
	FY 99-00	FY 00-01	Authorized	YTD	Balance	Certified
Division or Program						
534511 - Furniture						
1100 Administration	6,072	8,528	213	-	213	213
1200 Company Services	101,997	47,125	2,643	96	2,547	14,183
1300 Technical Services	45,336	5,074	10,959	2,423	8,536	30,250
1400 Public Services	38,249	10,109	4,832	1,325	3,507	3,432
1500 Office of the State Fire Marshal	5,981	8,105	4,510	760	3,750	3,904
534521- Office Equipment						
1100 Administration	-		419	47	372	1,371
1200 Company Services	10,950	1,466	8,069	3,869	4,200	7,977
1300 Technical Services	31,132	103	2,141	390	1,751	29,622
1400 Public Services	827	17,019	1,297	-	1,297	1,297
1500 Office of the State Fire Marshal	25,200	1,099	4,876	73	4,803	4,926
534522 - Computer						
1100 Administration	298	12,801	4,801	3,307	1,494	869
1200 Company Services	459,445	69,476	52,454	28,554	23,900	55,241
1300 Technical Services	59,179	102,657	69,280	10,275	59,005	90,904
1400 Public Services	82	20,565	6,624	-	6,624	6,624
1500 Office of the State Fire Marshal	40,035	32,263	67,215	39,318	27,897	32,241
534528 - Communications						
1100 Administration	684	790	390	-	390	-
1200 Company Services	15,197	512	250	-	250	3,250
1300 Technical Services	2,032	-	10,642	2,549	8,093	-
1400 Public Services	7,393	-	-	-	-	-
1500 Office of the State Fire Marshal	48,201	612	2,000	-	2,000	2,000

Departmen. .nsurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

7. Furniture and Equipment Replacement Schedules (534500 to 534550)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	Mar-02 Balance	FY02-03 Certified
534529 - Custody & Security						
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
534539 - Other Equipment						
1100 Administration	136	12,289	-	-	-	-
1200 Company Services	23,690	686	-	-	-	-
1300 Technical Services	10,869	2,332	1,548	48	1,500	15,000
1400 Public Services	16,990	709	-	-	-	-
1500 Office of the State Fire Marshal	60,553	29,907	76,990	46,857	30,133	1,715
534539001 - Other Equipment Audio/Visual						
1100 Administration	120	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	5,380	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	8,316	-	6,050	6,029	21	12,000
534544 - Trailers						
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	7,918	-	15,800	4,020	11,780	15,800
Department of Insurance	1,032,262	384,227	354,003	149,940	204,063	332,819

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

8. Discretionary Grants (5364aa)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	Mar-02 Balance	FY02-03 Certified
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-

Note: Department had no expenditures budgeted/spent for "Discretionary Grants "(5364aa).

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

9. Loans (5367aa)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	Mar-02 Balance	FY02-03 Certified
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-

Note: Department had no expenditures budgeted/spent for "Loans"(5367aa).

Department of Insurance

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

10. Other Aids and Grants(5369aa)

Division or Program	Actual Expenditures FY 99-00	Actual Expenditures FY 00-01	FY 01-02 Authorized	FY 01-02 YTD	Mar-02 Balance	FY02-03 Certified
1100 Administration	-	-	-	-	-	-
1200 Company Services	-	-	-	-	-	-
1300 Technical Services	-	-	-	-	-	-
1400 Public Services	-	-	-	-	-	-
1500 Office of the State Fire Marshal	-	-	-	-	-	-
Department of Insurance	-	-	-	-	-	-

Note: Department had no expenditures budgeted/spent for "Other Aids and Grants" (5369aa).

Item 11

List of Special Funds for Fiscal Year 2001-02 (As of March 31, 2002)

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
23900/2000	Insurance Regulatory Fund	$11,124,924	$12,718,043	$11,885,502	$11,957,465
23900/2001	Consumer Protection Fund	238,164	948,977	461,170	725,971
23900/2123	Volunteer Rescue/EMS Fund	551,012	835,575	312,970	1,073,617
23900/2133	Volunteer Fire Dept. Fund	4,224,321	1,570,680	2,728,099	3,066,902
23901/2122	Rescue Squad Worker's Relief Fund	1	533,400	533,400	1
23901/2231	Continuing Education Program	289,471	752,614	635,933	406,152
23901/2552	Home Inspector Licensure Board	275,901	195,110	135,795	335,216
23901/2555	Manufactured Building	0	270,491	453,032	(182,541)
23901/2556	Manufactured Building - Federal	258,962	222,568	237,494	244,036
23901/2201	Qualifications Board Fund	49,354	17,377	12,704	54,027
23902/2214	Safe Kids Grant	209,466	22,896	93,023	139,339
23902/2235	Fire & Rescue Journals	38,110	17,755	14,454	41,411
23902/2240	Fire Prevention Week	21,175	20,477	19,625	22,027
23902/2245	NC Hospital Foundation Grant	65,598	164,580	40,146	190,032
23903/2313	State Auto Fleet Safety Programs	28,045	2	160	27,887
23903/2332	Fire & Rescue Emergency Response	2,585	17,000	7,098	12,487
23903/2333	Governors Highway Safety Program - Seatbelt Safety Project	456,472	(12,031)	447,080	(2,639)
23903/2334	Hazardous Material Grant	16,075	61,000	17,914	59,161
23903/2337	Governors Highway Safety Program - Bike QN99-13-23	37,141	(6,732)	30,409	0
23903/2339	Shipmates Peer Monitoring Project	5,843	(5,769)	74	0
23903/2340	Direct Mailer - SHIIP	0	7,128	6,899	229
23903/2341	Long Term Care Resource Directory - SHIIP	0	5,000	0	5,000
23903/2342	Enhance Medicare Supp Prem Comparison Database - SHIIP	0	22,800	0	22,800
23903/2343	Caregiver Education Seminar - SHIIP	0	1,500	0	1,500
23903/2344	Computer Based Training Programs - OSFM	0	30,000	0	30,000
23903/2345	Hazard Mitigation Grant	0	46,598	1,247	45,351
23903/2346	Risk Watch Program (API)	0	32,926	0	32,926
Total		**$17,892,620**	**$18,489,965**	**$18,074,228**	**$18,308,357**

Note: All funds are statutorily restricted.

Item 11. Supplement for Special Funds

The Special Fund spreadsheet includes all of DOI's special funds as of March 31, 2002. The listing has several funds with deficit balances. Fund 2555 in BC 23901 has a $182,541 deficit balance at March 31, 2002. This is a result of revenues not coming in consistently throughout the fiscal year to cover the expenditures. This deficit is also attributed to the sluggish economy. The bulk of Manufacturing Housing's revenues are received in the last quarter of the fiscal year. Other agency funds are used during the year to provide cash until revenues are received.

There is also a deficit balance in fund 2333 in BC 23903 in the amount of $2,639. This is a result of expenditures being charged to this center that have not been reimbursed by the Department of Transportation yet. This fund previously received advances from the Department of Transportation to operate this program but starting October 1, 2002, the Department of Transportation no longer gives advances for this program. The Dept. of Insurance has to first incur the expenses in this program and then request reimbursement for our expenses. Presently, the Dept. of Transportation is being invoiced once a month for the previous month's expenditures. The Department of Insurance is presently charging the expenditures to this program in center 1500155505 and then transferring those expenditures to center 2333 once we receive reimbursement from the Dept. of Transportation. However, there are a few expenditures that are getting charged initially to center 2333 and that is why there is a current deficit in this fund as of March 31, 2002.

In centers 2333, 2337, and 2339 the revenue to date is a deficit number. This is due to the Department of Insurance receiving funding for these particular programs in a previous fiscal year and in the current year we refunded the unspent money in these funds back to the source since the funding period was over. The refunds were a result of the Department of Insurance not spending all of the initial funds given to the department. When refunds are made of unspent money it is recorded as a refund of revenue, resulting in a deficit number showing up in the revenue-to-date figures.

Item 11

List of Special Federal Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	As of March 31, 2002			(A) Grant Award
			Receipts	Expenditures	Year-End Balance	
33900/3245	State Health Insurance Assistance Program Grant	$303	$277,291	$277,594	$0	$382,027
33900/3246	Medigap Monitoring Demonstration Grant	0	2,846	2,846	0	19,150
33900/3315	Mobile Homes Monitoring Program Grant	0	216,230	216,230	0	338,485
33900/3501	Terrorism Preparedness Grant	1,167	144,000	88,562	56,605	160,000
33900/3502	National Fire Academy Training Grant	21,250	33,750	30,000	25,000	55,000
Total		**$22,720**	**$674,117**	**$615,232**	**$81,605**	**$954,662**

Note:

(A) The grant award amounts are based on the current federal budget period of the particular project.

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: ***Department of Insurance***

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1	Consumer Guide to Auto Insurance				5,000		0
	* See Note #1						
2	Consumer Guide to Health Insurance				5,000		0
	* See Note #1						
3	Consumer Guide to Homeowners' Ins				5,000		0
	* See Note #1						
4	Consumer Guide to Life Insurance				5,000		0
	* See Note #1						
5	Consumer Guide to Fraud Insurance				5,000		0
	* See Note #1						
6	DOI Industry Newsletter				96,000		0
	required to list new insurance laws						
	* See Note # 2						

*Note #1: DOI has just completed a re-design of all our consumer publications. These publications are available in print and on the DOI web site. DOI printed 5,000 copies of each of these 5 publications at an average of $5,000 per publication. The Department will evaluate over the next 2 Fiscal Years the need for printed copies and will base the next 2-year order on that evaluation. It is anticipated that this order to decrease over this period. These are consumer brochures with consumer related information on various kinds of insurance related to consumer demands. Since all consumers do not have access to the internet, the Department must continue to print these publications. GS 58-2-40.

*Note #2: The Department has recently completed a re-design of the Industry Newsletter and it is available on-line. Evaluation will take place to determine reductions in copies to be printed in the future.

North Carolina Homeowners Rate Increase Breakdown by Territory
2002

Filed Territory	Current	Filed/NCRB	Indicated	Ordered
5	$ 921.00	$ 1,422.00	$ 2,383.00	$ 1,232.00
6	$ 921.00	$ 1,422.00	$ 2,383.00	$ 1,232.00
32	$ 488.00	$ 671.00	$ 671.00	$ 544.00
53 (33)	$ 478.00	$ 618.00	$ 618.00	$ 533.00
34	$ 515.00	$ 797.00	$ 828.00	$ 611.00
35	$ 506.00	-	-	-
36	$ 456.00	$ 532.00	$ 532.00	$ 484.00
57 (37)	$ 456.00	$ 529.00	$ 529.00	$ 488.00
38	$ 458.00	$ 533.00	$ 533.00	$ 489.00
39	$ 460.00	$ 502.00	$ 502.00	$ 478.00
60 (40)	$ 425.00	$ 462.00	$ 462.00	$ 436.00
41	$ 505.00	$ 782.00	$ 962.00	$ 625.00
42	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
43	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
44		$ 604.00	$ 604.00	$ 499.00
45		$ 764.00	$ 764.00	$ 606.00
46		$ 617.00	$ 617.00	$ 537.00
47		$ 677.00	$ 677.00	$ 559.00

The above examples are based on a frame home valued at $130,000 and insured under the HO-3 policy, Protection Class 3.

1. **TERRITORY DEFINITIONS** – (For all Coverages and Perils Other than Earthquake).

A. Cities

City of	County of	Code
Charlotte	Mecklenburg	38
Durham	Durham	32
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B. Other Than Cities

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Alamance	57
Alexander	60
Alleghany	60
Anson	44
Ashe	60
Avery	60
Beaufort	43
Bertie	45
Bladen	41
Brunswick	42
Buncombe	60
Burke	60
Cabarrus	60
Caldwell	60
Camden	43
Carteret	43
Caswell	46
Catawba	60
Chatham	53
Cherokee	60
Chowan	43
Clay	60
Cleveland	60
Columbus	41
Craven	43
Cumberland	34
Currituck	43
Dare	43
Davidson	57
Davie	60
Duplin	45
Durham	53
Edgecombe	47
Forsyth	57
Franklin	47
Gaston	39
Gates	45
Graham	60
Granville	46
Greene	45
Guilford	57
Halifax	47
Harnett	47
Haywood	60
Henderson	60
Hertford	45
Hoke	47
Hyde	43
Iredell	60
Jackson	60
Johnston	47
Jones	43
Lee	47
Lenoir	45
Lincoln	60
Macon	60
Madison	60
Martin	45
McDowell	60
Mecklenburg	39
Mitchell	60
Montgomery	44
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Nash	47
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Orange	53
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LEASED SPACE AVAILABLE - 04/30/2002 – Efficiency Commission to review this!

1. **File Number: 60-545 -**
   5701 Executive Center Drive, Suite 300, Rutherford Building, Koger Center, Charlotte, NC
   Rents: Until 10-31-2002 – ($79,987.62 or $6,665.63 Monthly for 6,100 SF or $13.11 PSF)
   Option: One additional 1-year option effective November 1, 2002 at $13.51 PSF effective 11-1-2002
   Available SF 1,500 (10 offices) available out of 6,100 SF
   Services Full Service
   Former Occupant: Transportation, ROW Relocation Division
2. **File Number: 92-720**
   219 Oberlin Road, Raleigh, NC 27607

   Terms: 3 years (1 June 2000 – 31 May 2003) with two 1-year renewal options
   Rents: (Years 1 – 3) $59,856.12 at $13.24 PSF
   (Year 4) (renewal) - $61,352.12 at $13.57 PSF) to 31 May 2004
   (Year 5) (renewal) - $62,886.33 at $13.91 PSF) to 31 May 2005
   Usable SF 4,521 SF (Building meets ADA codes)
   Services Janitorial
   Formerly occupied by NCSU – Accessible Housing
3. **File 92-683**
   504 Village Court, Garner, NC
   Rents: Until May 31, 2003 - $56,925.00 Annually $4,743.75 Monthly
   June 1, 2003 - $57,600.00 Annually $4,800.00 Monthly
   June 1, 2003 – Rent goes to $57,600.00
   One 3-year renewal with annual rent $60,750.00 annually plus increase in operating expenses not to exceed 5%
   Usable SF 2,783
   Services Full Service
   Formerly occupied by Health and Human Services, Information Resources Management
4. **File 92-522,**
   1150 SE Maynard Road, Cary, NC
   Terms: Now in 2 year renewal term
   Rents: Until August 31, 2003 - $45,768.64 Annually, $3,814.05 Monthly at $16.45 PSF
   Usable SF 2,783
   Services Full Service
   Formerly occupied by Health and Human Services, Deaf and Hard of Hearing
5. **File 41-466**
   415 North Edgeworth, Suite 104, Greensboro, NC
   Rents: Until October 31, 2003 $6,300 annually, $525.00 Monthly at $7.36 PSF
   Usable SF 855
   Services Full Service
   Formerly occupied by Health and Human Services, Division of Public Health, Tobacco Control and Prevention
6. **File 92-608**
   2728 Capital Boulevard, Parker-Lincoln Building, Raleigh, NC

   Terms: Until June 14, 2004 $213,118.15 Annually, $17,759.84 Monthly at $12.95 PSF
   With Two 2-year Options
   Option 1- $241,259.62 Annually, $20,104.96 Monthly at $14.66 PSF
   Option 2- $255,906.35 annually, $21,325.52 Monthly at $15.55 PSF
   Usable SF 16,457
   Services Full Service
   Formerly occupied by Information Technology Services

STATE OWNED SPACE AVAILABLE OR COMING AVAILABLE AS OF 4/30/02

1. The Cowper House, 501 N. Blount St.: approximately. 2900 SF will be available on or about January 2003 when OSP no longer needs the house for its RIF program.
2. Dobbs Building, 430 N. Salisbury St.: approximately 1200 SF currently used as a mailroom by Commerce is available. Commerce would need time (several weeks) to relocate material they currently have in the space. This is an interior room (no windows) and is not subdivided.
3. Dobbs Building, 430 N Salisbury St.: approximately 4000 SF of prime space on the second floor will be available when the First Flight Commission expires in June, 2004. Area is subdivided into offices and support spaces.
4. Archdale Building, 512 N. Salisbury St.: approximately 17,000 SF will be available in the Archdale Bldg when Wildlife moves into their new bldg at the end of 2003 or the beginning of 2004. This space consists of approximately 10,700 SF on the 3rd floor and approximately 6,300 SF on the 4th floor.
5. Elks Building, 121 W. Jones St.: approximately 3200 SF is currently available on the second floor of the Elks Bldg. This space is usable "as is" but is not desirable space. The space is not accessible to the disabled.
6. Heck Andrews House, 309 N. Blount St.: approximately 4800 SF is available but currently unusable due to condition of the property. Extensive interior renovations are required.
7. Polk Building, 500 W. Trade St., Charlotte: approximately 800 SF on the first floor adjacent to the renovated ESC offices will be available after current renovation project is complete (on or about 9/15/02).

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35	$ 506.00	-	-	-
36	$ 456.00	$ 532.00	$ 532.00	$ 484.00
57 (37)	$ 456.00	$ 529.00	$ 529.00	$ 488.00
38	$ 458.00	$ 533.00	$ 533.00	$ 489.00
39	$ 460.00	$ 502.00	$ 502.00	$ 478.00
60 (40)	$ 425.00	$ 462.00	$ 462.00	$ 436.00
41	$ 505.00	$ 782.00	$ 962.00	$ 625.00
42	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
43	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
44		$ 604.00	$ 604.00	$ 499.00
45		$ 764.00	$ 764.00	$ 606.00
46		$ 617.00	$ 617.00	$ 537.00
47		$ 677.00	$ 677.00	$ 559.00

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39	$ 460.00	$ 502.00	$ 502.00	$ 478.00
60 (40)	$ 425.00	$ 462.00	$ 462.00	$ 436.00
41	$ 505.00	$ 782.00	$ 962.00	$ 625.00
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Pender	42
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Person	46
Pitt	45
Polk	60
Randolph	57
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39	$ 460.00	$ 502.00	$ 502.00	$ 478.00
60 (40)	$ 425.00	$ 462.00	$ 462.00	$ 436.00
41	$ 505.00	$ 782.00	$ 962.00	$ 625.00
42	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
43	$ 630.00	$ 1,005.00	$ 1,356.00	$ 804.00
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JOINT APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 8, 2002

The Joint Appropriations Subcommittee on General Government met Wednesday , May 8, 2002. The meeting was called to order at 9:15 a.m. in Room 422 of the Legislative Office Building. There were four Senate members present, and Representatives: Jeffus, Sherrill, Adams, Barefoot, Lucas, Wilson, Seltzer, and Michell were present.

Senator Ed Warren Chaired the meeting. Michele Nelson, from fiscal staff was present.

The meeting began with Lisbeth Evans from Cultural Resources. Ms. Evans reviewed each Justification for Retaining Positions in detail. These explanations are attached in detail. (attachment #1). There was some discussion about the individual justifications and the needs of Cultural Resources.

Mr. Thomas A. Wright reviewed the State Personnel Report (Attachment #2). The report contains justifications for retaining positions, options for reduction and the impact of elimination of productivity.

Elaine Marshall, Secretary of State spoke to the 7% -11% proposed budget reduction. A copy of her comments is attached (attachment #3). A copy "Review of FY 2002 – 2003 Budget" is attached (attachment # 4).

There being no further business the committee was adjourned. The joint General Government Appropriations Subcommittee did not schedule another meeting.

Respectfully submitted

Senator Ed Warren, Chair

Delores Ledford, Committee Clerk

#1

Position Justification

Department of Cultural Resources

Division/Section: Administration, Human Resources Office

Position Title: Personnel Analyst I

Position Number: 4801-0100-0001-034

Budgeted Salary: $ 38,212

Fringes: $ 5,732

Date Position Vacated: 9-19-01

****

Justification for Retaining Position ***(Explain why existing staff cannot continue performing required duties):***

The DCR HR Office only has 3 professional staff members [who are already overloaded with multiple HR program responsibilities] and only 1.75 support staff to serve the needs of 845 permanent positions.

The Department of Cultural Resources Human Resources Office only has one (1) personnel analyst position to perform position analysis and classification under a delegation of authority agreement with OSP for 98% of the positions; this position helps administer the departmental merit based recruitment and selection program; is responsible for conducting position description writing workshops; and analyzing all departmental in-range personnel requests. Position No. 1034 is also responsible for reviewing departmental organizational charts annually.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section Administration/Administrative Services

Position Title: Accountant II

Position Number: 4801-0200-0001-110

Budgeted Salary: $61,401

Fringes: $9,211

Date Position Vacated: 5/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): In the midst of the worst budget crisis in the history of the State of North Carolina, the Department of Cultural Resources' Budget Office is woefully understaffed with only 7 accounting positions to manage the department's total $69 million budget. In order to manage the department's limited financial resources during the last quarter, prepare budget reductions the FY 2002-2003 budget, prepare the department's biennial budget this summer and complete the department's annual financial statements in August, it is essential that this position be retained.

General Government Team
April 23, 2002

Position Justification
Department of Cultural Resources

Division: Public Affairs
Position Title: Information & Communications Specialist II
Position Number: 4801-0100-0001-041
Budgeted Salary: _$38,507
Fringes: _$5,776
Date Position Vacated: _June 8, 2001

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position is essential to the ability of the Department of Cultural Resources' Public Affairs office to manage its day-to-day communications activities, internally and externally.

This position assists in the planning, design and coordination of all public relations and media relations activities, often involving highly complex and controversial issues.

- Preparing speeches for the Secretary and drafts of remarks or letters for the Governor and other key personnel
- Liaison with governor's press office and other cabinet agencies
- Providing media counsel and advise to the department secretary as well as division and site managers on controversial issues
- Day-to-day responsibility for identifying and writing media stories about department activities as well as daily contacts with media to promote positive coverage
- Planning and implementing special events, including Governor's Business Awards and North Carolina Awards, along with various programs, newsletters and brochures associated with each
- Designing, writing and distribution of internal publications, such as newsletters, Secretary's Letter, to encourage better employee communications and improved morale
- Day-to-day contact with different divisions, e.g., historical sites, to assist and support in their activities
- Assists with crisis communications, damage control and media coaching for managers, and preparation of talking points
- Hands-on work with Web team

This position is critical to carry out certain statutory and contractual responsibilities for the agency. The existing staff is already overburdened in spite of best efforts to combine responsibilities, streamline operations and eliminate many services.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Historic Sites

Position Title: Historic Site Manager II

Position Number: 4802-0404-0002-346

Budgeted Salary: $40,352

Fringes: $ 6,053

Date Position Vacated: October 31, 2001

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Historic Site Manager is the overall leader of this important state historic site. The manager directs the staff in all facets of site preservation and operation and provides liaison with one state commission and one private nonprofit organization supporting the historic site. The manager is one of five positions responsible for preserving six historic buildings and an important assemblage of artifacts, many dating to the colonial period. The small staff also is responsible for educational programming as well as interpreting the historic site seven days a week to the public. The vacant manager position represents 20% of the permanent full-time work force. It has been frozen since November 1, 2001. Primary to the position's function is planning, organizing and directing fundraising activities for the historic site. Working in concert with the Historic Bath Commission (whose members are appointed by the governor) and the nonprofit Friends of Historic Bath, Inc., the Department of Cultural Resources is undertaking a capital campaign to secure funds for a new museum at the site. This facility, if funds were secured in a timely manner, would be a centerpiece in 2005 of the 300th anniversary of the incorporation of Bath. Other highlights of the anniversary celebration will be special programs and events in Bath and throughout the state. The manager is a key staff member, as this employee coordinates the efforts of staff, volunteers, support organizations, and community leaders in the planning and implementation of all the activities described above.

General Government Team
April 23, 2002

Position Justification

Department A

Division/Section: Division of State Historic Sites/Tryon Palace Historic Sites & Gardens

Position Title: Museum Specialist (Horticulturist)

Position Number: 4802-0500-0002-504

Budgeted Salary: $26,930

Fringes: $6,339

Date Position Vacated: 12/12/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Tryon Palace Gardens are a major educational component of the visitors' experience. This position provides professional horticultural care for 11 historic gardens and other landscapes encompassing 22 acres. The position serves as the staff expert on horticultural and environmental management issues. The horticulturist advises the curator of gardens, greenhouse manager, labor crew leader, and gardeners on plant culture and proper horticultural techniques. He/she provides hands-on instruction to the gardens staff on proper gardening techniques and advises them on proper plant culture, which includes instruction on nutrition, pruning, insects, diseases and other horticultural topics. He/she coordinates the propagation and production of plants and seasonal plantings. He/she supervises application of controlled pesticides in the garden and must maintain a North Carolina Department of Agriculture Pesticide Applicators License (Public Operators Classification). He/she creates graphic landscape designs or written project descriptions for landscape improvement projects for existing gardens and the creation of new gardens. He/she presents building and garden plans and designs to the TPHS&G Curatorial Committee, the New Bern Historic Preservation Commission, and the Tryon Palace Commission for review.

This position is involved in garden educational opportunities including: garden workshops, guided garden tours, professional quality lectures and sharing up-to-date horticultural expertise with non-profit organizations in North Carolina including garden clubs, master gardener groups, civic organizations, and other historic sites.

The horticulturist also serves as staff expert and liaison on environmental management issues involving the Coastal Area Management Authority, the Clean Water Management Trust Fund, Department of the Environment and Natural Resources, and the area wide environmental extension agent. He/she provides leadership and directs projects that involve environmental issues; organizes meetings with representatives of environmental agencies and collaborates with experts in the fields of storm water management, wetland restorations, and coastal area permitting as required. This position also serves as TPHS&G representative on the Department of Cultural Resources Environmental Sustainability Task Force.

Presentation of our gardens would be diminished if we did not fill this position. Our ability to deliver educational opportunities, which is a major component of our mission, would weaken. Failure to properly apply pesticides could result in injury to a member of the staff or a visitor. Errors in professional horticultural practices will reduce the quality of educational exhibits resulting in negative feedback from guests and a reduction of visitation. This would negatively impact our ability to earn income generated through receipts.

General Government Team
April 23, 2002

Position Justification

Department A

Division/Section: Division of State Historic Sites/Tryon Palace Historic Sites & Gardens

Position Title: Museum Guard Coordinator

Position Number: 4802-0500-002-515

Budgeted Salary: $28,979

Fringes: $6,598

Date Position Vacated: 2/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Securing the safekeeping of very valuable state historic property and the wellbeing of visitors at Tryon Palace Historic Sites & Gardens is an essential component of our operation. It is crucial that we fill the position of Museum Guard Coordinator to manage the level of safety required. Since September 11, 2001 we have had a growing awareness of the need to adopt more stringent measures to protect visitors, staff and historic resources. TPHS&G's security recently handled one incident involving a potential threat from an individual affiliated with a paramilitary organization. This incident demonstrated the importance of the Museum Guard Coordinator's ability to coordinate with all local law enforcement agencies. These agencies include the New Bern, Bridgeton, Trent Woods, Havelock and Atlantic Beach Police Departments; Craven County Community Campus Police; Craven County Sheriff's Department; Craven Regional Airport Security; Cherry Point Military Police; Craven County Regional Hospital Police; and SBI personnel. It is important to continue to maintain the relationship we have established with local agencies. The knowledge and support shared by these agencies with the Museum Guard Coordinator is critical in protecting the assets and lives for which our organization is responsible.

The security of over seven thousand objects, thirty-eight buildings (including fourteen major historic buildings) and twenty-two noncontiguous acres of property, requires skillful coordination of staff members by the Museum Guard Coordinator. In addition to providing physical security for a safe and sound environment, security personnel must guarantee the successful transport of thousands of dollars, and provide the means for

safekeeping institutional assets such as computers, audiovisual and office equipment, archival materials, garden equipment and vehicles, etc. Coordination of these duties requires the operational expertise and supervisory skill of a qualified individual and cannot be assumed by other positions in this unit.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Historical Resources/Western Office

Position Title: Historic Site Specialist I
Position Number: 2327

Budgeted Salary: $32,163

Fringes: $4,824

Date Position Vacated: 10/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position provides needed assistance and support to the western area historic sites. These include Vance Birthplace, Wolfe Memorial, Reed Gold Mine, Fort Dobbs, Horne Creek Farms, Charlotte Hawkins Brown Museum and James K. Polk Birthplace. This position does crucial educational outreach to the schools, coordinating history bowl, and providing staff assistance. There is no other staff that can do these specific duties.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section: State History Museums/Maritime Museum

Position Title: Maritime Museum Director

Position Number: 4802–1000–0002–890

Budgeted Salary: $54,404

Fringes: $9,815

Date Position Vacated: April 11, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11 % cut can be made with out eliminating this crucial position. This position plans and guides the work of 20 permanent positions, 11 part–time position, three museums, and 112 volunteers. With a state budget of over one million dollars, the director oversees the development of the business and financial management of the site and the associated private sector funding and generated revenues. Seven managers report directly to the director and these positions oversee all programmatic elements of the Maritime Museum's three sites. The director is the primary liaison with the Friends of the Museum. The position is needed to provide leadership and communication to all stakeholders regarding the Gallants Channel Annex development plan and the Blackbeard Shipwreck Project Repository.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section State History Museums/Education

Position Title: Museum Specialist (Media Producer)

Position Number: 4808–0801–0002–719

Budgeted Salary: $31,996

Fringes: $6,980

Date Position Vacated: 11/13/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11% cut can be made without eliminating this crucial position. No one else on staff has the training or experiences to design and produce multimedia projects. Since the death of the previous employee no new projects have been initiated and those planned have been put on hold. This negatively impacts our ability to present outreach programs and provide services to our regional museums. A temporary employee at $15 an hour is handling the 20% of the job that is currently being performed. Projected budget cuts will most likely make this money unavailable in FY 2003.

General Government Team
April 23, 2002

Position Justification

Department A

(Cultural Resources)

Division/Section: State History Museums/Museum of the Cape Fear Historical Complex

Position Title: Museum Specialist (Poe House Coordinator)

Position Number: 4808–0804–0002–842

Budgeted Salary: $27,038

Fringes: $6,353

~~Date~~ Position Vacated: February 21, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties:) Other staff and volunteers are covering a minimal amount of the position's duties currently. Standard tours are being given, but special events, volunteer recruitment/training, new program development, and outreach promotional efforts have been curtailed. Special events and programs were often used to generate revenue. The inability to do this or to do it at a lower level will impact next year's budget.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section: State History Museums/Administrative Services

Position Title: Museum Security Guard

Position Number: 4808–0801–0002–712

Budgeted Salary: $21,361

Fringes: $5,635

Date Position Vacated: 4/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11% cut can be made without eliminating this crucial position. The security of the public and our artifacts depend upon adequate security. To make–up for this vacancy some galleries are being left unguarded. The museum provides security for the building 24/7 as is required by current regulations. The new study funded by Homeland security has suggested adding additional security staff to the second and third shifts, but has recommended no money to do this. This position is needed to keep security performing at a minimum level.

General Government Team
April 23, 2002

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Administrative Officer
Position Number: 4804-0100-0004-006
Budgeted Salary: $43,484
Fringes: $8,434
Date Position Vacated: 5/30/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties: This position is critical to the ability of the State Library to manage its finances and operations, including purchasing, preparation and maintenance of budget, and other administrative functions for the operations and statewide programs. Budgets include operating budget; $14 million in state aid to libraries; and $4 million in federal grants.

This position serves as administrative officer and financial manager for the State Library. The position is critical to carryout the statutory and contractual responsibilities for the agency, and there is no one else on staff with the skills and knowledge to carry out the responsibilities of this position. The position's responsibilities include:

- Day-to-day responsibility for financial management, including keeping data up-to-date, tracking expenditures, & providing reports as required.
- Serving as the liaison with the department's Business Office for fiscal and purchasing matters;
- Coordinating preparation of state/federal budgets and continuing disbursements; monitors all federal/state budgets, reviewing monthly expenditures and transferring funds as appropriate.
- Coordinating the management of $4 million in federal funds administered by the State Library managed by the State Library, the majority of which are granted to public libraries, school media centers and academic libraries. Federal grants are paid on a reimbursement basis. The position works with the Federal Grants Consultant in approving grant reimbursements, requesting issuance of checks for payment, and maintaining grant payment records.

The position is critical to carryout the statutory and contractual responsibilities for the agency, and there is no one else on staff with the skills and knowledge to carry out the responsibilities of this position. In addition, with a 10% reduction in staff prior to this year, the existing staff is already overburdened in spite of our efforts to combine responsibilities, streamline operations, and eliminate non-essential services.

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Library Technology & Resource Sharing Programs Manager (Librarian Consultant II)
Position Number: 4804-0200-0004-104
Budgeted Salary: $59,283
Fringes: $10,051
Date Position Vacated: 10/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.) The position has been vacant since October 2001, when the incumbent left to take a position in private industry paying a much higher salary. The position has responsibility for planning and implementing a complex, multifaceted program of statewide services as well as providing general consulting to libraries across the state and assisting in the management of the federal libraries program.

Continuing to hold this position vacant is undermining the State Library's ability to deliver high priority programs for library staff statewide. This position requires knowledge, skills, and abilities that other staff do not have to both manage ongoing programs (OCLC/SOLINET services; NC LIVE support) as well as to plan and implement innovative programs that are essential to meeting the requirements of the federal Library Services and Technology Act. The programs managed by this position actually save libraries (and taxpayers) money because we manage them centrally, saving the vendor the cost of having to deliver the services to a number of different libraries.

The vacancy is creating a hardship for the Division because other staff are trying to carry out the responsibilities of this position as well as their own, and we cannot expect staff to continue to do this. It is not possible to continue to expect staff to carry out the additional responsibilities on top of the existing heavy workloads they are supporting. If this position is not retained, we will be forced to eliminate programs that serve local libraries and save the taxpayers money.

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Continuing Education Programs Manager (Librarian Consultant II)
Position Number: 4804-0500-004-812
Budgeted Salary: $46,354
Fringes: $8,797
Date Position Vacated: 07/01
Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.) The position has been vacant since July 2001, when the incumbent passed away. The position has responsibility for planning and implementing a complex, multifaceted program of statewide continuing education as well as providing general consulting to libraries across the state and assisting in the management of the federal libraries program. The programs and workshops managed by this position reach over 5000 library staff and library board members in all 100 counties.

Continuing to hold this position vacant will force the State Library to eliminate most of the high-priority programs this position has responsibilities for. Not hiring at this time force us to decline to accept a pending grant from the Gates Foundation to provide technology training for public library staff members to strengthen public access computing in their libraries.

The vacancy is creating a hardship for the Division because other staff are trying to carry out the responsibilities of this position as well as their own, and it is not possible to continue to expect staff to carry out the additional responsibilities on top of the existing heavy workloads they are supporting. In addition, none of the current staff have the knowledge and skills to carry out this program.

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Guard

Position Number: 4803-0200-0003-292

Budgeted Salary: 21,359

Fringes: 3,204

Date Position Vacated: May 1, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 19 Security Guards who must cover 181,000 square feet. The Museum is open to the public 51 hours per week, plus many evenings for educational and special events. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Guard position is needed. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Computing Support Technician II

Position Number: 4803-0200-0003-259

Budgeted Salary: 29,810

Fringes: 4,472

Date Position Vacated: 11/13/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This is the Museum's only position devoted to Information Technology support. Loss of this position severely undermines the investment made in recent years to improve the delivery of services through the use of new technology. Other Museum staff do not have the training and expertise to perform this work. Since this position has been vacant, the entire Museum has suffered. We have been plagued with computer viruses, software failures, and equipment breakdowns and no one to adequately address these problems. The Museum desperately needs this position.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Office Assistant II (½ time)

Position Number: 4803-0200-0003-186

Budgeted Salary: 9,991

Fringes: 1,499

Date Position Vacated: 2/16/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position provides valuable clerical and public contact assistance in the administrative area of the Museum. Other existing staff cannot always keep up with the demands of handling visitors, answering phone calls, filing, and other administrative duties in this increasingly busy institution. It is especially difficult when someone is out sick or taking annual leave. The public is not well-served by an understaffed office.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Curator

Position Number: 4803-0200-0003-095

Budgeted Salary: 54,253

Fringes: 8,138

Date Position Vacated: 10/16/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
The Museum was just about to begin interviewing candidates recruited in a national search for this critical position when the hiring freeze was imposed. Curators not only oversee the acquisition, installation, research, and interpretation of the Museum's permanent art collections; they are also in charge of devising and managing an ambitious program of temporary exhibitions. The North Carolina Museum of Art is a growing institution of national renown. A fully staffed curatorial department is essential to maintaining the Museum's collections and exhibition and educational activities.

The size and importance of the institution's growing collection warrants far greater care and attention. In addition, the opening of the Museum Park presents unique opportunities for significant art projects. Much of the future development of the NCMA facilities, collections, and programs is directed towards a dynamic, creative and nationally significant engagement with the art of our own time. However, none of this will happen without strong curatorial leadership. Therefore, this position is not only central but critical to the future of this institution.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-256

Budgeted Salary: 20,389

Fringes: 3,058

Date Position Vacated: 12/18/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-242

Budgeted Salary: 21,377

Fringes: 3,207

Date Position Vacated: 1/31/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-265

Budgeted Salary: 24,551

Fringes: 3,683

Date Position Vacated: 2/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Symphony

Position Title: ____Office Assistant III_____

Position Number: ____03636_____

Budgeted Salary: ____$23,039_____

Fringes: _____$ 3,456_____

Date Position Vacated: ___January 11, 2002_____

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position plays a critical role on a three member marketing team for the North Carolina Symphony responsible for generating earned revenue through ticket sales. The team would be shorthanded without this position, especially considering the volume of ticket sales required for the Symphony to operate. Failing to meet revenue goals would result in budget deficits. The loss of this position will also result in an additional budget deficit of $30,000 (with salary and benefits). This job is crucial for the marketing department. If the department does not perform adequately, if would detrimentally effect the overall operation of the Symphony.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Symphony

Position Title: ____Office Assistant III_____

Position Number: ____03640_____

Budgeted Salary: ____$23,392_____

Fringes: _____$ 3,509_____

Date Position Vacated: _____January 31, 2002_____

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is one of three people who operate the box office for the North Carolina Symphony. Their responsibilities include selling tickets and taking donations essential to the operation of the Symphony. Because each member of the box office team is trained in specific areas of expertise, the team would be rendered unable to perform its duties adequately. This would result in errors in ticketing and unsatisfied patrons who would no longer buy tickets or contribute to the Symphony. In addition, the loss of this position would create a budget deficit of $30,000 (with salary and benefits). All positions in the box office are crucial to the operation of the Symphony.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Office of the Secretary

Position Title: Administrative Officer

Position Number: 4801-0100-0001-049

Budgeted Salary: $42,625

Fringes: $6,394

Date Position Vacated: November 15, 2001

Justification for Retaining Position ***(Explain why existing staff cannot continue performing required duties.)***

This is the only position devoted solely to community relations & outreach, fundraising, administration, & program planning activities for the entire Department of Cultural Resources. Particularly in light of the current budget crisis, the function of this position for the entire department is imperative. The position also has the primary responsibility of developing a uniform system for supporting more than 60 independent boards and commissions associated with the department in the acquisition and allocation of funds. This position also provides orientation of new members to DCR-related boards & commissions.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Office of the Secretary

Position Title: Administrative Officer II

Position Number: 4801-0200-0001-014

Budgeted Salary: $54,434

Fringes: $8,165

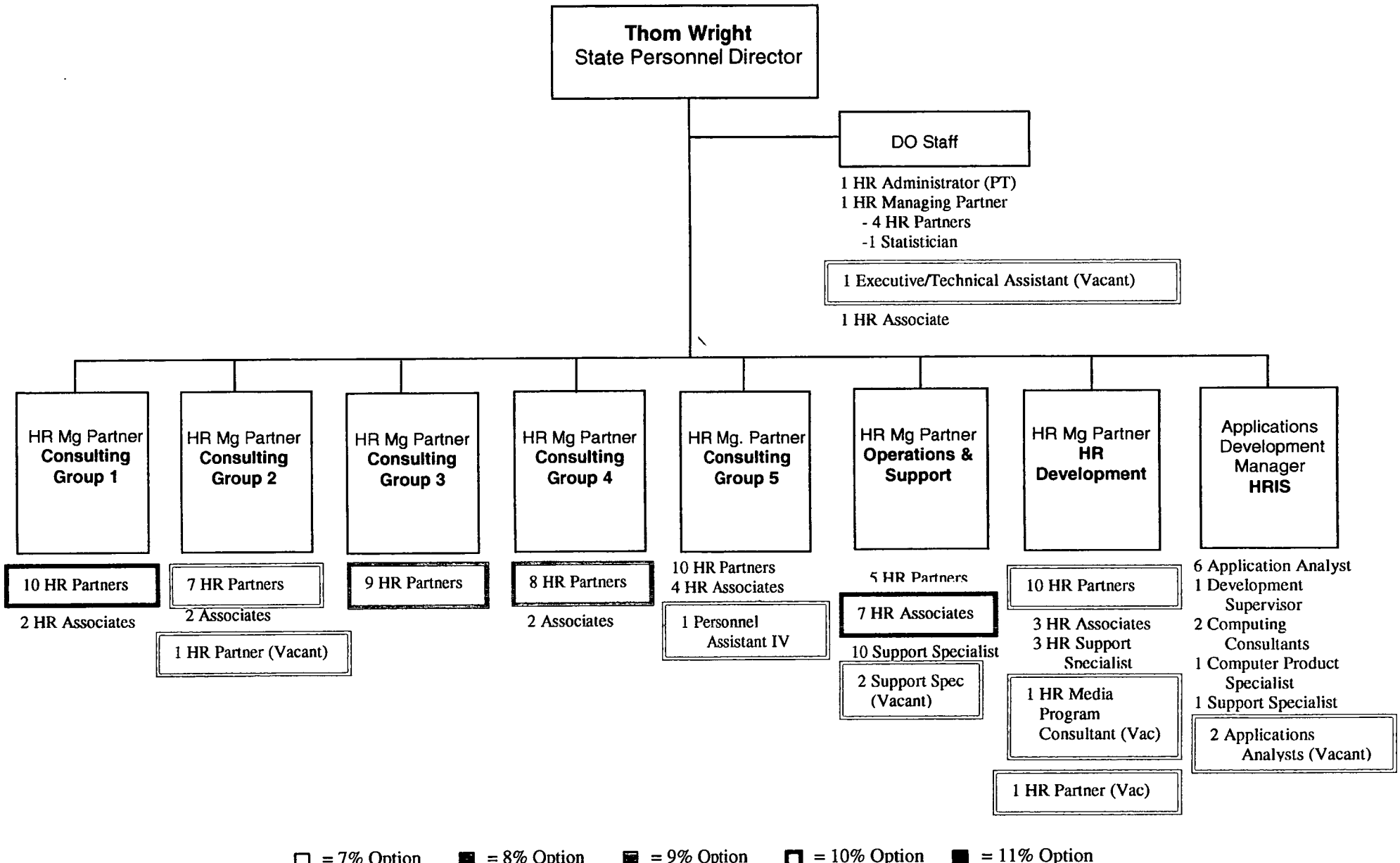
Date Position Vacated: 1/16/02

Justification for Retaining Position *(Explain why existing staff cannot continue performing required duties):*

This position serves as the Minority Outreach Coordinator within the Department of Cultural Resources and, as such, provides a crucial link for both employees and customers of this department. This position is chair of the department's Equal Employment Opportunity Committee and assists with affirmative action efforts throughout the department. The Minority Outreach Coordinator develops and coordinates educational programs on diversity. This is the only position in Cultural Resources dedicated to minority representation within all the department's functions. Without this vital position, these functions would not exist in this department.

General Government Team
April 23, 2002

Office of State Personnel



□ = 7% Option ■ = 8% Option ■ = 9% Option ■ = 10% Option ■ = 11% Option

North Carolina Office of State Personnel

2002 Legislative Report

General Government Appropriations Committee

Thomas H. Wright
State Personnel

OSP Vision & Mission

Vision Statement:

The Office of State Personnel is valued by agencies, universities, local government and the General Assembly as a strategic business partner and an expert in human resource systems. OSP is a leader in the public sector in its application of best practices and innovations.

Mission Statement:

The Office of State Personnel provides leadership and supports agencies, universities and local government in creating and sustaining a dynamic human resources system to attract, retain, develop and motivate a diverse and competent workforce.

Statutory Responsibility of OSP

1. Providing policy and rule development for the SPC and implementing and administering all policies, rules and procedures established by the Commission

2. Provide training in personnel management

3. Provide technical assistance in management of personnel programs and activities

4. Negotiate decentralization agreements with agencies, departments, and institutions where it is cost effective

5. Administer centralized programs and services which have not been delegated or where authority has been rescinded for noncompliance

6. Provide approval authority of personnel actions involving classification and compensation which have not been delegated or where authority has been rescinded for noncompliance

7. Maintain a computer database of all relevant information on employees and positions in the State's personnel system

8. Develop criteria and standards to measure compliance and noncompliance

9. Implement corrective action in cases of noncompliance

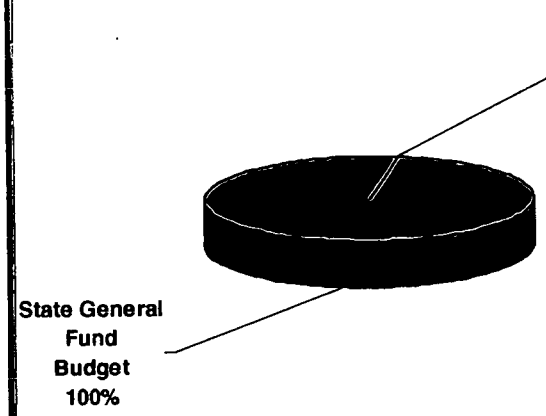
DECENTRALIZED HISTORICAL PERSPECTIVE
HR TECHNICAL AND PROFESSIONAL POSITIONS

Year	# HR Positions in OSP	# HR Positions Statewide
2001	90	766
2000	94	777
1999	95	725
1998	97	716
1997	91	684
1996	92	652
1995	91	642
1994	91	638
1993	91	556
1992	91	523
1991	87	493

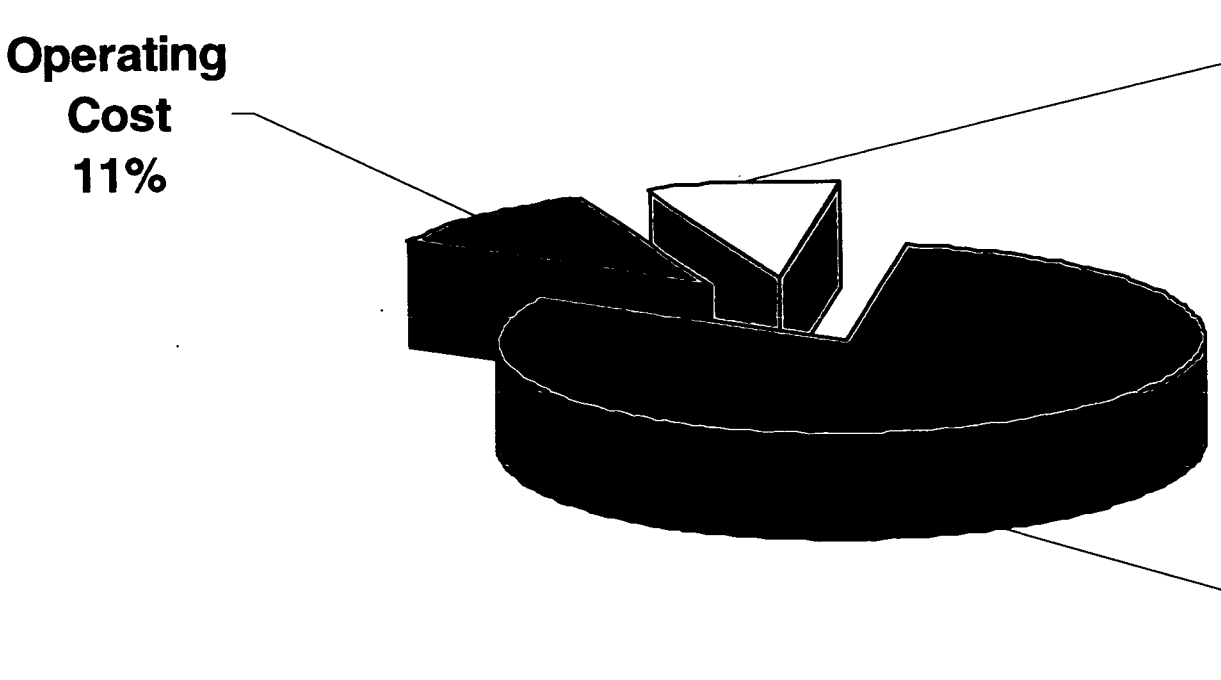
From 1991 to 2001 OSP experienced a 3% increase in HR Positions
From 1991 to 2001 Statewide (Agency/University) HR Positions increased by 55%
From 1991 to 2001 Total # positions statewide increased by 22%

(Totals do not include 18 University SAAO staff in Exempt HR Positions)

Total General Fund Appropriation
14.3 Billion Dollars



OSP – General Fund Appropriation $8,268,500



OFFICE OF STATE PERSONNEL
Budget Reduction Options

7%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 590,101	$ 7,839,914		9	2	11		$ 7,021
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		Operating Funds		$ 7,021							
			TOTAL	$ 590,101							

		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 674,401	$ 7,755,614		9	3	12		$ 33,954
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		Operating Funds		$ 33,954							
			TOTAL	$ 674,401							

OFFICE OF STATE PERSONNEL
Budget Reduction Options

[redacted]		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 758,701	$ 7,671,314		9	5	14		$ 3,520
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		[redacted]									
		[redacted]									
		Operating Funds		$ 3,520							
			TOTAL	$ 758,701							

10%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 843,001	$ 7,587,014		9	6	15		$ 18,171
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 69,649							
		Operating Funds		$ 18,171							
			TOTAL	$ 843,001							

OFFICE OF STATE PERSONNEL
Budget Reduction Options

11%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 927,301	$ 7,502,714		9	8	17		$ 10,464
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 69,649							
		1 HR Associate		$ 42,963							
		1 HR Partner		$ 49,044							
		Operating Funds:		$ 10,464							
			TOTAL	$ 927,301							

Question 1: Need to explain the positions that are designated HR Partner. This will help clarify what it would mean to eliminate an HR Partner at 11% level.

Prior to the 2002 reorganization, all professional and technical staff members functioned as specialists in areas such as compensation, classification, policy administration, employee relations, equal opportunity and safety. Agencies and universities, when seeking assistance from OSP had to deal with different employees depending on the subject. Individual human resources problems often required the involvement of staff from several program areas resulting in inefficiencies in program delivery. With the reorganization, employees are being cross-trained at a basic level in most human resources subject areas and are beginning to serve as generalists in providing services and enforcing human resources laws and policies.

Once organized by program area, OSP is now largely organized into consulting groups that provide consulting services and enforce human resources laws and policies in a variety of functional areas to specific agencies and universities. Consulting groups provide services in recruitment and staffing, safety and industrial hygiene, equal opportunity, work-life, policy administration, classification, competency development, workforce planning, employee relations, and worker's compensation. Likewise, Human Resources Partners are assigned several agencies and/or universities and work in the all of the program areas listed above. Individual agencies and universities can now go to one OSP employee to receive technical assistance. Human Resources Associates provide technical assistance to Human Resources Partners, agency and university staff in the full range of human resources functional areas.

In prior years terminology for the HR Partners had been Personnel Analyst and HR Consultants. The terminology consultants was confusing because the use by some agencies of outside consultants so the terminology was changed.

Question 2: **Provide the Temporary Solutions budget including number of employees. Also provide the number of applicants, number of applicants placed, and the number of hours worked following placement.**

Period Covered: **July 1, 2001 to Date (5/1/02)**

- Budget: $9,269,072

  94% - Temporary Employee Salaries
  5% - Temporary Solutions Staff Salary & Benefits
  1% - Operating Cost

- # Temporary Solutions Employees 6
- # Applicants 450
- Job Orders Filled 490
- Total Number Hours Worked 388,595
- Average Rate of Pay $12.58

Question 3A: Provide the Employee Assistance Program number of employees, number of total clients served; and recidivism rate.

Employee Assistance Program: Purpose is to assist work organizations in addressing productivity issues and employees in identifying and resolving personal concerns.

Period Covered: 7/1/00 through 6/30/01

- Number of OSP Employees 10
- Number of Clients Served

Clients	Type of Service
1711	Assessment and Referral
505	Management Consultation
5739	Training and Orientation
161	Critical Incident Stress Management
49	Organization Consultation*
8165	Total Clients Served

- Recidivism Rate 11% Re-opened Cases

*Organization Consultations are provided to agency/university leadership regarding planning and strategy or policy development on issues such as RIF, workplace trauma, Drug Free Workplace, drug testing initiatives, workplace violence and critical incident stress management.

Question 3B: Explain the industrial hygiene services offered by OSP, and what the elimination of these services would mean at the 10% and 11% levels.

Industrial Hygiene Services are a component of the Workplace Requirements Program established under Article 63 of Chapter 143.

Services:

- Provides consultative and technical services to State agencies/universities in establishing and administering their workplace requirements programs and to monitor compliance with the law.
- Conducts air and water quality surveys
- Conducts asbestos training

Impact of Elimination

- Without these services most agencies/universities will have to contract for these services at significantly higher cost
- Potential for more OSHA fines and job related injuries

Question 4: **Provide the State Personnel Commission Budget**

State Personnel Commission Budget

- Commission Staff $ 57,975 - Salary & Benefits
- Operating Cost $ 9,657

Role of the State Personnel Commission:

- The North Carolina State Personnel Commission is the human resources policy and rulemaking body for all state employees covered under the NCGS 126. The Commission has the final review of OAH cases.

Question 5: Provide a list of the NC Flex program services.

NC Flex Program Services:

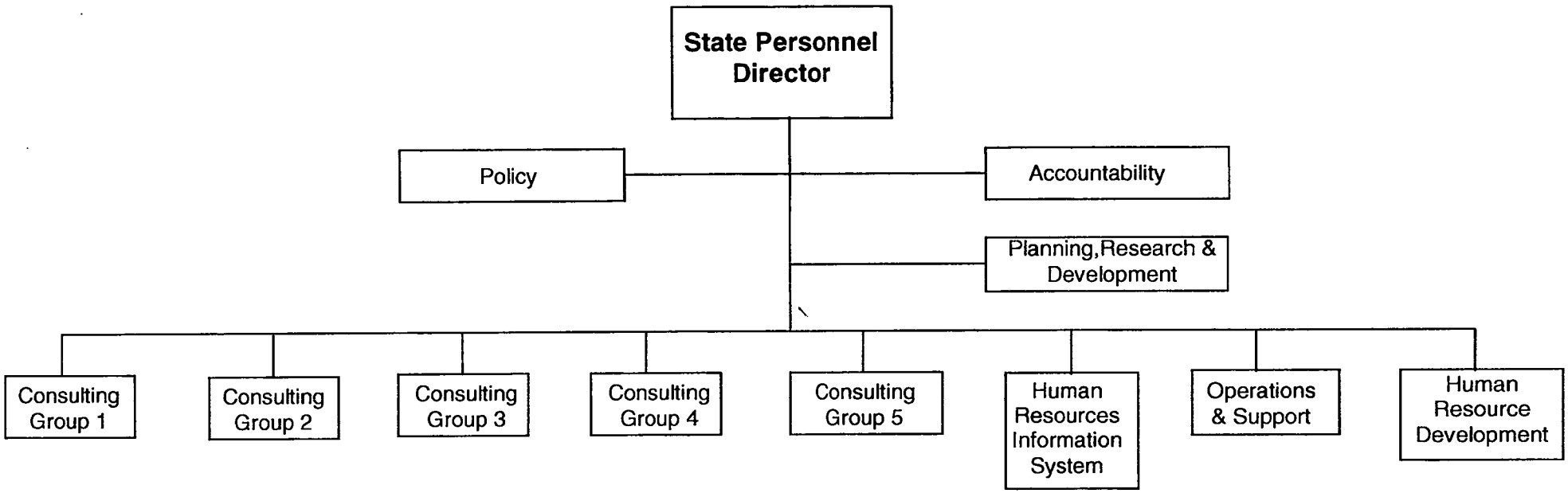
- Dependent Day Care Spending Account
- Health Care Spending Account
- Dental High Option (Orthodontia) & Low Option (Preventive)
- Accidental Death & Dismemberment (AD&D)
- Vision

Question 6: On Operations and Support organizational chart to which unit are the four positions at he far left attached? Also, to which unit are the positions attached that are supervised by Support Services Supervisor?

The four positions on the far left of the chart report directly to the Operations and Support Managing Partner. The Support Services Supervisor reports directly to the Operations and Support Managing Partner.

Office of State Personnel

Organizational Structure



Consulting Ser. for : Agriculture, DENR, Wildlife, Cultural Res. Auditor, Controller ECU, NCCU, UNC-Char.

Consulting Ser. For: Correction, OJJ, ESC, Boards & Comm. ASU, UNC-A, WCU, WSSU

Consulting Ser. For: Commerce, Comm. Colleges, CC&PS, DPI, Sec. of State, Treasurer UNC-P, UNC-W, NCSU, FSU

Consulting Ser. For: ITS, Justice, DOT, OAH, DHHS, OSP, Gov. Office UNC-GA, ECSU A&T State

Consulting Ser for: Insurance, Revenue, DOA, Labor Major Medical, Lt. Gov. School of Arts, Science/Math UNC-G, UNC-CH

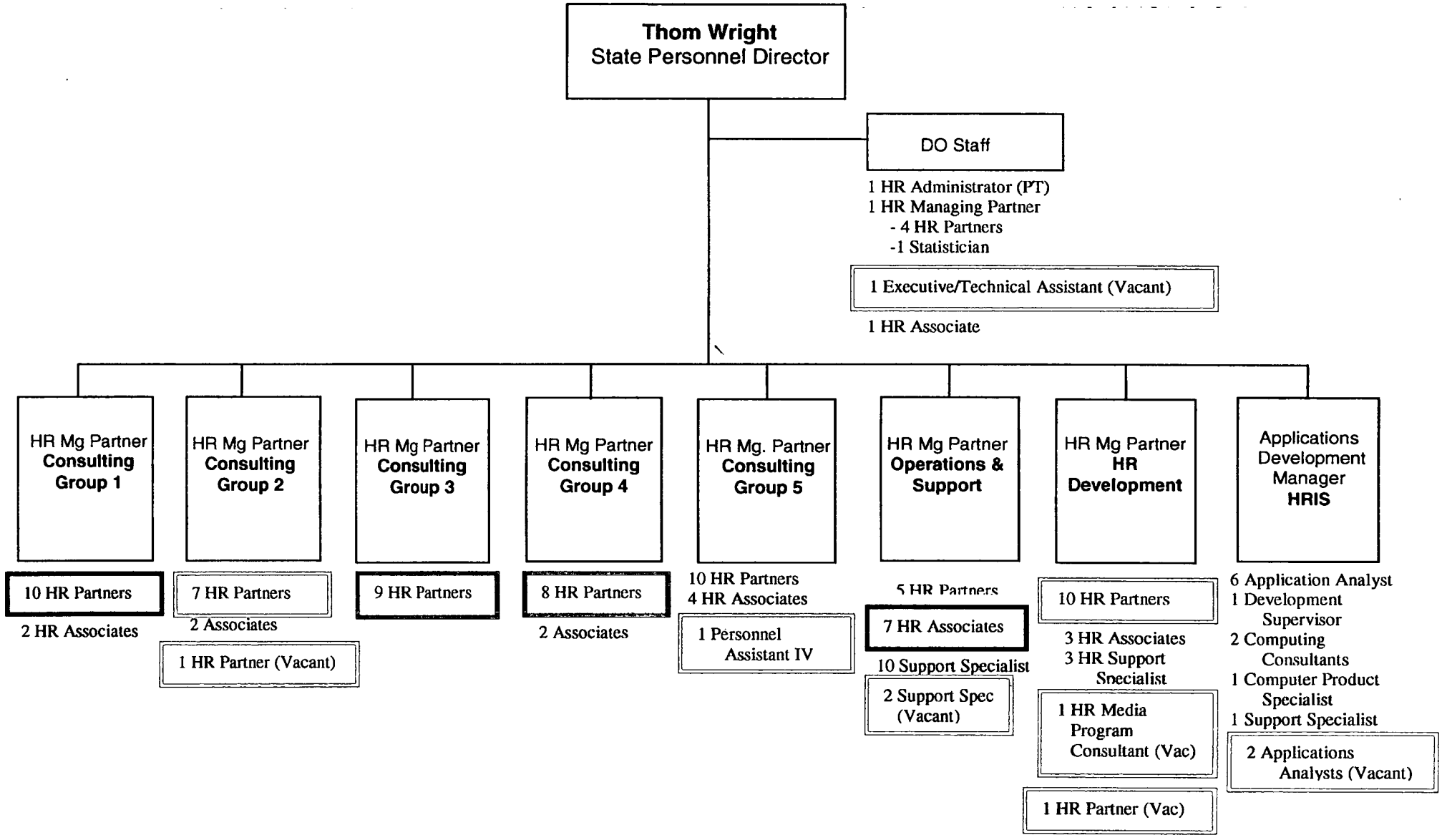
Internal Support
External Support
LAN
HRIS Management
Product Dev.

Purchasing
Personnel
Budget
Temporary Solutions
Duplicating
Office Support Pool
Files & Records
Flex Program
Communication
Leg. Liaison
Benefits
Recognition
SPC

Sup & Mgmt Training
Professional Skills Tr.
Public Mgr. Program
Organizational Development,
Performance Management,
Ed. Asst,
Enterprise-Wide Licensing

Consulting services include classification, compensation, policy administration, competency/performance pay systems, local government, worklife, recognition, benefits, equal opportunity services, organizational design, FLSA, recruitment and staffing, employee relations (including employee assistance), accountability, workforce planning, safety/health, and risk management.

Office of State Personnel



□ = 7% Option ■ = 8% Option ■ = 9% Option ■ = 10% Option ■ = 11% Option

Office of State Personnel
Span of Control History

Year	# Employees	# Supv.	Avg. Span Of Control	% Supvervisors	# Supv. Levels
2002	128	14	9.14	10.93	3
2001	132	18	7.33	13.63	4
1997	125	20	6.25	16.00	4
1995	130	32	4.06	24.61	6

OFFICE OF STATE PERSONNEL

Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certifed
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
General Fund						
Requirement	$8,420,031	$9,171,317	$8,672,235	$10,026,109	$8,527,634	$8,957,618
Less: Receipts	$1,020,763	$1,065,361	$1,038,237	$1,560,836	$259,134	$527,603
Appropriation	$7,399,268	$8,105,956	$7,633,998	$8,465,273	$8,268,500	$8,430,015
Less: Nonrecurring Expansion	$15,000	$0				
Plus: Nonrecurring Reductions	$70,406	$0				
Continuation Budget	$7,454,674	$8,105,956	$7,633,998	$8,465,273	$8,268,500	$8,430,015
Increase (Decrease)	N/A	$651,282	($471,958)	$831,275	($196,773)	$161,515
Percentage Inc (Dec)		8.74%	-5.82%	10.89%	-2.32%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative		$0	$0	$0	$200,000	
Recurring Reductions-Legislative		$0	($111,000)	($64,679)	($506,843)	
Transfers - Legislative					$169,303	$312,868
Other Adjustments		$651,282	($360,958)	$895,954	($59,233)	
Total		$651,282	($471,958)	$831,275	($196,773)	

OFFICE OF STATE PERSONNEL

Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certified
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
Special Funds *						
Prior Year Balance		$216,314	$268,097	$136,482	$257,122	
Reciepts		$396,403	$344,392	$580,445	$1,518,111	
Expenditures		$344,620	$476,007	$459,805	$802,625	
Year-End Balance	$216,314	$268,097	$136,482	$257,122	$972,608	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Temporary Solutions:						
Prior Year Balance		$1,239,418	$1,386,150	$1,309,053	$1,470,894	
Reciepts		$7,488,334	$9,052,541	$10,224,613	$5,234,811	
Expenditures		$7,341,602	$9,129,638	$10,062,772	$5,150,466	
Year-End Balance	$1,239,418	$1,386,150	$1,309,053	$1,470,894	$1,555,239	

List of Special Funds for Fiscal Year 2001 - 02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
2XXXXX/FFFF					
24100/2313	OSP Computer Lab	$203,212	$218,337	$181,159	$240,390
24100/2314	Fundamentals of Mgmt.	$43,065	$18,208	$64,811	($3,538)
24100/2317	PDC - User Fees	$720	$5,356	$11,760	($5,684)
24100/2318	HR Conference	$10,126	$8,446	$9,726	$8,845
24100/2325	SEIBP	$0	$0	$4,183	($4,183)
24100/2327	NC Flex Program	$0	$850,000	$530,985	$319,015
24100/2328	NC Flex Contingency	$0	$417,763	$0	$417,763
Total		**$257,122**	**$1,518,111**	**$802,525**	**$972,608**

Office of State Personnel
Modified Zero Base Budgeting Expenditures

14100 - 1311 General Fund

Line Item	Description	FY 1999/00	FY 2000/01	FY 2001-02 Certified	FY 2001-02 YTD	FY 2001-02 Balance	Authorized 2002/03
531321	Contract. Pers. Ser.	N/A	N/A	N/A	N/A	N/A	N/A
532199	Misc. Contract. Ser.	$ 38,318	$ 25,375	$ 37,050	$ 301	$ 36,749	$ 37,050
5325XX	Rental/Lease Equip.	$ 30,846	$ 30,977	$ 29,881	$ 22,548	$ 7,333	$ 29,881
5327XX	Travel/Subsistence	$ 84,680	$ 81,217	$ 77,819	$ 31,849	$ 45,970	$ 77,819
532814	Cellular Phone Ser.	$ 474	$ 850	$ 700	$ 531	$ 169	$ 700
5345XX	Furniture & Equipment	$ 131,132	$ 59,982	$ 61,484	$ 23,573	$ 37,911	$ 61,484
5364XX	Discretionary Grants	N/A	N/A	N/A	N/A	N/A	N/A
5367XX	Loans	N/A	N/A	N/A	N/A	N/A	N/A
5369XX	Other Aid & Grants	$ 7,183	$ 43,625	$ 30,000	$ -	$ 30,000	$ 30,000
	Model Co-op						

Office of State Personnel
Vacancy Positions

Date	Position Class Title	Position Number	Budget Salary	Benefits	Medical	Total
1/31/2002	Executive Assistant I (SPD Assistant)	4000-0100-0004-005	$ 39,789	$ 5,033	$ 2,933	$ 47,755
6/30/2001	Applications Analyst Programmer II	4000-0301-0004-150	$ 59,000	$ 7,464	$ 2,933	$ 69,397
3/20/2001	Office Assistant IV	4000-1002-0404-521	$ 24,185	$ 3,059	$ 2,933	$ 30,177
9/30/2001	HR Media Program Consultant - (Training)	4000-0600-0004-617	$ 58,567	$ 7,409	$ 2,933	$ 68,909
5/31/2001	Office Assistant V	4000-0500-0004-730	$ 29,176	$ 3,691	$ 2,933	$ 35,800
6/30/2001	HR Partner - (Training)	4000-0600-0004-731	$ 61,264	$ 7,750	$ 2,933	$ 71,947
12/31/2001	HR Partner - (Consulting Group)	4000-0301-0004-781	$ 59,313	$ 7,503	$ 2,933	$ 69,749
6/27/2001	Applications Analyst Programmer I	4000-0202-0004-948	$ 59,000	$ 7,464	$ 2,933	$ 69,397
8/1/2001	Personnel Assistant IV (Local Govt.)	4000-0301-0005-002	$ 20,769	$ 2,627	$ 2,933	$ 26,329
	Totals		**$ 411,063**	**$ 51,999**	**$ 26,397**	**$ 489,459**

Use of Internet to Eliminate Hard Copies

OSP has developed an extensive website (www.osp.state.nc.us) where we communicate most policies, procedures, reports, job vacancies, etc. Examples of materials on the web are:

- State Personnel Manual - reduced hard copies from 3,000 to approximately 200
- Reports Required by Statute - produce one hard copy and provide diskette
- Memorandums - placed on website then notify HR Directors by e-mail
- Vacancy Listing - available on-line on OSP website
- Leave Tracking - employees can complete leave tracking forms online
- Enrollment - limited on-line enrollment for training classes

#4

Review of FY 2002-2003 Budget

State of North Carolina

Department of the Secretary of State

Elaine F. Marshall, Secretary of State

May 8, 2002

Secretary of State
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State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

March 15, 2002

The Honorable David T. McCoy
State Budget Officer
Mr. Buddy Humphrey
Mr. Thomas Cheek
Office of State Budget and Management
By Hand Delivery

Dear Gentlemen:

I am writing to follow up the February 28 request that this Department share with your office ways to generate a net change in the money available in the General Fund as a result of our operations. The designated target amounts range from a high of 11% [$921,000] to a low of 7% [$586,000] of our recurring general fund appropriation. When we were presented these guidelines by your staff, we were also orally admonished as an agency to protect our core services. It has been difficult to develop a plan than can achieve these two goals, but we have worked out a way to reconcile both of the stated objectives. This memo summarizes how we arrived at our suggestions and why we are commending them to you.

Initially, these target percentages seemed to be amounts of such magnitude that, if they were enacted, would cripple our ability to maintain our core services. This belief was due to the combined impact of the 8+% reduction in our authorized staffing that we sustained in the budget passed last October and the postponement of workload since that time in order to meet the newer mandatory 7% reversion for the current fiscal year. Indeed, once we began the analysis and the implications of guideline # 4 began to sink into our thoughts, something akin to catastrophe became clearly visible on the horizon. Guideline #4 reads as follows: "*Cost shifting from one state agency to another and from state to local governments will not be allowed" [emphasis added]*. We fully support the policy behind Guideline #4 and applaud your courage in adopting it. However, approximately 82 of our front line employees, plus those administratively supporting them, come within this "off limits" category. Due to the fact that if we cut their functions, other governmental agencies would be required to somehow provide equivalent service to the public. Even if we were currently fully staffed, there are only 181 positions authorized for this entire Department in this fiscal year.

Therefore we then shifted our analysis to the remainder of the agency, i.e., that portion which if eliminated would not shift the workload or burden to another state agency or local unit of government. There we quickly encountered a stark reality. But at that point, the only units still on

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WWW.SOSNC.COM

the table pursuant to the written OSBM guidelines, were the Corporations Division, the registration and licensing subunits of the Securities Division, the various document authentication units and those administrative staff members supporting them. These "remaining" employees, plus some of the previously "off limits" employees, are the very same employees who enabled this agency to collect $19,628,000 in fees as of February 28, 2002 while spending only $5,363,000 thus far in costs this fiscal year. So these "remaining" employees are a significant "profit center" for the General Fund of North Carolina. In addition, these "remaining" employees are the heart and soul of our core services for the business community. While many in the general public may be unaware of this office's role in North Carolina's economy, the business, financial and legal communities certainly do understand the vital part we play. Seven days a week, every week this department facilitates the formation and flow of financial capital through North Carolina's commercial life. Clearly, the future operational performance of this office will be either a part of the solution to our economic recovery, or part of the problem, and departmental funding is one of the key determining factors as to which it will be.

Now rather than go through a charade of offering up programs that already more than pay for themselves and pursuant to your guideline # 8 the Department has chosen the step of recommending some adjustments in our fee structure. Guideline # 8 reads as follows: "*Any proposal to recover a portion or the total costs of delivering services by increasing fees must detail the specific increases, who the increases would effect, and give a history of the fees including the last time the fees were increased.*" In compliance with the 'Guidelines for Potential Reductions" document provided on February 28 by OSBM staff, the Department of the Secretary of State thus proposes to modify General Fund revenues by action in the following four areas:

1. $400,000 by Notary Public Commission fee: Chapter 10A of the General Statutes should be amended to increase the notary commission fee, effective July 1, 2002, from $30.00 to $40.00. This $10 increase will generate at least $400,000 in additional revenue during FY02-03. This increase will only affect persons applying to obtain an initial or reappointment Notary Public Commission. These commissions are valid for 5 years, so the increase may be viewed as $2.00 per year. A notary is entitled to charge $3.00 per notarial act, thus if a notary performs only one additional notarial act per year, 150% of the fee increase will be recouped. This fee was increased in October 1999 from $25.00 to $30.00. However, because commissions are valid for 5 years, only those notaries who were (a) initially commissioned before 1997 and (b) re-commissioned between 1999-2002 will perceive two sequential fee increases, *and that event will not occur before 2004.*

2. $425,000 by Securities Division fees: Four Securities Division fees should be adjusted; three regarding types of securities registrations known nationally as Rule 504 and Rule 505 limited placement offerings and Rule 506 federally covered securities offered to accredited investors, and the fourth by increasing the investment adviser representative registration fee. These fees have been unchanged for at least 5 years.

The Rule 504-506 registration fees are currently set by administrative rule with statutory caps. General Statutes sections 78A-17(9,17) and 78A-31(b) should be amended effective July 1, 2002 to set the respective fees at the current statutory caps (all $150.00). The Rule 504 registration fee is currently $25.00; raising this fee should generate approximately $6,625 in additional revenue (53 annual registrants). The Rule 505 registration fee is currently $75.00; raising this fee should

generate approximately $3,300 in additional revenue (44 annual registrants). The Rule 506 registration fee is currently $75.00; raising this fee should generate approximately $283,200 in additional revenue (3,776 annual registrants).

General Statute 78C-17(b) should be amended effective July 1, 2002 to increase the investment adviser representative registration fee from $45.00 to $55.00. This will make the annual investment adviser representative registration fee identical to the GS 78A-37(b) registration fee for securities salesmen. With 13,323 representatives registered in North Carolina, this will generate approximately $133,230 in additional revenue. The securities registration fee increases will affect only those persons desiring to sell either certain limited classes of securities into North Carolina (Rule 504 and 505 offerings) or federally covered securities offered to accredited investors (Rule 506). Increasing the investment adviser representative registration fee will affect those individuals seeking authorization to provide investment adviser services within North Carolina.

3. $175,000 by Corporations Division certified document fees: The Corporations Division will currently provide any requestor with a certified copy of any document on file with the Division for $5.00 per certificate. This includes Certificates of Existence for domestic corporations and Certificates of Authorization for foreign corporations. These certificates are available both on paper and electronically. The $5.00 certificate fees at GS 55-1-22(a)(25), (c)(2), 55A-1-22(a)(26), (c)(2), 57C-1-22(a)(24), (c)(2) and 59-1106(7) should be amended effective July 1, 2002 to $15 for paper certificates and $10 for electronic certificates. Division management estimates this will generate $175,000 in additional revenue during FY2002-03. These fee changes will affect only persons seeking such certificates or certified copies from the Corporations Division. This fee has been unchanged since 1989.

4. ($30,000) by Authentication Section certified document fees (fee reduction): The Authentication Section provides authentication services on North Carolina documents that will be used in foreign countries. The Section issues apostilles, authentications and certificates (herein generically "certificates") relating to a variety of documents, including birth certificates, marriage certificates, statements of marital status, articles of incorporation, corporate bylaws, certificates of merger, powers of attorney, patent applications, trademarks, diplomas, school transcripts, deeds, and assignments of interest.

In recent years, the Authentication Section has experienced tremendous growth in authentication service requests relating to the adoption of foreign-born children. Prospective North Carolina parents must routinely provide foreign governments with authenticated copies of documents establishing identify, residency, education, employment and income. Recently, several countries (notably Russia and Belarus) have begun requiring that duplicate sets of authenticated documents be filed relating to adoptions. The departmental resources required to generate extra certificates relating to a single document are negligible. The current fee for authenticating a document is $10 per certificate (increased from $6.25 effective January 1, 1999). GS 147-37 should be amended effective July 1, 2002 to reduce the certificate fee for second (and further multiple) concurrently requested certificates for foreign adoptions only from $10.00 to $5.00. Section staff estimates that this change will reduce section revenue by approximately $30,000 per year. The persons primarily affected by this change will be North Carolina citizens applying to adopt foreign-born children, who will generally realize a 25% savings on their total document authentication cost.

Summary:

Notary Fee	$400,000
Securities Fees	$425,000
Corporations Fees	$175,000
Authentication Fee	($30,000)

Total Additional Revenue for FY 2002-03 $970,000

This figure at $970,000 actually exceeds the 11 percent reversion mark requested, does not inflict a great hardship on our customers, and most importantly does not further damage this Department's ability to serve the people of North Carolina. We look forward to continuing working with you to meet the challenge of our state's budget crisis while still delivering the services that help fuel our economy. Please call if you have questions or desire to discuss this plan.

Sincerely,

Rodney S. Maddox

Rodney S. Maddox
Chief Deputy Secretary

State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

April 22, 2002

By Hand Delivery

Marilyn N. Chism
Fiscal Research Division
NC General Assembly
Legislative Office Building
Raleigh NC

Dear Ms Chism:

I am writing to follow up the request that this Department share with you additional ways to generate a net change in the money available in the General Fund as a result of our operations. The designated target amounts range from a high of 11% [$921,000] to a low of 7% [$586,000] of our recurring general fund appropriation.

Initially, these target percentages seem to be amounts of such magnitude that, if they were enacted, would cripple our ability to maintain our core services. This belief is due to the combined impact of the 8+% reduction in our authorized staffing that we sustained in the budget passed last October and the postponement of workload since that time in order to meet the newer mandatory 7% reversion for the current fiscal year.

To us as administrators with the responsibility to provide specific services in exchange for fees, our current budget already has built into it a reduction in an amount equal to about 2.5%. This results from two different situations as follows: One, the requirement that this Department generate extra revenue from the sale of tapes [account #434390] in the next fiscal year and we anticipate that this will not occur, just like this extra income did not materialize before and will not in this current fiscal year. This shortfall will occur again because of the changes in the customer demand for this information, yet we must somehow offset this debit with other funds. Two, last year the agency was legislatively directed, as a new responsibility, to mail annual report notice forms to Limited Liability Companies. A one time, $100,000.00 appropriation was passed to fund the postage and tempory workers to carry out this annually recurring task. Presently, the agency does not have much expectation that this money will be included in an expansion budget and consequently, the agency will have to take an equal amount from other budget lines in order to produce, mail and process the LLC annual notices next year. To us this means that the current budget already has buried within it a reduction equal to approximately 2.5% and this a reality that the agency must already struggle to handle.

TWO SOUTH SALISBURY STREET
PO BOX 29622, RALEIGH, NC 27626-0622
919.807.2005 - FAX 919.807.2010
WWW.SOSNC.COM

In looking for further possible reductions, we assumed that cost shifting from one state agency to another and from state to local governments should not be pursued, due to the fact that if we cut such functions, other governmental agencies would be required to somehow provide equivalent service to the public and would not result in "actual" savings. We certainly would support such a policy that would prevent the creation of unfunded mandates. Therefore we shifted our analysis to the remainder of the agency, i.e., that portion which if eliminated would not shift the workload or burden to another state agency or local unit of government.

There we quickly encountered a stark reality. Our core mission in the commercial business world is to facilitate the formation of financial capital by the private sector. This mainly transpires in the Corporation, UCC and Securities Units. These units provide the data and enforcement essential to keep the capital formation system healthy in North Carolina. Some smaller units whose functions are to increase the reliability of business documents by providing an extra layer of signature authentication supplement these larger units. So, in order to reduce the agency, we look first at the units whose absence will impair the formation of financial capital the least. Unfortunately, these units all bring into the general fund substantial money. That stark reality is why we encouraged the Office of State Budget to consider the imposition of specific, modest fee increases to satisfy the interest in a net improvement in our impact on the general fund.

We do not recommend the elimination of any or all of the units. However, if the General Assembly chooses to cut rather than impose the fee increases, then under those circumstances we believe that of all the departmental units available for elimination, the elimination of the ones listed on the attached spread sheet will do the least harm to the private sector capital formation activity in NC. Of course deletion of unit funding would eliminate the capacity to deliver various services and consequently it would need to be accompanied by a repeal of the underlying organic legislation.

Please keep in mind that this agency collected $22,534,000 in fees as of March 31, 2002 while spending only $6,012,000 thus far in costs this fiscal year. While many in the general public may be unaware of this office's role in North Carolina's economy, the business, financial and legal communities certainly do understand the vital part we play. Seven days a week, every week this department facilitates the formation and flow of financial capital through North Carolina's commercial life.

Clearly, the future operational performance of this office will be either a part of the solution to our economic recovery, or part of the problem, and departmental funding is one of the key determining factors as to which it will be. We look forward to working with you to meet the challenge of our state's budget crisis while still delivering the services that help fuel our economy. Please call if you have questions or desire to discuss this plan.

Sincerely,

Michael Peeler
Deputy Secretary

Attachment

4/22/02								
			Secretary of State					
				2002-03		Actual		Revenue
				Budget		Revenue		YTD
Division/Account Numbers		No. Pos.		Amounts		2000-01		3/31/2002
Authentications (1110)		**2**				**184,627**		**163,692**
531211 Salaries				48,357				
531511 Social Security				3,699				
531521 Retirement				2,418				
531561 Medical Insurance				5,866				
Lobbyists Registration (1110)		**1**				**97,059**		**10,305**
531211 Salaries				29,138				
531511 Social Security				2,229				
531521 Retirement				1,457				
531561 Medical Insurance				2,933				
Securities Registration (1230)		**8**				**11,864,643**		**9,736,837**
531211 Salaries				250,356				
531511 Social Security				19,152				
531521 Retirement				12,518				
531561 Medical Insurance				23,464				
Notary Public (1300)		**5**				**1,075,261**		**776,367**
531211 Salaries				153,916				
531461 Longevity				307				
531511 Social Security				11,420				
531521 Retirement				9,538				
531561 Medical Insurance				14,665				
532140 Sys. Implementation				3,000				
532333 Repairs-Other Equipment				700				
532430 Maint. Agreement-Equip.				900				
532490 Maint. Agreement-Other				500				
532512 Rent/Lease-Bldgs				300				
532711 Air-In-State				500				
532714 Transp-Grnd - In-State				500				
532721 Lodging-In-State				300				
532724 Meals-In-State				100				
532811 Telephone Service				2,391				
532821 Computer/Data Proc. Serv.				8,766				
532840 Postage				3,362				
532840 Printing & Binding				5,500				
533110 Office Supplies				1,875				
534521 Office Equipment				150				
534630 Library & Lrning Res				100				
Totals		**16**		**620,377**		**13,221,590**		**10,687,201**

5/1/02

Secretary of State

Position details from previous page:

Postion Title/Salary Grade	Position Number	Salary
Authentications		
Processing Assistant V/61	3211-0000-0000-013	$24,897
Processing Assistant V/61	3211-0000-0000-022	23,460
Lobbyists Registration		
Administrative Assistant I/63	3211-0000-0000-075	$29,138
Securities Registration		
Director of Registrations/73T	3223-0000-0000-405	$46,357
Administrative Assistant II/65	3223-0000-0000-409	35,093
Program Assistant V/61	3223-0000-0000-410	23,736
Securities Examiner I/71T	3223-0000-0000-414	35,173
Processing Assistant IV/59	3223-0000-0000-430	22,625
Program Assistant IV/59	3223-0000-0000-445	25,034
Administrative Assistant II/65	3223-0000-0000-456	30,250
Administrative Assistant II/65	3223-0000-0000-459	32,088
*Notary Public		
Administrative Officer II/70	3230-0000-0000-500	$54,434
Notary Investigator/68	3230-0000-0000-505	36,536
Processing Assistant IV/59	3230-0000-0000-510	20,576
Processing Assistant IV/59	3230-0000-0000-520	21,794
Processing Assistant IV/59	3230-0000-0000-525	20,576

* Other line items listed for Notary represents the entire budget for that program.

State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

MICHAEL R. PEELER
DEPUTY FOR ADMINISTRATION

Memorandum

April 9, 2002

To: Michele T. Nelson
Marilyn N. Chism

From: Michael R. Peeler
Deputy for Administration, NC Department of the Secretary of State

Re: Agency Liaison and Span of Control

Attached please find information regarding the Agency Legislative Liaison and span of control information from our PMIS system.

If you have questions please feel free to contact me

POST OFFICE BOX 29622 • RALEIGH, NC 27626-0622
(919) 807-2011 • FAX: (919) 807-2020
MPEELER@MAIL.SECSTATE.STATE.NC.US

To: Marilyn M. Chism
Michele T. Nelson

From: Michael R Peeler

Re: April 4, 2002 request for information

Attached find updated span of control information and organizational charts.

Information regarding our legislative liaison is as follows:

Name:	Robert E. Wilson
Title:	Legislative Liaiaon
Salary:	$59,658
Pay Grade:	74T
Other resp:	The Legislative Liaison spends approximately 10% of the time on non legislative issues relating to stakeholder liaison and international relations.

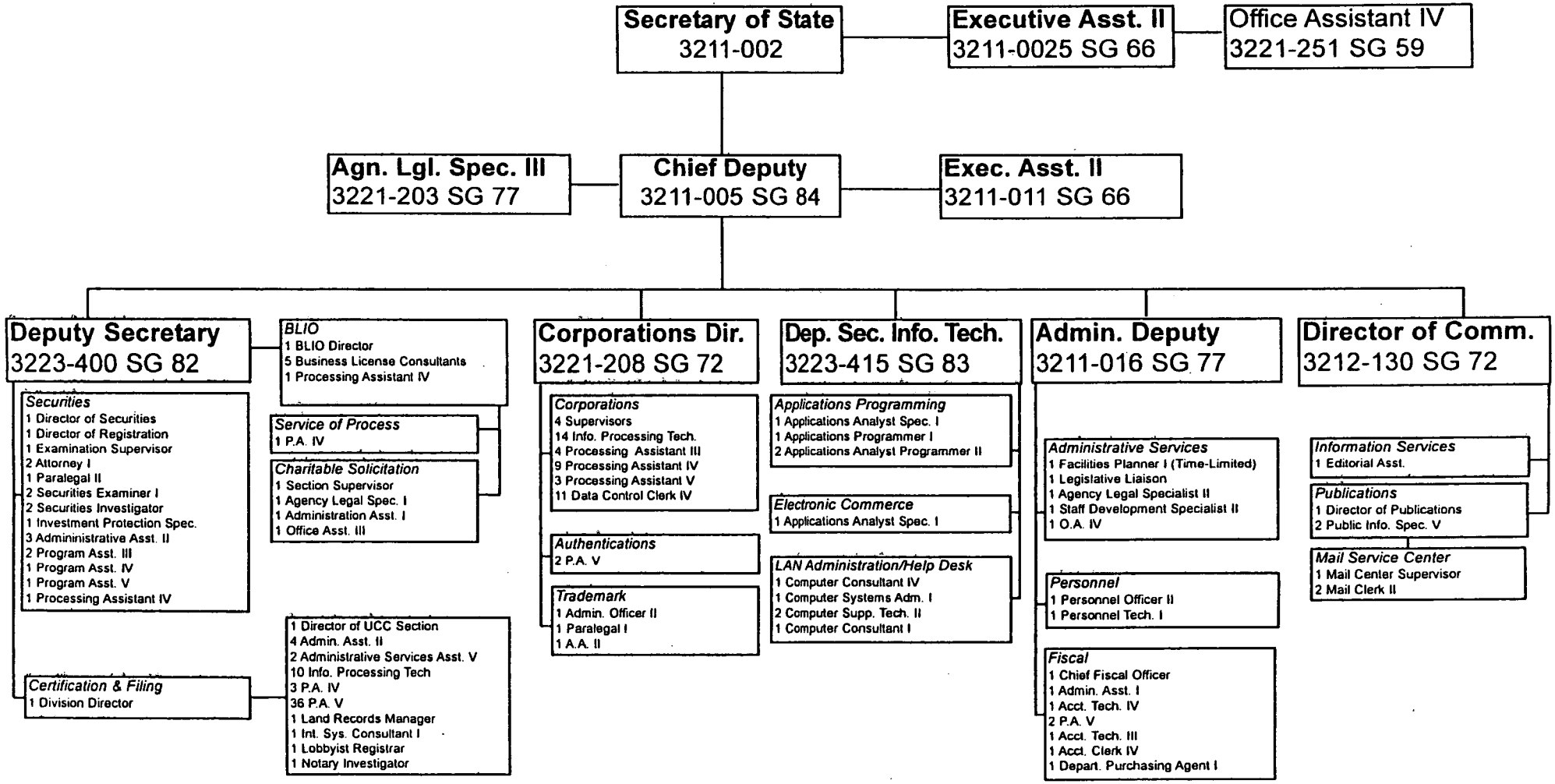
As of April 8, 2002

Department of the Secretary of State
Organizational Chart

Elaine F. Marshall, Secretary

Form PO-01

Produced by the Publications Division of the NC Department of the Secretary of State



PMXORG 32-99 ***** SPAN OF CONTROL STATISTICS ***** PAGE= 1

32-00 SECRETARY OF STATE

********** POSITION TOTALS BY LEVEL# **********

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	7	14	6	3	0	0	0	0	0	0	0	0	0

AVG SPAN	%SUPV/STAFF	TOTAL NON-SUPV	TOTAL SUPV	TOTAL POS	HIGHEST LEV#
5.65	17.68	149	32	181	6

CHOOSE OPTION: __ DEPT/DIV: ____ F14=EXPLANATION OF TERMS
F13=DEPT/DIV LIST, F23=SPAN OF CONTROL MENU, F24=MAIN MENU, F16=PRINT

PMXORG 32-99 EXPLANATION OF SPAN OF CONTROL TERMS/CALCULATIONS

TOTALS BY LEVEL#: REPRESENTS THE NUMBER OF SUPERVISORS FOR EACH MANAGEMENT LAYER WITHIN THE ORGANIZATION, WITH THE DIRECTOR/CHANCELLOR AS LEVEL# 01.

AVERAGE SPAN: REPRESENTS THE AVERAGE NUMBER OF POSITIONS REPORTING TO A SUPERVISOR IN THE ORGANIZATION. CALCULATED BY DIVIDING THE TOTAL POSITIONS WITHIN THE ORGANIZATION BY THE TOTAL NUMBER OF SUPERVISORS.

% SUPERVISOR/STAFF: REPRESENTS THE PERCENTAGE OF SUPERVISORS TO TOTAL POSITIONS WITHIN THE ORGANIZATION. CALCULATED BY DIVIDING THE TOTAL NUMBER OF SUPERVISORS BY THE TOTAL NUMBER OF POSITIONS.

TOTAL NON-SUPERVISORS: CALCULATED BY SUBTRACTING THE NUMBER OF SUPERVISORS FROM THE TOTAL NUMBER OF POSITIONS WITHIN THE ORGANIZATION.

TOTAL SUPERVISORS: TOTAL BASED ON AGENCY/UNIVERSITY INPUT INTO THE SPAN OF CONTROL COMPONENT OF PMIS.

TOTAL POSITIONS: POSITION COUNTS EXCLUDING TEMPORARIES, INCLUDING EPA.

HIGHEST LEVEL#: REPRESENTS THE MAXIMUM LAYER OF MANAGEMENT SHOWN FOR ORGANIZATION, WITH THE AGENCY DIRECTOR/CHANCELLOR REPRESENTING LEVEL# 01.

DEPRESS PF9 TO RETURN TO PMXORG STATISTICS

Six-Year Analysis of Budget

Attachment 3
REVISED

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/1998	6/30/1999	6/30/2000	6/30/2001	6/30/2002	6/30/2003
General Fund						
Requirement	$6,959,347	$7,760,305	$8,148,486	$10,371,595	$9,096,067	8,754,961
Less: Receipts	$217,191	$736,258	$1,212,445	$615,688	$502,368	384,577
Appropriation	$6,742,156	$7,024,047	$6,936,041	$9,755,907	$8,593,699	$8,370,384
Less: Nonrecurring Expansion	$1,230,000	$746,051	$144,685	$1,928,053	$225,000	
Continuation Budget	$5,512,156	$6,277,996	$6,791,356	$7,827,854	$8,368,699	
Increase (Decrease)	N/A	$765,840	$513,360	$1,036,498	$540,845	
Percentage Inc (Dec)		13.89%	8.18%	15.26%	6.91%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **	$80,000	$783,110	$385,009	$991,177	$127,142	
Recurring Reductions-Legislative **			($125,682)	($64,559)	($556,267)	($44,926)
Transfers - Legislative **		($202,770)				
Other Adjustments ***		$197,832	$254,033	$109,880	$969,970	
Total		$778,172	$513,360	$1,036,498	$540,845	
Special Funds *						
Prior Year Balance	$0	$0	$0	$794	$101	
Reciepts	$0	$0	$1,000	$500	$500	
Expenditures	$0	$0	$206	$1,193	$601	
Year-End Balance	$0	$0	$794	$101	$0	
Federal Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	
Reciepts	$0	$25,425	$11,797	$0	$0	
Expenditures	$0	$25,425	$11,797	$0	$0	
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds (Trust)					4/30/2002	
Prior Year Balance	$311,884	$279,388	$288,525	$305,979	$273,443	
Reciepts	$6,204	$17,837	$56,587	$29,927	$14,596	
Expenditures	$38,700	$8,700	$39,133	$62,463	$20,241	
Year-End Balance	$279,388	$288,525	$305,979	$273,443	$267,798	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.
*** Legislative Increases, Allowable Con't Budget Adjustments, etc.

List of Special Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
23200/2110	International Services	$101	$500	$601	$0
Total		**$101**	**$500**	**$601**	**$0**

List of Special Federal Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance	Grant Award
33800/3410	Federal Land Records	$0	$0	$0	$0	$0
Total		**$0**	**$0**	**$0**	**$0**	**$0**

Secretary of State

Modified Zero Base Budgeting Expenditures
FY 1999-00 to 2002-03

Miscellaneous Contractual Services (532199)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	70,918	22,103	300	0	300	0
Publications (Fund 1120)	6,079	0	0	0	0	0
Corporations (Fund 1210)	81,100	565	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	255,172	0	0	0	0
Securities (Fund 1230)	1,207	999	2,000	1,439	561	1,000
Business License (Fund 1240)	1,995	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	5,952	1,466	0	0	0	0
Total	167,251	280,305	2,300	1,439	861	1,000

DETAIL OF EACH CONTRACT BY AGENCY – FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

ATTACHMENT C

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

Department of the Secretary of State

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0002
Contract Title PERSONAL SERVICES
Vendor Name: OFFICE AUTOMATION SOLUTIONS. I
Type of Contract APPLICATION PROGRAMMING SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$305.000	$229.435	07 / 2000	08 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 4.125
Estimated # of Contractors Working on Contract, if provided to OSBM: 4

Scope of Work, if given: REWRITE OF THE DEPARTMENT'S UNIFORM COMMERCIAL CODE SYSTEM DUE TO NEW LEGISLATION, REVISED ARTICLE 9 OF THE UCC CODE. THIS CONTRACTOR DEVELOPED THE SYSTEM THIS REWRITE WILL BE ADDED TO AND IS FAMILIAR WITH THE DESIGN AND DEVELOPMENT REQUIR

Total for. INFORMATION TECHNOLOGY CONTRACT	Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid In Report Period -- All Fund Sources
	1	$305,000	$229,435

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title PERSONAL SERVICES
Vendor Name: PAUL ZIGAS
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$5.100	$1.466	11 / 2000	03 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 300
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: CONDUCT LEGAL AND PROGRAMMATIC RESEARCH PERTAINING TO CHARITABLE SOLICITATION LICENSING PURSUANT TO N.C.G.S.131F-1 ET SEQ., INCLUDING BUT NOT LIMITED TO ANALYSIS OF CURRENT AND PROPOSED PROCESS, ORGANIZATION, BUSINESS RULES, AND LAW

Total for. PERSONAL SERVICE CONTRACT	Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources
	1	$5,100	$1,466

Total for: Department of the Secretary of State	Total # Contracts:	Total Contract Value--All Fund Source:	Total Paid in Report Period -- All Fund Source
	2	$310,100	$230,901

5/2/02

Secretary of State

Reconciliation of Miscellaneous Contractual Services (532199) with information on OSBM report

Services and purchase orders that were not through personal service contracts

Purpose	Amount
1. Microfiche imaging of UCC files	$45,233
2. Refinishing, design, & installation of furniture at new UCC location	9,252
3. Electrical work at new UCC location	3,740
4. DOC moving services	2,250
5. Bank service charges for providing customer records in Securities investigations	1,749
6. Labor charge for equipment service call	180
Subtotal	$62,404

Contracts outside the period for which OSBM information gathered

1. Reimbursement from DOR for system development costs provided by SOS contractor that enhanced their data processing	(15,000)
2. Assistance in Personnel Division in writing job descriptions and analyst notes for 41 new UCC positions	2,000
Subtotal	($13,000)
Grand total	$49,404

Total expenditures for line item 532199	$280,305
Amount on OSBM report	230,901
Difference	$ 49,404

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Rent/Lease General Office Equipment (532524)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	325	0	325	200
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	12,880	30,000	16,568	13,432	30,000
Securities (Fund 1230)				0	0	105	0	105	105
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	12880	30,430	16,568	13,862	30,305

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Transportation Air-In State (532711)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	0	0	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	383	0	383	500
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	0	383	0	383	500

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Air-Out-of-State (532712)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	2,266	1,930	2,491	2,490	1	2,300
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	695	700	0	700	700
Uniform Commercial Code (Fund 1220)	0	1,596	1,000	0	1,000	1,000
Securities (Fund 1230)	110	46	1,000	207	793	1,000
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	264	125	0	0	0	0
Land Records (Fund 1400)	450	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	311	0	0	0	0	0
Total	3,401	4,392	5,191	2,697	2,494	5,000

Secretary of State

Modified Zero Base Budgeting Expenditures
FY 1999-00 to 2002-03

Transportation Air-Out-of-Country (532713)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	0	75	0	0	0	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	0	0	0	0	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	75	0	0	0	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Ground-In-State (532714)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	8,880	8,484	7,650	3,333	4,317	7,550
Publications (Fund 1120)	2,003	358	500	246	254	500
Corporations (Fund 1210)	395	582	500	246	254	500
Uniform Commercial Code (Fund 1220)	641	1,254	800	762	38	500
Securities (Fund 1230)	5,285	7,821	7,000	5,721	1,279	5,470
Business License (Fund 1240)	664	527	505	441	64	400
Notary Public (Fund 1300)	552	365	1,000	364	636	500
Land Records (Fund 1400)	2,470	2,379	2,500	1,361	1,139	3,500
Charitable Fund Raising (Fund 1600)	391	358	900	151	749	900
Total	21,281	22,128	21,355	12,625	8,730	19,820

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Transportation Ground-Out-of-State (532715)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				386	156	450	119	331	350
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				121	186	100	0	100	100
Uniform Commercial Code (Fund 1220)				28	226	151	151	0	100
Securities (Fund 1230)				55	26	730	5	725	730
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	8	0	0	0	0
Land Records (Fund 1400)				0	0	500	0	500	500
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				590	602	1,931	275	1,656	1,780

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Transportation Ground-Out-of-Country (532716)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	0	0	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	188	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	188	0	0	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Lodging-In-State (532721)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				1,433	873	1,700	236	1,464	1,400
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				34	739	449	60	389	200
Securities (Fund 1230)				532	1,334	4,404	111	4,293	4,404
Business License (Fund 1240)				311	0	169	169	0	100
Notary Public (Fund 1300)				34	0	300	229	71	300
Land Records (Fund 1400)				1,082	1,210	1,414	321	1,093	1,414
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				3,426	4,156	8,436	1,126	7,310	7,818

Secretary of State

Modified Zero Base Budgeting Expenditures
FY 1999-00 to 2002-03

Lodging-Out-of-State (532722)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	3,506	4,265	6,500	3,080	3,420	4,500
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	1,278	500	0	500	500
Uniform Commercial Code (Fund 1220)	1,094	1,698	700	58	642	700
Securities (Fund 1230)	581	1,435	968	968	0	500
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	69	69	0	0
Land Records (Fund 1400)	270	0	500	0	500	500
Charitable Fund Raising (Fund 1600)	366	0	0	0	0	0
Total	5,817	8,676	9,237	4,175	5,062	6,700

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Lodging-Out of Country (532723)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	282	0	0	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	530	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	1,294	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	2,106	0	0	0	0

Secretary of State

Modified Zero Base Budgeting Expenditures
FY 1999-00 to 2002-03

Meals-In-State (532724)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	466	420	1,300	442	858	1,200
Publications (Fund 1120)	11	0	0	0	0	0
Corporations (Fund 1210)	119	14	0	0	0	0
Uniform Commercial Code (Fund 1220)	94	350	500	219	281	200
Securities (Fund 1230)	332	982	1,000	247	753	1,000
Business License (Fund 1240)	174	8	84	84	0	50
Notary Public (Fund 1300)	28	0	200	170	30	100
Land Records (Fund 1400)	490	502	1,025	141	884	1,025
Charitable Fund Raising (Fund 1600)	8	0	764	0	764	3,000
Total	1,722	2,276	4,873	1,303	3,570	6,575

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Meals-Out-of-State (532725)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	580	997	1,300	856	444	1,000
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	307	200	0	200	200
Uniform Commercial Code (Fund 1220)	64	394	300	40	260	300
Securities (Fund 1230)	6	88	3,000	126	2,874	3,000
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	12	48	48	0	0
Land Records (Fund 1400)	68	0	1,000	0	1,000	1,000
Charitable Fund Raising (Fund 1600)	56	0	0	0	0	0
Total	774	1,798	5,848	1,070	4,778	5,500

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Meals-Out-of-Country (532726)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	0	15	0	0	0	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	11	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	64	0	0	0	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	90	0	0	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Misc-Out-of-State (532728)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	48	48	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	0	48	48	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Workshop/Conf. Subsistence (532732900)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	116	116	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				894	368	110	91	19	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	225	817	816	1	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				894	593	1,043	1,023	20	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Cellular Phone (532814)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	1,069	892	2,050	1,832	218	1,050
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	283	443	328	115	60
Uniform Commercial Code (Fund 1220)	0	146	217	139	78	0
Securities (Fund 1230)	168	428	3,170	2,839	331	170
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	900	432	468	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	1,237	1,749	6,780	5,570	1,210	1,280

DEPARTMENT OF THE SECRETARY OF STATE

The following employees have cellular phones:

Elaine Marshall, Secretary of State
Rodney Maddox, Chief Deputy
Scott Templeton, Deputy
Shelly Murray, Trademarks Investigator
Lou Cala, Securities Investigator
Michael Brown, Notary Investigator
Securities Investigative Staff
Ed Jaggers, Securities Investigator
JC Curry, Securities Supervisor
Robert Wilson, Legislative Liaison

The following employees have pagers, which are charged to the cellular phone line item:

Senior Management Staff
Securities Investigative Staff
Michael Peeler, Deputy
Robert Wilson, Legislative Liaison
General Counsel
Sam Stowe, Publications Director
Kelvin Miles, Mail Center Supervisor

Technology team members:

- Dwayne Beamon
- John Hunter
- Bonnie Elek
- James McManus
- Walter Temple

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Furniture-Office (534511)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	0	760	400	0	400	0
Publications (Fund 1120)	167	0	0	0	0	0
Corporations (Fund 1210)	289	1,753	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	368,314	0	0	0	0
Securities (Fund 1230)	23	976	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	264	264	0	1,070
Total	479	371,803	664	264	400	1,070

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Office Equipment (534521)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	47,308	7,792	4,664	4,528	136	4,000
Publications (Fund 1120)	792	6,093	7,326	7,326	0	700
Corporations (Fund 1210)	41,427	53,693	6,992	6,991	1	5,200
Uniform Commercial Code (Fund 1220)	10,826	150,274	11,040	116	10,924	11,040
Securities (Fund 1230)	4,110	5,288	375	374	1	200
Business License (Fund 1240)	3,509	14	300	0	300	300
Notary Public (Fund 1300)	0	566	150	0	150	150
Land Records (Fund 1400)	2,492	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	2,296	2,123	0	0	0	1,400
Total	112,760	225,843	30,847	19,335	11,512	22,990

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Equip-Computers (534522)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	16,734	56	3,300	2,236	1,064	500
Publications (Fund 1120)	2,407	0	0	0	0	0
Corporations (Fund 1210)	15,661	22,938	2,000	0	2,000	2,000
Uniform Commercial Code (Fund 1220)	4,278	221,567	0	-21	21	0
Securities (Fund 1230)	4,166	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	1,621	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	4,279	0	0	0	0	0
					0	
Total	49,146	244,561	5,300	2,215	3,085	2,500

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Equip-Custody & Security (534529)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	897	897	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	933	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	933	897	897	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Other Equipment (534539)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				17,969	0	11,000	7,062	3,938	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	1,922	2,469	2,468	1	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	2,447	0	2,447	0
Total				17,969	1,922	15,916	9,530	6,386	0

Memorandum

April 2, 2002

To: Michele T. Nelson
Marilyn N. Chism

From: Michael R. Peeler
Deputy for Administration, NC Department of the Secretary of State

Re: Response to Study of Agency Internet Use

We welcome the opportunity to share what we have learned with regard to web-based publications. We consider amendments to GS 147-54.1, enabling the Department of the Secretary of State to "publish electronically, information permitted or required by this section" to be of material benefit to us in delivering services in the most effective and economic manner. In our on-going efforts to provide ever increasing on-line access, what was forcefully brought to our attention was that while providing materials on-line enables us to reduce the price (cost) of delivery to each citizen-customer, the total number of citizen-customers served continues to grow substantially. Some of this increased demand for publications follows general growth in demand for our services and additional responsibilities delegated by the Legislature. We also experience increases in demand for publications as a result of increased visibility and market penetration generated by our web site.

Our printing budget has not risen substantially in recent years, even though the demand for our services has. Some statutorily required publications are currently un-funded. The Division of Publications takes steps to lower printing costs – careful evaluation of economic order quantity, competitive bidding among private vendors, careful selection of materials on a quality versus cost basis, spot coloring instead of full color reproduction, limiting bleeds and screens and aggressively enforcing quality standards for final product from commercial printers.

As we have discussed in the past, this note is offered as an up date of previous fiscal year responses and as an attachment to our spreadsheet response to the request for agency compliance with S. L. 2001-424, Section 14.1.

Publications Analysis

North Carolina Manual
This publication is not on the web. This department is currently mandated by North Carolina law to print 2,500 copies of this 1200 page book every other year (NCGS 147-54). Estimated printing costs for the 2001 edition total $40,950. There are no plans at this time to place the North Carolina Manual on the web.

Directory of State and County Officials
This publication is on the web. This publication is mandated by law (NCGS 147-54.1). Printing costs for 10,000 copies planned this year are estimated at $18,990. Demand for hard copy versions is still so great that we would like to actually increase the print run to 15,000 per year.

Lobbyist Directory
This publication is on the web. The agency is required by the Legislature to publish a directory of registered lobbyists at the beginning and end of each legislative session, as well as printing updates every 20 days during session. In a long session, the directory may need to be published as many as 8-10 times. Printing costs per edition run about $2,600 and annual cost is estimated at $13,000-15,000. Current demand is approximately 1,000 copies of each edition. The agency could save money by limiting publication to its web site and making hard copies available only on demand. Legislation to reduce the number of times the directory must be printed will reduce costs.

Directory of Boards and Commissions
This publication is not on the web. This book is not currently funded and has not been updated since 1996. Most of the demand for this document could be met via our web site. The 1996 edition of this book was a 2,500-copy run for $6 per book. In comparison, the 1999 edition was a 10,000-copy run for $3.75 per book.

Directory of Permits
This publication is not on the web. This book is compiled and printed by the Business License Information Office. The outside demand for it that the Division of Publications receives is low. We intend to move this publication entirely to the web site.

Women in the General Assembly
This publication is not on the web. This specialty publication has not been updated or re-printed since the early 1990s. This publication is not currently funded.

State Government Organizational Chart
This publication is on the web. This document is very popular in our public schools.

Appointment Reporting (also known as "Gender Equity Reporting")
This report is on the web. Legislation passed in 1999 requires the Secretary of State to gather annually, reports regarding the gender of members of appointed boards and commissions. The Department compiles the data into a report that is made available to the public via the web and delivered to the Governor, the Speaker of the House of Representatives and the President Pro Tempore of the Senate. We do not anticipate much demand for hard copies. Note that this publication requires that we divert temporarily, a full time employee from other duties.

Candidates List
This publication is not on the web currently but will be published on the web in 2002. The agency is required by law to provide a list of candidates for state-level offices prior to each primary and general election.

Division Manuals
Most guides and manuals that are of high demand are on the web. The Division of Publications creates and manages a number of in-depth manuals on topics such as incorporating businesses, forming limited liability companies, securing trademark and service mark protection and training notaries. These items are designed to help guide citizens through the regulatory processes. Only enough copies are printed to meet demand.

Forms
Most of the department's forms are on the web along with instructions for their completion. Users may download the forms, complete and sign them and mail them back to the agency. Users often visit our offices or call and request that we mail them forms, which leaves us with the expense of printing the form and mailing it. Only enough copies are printed in house to meet demand.

Pamphlets
These items are not on the web. The Division of Publications develops and maintains a number of outreach pieces – material designed to educate North Carolina citizens and businesses about what the agency does and how it can assist them. These are printed in bulk at a low cost and distributed at the state fair, at our front counter and by the Secretary of State staff when meeting with business groups outside the office.

Index of Local Legislation
This publication is not on the web. Although the division is mandated by state law (NCGS 147-54.1) to print this index, it is not funded and has not been printed since 1967. Previous indices in the division's possession indicate that this publication is usually published once every 30 years. This publication should be funded and placed on the web.

Explanation of Constitutional Amendments
Before elections in which there will be a proposed amendment to the Constitution, the Secretary of State is to distribute an explanation of the proposal "in simple and commonly used language" pursuant to GS 147-54.10. This will be placed on the web in the future. Currently there are no funds appropriated for this year's proposed amendment explanation.

Session Laws and House and Senate Journals
Starting with this summer's release of the N.C. Session Laws and the House and Senate Journals, we will be shipping CD copies of each book along with at least one copy of the hardbound print edition. This is an initiative of the Secretary of State's Publications Division and the Legislative staff. We intend to put all three books on our web site, as does the General Assembly. We will be the first state, to our knowledge, to offer such transparency in legislative deliberations. This is a highly innovative project that reduces printing costs and makes access to these records more easily available (and free of charge) electronically. Note: We are responsible for distribution of these documents only, we do not publish them.

Agency Compliance with S. L. 2001-424, Secton 14.1

Use of Internet for Agency Publication

Agency : Department of the Secretary of State

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1	North Carolina Manual	n	N/A	*	2500	2500	
2	Directory of State and County Officials	y	2002	*	10000	15000	none
3	Lobbyist Directory	y	2001	*		demand	none
4	Directory of Boards and Commissions	n		*	0		Unfunded
5	Directory of Permits	n		*	3500	3000	no savings anticipated
6	Women in the General Assembly	n		*			Unfunded
7	State Government Organizational Chart	y	2001	*	10000	10000	no savings anticipated
8	Appointment Reporting	y	2001	*	10	10	no savings anticipated
9	Candidates List	y	2002	*		demand	
10	Manuals	y	ongoing	*		demand	
11	Forms	y	ongoing	*		demand	
12	Pamphlets	y	ongoing	*		demand	
13	Index of Local Legislation	n		*	0	0	Unfunded
15	Session Laws	y	2002	*		0	Printed by Legislatue
16	House and Senate Journal	y	2002	*		0	and distributed by SOS

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PMVAC 32-99,99999 PAGE: 001

** POS VACATED ON OR BEFORE 04/22/02 ** SELECTED POS TYPES ONLY

DEPT: SECRETARY OF STATE DIV: ALL

JOB CLASS: ALL SCHEMATICS GRADE: ALL

	POSITION NUMBER	B-SAL	TYPE	DTE-VAC	JOB TITLE	GRD	RESRVE
*	3221-0000-0000-203	$57003	PMFT	02/28/02	AGENCY LEGAL SPEC III	77	$13784
*	3221-0000-0000-225	$20966	PMFT	03/11/02	PROCESSING ASSISTANT IV	59	$390
*	3221-0000-0000-231	$20576	PMFT	02/09/02	PROCESSING ASSISTANT IV	59	$0
*	3221-0000-0000-280	$20576	PMFT	04/10/02	PROCESSING ASSISTANT IV	59	$0
*	3222-0000-0000-379	LWOP	PMFT	04/18/02	PROCESSING ASSISTANT V	61	$0
*	3222-0000-0000-393	$22251	PMFT	02/08/02	PROCESSING ASSISTANT V	61	$0
*	3223-0000-0000-418	$33923	PMFT	02/22/02	SECURITIES EXAMINER I	71T	$639
*	3230-0000-0000-520	LWOP	PMFT	04/23/01	PROCESSING ASSISTANT IV	59	$0

REPLACE * WITH Y. PF2=POS HIS, PF3=EMP HIS, PF5=PMD105, PF6=PMD118, PF7=PMDSEP

INQUIRY DISPLAY IS COMPLETE, DEPRESS PA1 KEY FOR COUNT & SALARY ANALYSIS SCRE

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 7, 2002
Room 422
1:00 p.m.

Chairman: Representative Maggie Jeffus

Fiscal Year 2002-03 Budget Review

Office of the State Controller

Robert Powell
State Controller

Department of State Treasurer

Richard Moore
State Treasurer

State Board of Elections

Gary Bartlett
Executive Secretary

- 7%-11% Reduction Packages
- Responses to questions that may have been forwarded to the agency in regards to the 7%-11% reductions
- Organizational Chart/Span of Control/Liaison Responses
- Six-Year Analysis of Budget Chart (review of general fund, special fund and federal funds beginning with 6/30/98)
- Modified Zero-Based Budget Line Items, as the subcommittee did in the 2001 Session (includes review of contracts)

- Internet Publications Response, provided per Section 14.1 of the appropriations bill (S.L. 2001-424)

- Vacant Positions (April 22, 2002 printout)

JOINT APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

May 7, 2002
1:00 P.M.

MINUTES

The Joint Appropriations Subcommittee on General Government met Tuesday, May 7, 2002, at 1:00 P.M. in room 422 of the Legislative Office Building. Four Senate members were present. The following Representatives were in attendance: Chairs Maggie Jeffus and Wilma Sherrill, Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson.

Representative Jeffus called the meeting to order. She requested that the speakers make their presentations brief and tell them where they can find some money.

OFFICE OF THE STATE CONTROLLER (Attachment 1, 41 Pages)
Robert Powell, State Controller

Mr. Robert Powell, State Controller, introduced the committee to Mr. John Morgan, Chief Financial Officer, Ms. Gwen Canady, Deputy State Controller, Ms. Zeke Partin, Assistant State Controller for Financial Services, and Mr. Don Waugh, Assistant Controller for the State Accounting Division.

Mr. Powell presented an overview of the handout from his office and answered questions as he went along.

Mr. Powell referred the committee to Page 40-41 where they have listed the special funds that were requested by staff. The Office of State Controller is either a clearinghouse or holds special funds from other agencies.

Mr. Powell continued that the other fund that is important for discussion is Budget Code #24172, Page 40. They have a contract with an organization under statutory authority that goes out to audit agencies to determine if there have been duplicates or over payments and under that contract they secure from the vendors whatever duplicate or overpayments have occurred. All the details you see there represent recoveries that have been made as of April 15, 2002. The State Controller's office is allowed to take $200.000 of this a year to help them toward their E-commerce initiative. If the committee will allow them to retain this $200,000, the unencumbered amount on this would be $861.368.00 net. This contract continues through another year. This $200,000 was partially used last year for the budget. He suggested that they review Budget Codes

#64201 and #74170 for additional money. All the other money is designated and could be unlawful to use.

DEPARTMENT OF STATE TREASURER (Attachments 2, 3, 4, & 5) State Treasurer Richard H. Moore

Treasurer Moore presented some points and then turned the presentation+ over to Deputy State Treasurer, Mike Barham. Treasurer Moore explained to the committee the duties and responsibilities of the State Treasurer. (See Attachments 3, 4 and 5) On Attachment 5, Firemen's and Rescue Workers' Pension Fund, Treasurer Moore promised to forward more up-to-date figures in the next couple of days. Senator Warren requested a copy of the states' investments.

Mr. Mike Barham was recognized by Treasurer Moore to begin his report on page 22 through page 54 in Attachment 2, "The Six-Year Analysis of Budget". He moved along quickly explaining each of the following pages and responded to questions as they were asked.

Mr. Joseph Stewart, Chief of Staff, was introduced to present the reduction proposals. He stated that there are some options that the committee might want to consider. There are three primary functions of the department that receive what is a general fund appropriation; that is the local government commission that oversees the operation of state, city and county governments. That money is directed from the Secretary of Revenue from the sales tax refunds from the cities and counties. The investment section and the banking section that now is the financial operation of the department. He presented some options that the committee might want to consider. The primary functions of the department that receives a general fund appropriation is the local government commission that oversees the operation of debt of city and county governments. That money is directed from Secretary of Revenue from the sales tax refunds from the city and county governments. The Investment Section and the Banking Section (now Financial Operations) money source comes from money that they manage. This is reflected on Page 20 at the top. This Committee, in fact, could reduce the General Fund Appropriations for the department by the entire $7.2 million if they chose to make them a direct receipt supported agency. There are the internal service funds that provide for what they refer to as shared services. These internal service funds come from a line item in the budget of each of the divisions that they serve. So in effect, they have two sets of numbers, the amount that they need to run these various operations and the amount that each division contributes towards that necessary total. It appears that the number for the internal service fund has not been adjusted within the division budget for the past several years; therefore, they have an imbalance in their budget between what the division needs to contribute to provide, and what is the authorized budget of these shared services. So in effect, because they have these two parallel budgets operating, if they were made an entirely support agency, they would not need an internal service fund. It would be the utilization of funds exactly to the amount appropriated by the General Assembly. So in effect if the General Assembly decided to take their budget off of the

general fund entirely, it would be a reduction of the entire amount of $7.2 million but clearly would be a reduction in the $7.2 million in receipts that go to the general fund. Mr. Stewart continued with the second reduction proposal of 7-11 percent budget reduction that is recommend on page 21. This would cause the department to use an outside entity but the Secretary would still oversee investments. This is where they found cuts in the amount requested. It is a different direction for the state. The committee was concerned that if the investments were placed in a private organization, they would have a different incentive in their management of investments than the state. Mr. Stewart stated that this is a concern. Senator Harris stated that he thought this would have a negative net, as would the first reduction. Mr. Stewart agreed.

Senator Allran asked about the Unclaimed Property Division's receipts. The proceeds from the Unclaimed Property Trust Fund is approximately $365 million. By Constitutional mandate those proceeds go to the student education assistants agency to provide tuition assistant grants, scholarships to needy and deserving students to the university system and in the community colleges. Last year they received about $18 million in interest off the trust fund.

STATE BOARD OF ELECTIONS (Attachment 6) Mr. Gary O. Barlett, Executive Director

Mr. Bartlett explained the three functional units, page 2, of the State Board of Elections, which are administration, campaign reporting and information systems.

He continued on page 5 with the reduction impact for the Board. As Mr. Bartlett continued to cover the handout page by page he took questions and answered them.

Representative Jeffus stated that Senator Warren will chair on Wednesday, May 8. The joint meetings will end on Thursday and the Senate will continue to meet separately.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Rep. Maggie Jeffus

Representative Margaret (Maggie) M. Jeffus
Presiding Chair

Mary Lee Robinson

Mary Lee Robinson
Committee Assistant

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 5/7/02

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Byron Harris	OSBM
Thomas Check	OSBM
Joanne Scharer	State Treasurer
Michael Williamson	State Treasurer
Joe Stewart	" "
John Morgan	St. Controller's Ofc.
Gwen Canady	OSC
ROBERT POWELL	"
LEKE PARTIN	"
DEW WRIGHT	"
Dr George Miller	DOA
Mufu P. Horton	DOT
Laura Harper	SEANC
Pam Wortham	Treasurer
MIKE BARHAM	"
Gary O. Bartlett	SBE
Johnnie McLean	"
Linda Mathis	"
Bob Ray	
Willie R. Hatch	DOR
Rev Hall	Gov's Office

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 5/7/02

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Jim Newell	OSBM
Julie Mitchel	"
Nick Holt	"
Mildred Spearman	Correction
Lao Rubert	CJPC
Anne Wurie	NC-LEAF
Melissa Lovell	DOJ
Ashley Heaton	NC BAR ASSOC
	DOC
	DOC
	DOC
	STATEWATCH
Tye Hunter	IDS
	AOC's Office
Colleen Kochanek	Hoke & Caldwell, P.A.
	CCPS
Trish J Hyman	DOJ
NEILS ROSELAND	DOJ
Fred Tucker	CCPS
	DOT/DP
Tracy Little	DOC
Theodis Beck	DOC
	Pender Post
George Wilhelm	Rowan Co. Sheriff
	ROWAN CO. SHERIFF'S OFFICE
	Correction
	COMMON SENSE FOUNDATION
Bill Wilson	NCATL
Chris Fitzsimon	Common Sense Foundation

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 5/7/02

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Dwayne Patterson	DJJDP
[illegible]	NCSBA
Ruth Sappie	NCDOT
[illegible]	NC FOP
[illegible]	Pat Boyd & Clark of Assembly
[illegible]	DMH/DD/SAS
Michelle Frazier	NC Bar Ass'n

North Carolina
Office of the State Controller

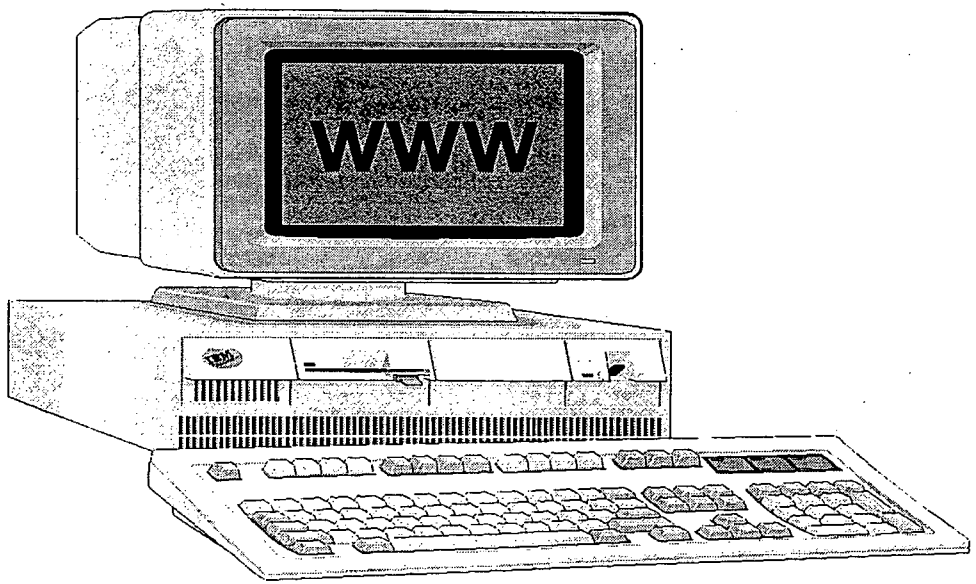
Robert L. Powell
State Controller

May 2002

Attachment 1

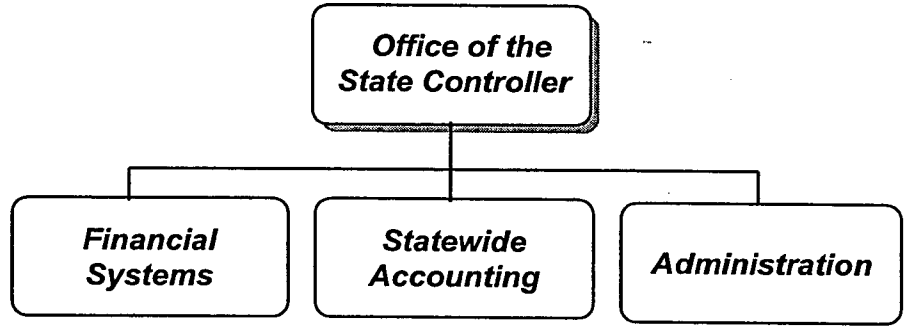
OSC Website

http://www.osc.state.nc.us/



State of North Carolina

Office of the State Controller



OSC Mission Statement :

Ensure proper financial reporting and accounting of all state agencies and institutions by providing leadership, guidance, and policies in all accounting matters.

3/1/00

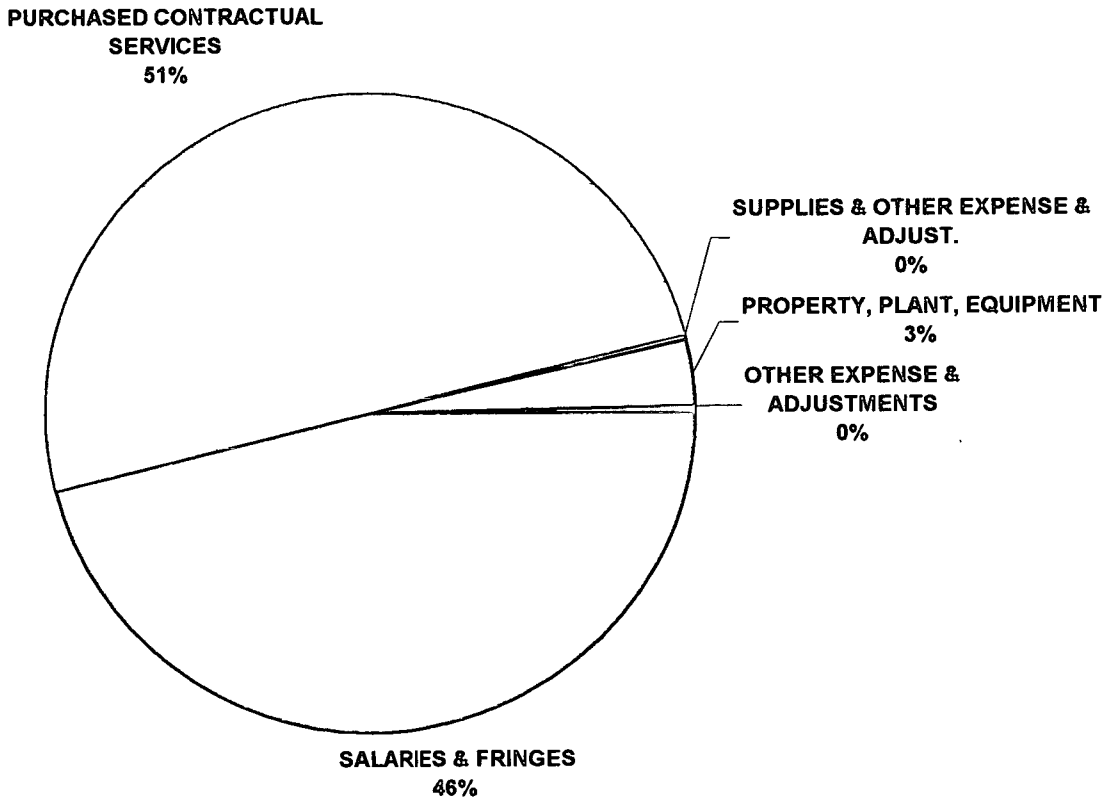
Major Responsibilities

- **Maintain a statewide accounting system - policies, procedures and system processes**
  - Coordinate central compliance of federal/state programs
  - Provide comprehensive and timely financial information
  - Provide business direction for statewide eCommerce initiatives, such as credit card acceptance, ePayments and E-Procurement
- **Maintain a central payroll system**
- **Maintain a statewide cash management system**

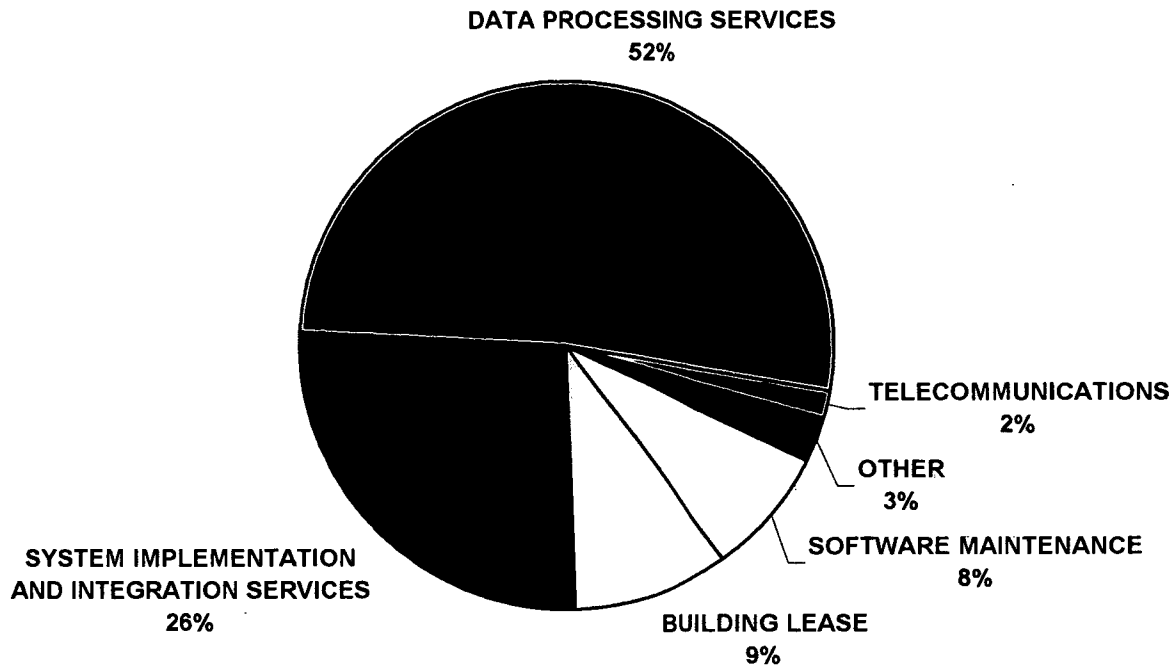
Management Team

- Robert Powell, State Controller
- Gwen Canady, Deputy State Controller
- Zeke Partin, Assistant State Controller
- Don Waugh, Assistance State Controller
- John Morgan, Chief Financial Officer

Office of the State Controller
FY 2000-2001 ACTUAL



Office of the State Controller
PURCHASED CONTRACTUAL SERVICE
ACTUAL - FY 2001

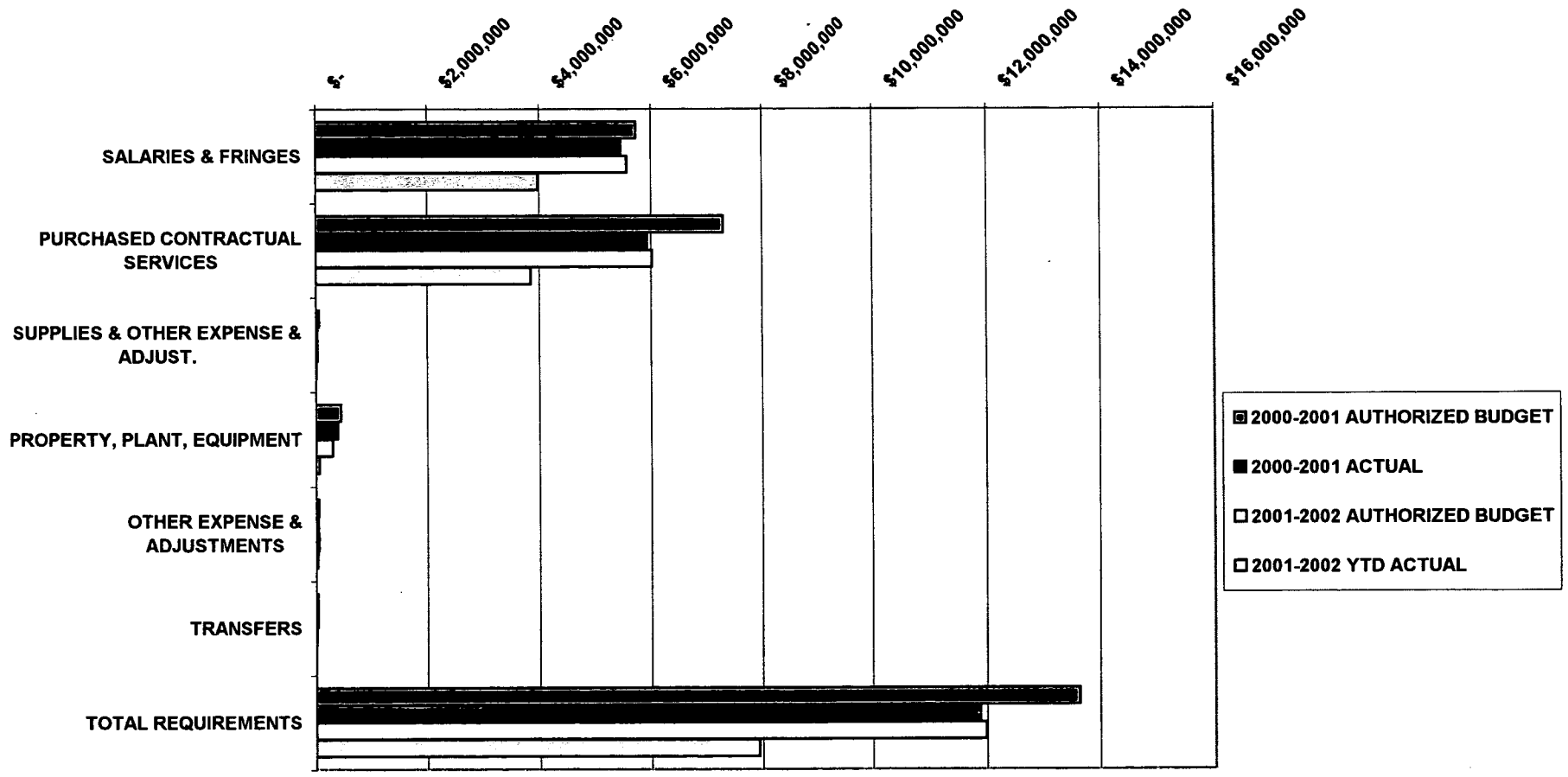


Office of the State Controller

Budget 2001-2003 Biennium

	2000-2001 AUTHORIZED BUDGET	2000-2001 ACTUAL	2001-2002 AUTHORIZED BUDGET	2001-2002 YTD ACTUAL
Salaries & Fringes	$ 5,735,697	$ 5,457,594	$ 5,574,995	$ 3,986,060
Purchased Contractual Service	$ 7,297,649	$ 5,929,466	$ 6,024,200	$ 3,853,295
Supplies & Other Expense & Adjust.	$ 59,265	$ 29,827	$ 34,227	$ 9,373
Property, Plant, Equipment	$ 449,164	$ 387,962	$ 298,724	$ 62,760
Other Expense & Adustments	$ 49,325	$ 43,355	$ 50,090	$ 25,809
Transfers	$ 33,213	$ 33,210	$ 5,051	$ 4,099
TOTAL REQUIREMENTS	$ 13,624,313	$ 11,881,414	$ 11,987,287	$ 7,941,396
LESS: RECEIPTS	$ 1,905,630	$ 1,260,731	$ 516,001	$ 225,238
NET APPROPRIATION	$ 11,718,683	$ 10,620,683	$ 11,471,286	$ 7,716,158

Office of the State Controller
BUDGET VERSUS ACTUAL



7-11% Reduction Package

Office of the State Controller
7 - 11% Reduction Package

	Authorized Budget FY 2002-2003	1% Increment	7% Cut	8% Cut	9% Cut	10% Cut	11% Cut
Question 2: **Explantion of changes related to 7% - 11% Reduction Pacakage.**							
Requirements	$ 11,698,244						
Receipts	$ 199,612						
Net Appropriations	$ 11,498,632	$ 114,986	$ 804,904	$ 919,891	$ 1,034,877	$ 1,149,863	$ 1,264,850
1 **Cut 5 Positions: Salary & Fringes**			$ (232,270)	$ (232,270)	$ (232,270)	$ (232,270)	$ (232,270)
2 **Convert ITS Position to OSC:**			$ (79,155)	$ (79,155)	$ (79,155)	$ (79,155)	$ (79,155)
3 **Line Item Reductions:**			$ (112,949)	$ (112,949)	$ (154,371)	$ (262,949)	$ (262,949)
4 **Reduction in Data Processing**			$ (411,449)	$ (526,436)	$ (600,000)	$ (606,408)	$ (721,395)
5 **Unfunded amount of building lease**			$ 30,919	$ 30,919	$ 30,919	$ 30,919	$ 30,919
Total Reduction in Appropriation			$ (804,904)	$ (919,891)	$ (1,034,877)	$ (1,149,863)	$ (1,264,850)
Explanation of Changes:							
Line Item Reductions:							
Reduction in NCAS technical consultants.					$ 41,422	$ 150,000	$ 150,000
Reduction in Data Processing:							
Reduction in data processing due to efficiency in system due to:			$ 94,357	$ 209,344	$ 282,908	$ 282,908	$ 282,908
1) Clean up of disk & tape storage of aged, redundant data.							
2) Conversion of some DASD storage from private to public.							
Reduce frequency of NCAS reports for month-end certification, project accounting, trial balances, encumbrance balancing, and University updates.			$ 261,092	$ 261,092	$ 261,092	$ 261,092	$ 261,092
Data warehouse - converting data from mainframe platform to client-server platform.			$ 56,000	$ 56,000	$ 56,000	$ 56,000	$ 56,000
Limit daily production of NCAS. Cost approximately $4,000 per day.						$ 6,408	$ 121,395
$6,408 equates to 2 days of not running daily production.							
$121,395 equates to 31 days of not running daily production.			$ 411,449	$ 526,436	$ 600,000	$ 606,408	$ 721,395

10A

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OR REDUCTION 7%__X__;8%____;9%____;10%____;11%____

1. **AGENCY:** Office of the State Controller
2. **BUDGET CODE:** B/C 14160
3. **CURRENT DATE:** 3/13/02
4. **PROGRAM (CENTER):** 1000-Office of the State Controller
5. **DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):**

The State Controller is the State's Chief Financial Officer. The State Controller's Office ensures proper financial reporting and accounting of all state agencies and institutions by providing leadership, guidance, and consulting in all accounting matters. The OSC prescribes policies and procedures based on proven accounting practices and standards, along with a very effective automated accounting system - the North Carolina Accounting System (NCAS) - to support agency and central management requirements. The OSC is also responsible for a comprehensive cash management program, operation of a centralized payroll system serving a majority of state agencies, and the administration of a statewide appropriation and allotment process.

6. **ESTIMATED NUMBER OF POSITION TO BE RIFFED__0__: #FILLED__0__ :**
7. **CHANGE IN G.S. REQUIRED? _____ Yes __X__ No. IF YES, LIST SPECIFIC GENERAL STATUES(S) AND BRIEFLY INDICATE REQUIRED CHANGES.**

8. **IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:**

Elimination of all current vacant positions results In a (5.43%) reduction in staffing levels for the Office of the State Controller from 92 positions to 87 positions. Total budget reduction is $232,270. Meeting the statutory responsibilities of this office becomes more difficult with fewer resources.

OSC currently pays ITS for a Business and Technical Applications Analyst. This position currently resides at OSC and works solely on the OSC Central Payroll System. This is a critical position for support of our Central Payroll System, but OSC can save money if this position is transferred to OSC. OSC will reclassify a vacant position and fund the increase in salary and fringe benefits from the reduction in ITS billings. Total budget reduction is $79,155.

OSC proposes to cut several budgeted line-items. The total budget reduction is $493,479. While these cuts produce a bare minimum operating budget, with almost no budget flexibility, the major impact of these cuts will affect data processing costs as a result of changing the North Carolina Accounting System (NCAS). Below is listed the impact of the changes to NCAS.

Proposed North Carolina Accounting System (NCAS) Production Changes for Cost Reduction

NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
1. Change the schedule for running the reports that agencies use to certify their prior month expenditures, revenues, and cash balances. Instead of running them daily, the OSC will now run these reports for the first three weeks of the month following the month being certified.	4/1/02	$4,100/month	Agencies would be responsible for running their own reports from NCAS if they were more than one week late certifying month-end reports. (All agencies are required to certify their month end reports by the tenth business day of each month.)

NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
2. Change the schedule for running the preliminary reports that agencies use in anticipation of month end certification. These reports will be run by the OSC only during the last week of the month being certified rather than daily during that entire month.	4/1/02	$8,900/month	Agencies would have to run their reports from NCAS if they wish to begin the certification process earlier than the last week of the current month. (Agencies have ten business days into the next month to certify these reports.)
3. Discontinue running all month end trial balance reports. (Trial Balance reports show the beginning and ending balances and monthly activity for all financial accounts.)	4/1/02	$2,000/month	Agencies would have to run reports from NCAS for trial balance data at their expense. Preliminary information indicates that these reports are not widely used at the agency level. (Trial balance reports are not required for the month end certification process.)
4. Information Technology (IT) project accounting reports will be generated only on the last business day of the week instead of daily. The IT reports are used to identify IT project costs for projects that meet the IRMC reporting process.	4/1/02	$1,111/month	The NCAS currently provides other daily production reports that detail information generated for project accounting data. Preliminary information indicates that these reports are not widely used by the agencies on a daily basis. These reports can be run by the agencies as needed at their expense. (Project accounting reports are not currently part of the state's month end financial reporting process.)
5. Run the encumbrance balancing report monthly instead of weekly. The encumbrance report is used to reconcile differences between the NCAS general ledger encumbrance balances and open requisitions, purchase orders and accounts payable invoices in NCAS.	4/1/02	$230/month	The agencies' ability to research discrepancies between the general ledger encumbrance balances and open documents would be more difficult because transactions related to open documents is dynamic and changes continuously. This reconciling process is very labor intensive and not generally performed more often than monthly by the agencies.
6. Implement new Decision Support System software to improve download efficiency from NCAS mainframe to the client server reporting system.	11/1/01	$7,000/month	There is no impact on NCAS users. This change has already occurred and the savings have begun. (Client server processing is a fixed cost; therefore, no additional costs are incurred for data access or reporting.)
7. Provide only a weekly NCAS posting update for the universities except during the months of July and August, which will continue to be daily or on demand.	4/1/02	$6,500/month	Some delays in the month-end certification by universities may occur. The OSC feels that universities will acclimate to the new processing schedule without issue. (The universities are required to post their revenues, expenditures and cash balances to NCAS on a monthly basis. This is achieved through an interface to NCAS.)

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2002-04
REQUIREMENTS	$ (804,904)	$ (804,904)
RECEIPTS	0	0
APPROPRIATION	$ (804,904)	$ (804,904)

10D

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OR REDUCTION 7%____;8%__X__;9%____;10%____;11%____

1. **AGENCY:** Office of the State Controller
2. **BUDGET CODE:** B/C 14160
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OSC proposes to cut several budgeted line-items. The total budget reduction is $608,466. While these cuts produce a bare minimum operating budget, with almost no budget flexibility, the major impact of these cuts will affect data processing costs as a result of changing the North Carolina Accounting System (NCAS). Below is listed the impact of the changes to NCAS.

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NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
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	2002-03	2002-04
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RECEIPTS	0	0
APPROPRIATION	$ (919,891)	$ (919,891)

OFFICE OF STATE BUDGET AND MANAGEMENT

PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OR REDUCTION 7%____;8%____;9%__X__;10%____;11%____

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NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
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3. Discontinue running all month end trial balance reports. (Trial Balance reports show the beginning and ending balances and monthly activity for all financial accounts.)	4/1/02	$2,000/month	Agencies would have to run reports from NCAS for trial balance data at their expense. Preliminary information indicates that these reports are not widely used at the agency level. (Trial balance reports are not required for the month end certification process.)
4. Information Technology (IT) project accounting reports will be generated only on the last business day of the week instead of daily. The IT reports are used to identify IT project costs for projects that meet the IRMC reporting process.	4/1/02	$1,111/month	The NCAS currently provides other daily production reports that detail information generated for project accounting data. Preliminary information indicates that these reports are not widely used by the agencies on a daily basis. These reports can be run by the agencies as needed at their expense. (Project accounting reports are not currently part of the state's month end financial reporting process.)
5. Run the encumbrance balancing report monthly instead of weekly. The encumbrance report is used to reconcile differences between the NCAS general ledger encumbrance balances and open requisitions, purchase orders and accounts payable invoices in NCAS.	4/1/02	$230/month	The agencies' ability to research discrepancies between the general ledger encumbrance balances and open documents would be more difficult because transactions related to open documents is dynamic and changes continuously. This reconciling process is very labor intensive and not generally performed more often than monthly by the agencies.
6. Implement new Decision Support System software to improve download efficiency from NCAS mainframe to the client server reporting system.	11/1/01	$7,000/month	There is no impact on NCAS users. This change has already occurred and the savings have begun. (Client server processing is a fixed cost; therefore, no additional costs are incurred for data access or reporting.)
7. Provide only a weekly NCAS posting update for the universities except during the months of July and August, which will continue to be daily or on demand.	4/1/02	$6,500/month	Some delays in the month-end certification by universities may occur. The OSC feels that universities will acclimate to the new processing schedule without issue. (The universities are required to post their revenues, expenditures and cash balances to NCAS on a monthly basis. This is achieved through an interface to NCAS.)

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2002-04
REQUIREMENTS	$ (1,034,877)	$ (1,034,877)
RECEIPTS	0	0
APPROPRIATION	$ (1,034,877)	$ (1,034,877)

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OR REDUCTION 7%____;8%____;9%____;10%__X__;11%____

1. **AGENCY:** Office of the State Controller
2. **BUDGET CODE:** B/C 14160
3. **CURRENT DATE:** 3/13/02
4. **PROGRAM (CENTER):** 1000-Office of the State Controller
5. **DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):**

The State Controller is the State's Chief Financial Officer. The State Controller's Office ensures proper financial reporting and accounting of all state agencies and institutions by providing leadership, guidance, and consulting in all accounting matters. The OSC prescribes policies and procedures based on proven accounting practices and standards, along with a very effective automated accounting system - the North Carolina Accounting System (NCAS) - to support agency and central management requirements. The OSC is also responsible for a comprehensive cash management program, operation of a centralized payroll system serving a majority of state agencies, and the administration of a statewide appropriation and allotment process.

6. **ESTIMATED NUMBER OF POSITION TO BE RIFFED__0__: #FILLED__0__ :**
7. **CHANGE IN G.S. REQUIRED? _____ Yes __X__ No. IF YES, LIST SPECIFIC GENERAL STATUES(S) AND BRIEFLY INDICATE REQUIRED CHANGES.**

8. **IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:**

Elimination of all current vacant positions results In a (5.43%) reduction in staffing levels for the Office of the State Controller from 92 positions to 87 positions. Total budget reduction is $232,270. Meeting the statutory responsibilities of this office becomes more difficult with fewer resources.

OSC currently pays ITS for a Business and Technical Applications Analyst. This position currently resides at OSC and works solely on the OSC Central Payroll System. This is a critical position for support of our Central Payroll System, but OSC can save money if this position is transferred to OSC. OSC will reclassify a vacant position and fund the increase in salary and fringe benefits from the reduction in ITS billings. Total budget reduction is $79,155.

OSC proposes to cut several budgeted line-items. The total budget reduction is $838,438. While these cuts produce a bare minimum operating budget, with almost no budget flexibility, the major impact of these cuts will affect data processing costs as a result of changing the North Carolina Accounting System (NCAS). Below is listed the impact of the changes to NCAS.

Proposed North Carolina Accounting System (NCAS) Production Changes for Cost Reduction

NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
1. Change the schedule for running the reports that agencies use to certify their prior month expenditures, revenues, and cash balances. Instead of running them daily, the OSC will now run these reports for the first three weeks of the month following the month being certified.	4/1/02	$4,100/month	Agencies would be responsible for running their own reports from NCAS if they were more than one week late certifying month-end reports. (All agencies are required to certify their month end reports by the tenth business day of each month.)

NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
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NCAS Production Change	Effective Date	Estimated Savings	Impact on NCAS Users
8. Post NCAS transactions only 4 days a week instead of nightly except during the months of June, July and August.	7/1/02	$16,000/month	Financial activity and posting transactions that normally occur during the nightly production run, such as those related to revenues, expenditures, budgetary transactions, and cash balances, would be delayed until the next nightly cycle was run. Other possible impacts include: -Accounts Payable payments (checks and electronic) could be delayed or be generated earlier than the due date to compensate for the lack of processing. -Federal reimbursement requests would be delayed (since expenditures would not be recorded). -The record of funds availability would not be current for budget transfers or expenditures generated from external interfaces. -The interface of new accounting distributions from the NCAS to the E-Procurement system would be delayed.

). ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2002-04
REQUIREMENTS	$ (1,149,863)	$ (1,149,863)
RECEIPTS	0	0
APPROPRIATION	$ (1,149,863)	$ (1,149,863)

10M

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OR REDUCTION 7%____;8%____;9%____;10%____;11%__X__

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9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2002-04
REQUIREMENTS	$ (1,264,850)	$ (1,264,850)
RECEIPTS	0	0
APPROPRIATION	$ (1,264,850)	$ (1,264,850)

10 P

Office of the State Controller

		7% Cut		8% Cut		9% Cut		10% Cut		11% Cut	
FY 03 Budget											
Requirements	$ 11,698,244										
Receipts	$ 199,612										
Net Appropriations	$ 11,498,632	$ 804,904		$ 919,891		$ 1,034,877		$ 1,149,863		$ 1,264,850	
Cut 5 Positions:											
531211 SPA-Regular Salaries		$ (193,170)	24.00%	$ (193,170)	21.00%	$ (193,170)	18.67%	$ (193,170)	16.80%	$ (193,170)	15.27%
531511 Social Security		(14,777)	1.84%	(14,777)	1.61%	(14,777)	1.43%	(14,777)	1.29%	(14,777)	1.17%
531521 Retirement		(9,658)	1.20%	(9,658)	1.05%	(9,658)	0.93%	(9,658)	0.84%	(9,658)	0.76%
531561 Hospitalization		(14,665)	1.82%	(14,665)	1.59%	(14,665)	1.42%	(14,665)	1.28%	(14,665)	1.16%
		(232,270)	28.86%	(232,270)	25.25%	(232,270)	22.44%	(232,270)	20.20%	(232,270)	18.36%
Convert ITS Position to OSC:											
531211 SPA-Regular Salaries		$ 26,675	-3.31%	$ 26,675	-2.90%	$ 26,675	-2.58%	$ 26,675	-2.32%	$ 26,675	-2.11%
531461 Longevity		$ 1,561	-0.19%	$ 1,561	-0.17%	$ 1,561	-0.15%	$ 1,561	-0.14%	$ 1,561	-0.12%
531511 Social Security		$ 2,160	-0.27%	$ 2,160	-0.23%	$ 2,160	-0.21%	$ 2,160	-0.19%	$ 2,160	-0.17%
531521 Retirement		$ 1,412	-0.18%	$ 1,412	-0.15%	$ 1,412	-0.14%	$ 1,412	-0.12%	$ 1,412	-0.11%
532140 Information Technology Services		$ (110,963)	13.79%	$ (110,963)	12.06%	$ (110,963)	10.72%	$ (110,963)	9.65%	$ (110,963)	8.77%
		(79,155)	9.84%	(79,155)	8.61%	(79,155)	7.64%	(79,155)	6.88%	(79,155)	6.26%
Line Item Reductions:											
532140 Information Technology Services		$ -	0.00%	$ -	0.00%	$ (41,422)	4.00%	$ (150,000)	13.05%	$ (150,000)	11.86%
532199 Misc Contractural Services		$ (1,600)	0.20%	$ (1,600)	0.17%	$ (1,600)	0.15%	$ (1,600)	0.14%	$ (1,600)	0.13%
532332 Repairs to Computer Equipment		$ (500)	0.06%	$ (500)	0.05%	$ (500)	0.05%	$ (500)	0.04%	$ (500)	0.04%
532390 Repairs - Other		$ (375)	0.05%	$ (375)	0.04%	$ (375)	0.04%	$ (375)	0.03%	$ (375)	0.03%
532811 Telephone Service		$ (5,000)	0.62%	$ (5,000)	0.54%	$ (5,000)	0.48%	$ (5,000)	0.43%	$ (5,000)	0.40%
532812 Telecommun Data Chrg		$ (28,200)	3.50%	$ (28,200)	3.07%	$ (28,200)	2.72%	$ (28,200)	2.45%	$ (28,200)	2.23%
532840003 Postage, Fr & Del - Postal Meter		$ (2,000)	0.25%	$ (2,000)	0.22%	$ (2,000)	0.19%	$ (2,000)	0.17%	$ (2,000)	0.16%
532850 Print, Bind, Duplicate		$ (9,000)	1.12%	$ (9,000)	0.98%	$ (9,000)	0.87%	$ (9,000)	0.78%	$ (9,000)	0.71%
532860 Advertising		$ (1,400)	0.17%	$ (1,400)	0.15%	$ (1,400)	0.14%	$ (1,400)	0.12%	$ (1,400)	0.11%
532930 Registration Fees		$ (5,000)	0.62%	$ (5,000)	0.54%	$ (5,000)	0.48%	$ (5,000)	0.43%	$ (5,000)	0.40%
532941 Emp Education Assist Prog		$ (500)	0.06%	$ (500)	0.05%	$ (500)	0.05%	$ (500)	0.04%	$ (500)	0.04%
532942 Other Employ Educational Exp		$ (4,500)	0.56%	$ (4,500)	0.49%	$ (4,500)	0.43%	$ (4,500)	0.39%	$ (4,500)	0.36%
533110 Office Supplies		$ (10,000)	1.24%	$ (10,000)	1.09%	$ (10,000)	0.97%	$ (10,000)	0.87%	$ (10,000)	0.79%
533120 Data Processing Supplies		$ (1,500)	0.19%	$ (1,500)	0.16%	$ (1,500)	0.14%	$ (1,500)	0.13%	$ (1,500)	0.12%
534521 Office Equipment		$ (7,500)	0.93%	$ (7,500)	0.82%	$ (7,500)	0.72%	$ (7,500)	0.65%	$ (7,500)	0.59%
534522 Equip-Computers		$ (19,874)	2.47%	$ (19,874)	2.16%	$ (19,874)	1.92%	$ (19,874)	1.73%	$ (19,874)	1.57%
534710 Computer Software		$ (14,000)	1.74%	$ (14,000)	1.52%	$ (14,000)	1.35%	$ (14,000)	1.22%	$ (14,000)	1.11%
535830 Membership Dues & Subscript		$ (2,000)	0.25%	$ (2,000)	0.22%	$ (2,000)	0.19%	$ (2,000)	0.17%	$ (2,000)	0.16%
		(112,949)	14.03%	(112,949)	12.28%	(154,371)	14.92%	(262,949)	22.87%	(262,949)	20.79%
Reduction in Data Processing											
532821 Data Processing Cost		$ (94,357)	11.72%	$ (209,344)	22.76%	$ (282,908)	27.34%	$ (282,908)	24.60%	$ (282,908)	22.37%
Option 1		$ (49,200)	6.11%	$ (49,200)	5.35%	$ (49,200)	4.75%	$ (49,200)	4.28%	$ (49,200)	3.89%
Option 2		$ (106,800)	13.27%	$ (106,800)	11.61%	$ (106,800)	10.32%	$ (106,800)	9.29%	$ (106,800)	8.44%
Option 3		$ (13,332)	1.66%	$ (13,332)	1.45%	$ (13,332)	1.29%	$ (13,332)	1.16%	$ (13,332)	1.05%
Option 4		$ (24,000)	2.98%	$ (24,000)	2.61%	$ (24,000)	2.32%	$ (24,000)	2.09%	$ (24,000)	1.90%
Option 5		$ (2,760)	0.34%	$ (2,760)	0.30%	$ (2,760)	0.27%	$ (2,760)	0.24%	$ (2,760)	0.22%
Option 6		$ (56,000)	6.96%	$ (56,000)	6.09%	$ (56,000)	5.41%	$ (56,000)	4.87%	$ (56,000)	4.43%
Option 7		$ (65,000)	8.08%	$ (65,000)	7.07%	$ (65,000)	6.28%	$ (65,000)	5.65%	$ (65,000)	5.14%
Option 8			0.00%	$ -	0.00%		0.00%	$ (6,408)	0.56%	$ (121,395)	9.60%
Option 9			0.00%		0.00%		0.00%	$ -	0.00%	$ -	0.00%
		$ (411,449)	51.12%	$ (526,436)	57.23%	$ (600,000)	57.98%	$ (606,408)	52.74%	$ (721,395)	57.03%
Unfunded amount of building lease		$ 30,919	-3.84%	$ 30,919	-3.36%	$ 30,919	-2.99%	$ 30,919	-2.69%	$ 30,919	-2.44%
Subtotal of all budget cuts		$ (804,904)	100.00%	$ (919,891)	100.00%	$(1,034,877)	100.00%	$(1,149,863)	100.00%	$(1,264,850)	100.00%
Excess over Target %		$ -		$ -		$ -		$ -		$ -	

Target Budget Cuts

Office of the State Controller
Vacant Positions

Position#	Classification	Pay Grade	Total	Salary	7.65% FICA	5% Retirement	Hospitalization
Question 1.							
Positions: Identify the filled and vacant positions that would be eliminated.							
All of the following positions are vacant:							
5001-0000-0000-007	Processing Assistant III	57	$ 32,222	$ 26,000	$ 1,989	1,300	$ 2,933
5008-0000-0000-034	State Management Analyst-SR	NGT	$ 57,247	$ 48,215	$ 3,688	2,411	$ 2,933
5008-0000-0000-054	Accounting Specialist I	67	$ 38,290	$ 31,387	$ 2,401	1,569	$ 2,933
5008-0000-0000-088	Applications Analyst Prog. I	76	$ 61,566	$ 52,049	$ 3,982	2,602	$ 2,933
5009-0000-0000-113	State Management Analyst-ST	NGT	$ 42,945	$ 35,519	$ 2,717	1,776	$ 2,933
			$ 232,269	$ 193,170	$14,778	$ 9,659	$ 14,663
Conversion of ITS Position to an OSC Position for Central Payroll							
5008-0000-0000-039	State Management Analyst-ST	NGT	$ (51,059)	$ (42,722)	$ -	$ (3,268)	(2,136)
New Classification	Bus and Tech App Analyst	NG	$ 82,867	$ 69,397	$ 1,561	$ 5,428	3,548
Additional amounts needed to convert position			$ 31,808	$ 26,675	$ 1,561	$ 2,160	$ 1,412
Reduction in ITS Billings			$(110,963)				
Total Savings			$ (79,155)				

Office of the State Controller
Follow Up Questions

Questions Related to 7% - 11% Reduction Package and Other Agency Operations

1. Positions: Identify both the filled and vacant positions that would be eliminated. **(Answered on previous Page)**

2. 7% -11% Reduction Package: On page 2, item #5 – why move from weekly to monthly run, as savings per month is small? Also in the package, review the changes at the different levels and indicate why amounts for the [individual] NCAS production changes or dates of implementation did not differ as the percentage of reduction increased per the spreadsheet. There was no change in the chart until the 10% and 11% levels when item #8 was introduced. However, on the spreadsheet under "Reduction in Data Processing", there is an increase at each level. What should be associated in the package and on the spreadsheet to understand the increases and where they occurred? (Did we review the correct version of the 7% – 11% reduction package?) **(Answered during 7-11% reduction discussion)**

3. Staffing: Is it possible to anticipate a reduction in personnel due to NCAS production changes? **(No, primary functions of NCAS remain the same. Agency personnel may view or receive data at different times as a result of changes.)**

4. Spreadsheet: Under "Line Item Reductions" – is reduction in telephone service (532811) due to revising statewide contract with telephone company? **No, There was a change in the telecommunication data network for the building occupied by OSC. These costs were share with IRM, the other occupant in our building, which reduced our cost. OSC constantly review the telephone bill to cut any lines not being used and remove voice-mail boxes.**

   What is advertising expenditure (532860) for OSC? **(These funds were used to recruit for technical positions)**

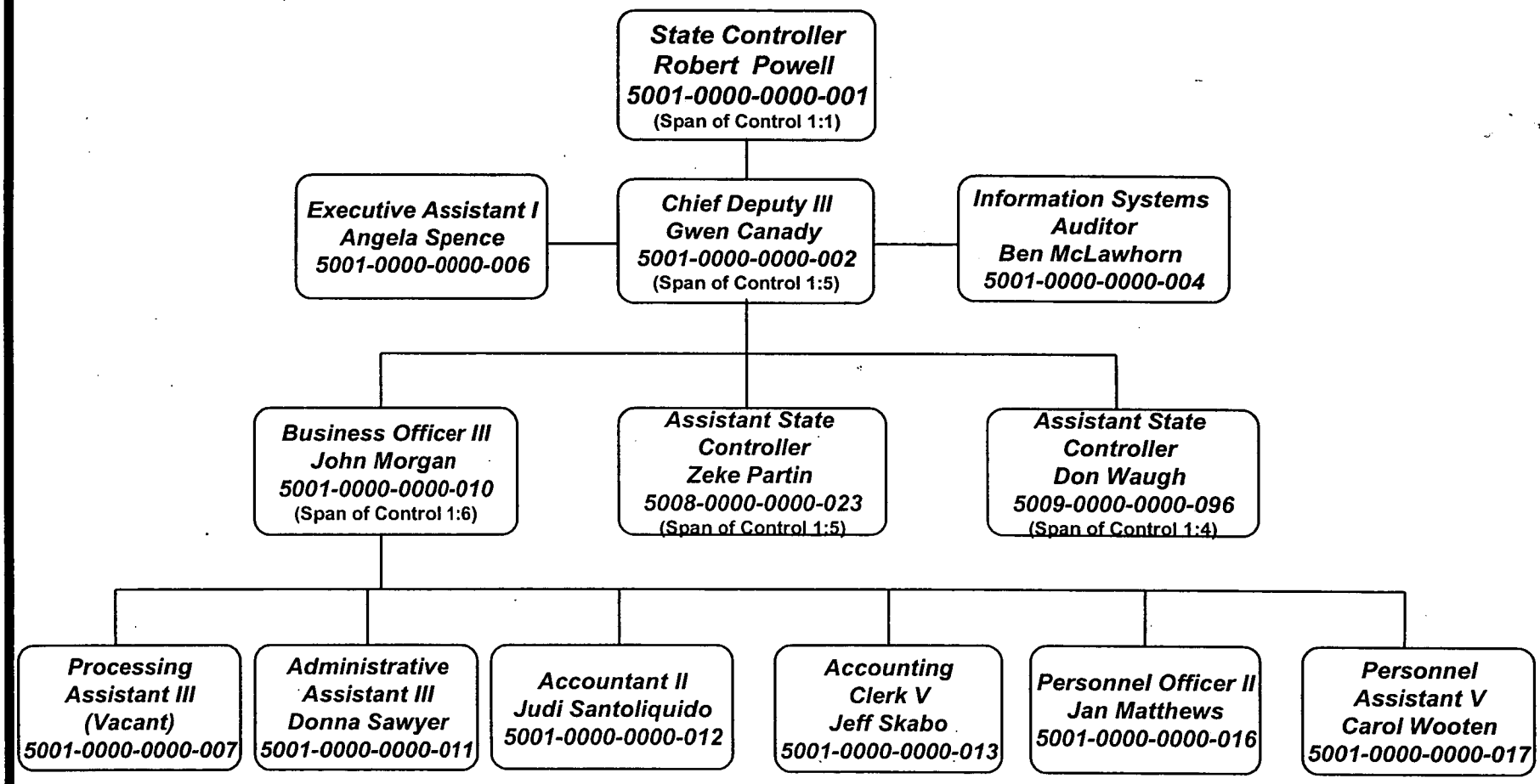
5. Organizational Chart: revise the charts (staff organization charts, only) to include the span of control ratios within each division and respective sections. **(Answered under next topic on Span of Control)**

   Contracts: Explain the sole source contracts that occurred. **(Answered later in presentation with couple of charts and narrative)**

Organizational Charts/ Span of Control

State of North Carolina
Office of the State Controller

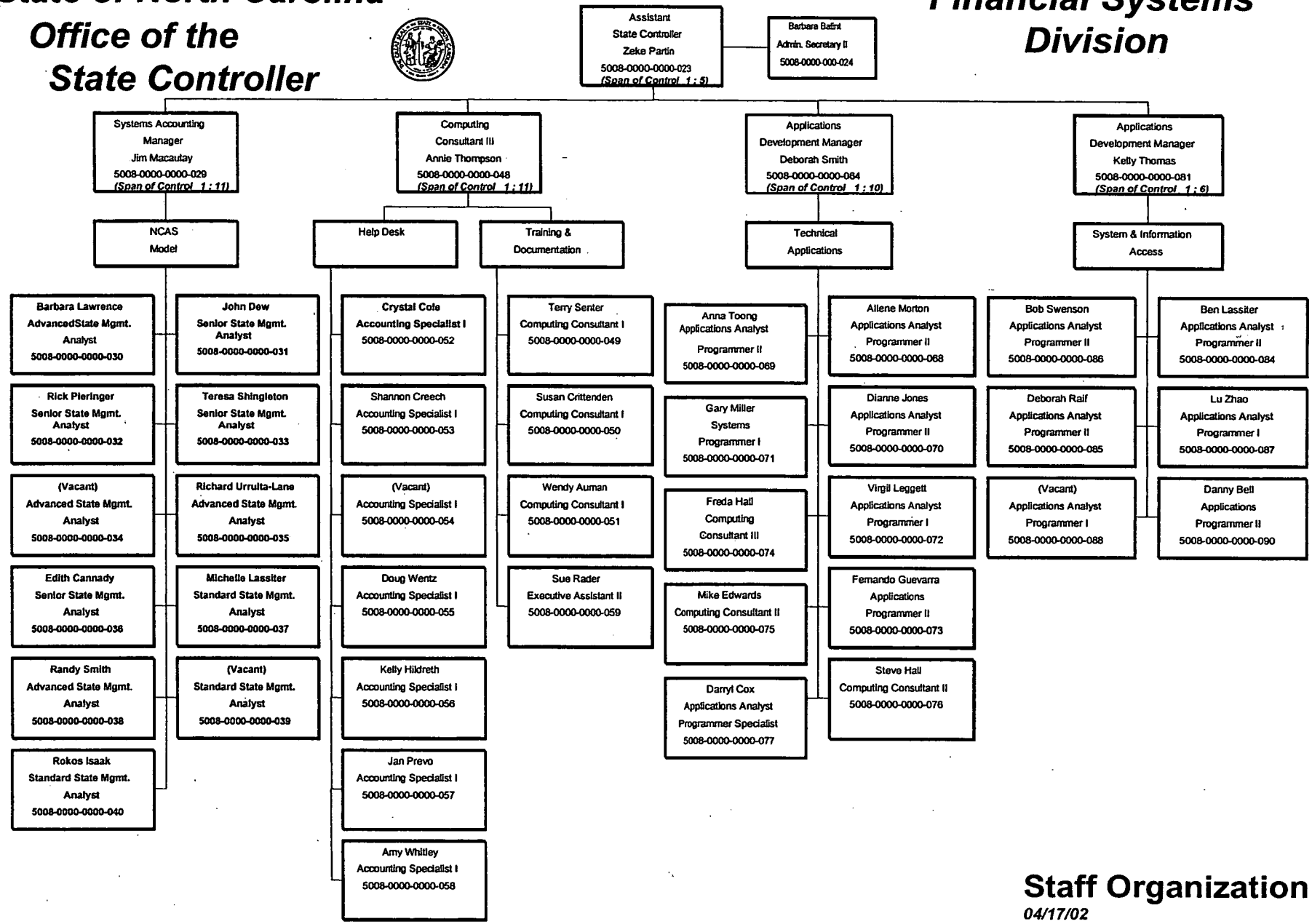
Administration



04/17/02

State of North Carolina
Office of the State Controller

Financial Systems Division



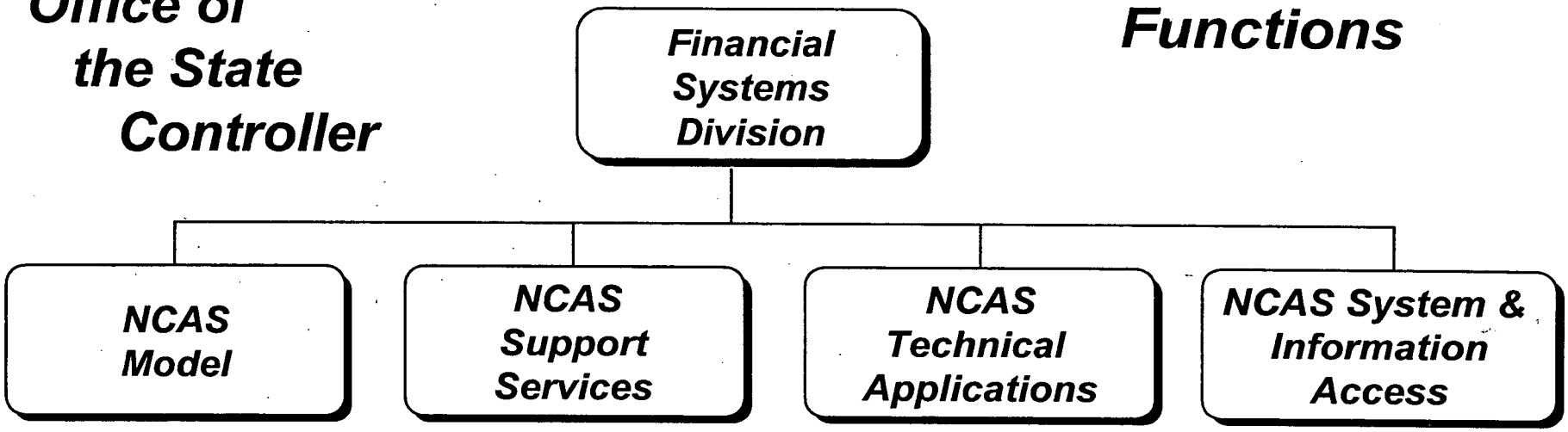
Staff Organization

04/17/02

State of North Carolina

Office of the State Controller

Financial Systems Division Functions



NCAS Model
- *Development*
- *Maintenance*
- *Enhancements*
- *Documentation*

System Upgrades Plan & Testing
GEAC Module Functions Support
Central System Process Control
NCAS System Balancing
NCAS Implementations
- *Project Management*
- *Agency Operations Analysis*
- *Agency Detail Design*
- *Agency Implementations*
- *Agency Training*
- *Agency Impact Assessment*
- *Post Implementation Reviews*

Disaster Recovery Plan Management
- *Business Process Recovery*

NCAS Client Support Systems
- *Call Management System*
- *Automated Call Distributor Unit*

Service Request Management
Statewide Help Desk Coordination
Central Files Management
- *Vendor File QA / Update*
- *Item File QA / Update*

Application Security Control
NCAS Documentation Maintenance
Training Development/Coordination
Training Scheduling
Web Development/Design/Maintenance
- *Intranet/Internet Monitoring*

PO Faxing Support
Month End Certification
Records Retention

NCAS Application Software
- *Production Support*
- *Technical Client Support*
- *System Upgrades*
- *System Maintenance*

NCAS Data Base Administration
- *Tuning, File Sizing, & Dataframes*

NCAS System Security
- *RACF & Geac On-line Security*

System Libraries
Technical Disaster Recovery

NCAS System Access
- *Agency Connectivity Support*
- *NCAS Hardware Support*

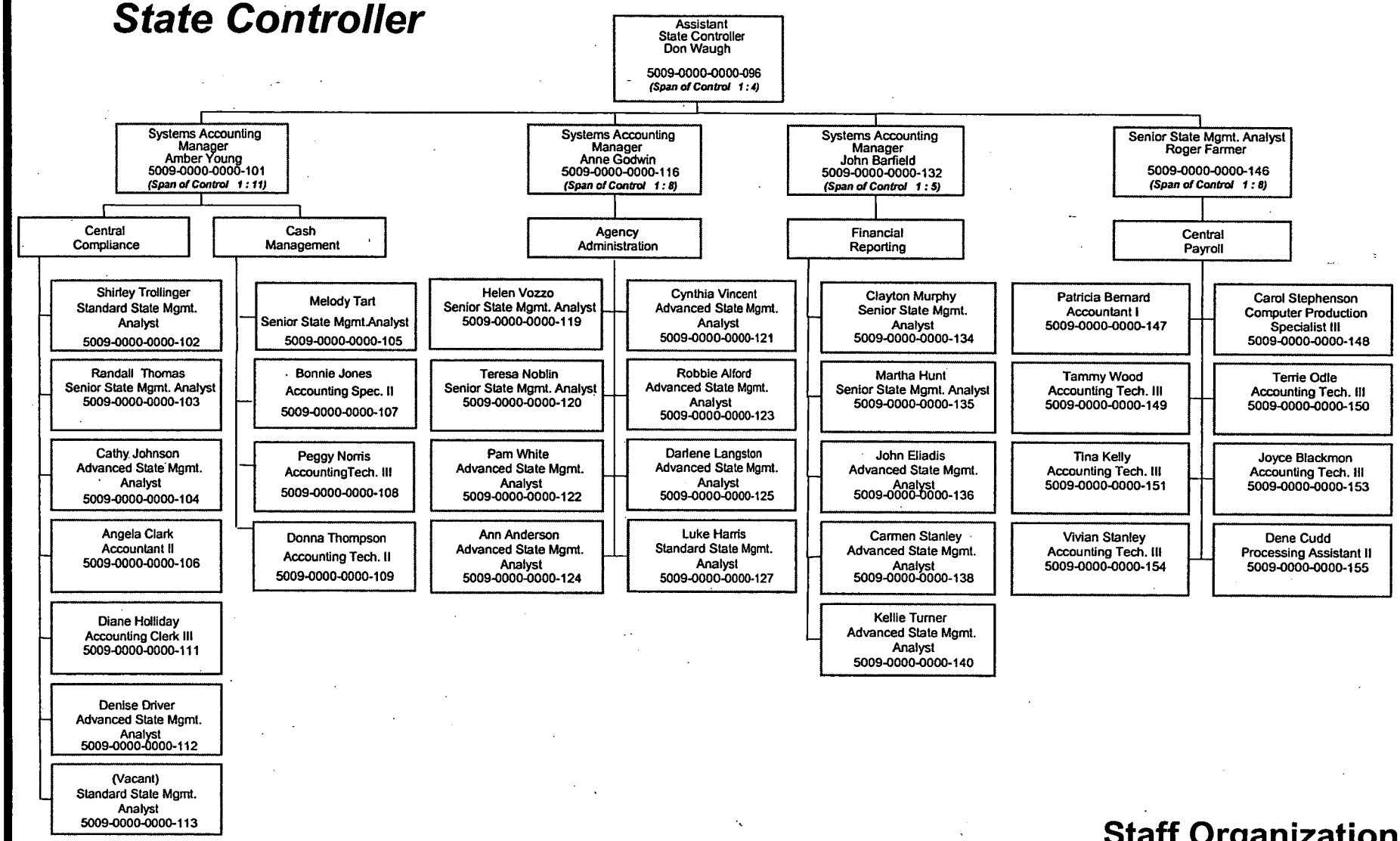
NCAS Information Access Tools
- *Production Support*
- *Technical Client Support*
- *System Upgrades*
- *System Maintenance*

Information Expert Administration
Report Distribution
Agency Reporting Support
Technical Disaster Recovery

State of North Carolina

Office of the State Controller

Statewide Accounting Division



Staff Organization

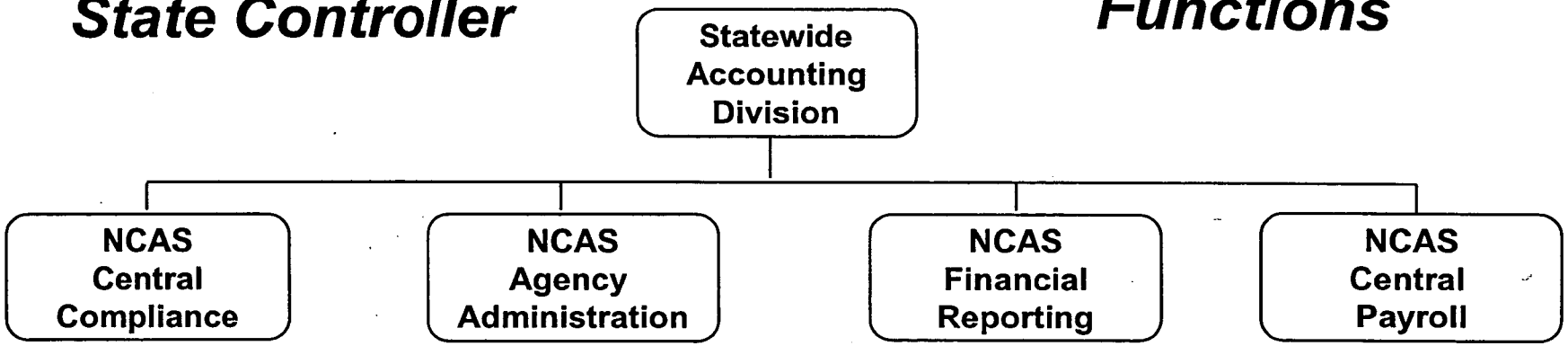
04/17/02

State of North Carolina

Office of the State Controller

Statewide Accounting Division

Functions



- Statewide Compliance Policies
- Central Accounts Control
- Inter/intra Fund Transfer Control
- Federal Funds Control
- Statewide Cash Management Plan
- Agency Cash Management Plans
- Coordinate Federal Cash Mgmt. Improvement Act Requirements
- Coordinate Cash Management/ Allotment Control System
- Flexible Benefit Plan
- Agency Disbursing Services
- Indirect Costs Compliance (SWCAP)
- Program Costs Analysis
- IRS Tax Compliance

- NCAS Accounting Policy
- NCAS Accounting Procedures
- NCAS Chart of Accounts
- NCAS Internal Controls
- NCAS Reporting Standards
- Agency Accounting Assistance
- Interface Agency Coordination
- Statewide Reconciliations
- Annual GAAP Conversion
- Agency Annual Financial Stmts.
- CAFR Funds & Footnote Compilation
- NCAS Policy/Procedure Agency Implementation Support

- Monthly Statewide Reporting
- Quarterly/Special Reporting
- Comprehensive Annual Financial Report (CAFR)
- CAFR Funds and Footnote Compilation
- Schedule of Federal Financial Assistance
- Statewide Accounts Receivable Report
- GFOA Certificate of Achievement Coordination
- Financial Trend Analysis
- Respond to GASB Exposure Drafts, Discussion Memorandum, etc.
- Research Technical Accounting Standards
- Continuing Professional Education

- Central Payroll Services
  - Monthly Payrolls
  - Additional Payroll Cycles
  - Deferred Income Options
  - Legally Mandated Deductions
  - Authorized Voluntary Deductions
  - Payroll Expenditure Distribution
  - Direct Deposit (EFT)
- Payroll System Maintenance
  - Leg., Admin., Tax Law Changes
  - Organizational or Leg.
- Payroll Reporting
  - IRS
  - Social Security Admn
  - NC Dept. of Revenue
  - Employment Security Com
  - State Agencies

Six-Year Analysis of Budget Chart

Office of the State Controller
Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
General Fund						
Requirement	$13,413,461	$13,997,149	$14,095,111	$13,624,313	$11,987,287	$11,698,244
Less: Receipts	$2,634,206	$812,645	$2,425,318	$1,905,630	$516,001	$199,612
Appropriation	$10,779,255	$13,184,504	$11,669,793	$11,718,683	$11,471,286	$11,498,632
Less: Nonrecurring Expansion		$2,232,000				
Continuation Budget	$10,779,255	$10,952,504	$11,669,793	$11,718,683	$11,471,286	$11,498,632
Increase (Decrease)	N/A	$173,249	$717,289	$48,890	($247,397)	$27,346
Percentage Inc (Dec)		1.61%	6.55%	0.42%	-2.11%	0.24%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **		$0	$900,000			
Recurring Reductions-Legislative **		($5,422,836)	($216,105)		($293,403)	
Non-Recurring Reductions-Legislative **		$147,433		($115,000)	$115,000	
Transfer - Legislative		$5,283,690				
Adjustments - Executive		$164,962	$33,394	$163,890	($68,994)	$27,346
Equals Above Noted Inc/(Dec)		$173,249	$717,289	$48,890	($247,397)	$27,346

Modified Zero-Based Budget Line Items

Office of the State Controller

Modified Zero Base Budgeting Expenditures

FY 1999-00 to FY 2002-03

Contracted Personal Services (531321)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous Contractual Services (532199)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ 7,150	$ 6,635	$ 15,323	$ 9,000	$ 6,323	$ 13,723
Less: Receipts ****	$ 7,150	$ 6,635	$ 9,000	$ 9,000		$ 7,400
Total	$ -	$ -	$ 6,323	$ -	$ 6,323	$ 6,323

****Training Seminars Conducted for State Financial Community

Office of the State Controller

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rental/Lease of Equipment (532521 to 532525)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)						
532524-900 Workshop/Conf Equipment Rental	$ 485	$ 1,671	$ 750	$ 140	$ 610	$ 500
Less: Receipts ****	$ 485	$ 1,671	$ 750	$ 140	$ 610	$ 500
Total	$ -	$ -	$ -	$ -	$ -	$ -

****Training Seminars Conducted for State Financial Community

Office of the State Controller

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Travel and Other Employee Expense (5327XX)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ 30,112	$ 15,693	$ 34,108	$ 4,590	$ 29,518	$ 34,108
Total	$ 30,112	$ 15,693	$ 34,108	$ 4,590	$ 29,518	$ 34,108

Travel is related to :

Training, User Group Forums for NCAS , check printing, & helpdesk software

NASC & NASCT meetings & annual conferences

Year-end CAFR Planning Conferences

University User Conferences

E-Commerce Initiatives

Meeting with Bond Rating Houses

Office of the State Controller

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular Phone Services (532814)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ 1,225	$ 1,393	$ 1,000	$ 913	$ 87	$ 1,000
Total	$ 1,225	$ 1,393	$ 1,000	$ 913	$ 87	$ 1,000
State Controller	*	*		*		
Chief Deputy III	*	*		*		
Helpdesk (Assigned Oct 99)	*	*		*		

Office of the State Controller

Modified Zero Base Budgeting Expenditures

FY 1999-00 to FY 2002-03

Furniture and Equipment Replacement (Accounts 534500 to 534550)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)						
534511-FURN-OFFICE	$ 1,171	$ -	$ 100	$ -	$ 100	$ 100
534521-OFFICE EQUIPMENT		$ 19,322	$ 15,000	$ -	$ 15,000	$ 15,000
534522-EQUIP-COMPUTERS	$ 275,924	$ 161,685	$ 192,624	$ 54,050	$ 138,574	$ 199,874
Total	$ 277,095	$ 181,007	$ 207,724	$ 54,050	$ 153,674	$ 214,974

Computer equipment is for PC replacement, servers, network equipment.

Office of the State Controller

Modified Zero Base Budgeting Expenditures

FY 1999-00 to FY 2002-03

Discretionary Grants (5364XX)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to FY 2002-03									
Loans (5367AA)									
				FY 99-00	FY 00-01	FY 01-02			FY02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Office of the State Controller (Fund 1000)				$ -	$ -	$ -	$ -	$ -	$ -
Total				$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Other Aids and Grants (5369XX)

	FY 99-00	FY 00-01	FY 01-02			FY02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Office of the State Controller (Fund 1000)	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -

Office of the State Controller

Retired Employees Currently under Contract

None

Internet Publications Response

Agency Compliance with S.L. 2001-424, Section 14.1
Use of Internet for Agency Publication

Agency: Office of the State Controller

	Printing/Publication Requirement		Reduction in Cost Plan Y/N	Eff. Date	Brief Description		Printing Volume Current	Proposed		Estimated Budget Reduction
1	Summary of Financial Condition		Y	7/1/02	Available on OSC web site		6,000	0		$2,000 ***(See Note)***
2	Training Materials		Y	7/1/02	Eliminate printing of student copies		2,105 books averaging 210 pages	0		$4,000 ***(See Note)***
3	Pre-printed W2 and 1099 forms		Y	7/1/02	Use standard paper for laser printing		35,000 – *1099s* 165, 000 – *W2s*	0 0		$3,000 ***(See Note)***

NOTE: The amounts, totaling $9,000, identified in the column labeled "Estimated Budget Reduction" have already been identified for reduction in OSC's FY02-03 budget. These amounts have been submitted to the Office of State Budget and Management.

Contracts

Office of the State Controller
Contracts

Vendor	Amount for FY 2001	Amounts paid in FY 01 for prior year contract	Actual FY 2002 (through 04/2002)	Projects/Operations Supported by Vendor
PERSONAL SERVICE - IT CONTRACTS:				
Sandra Fields	$ 107,077 (Contract dates 12-01-00 to 06-30-01)	$ 90,653 (Contract dates 7-1-99 to 11-30-00)	$ 134,879	Technical Support Services within the Financial Systems Division for the North Carolina Accounting System (NCAS).
Martin Gibby	$ 121,625 (Contract dates 12-01-00 to 06-30-01)	$ 82,440 (Contract dates 04-17-00 to 11-30-00)	$ -	Development of Data Warehouse
Scott Haynes (Receipts Funded)		$ 57,570 (Contract dates 7-1-99 to 11-30-00)	$ -	Development of custom reports for Department of Public Instruction- LEA's.

Total Personal Service - IT Contracts Per Report: 5

Total Paid All Funding Sources	$ 459,365
Less Receipts:	$ (57,570)
Total Paid - Appropriations Only	$ 401,795

Office of the State Controller
Contracts

IT CONTRACTS:

Vendor	Amount for FY 2001	Amounts paid in FY 01 for prior year contract	Actual FY 2002 (through 04/2002)	Projects/Operations Supported by Vendor
Legacy Concepts Inc	$ 37,673 (Contract dates 12-01-00 to 06-30-01)	$ 92,479 (Contract dates 7-1-99 to 11-30-00)	$ 14,496	Technical Support Services within the Financial Systems Division for the North Carolina Accounting System (NCAS).
PriceWaterhouse Coopers	$ 23,081		$ -	Document the results of OSC's efforts to improve NC's bad debt collections, & provide additional best practice recommendations for improving performance.
Computer Service Partners	$ 7,036		$ -	Sytem Integration Services. Integration of new desktops to meet CAFR team needs.
Capatris	$ 1,250		$ -	Server Integration for Upgrade to Commercepath 2.51 Environment
Application Partners	$ 9,650		$ -	Integration services for General Ledger and Material Management Mappletts for data warehouse.
Bottomline Technologies, Inc	$ 1,589		$ -	Document Enhancement migration upgrade for MDE Screen for NCAS A/P Digitizing Signature Service.
Cognos Corporation	$ 62,400		$ -	Data Warehouse Design-Implementation Services
Informatica Corporation	$ 21,000		$ -	Onsite Installation and support services for Powermart ETL Tool.
Keane, Inc.	$ 49,950		$ -	E-Payment Project
Metamor/PSI Net Consulting, Inc. Kay Meyer	$ 55,185 (Contract dates 12-01-00 to 06-30-01)	$ 48,408 (Contract dates 7-1-99 to 11-30-00)	$ 78,125	Design and Maintenance of the Decision Support System (Data Warehouse) for NCAS.
Metamor/PSI Net Consulting, Inc. Karen DeLeon	$ 93,510 (Contract dates 12-01-00 to 06-30-01)	$ 81,585 (Contract dates 04-17-00 to 11-30-00	$ 119,554	Design and Maintenance of the Decision Support System (Data Warehouse) for NCAS.

Total IT Contracts Per Report:	14	
Total Paid All Funding Sources	$	584,796
Less Receipts:	$	-
Total Paid - Appropriations Only	$	584,796

Personal Service –IT Contracts

A primary mission of the OSC is to provide a business infrastructure that supports the financial operations of state government. This business infrastructure, the North Carolina Accounting System (NCAS), is a highly complex, multi-functional business system. This system provides support for purchasing, accounts payable, accounts receivable, fixed assets and the vast monthly and annual reporting requirements of the State. The software to support this system was purchased over 14 years ago and has been highly customized to meet the on-going demands resulting from legal, legislative and statutory mandates of state government. Because of the complexity of the system and the uniqueness of the State's business requirements, these customizations have been developed by these contractors. These IT professionals have highly unique skills and expertise with the NCAS software. They are all former employees of the software company that supports the NCAS and have over 15 years experience with the software and 25 years of IT experience.

IT Contracts

With the evolution of newer technology and the advent of e-commerce, the OSC has been challenged to meet these demands within its operating budget for the North Carolina Accounting System (NCAS). However, blending old and new technology to support e-payments, e-procurement and a data warehouse reporting system is a very difficult and complex process, which requires unique skills not currently available within the OSC organization. Also, the older technology supporting the NCAS is very customized and any new applications must be developed by IT professionals with an in-depth knowledge of the NCAS and multiple technology platforms. The IT professionals providing development in this highly complex environment have unique skills not only with the NCAS software but also with client server and internet technology. Some of these IT professionals are former employees of the software company that supports the NCAS and have over 10 years experience with the software and many years of IT experience within a governmental environment.

Special Funds

General Government Departments and Agencies
Analysis of Special, Trust, and Internal Service Funds
All Amounts in Whole Dollars

Office of The State Controller

(1) Dept. Budget Code #	(2) Fund #	(3) Fund Title	(4) Fund Balance @ 4-15-2002	(5) Legally Obligated	(6) Not Obligated	(7) Amount Transferred to Code 19978	(8) Comments
24160	2000	Flexible Benefits Plan	3,172,173	***	3,172,173		***Administrative Cost For FY 2003 $900,000
	2200	E-Commerce Initiatives	76,969	76,969			Funds provided by ITS for E-commerce.
24172	2701	Recovery Fund-DOC	82,266	858			House Bill Calls for first $200,000 to be
	2702	Recovery Fund-DENR	1,057				transferred to OSC General Fund.
	2703	Recovery Fund-DOA	-				Other amounts legally obligated are
	2704	Recovery Fund-UNC Hospitals	144,856	8,522			amounts owed to PRG the audit-recovery
	2708	Recovery Fund-Blind	816				contractor.
	2710	Recovery Fund-Mental Health	729				
	2718	Recovery Fund-Central Admin.	1,901				
	2720	Recovery Fund - Crime Control Public	58				
	2721	Recovery Fund - Agriculture	1,024				
	2722	Recovery Fund -Dept. of Commerce	14,051				
	2723	Recovery Fund -CCPS	3,008				
	2724	Recovery Fund - ITS	209,936	31,852			
	2725	Recovery Fund-Public Instruction	489,257	5,321			
	2726	Recovery Fund-DHHS Health Ser	33,811				
	2727	DHHS-Medical Assistance	5,042				
	2728	AOC	26,393	104			
	2729	DOT	107,796	14,233			
	2730	Cultural Resources	256				
64103	6403	DOA-Tenn. Valley Res.	119,801	119,801			Central accounts-Distribution determined by Administration
64104	6404	DOA-Federal 75% D/D	1,248,811	1,248,811			Central accounts-Distribution determined by Administration
64105	6405	DOA-Federal 75% D/D	7,544	7,544			Central accounts-Distribution determined by Administration
64170	6180	DCAP-NC Flex	650,669	650,669			Employee money. Not State Dollars.
	6185	Health-NC Flex	739,533	739,533			Employee money. Not State Dollars.

General Government Departments and Agencies
Analysis of Special, Trust, and Internal Service Funds
All Amounts in Whole Dollars

Office of The State Controller

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
64164		Proceed Prison Bonds 1992	1,003,838	1,003,838			
64174		Proceeds CI 1997 Bond Series A	5,373,772	5,373,772			
64175		Proceed Public Bd. 1997	30,723,347	30,723,347			
64182	6100	Clean Water Bond 1999A Loan	424,215	424,215			Legally committed by Bond Issue
	6101	Clean Water Bond 1999A Grant	907,827	907,827			Legally committed by Bond Issue
64183	6200	Clean Water Bond 1999C	-	-			Legally committed by Bond Issue
64184	6300	Natural GASB 1999A Natural Gas Tax	-	-			Legally committed by Bond Issue
64185	6400	Natural Gas 199B Tax	5,549,912	5,549,912			Legally committed by Bond Issue
64187	6600	Proceed Higher Ed. Bonds 2001 Univ.	71,407,369	71,407,369			
64188	6700	Proceed Higher Ed Bonds 2001 CC	34,020,462	34,020,462			
64189	6800	OSC-Proceed Public School 2001	31,599,354	31,599,354			
64193	6903	Proceed-CW Rev. Loan Bonds	7,621,971	7,621,971			
64190	6901	Proceed CleanWater Bond 2002A	60,841,121	60,841,121			
64201	BOOO	Drug Forfeiture	138,990	138,990			Central accounts-Distribution determined by DOT
74170		Workers Comp. Cost Cont.	1,372,980	1,372,980			Money owed to employees for workers' compensation claims.

Attachment 2

Review of FY 2002-2003 Budget

State of North Carolina

Department of State Treasurer

Richard H. Moore, State Treasurer

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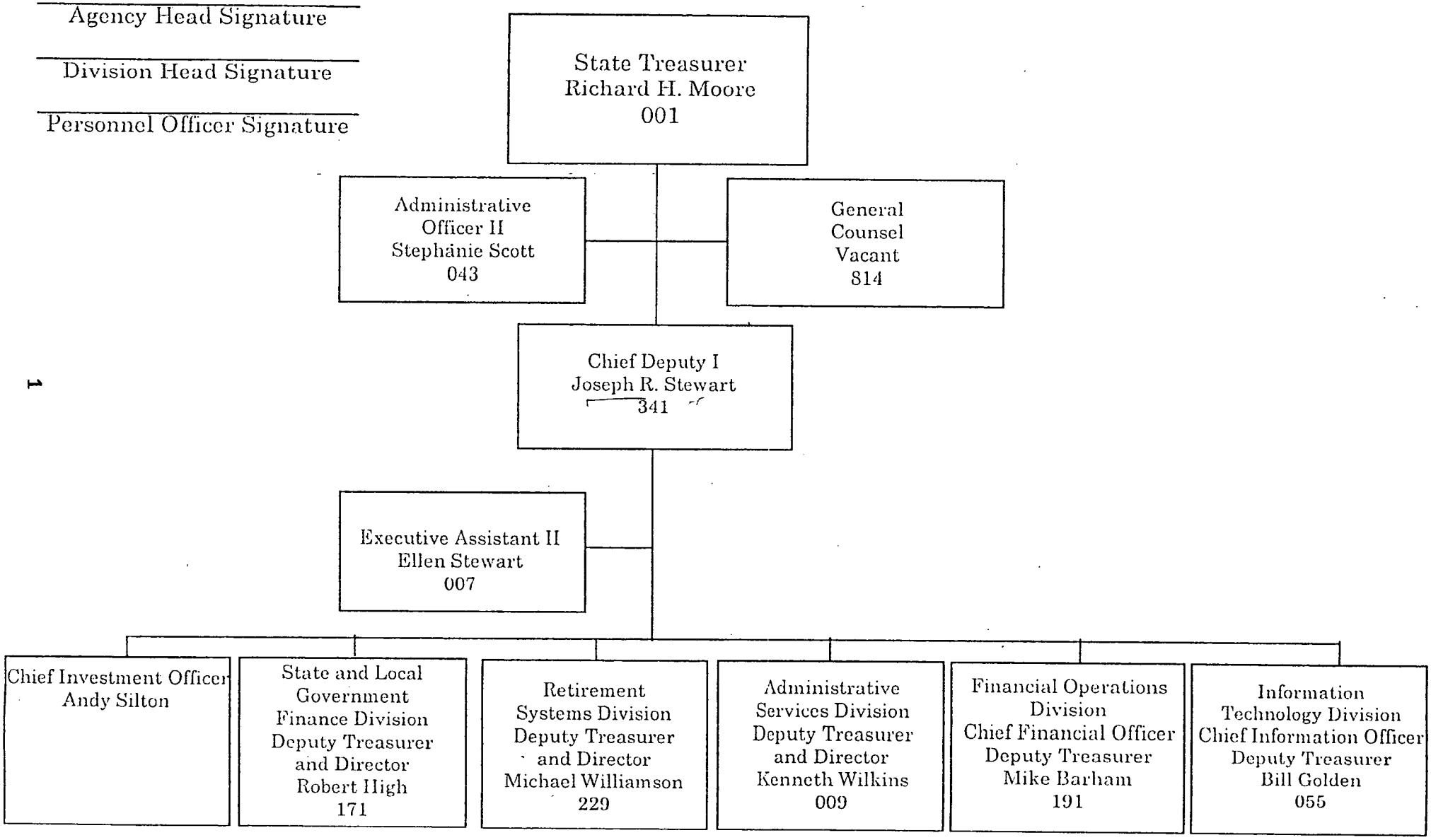
ril 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

North Carolina Department of State Treasurer
Table of Organization



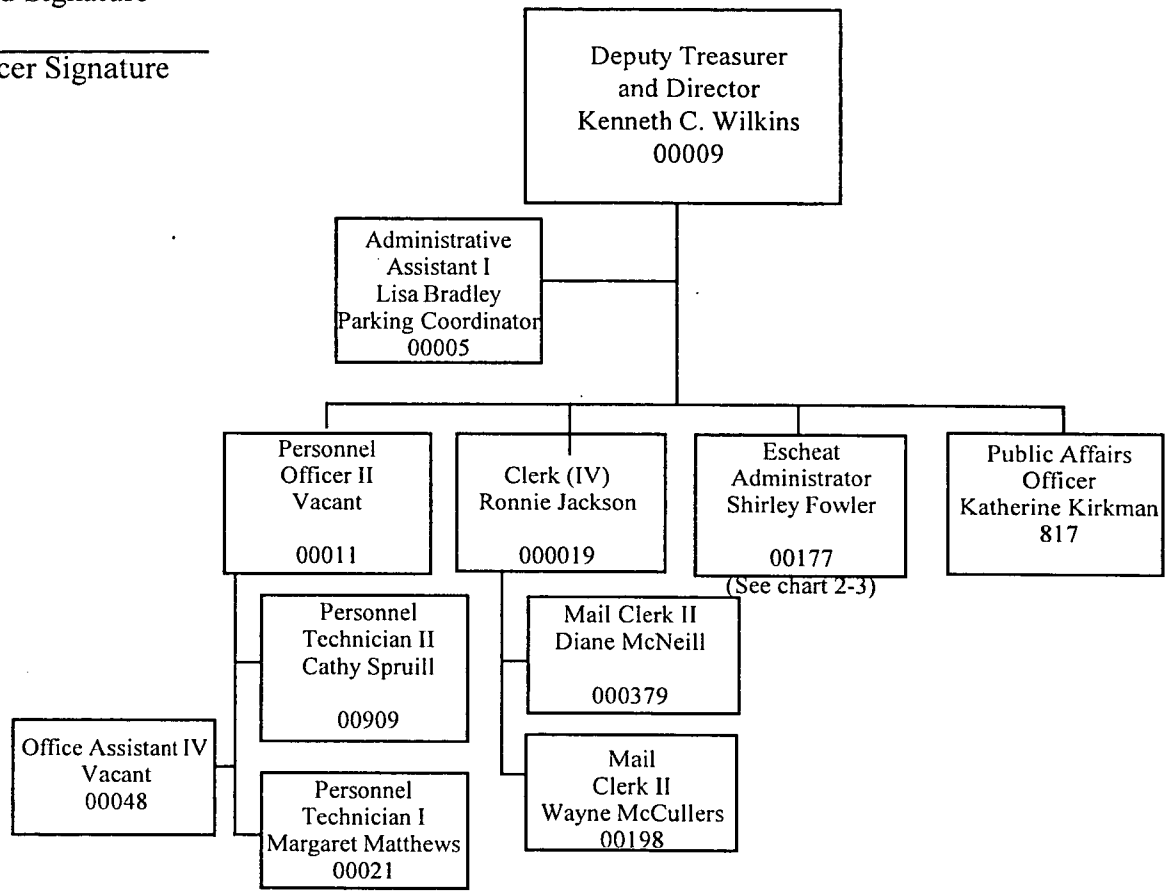
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Administrative Services Division



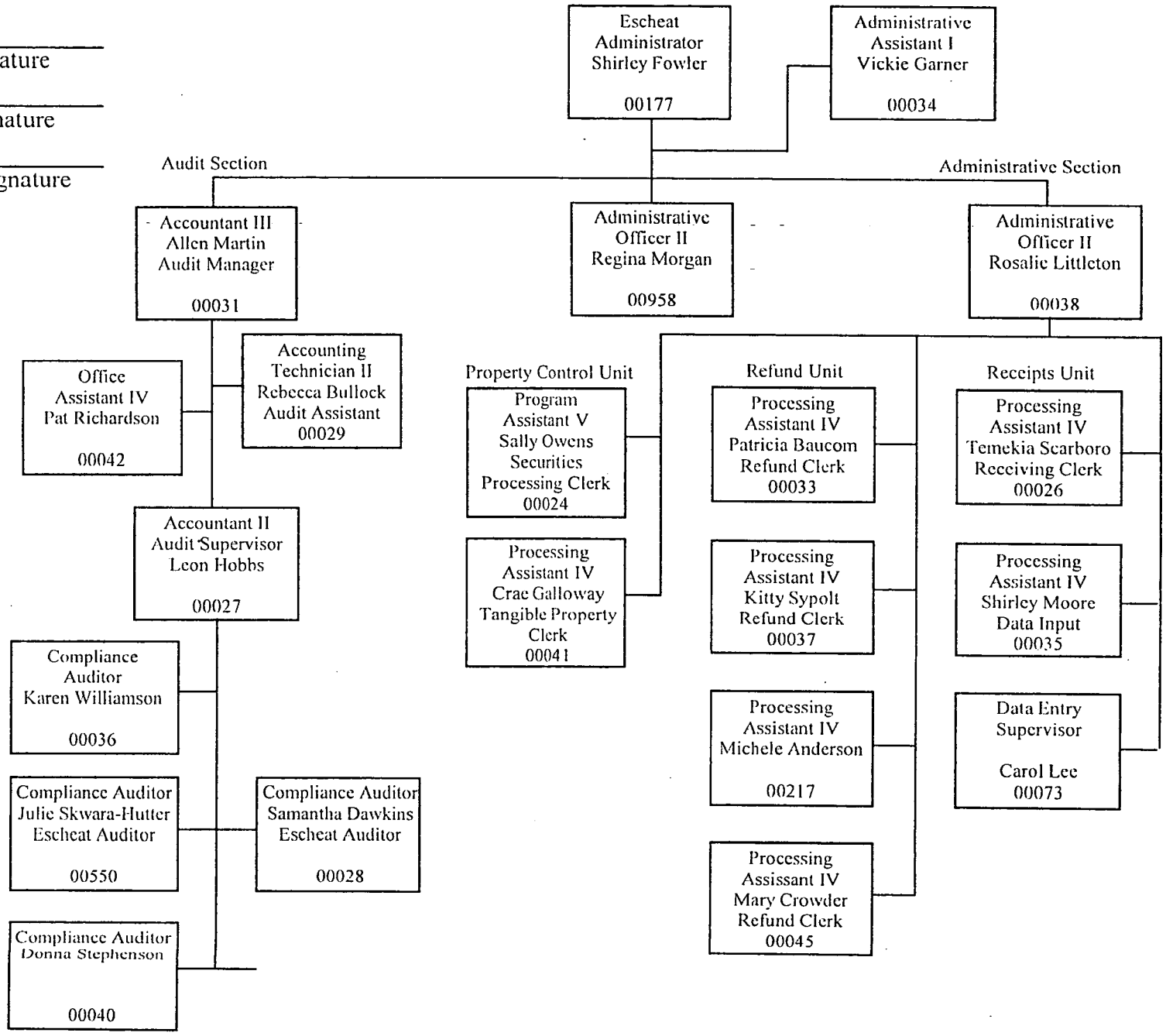
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Escheat Fund



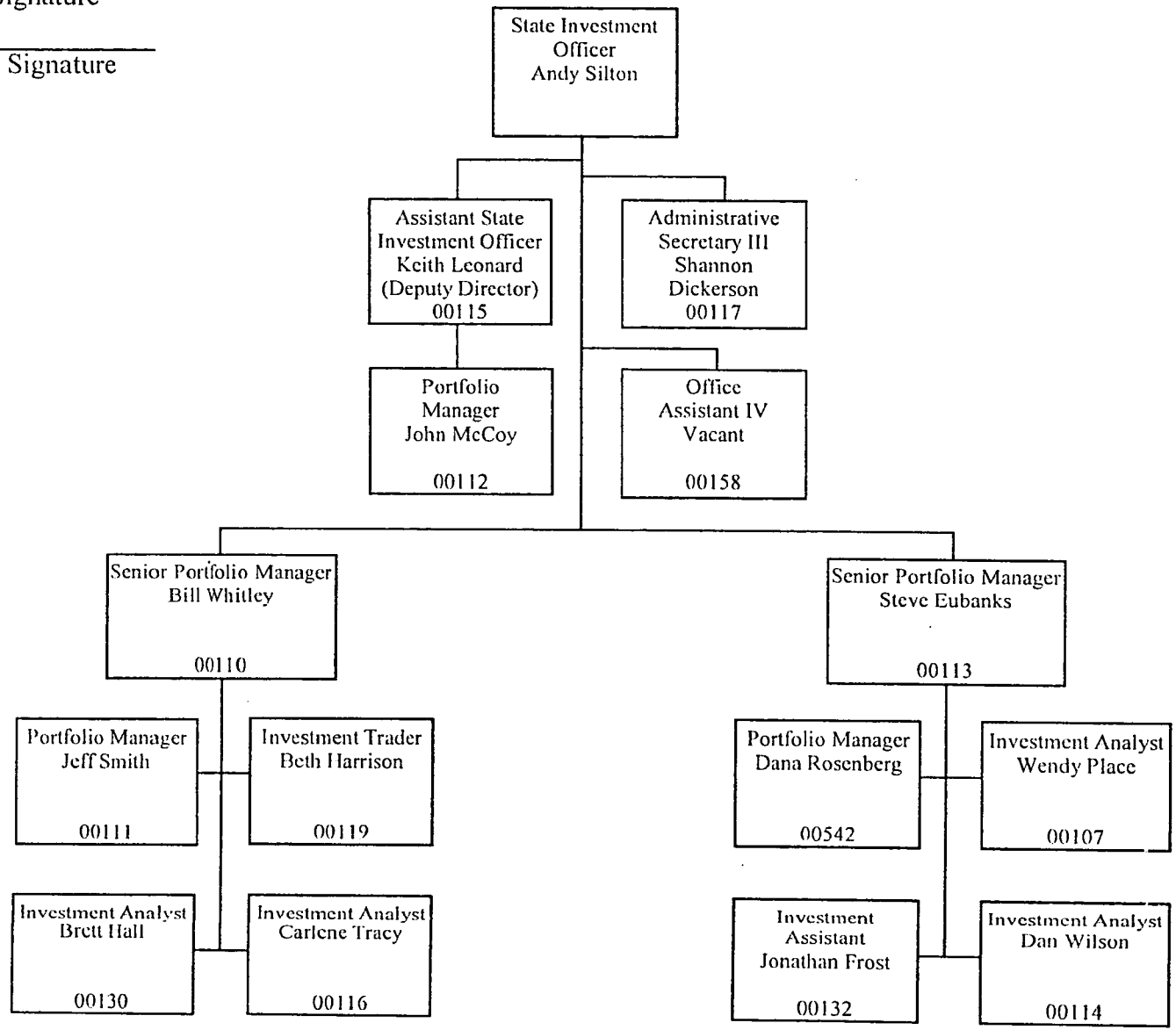
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Investment Management Division



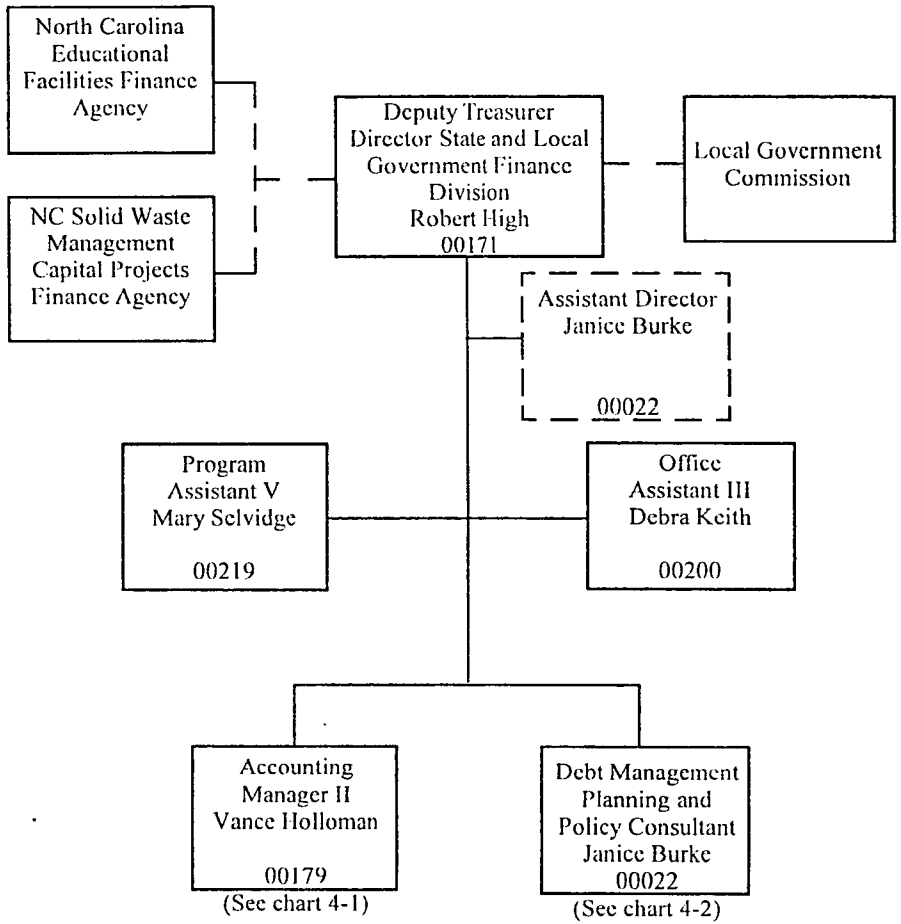
il 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

STATE AND LOCAL GOVERNMENT FINANCE DIVISION



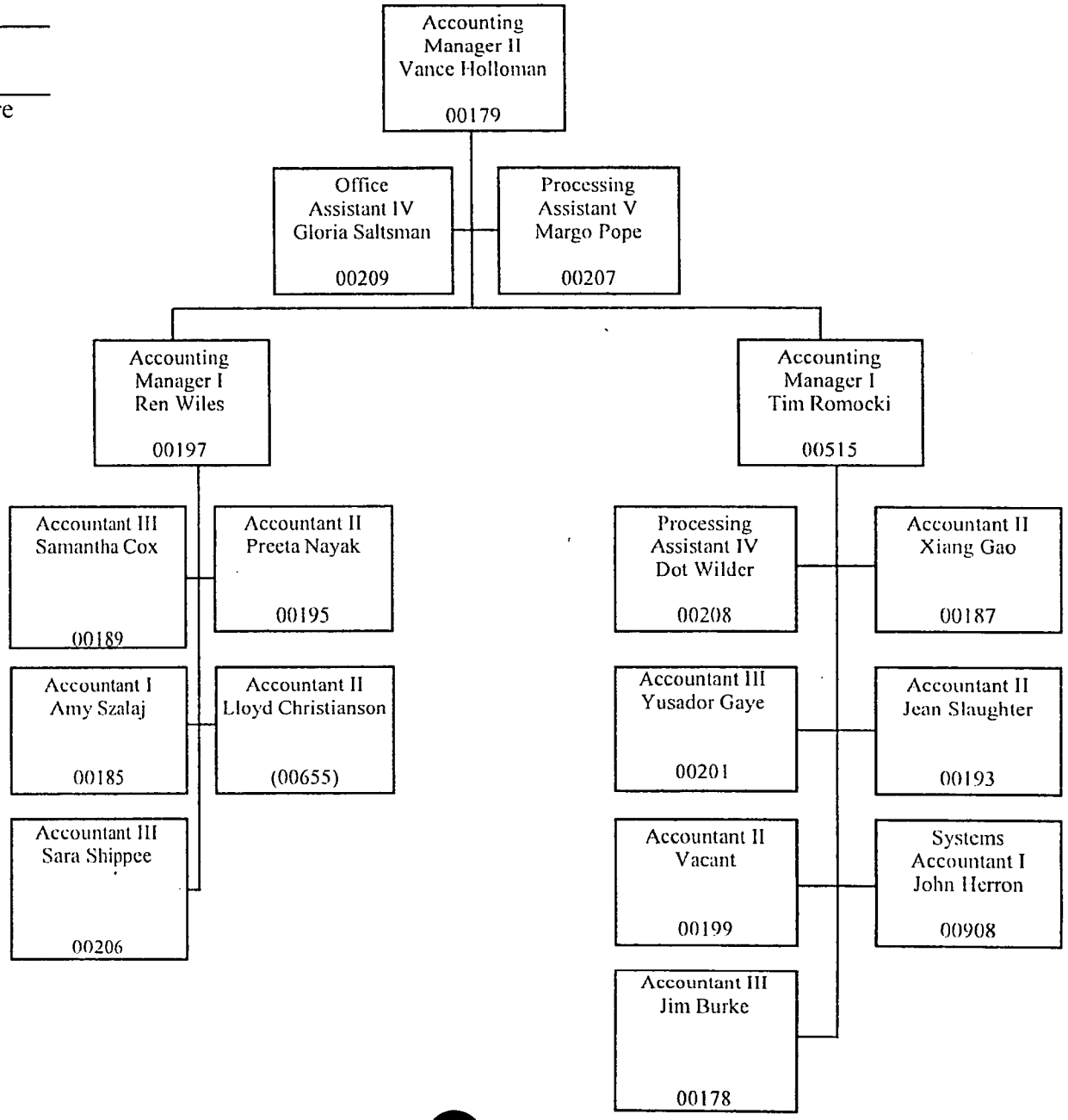
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

State and Local Government Finance Division
Fiscal Management



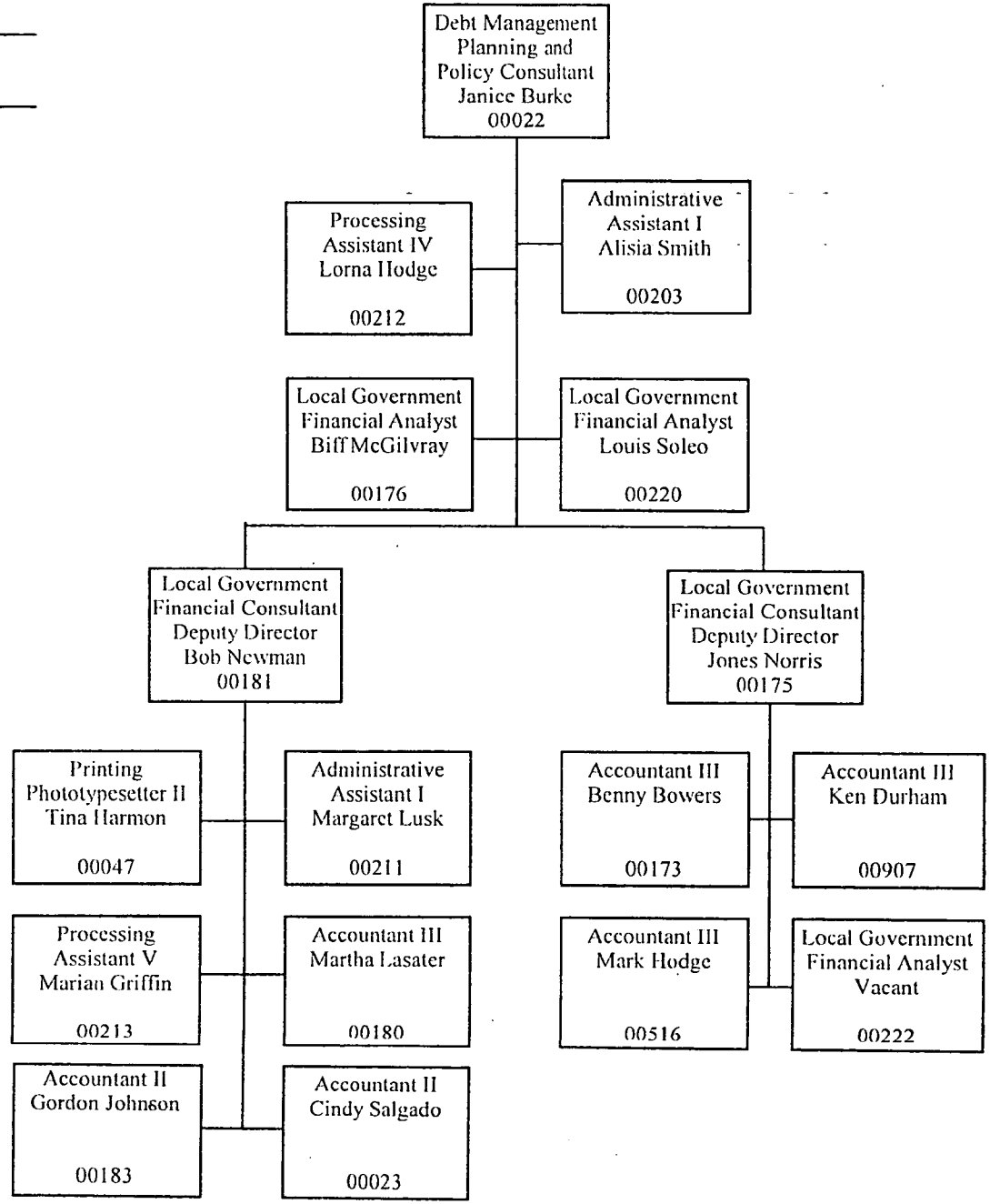
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

State and Local Government Finance Division
Debt Management



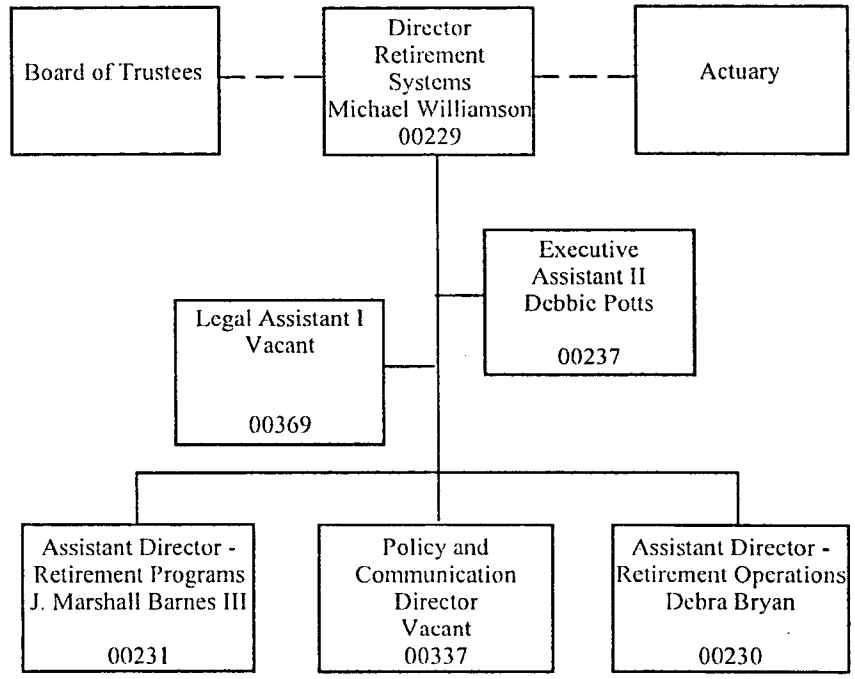
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division



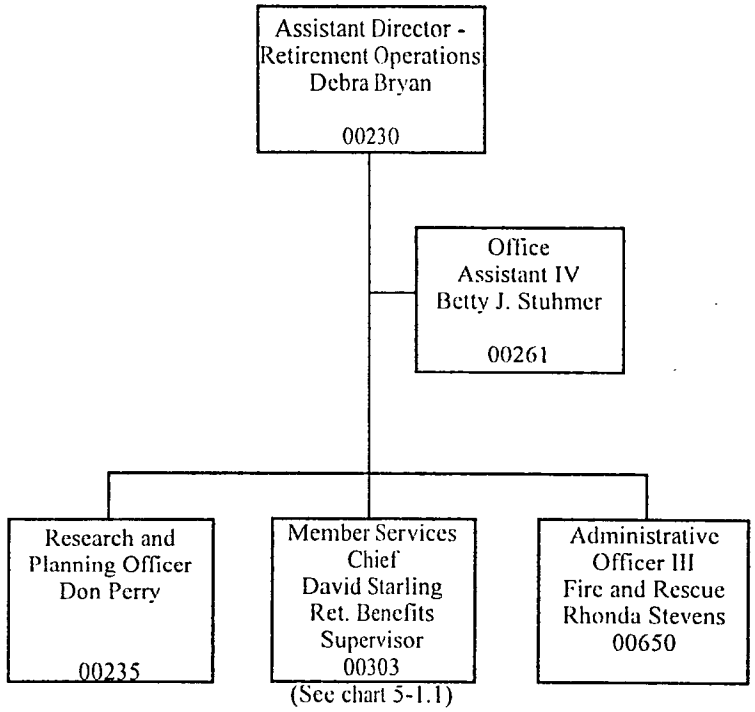
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Programs



(See chart 5-1.1)

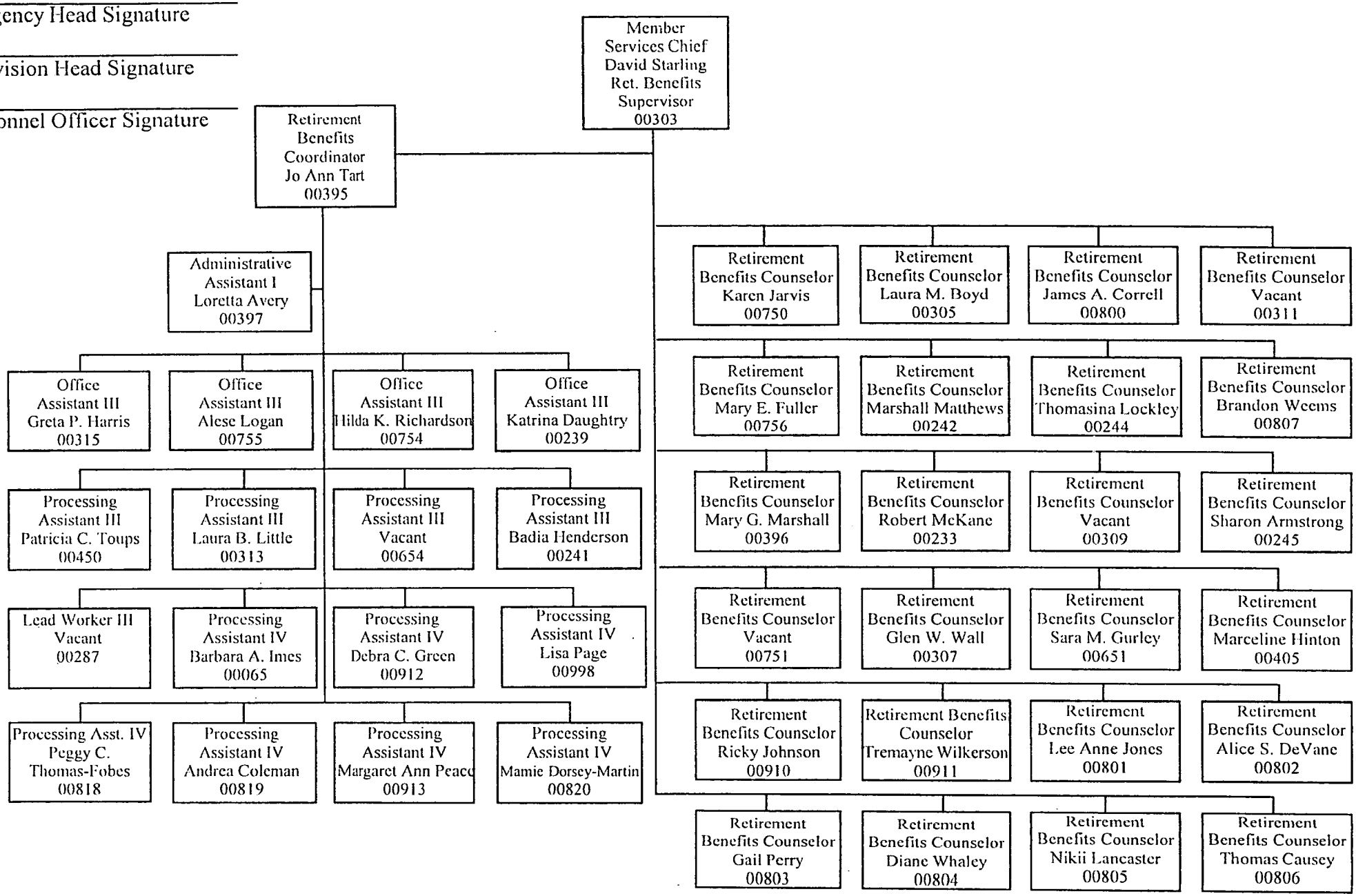
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Member Services



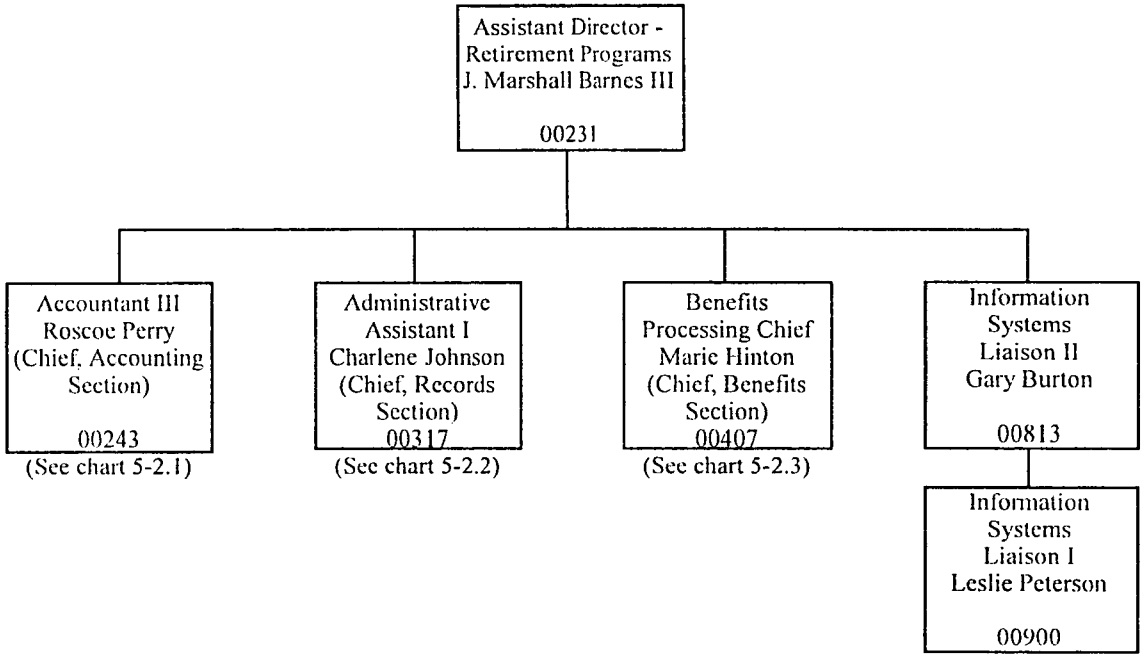
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Operations



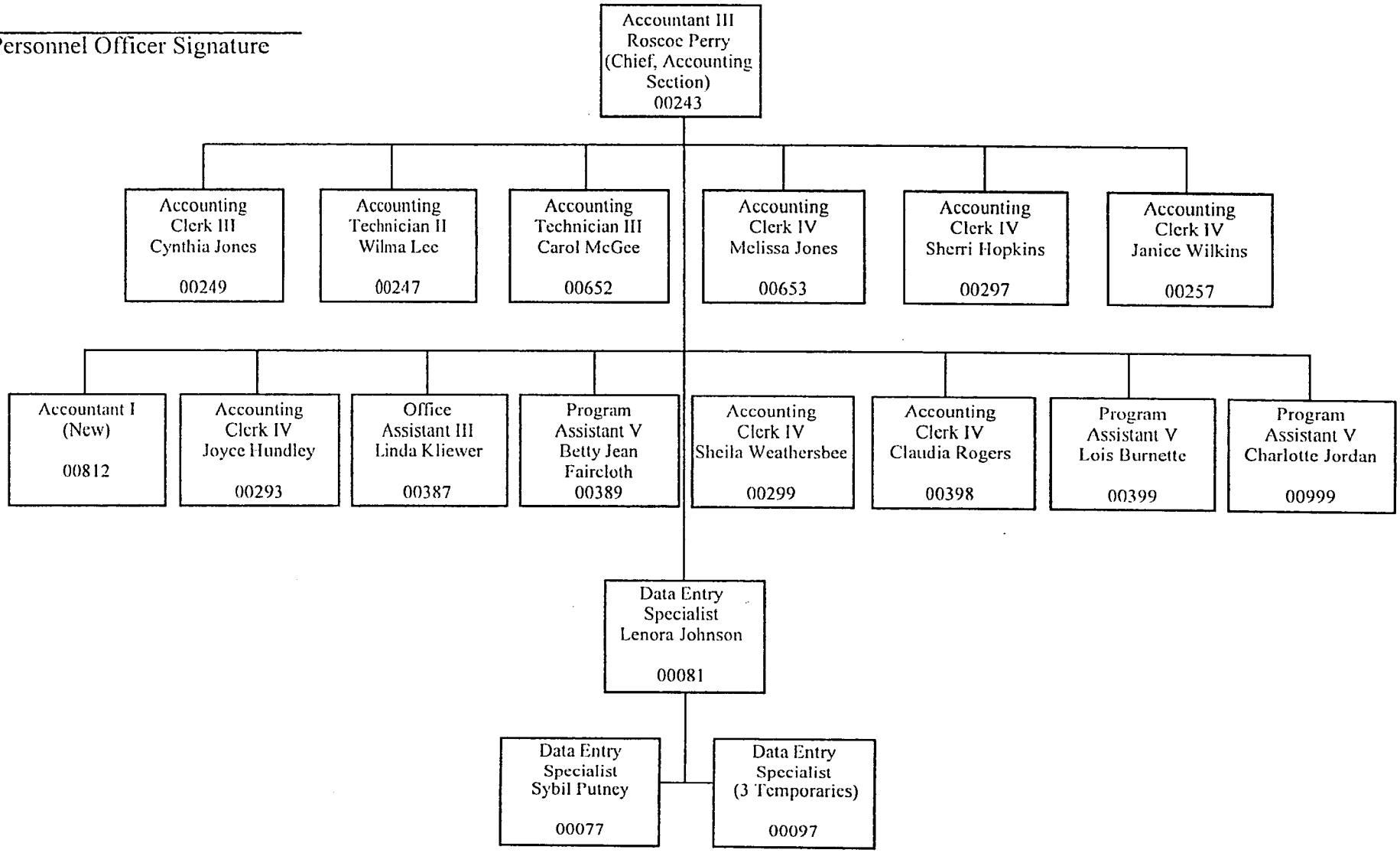
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Accounting/Data Control



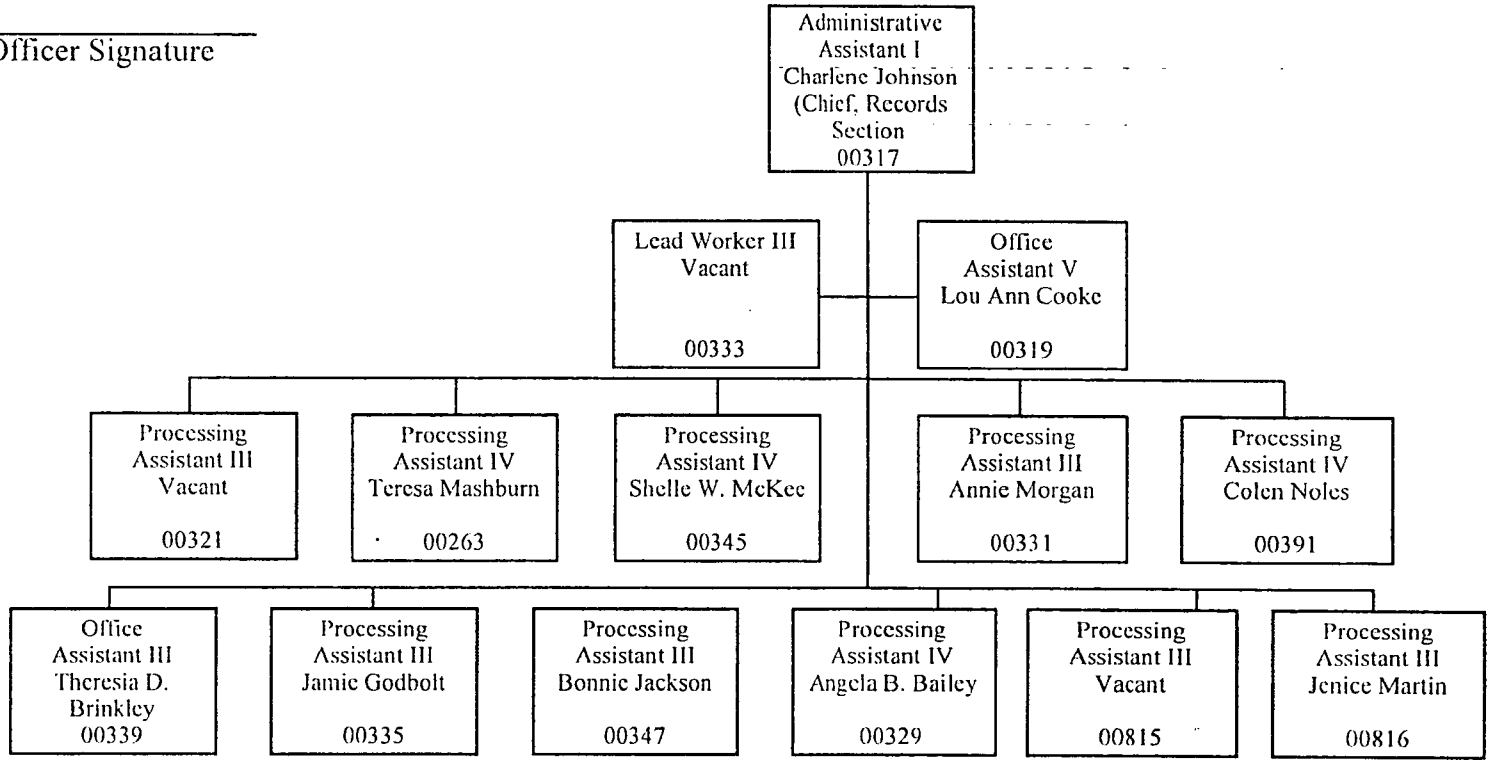
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Records



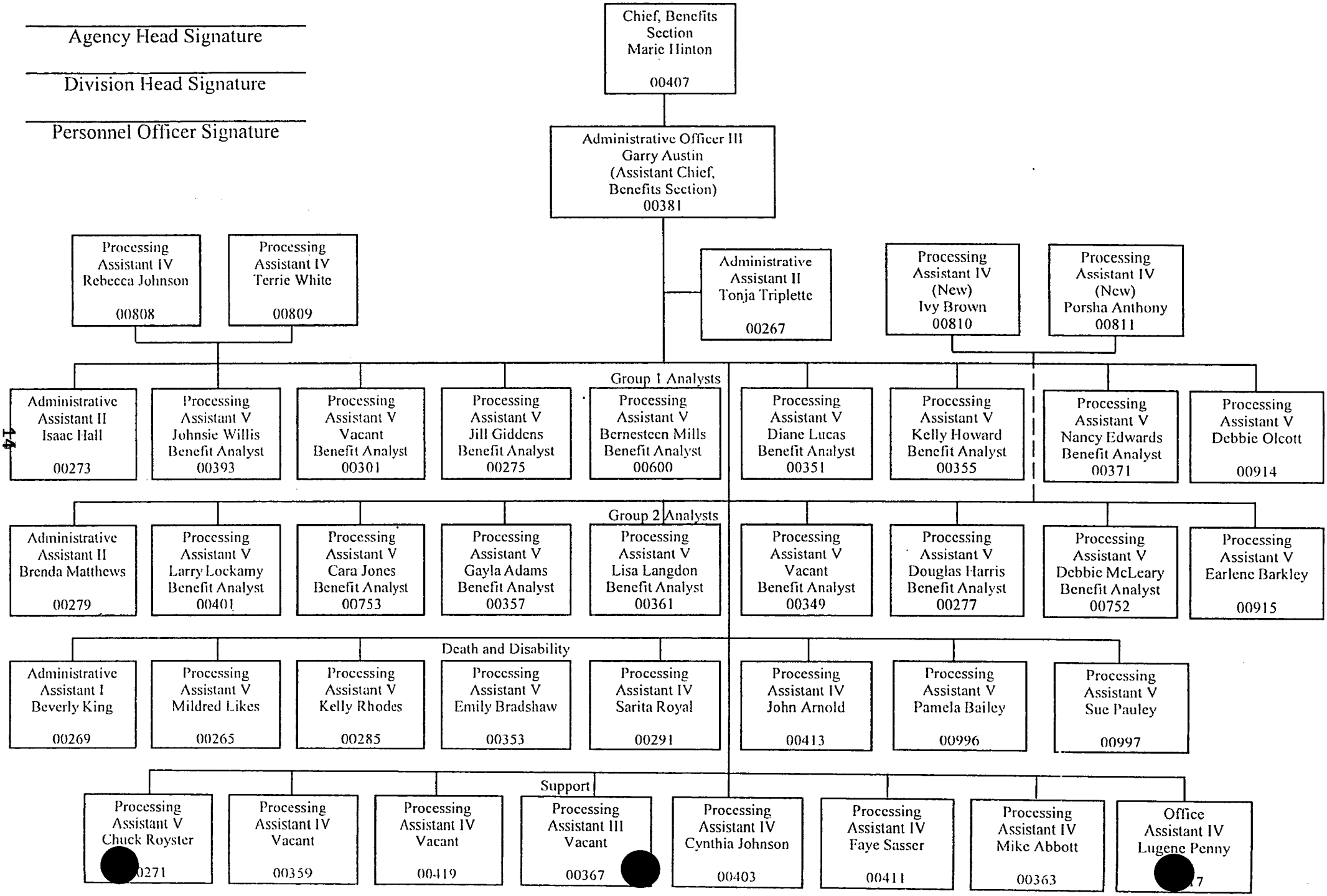
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Retirement Division
Retirement Benefits



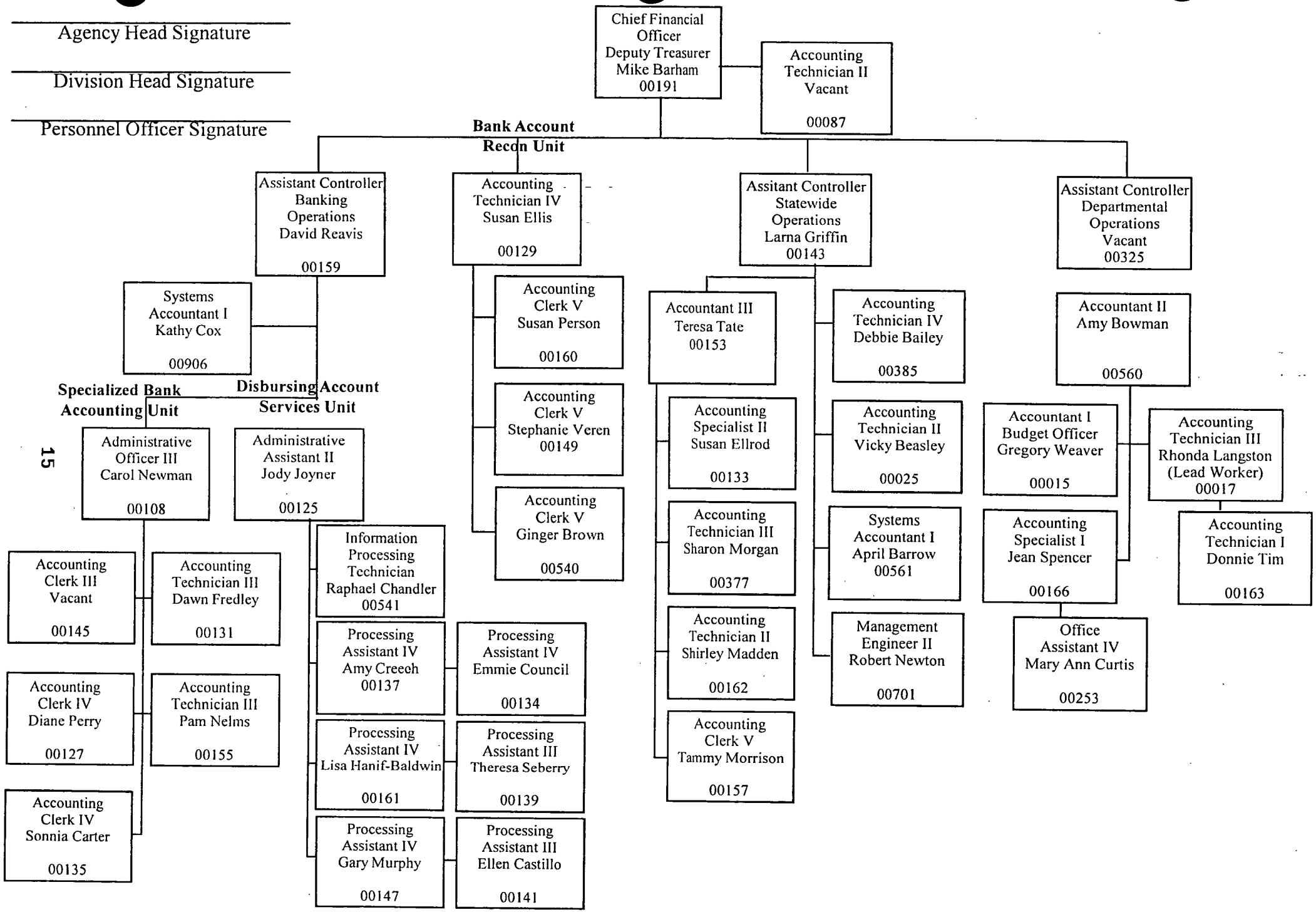
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Financial Operations Division



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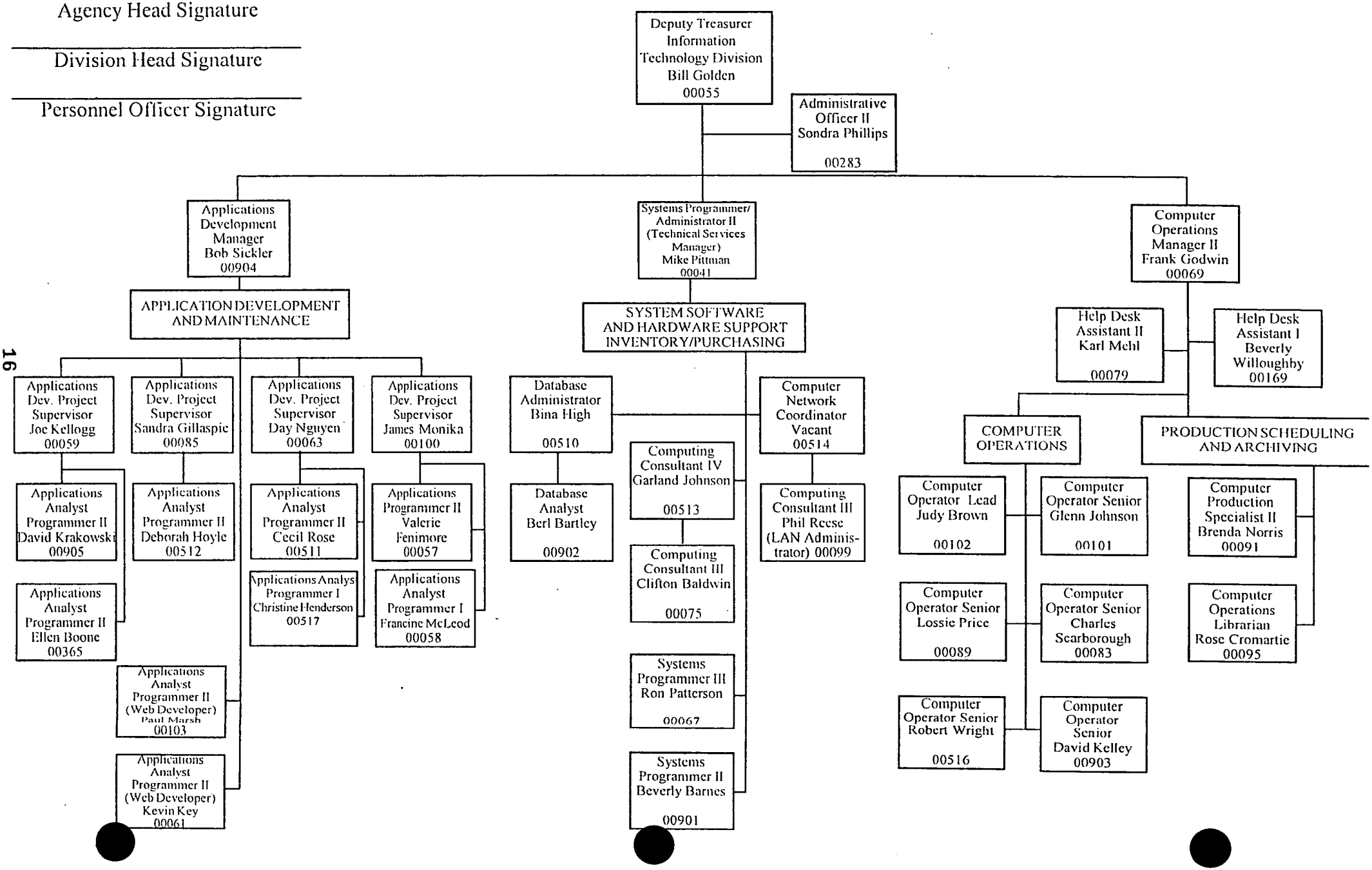
April 11, 2002
Date

Agency Head Signature

Division Head Signature

Personnel Officer Signature

Department of State Treasurer
Information Technology Division



Department of State Treasurer
Span of Control
April 11, 2002

	Span	Number of Employees
Office of the State Treasurer	1 to 3	4
Administrative Services Division	1 to 3.6	38
Financial Operations Division	1 to 3.17	38
Investments Division	1 to 3.5	14
Information Technology	1 to 3.18	35
State and Local Government Finance Division	1 to 5.14	36
Retirement Systems Division	1 to 12.5	125

Total Supervisors: 54
Total Employees: 290

Average: 1 to 5.37

STATE OF NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION

RICHARD H. MOORE
TREASURER

KENNETH C. WILKINS
DEPUTY TREASURER

April 11, 2002

MEMORANDUM:

TO: MARILYN CHISM, GENERAL ASSEMBLY
FROM: JOE STEWART, CHIEF OF STAFF
SUBJECT: LEGISLATIVE LIAISON

This is to advise that at the present time no one in the Department of State Treasurer is assuming the duties of legislative liaison.

If I can be of further assistance, please feel free to call me at (919) 508-5176.

325 North Salisbury Street • Raleigh, North Carolina 27603-1385 • Courier #56-20-45
Telephone: (919) 508-5172 • Fax: (919) 508-5167 • Website: www.treasurer.state.nc.us
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Department of State Treasurer
Funding Details

Division	Total Budgeted Expenditures	Support	Allocation Method	Statutory Reference
Administrative Services	$ 936,840	All other divisions	Charged to other divisions based on the number of employees in each division	N/A
		Total Requirements	***936,840***	
		Total Receipts	***936,840***	
		Appropriation	***-***	
Escheats	$ 1,705,989	Interest earnings on escheated funds in the trust fund	100% funded by transfer from the trust fund	G.S. 116B-6(h)
		Total Requirements	***1,705,989***	
		Total Receipts	***1,712,989***	
		Appropriation	***(7,000)***	
Investment Management	$ 2,201,501	Management fees charged to the investment pools at the rate of .000575% of market value per month	Expenditures each month are transferred from the investment pool to Budget Code 19997	G.S. 147-69.3(f)
		Total Requirements	***2,201,501***	
		Total Receipts	***-***	
		Appropriation	***2,201,501***	
		Non-tax revenue	***2,201,501***	
		Net Appropriation to General Fund	***-***	
Local Government Commission	$ 3,511,553	County sales tax proceeds	At the end of each fiscal year, the amount expended for this division is transferred from the sales tax Budget Code 19907 at the Department of Revenue to Budget Code 19977	G.S. 105-501
		Total Requirements	***3,511,553***	
		Total Receipts	***700,953***	
		Appropriation	***2,810,600***	
		Non-tax revenue	***2,810,600***	
		Net Appropriation to General Fund	***-***	
Retirement Systems	$ 9,557,154	Pension trust funds	Expenditures each month are allocated out to all pension funds based on the number of participants in each system. The allocation percentage is determined once per year.	N/A
		Total Requirements	***9,557,154***	
		Total Receipts	***9,557,154***	
		Appropriation	***-***	
Financial Operations-Accounting	$ 1,082,325	All other divisions	Charged to other divisions based on a formula that takes into account what each employee works mostly on. The investments accounting personnel are allocated to the investments division, retirement accounting is charged to retirement, and other general accounting personnel are allocated to other divisions based on number of employees in each division. All other costs are allocated based on the way the employees costs are allocated.	N/A
		Total Requirements	***1,082,325***	
		Total Receipts	***1,055,325***	
		Appropriation	***27,000***	
Financial Operations-Banking	$ 2,324,934	Management fees charged to the investment pools at the rate of .000575% of market value per month	Expenditures each month are transferred from the investment pool to Budget Code 19997	G.S. 147-69.3(f)
		Total Requirements	***2,324,934***	
		Total Receipts	***140,218***	
		Appropriation	***2,184,716***	
		Non-tax revenue	***2,184,716***	
		Net Appropriation to General Fund	***-***	

Reduction Proposal #1

Division	Current Requirements	Receipts	Support Source
General Administration	936,840	936,840	Support from divisions
Financial Operations-Accounting	1,082,325	1,055,325	Support from divisions
Escheat Administration	1,705,989	1,712,989	Escheats fund
Investment Management	2,201,501	-	Management Fees
Local Government Operations	3,511,553	700,953	Sales tax refund and bond issuance fees
Retirement Operations	9,557,154	9,557,154	Pension Trust Funds
Financial Operations-Banking	2,324,934	140,218	Management Fees
Totals	21,320,296	14,103,479	
Net Appropriation		7,216,817	

	Proposed Requirements	Receipts	Support Source
General Administration	936,840	936,840	Escheat, mgt fees, sales tax refund, and pension funds
Financial Operations-Accounting	1,082,325	1,082,325	Escheat, mgt fees, sales tax refund, and pension funds
Escheat Administration	1,555,661	1,555,661	Escheats fund
Investment Management	1,651,104	1,651,104	Management Fees
Local Government Operations	3,246,690	3,246,690	Sales tax refund and bond issuance fees
Retirement Operations	8,626,556	8,626,556	Pension Trust Funds
Financial Operations-Banking	2,201,953	2,201,953	Management Fees
Totals	19,301,129	19,301,129	
Net Appropriation		0	
Decrease in requirements	(2,019,167)		

From a perception standpoint, this would be this most viable option. It reduces appropriation to the State Treasurer's office and reduces requirements.

Reduction Proposal #2

Department of State Treasurer
Proposed 7-11% Budget Reduction

Budget Code	2002-03 Certified Appropriation	1% Increment	11% Reduction	11% Revised Appropriation	Actual Percentage	# of positions Vac/Filled
13410	7,216,817	72,168	930,552	6,286,265	12.89%	2/13

An 11% reduction in the appropriation to the Department of State Treasurer would necessitate reducing the budget by $793,850. Our proposal is to eliminate all positions in the Investment Management Division. There are 15 positions budgeted at a total salary of $739,541 plus benefits of $191,011 for a total reduction of $930,552. Two positions are currently vacant.

Six-Year Analysis of Budget

Attachment 3
REVISED

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/1998	6/30/1999	6/30/2000	6/30/2001	6/30/2002	6/30/2003
General Fund						
Requirement	$23,432,998	$27,457,855	$27,261,456	$35,194,759	$31,375,368	$21,320,296
Less: Receipts	$16,352,765	$19,116,236	$20,185,817	$20,109,087	$24,169,612	$14,103,479
Appropriation	$7,080,233	$8,341,619	$7,075,639	$15,085,672	$7,205,756	$7,216,817
Less: Nonrecurring Expansion		$1,039,000	$306,600	$7,254,904		
Continuation Budget	$7,080,233	$7,302,619	$6,769,039	$7,830,768	$7,205,756	
Increase (Decrease)	N/A	$222,386 @	($533,580) @	$1,061,729 @	($625,012) @	
Percentage Inc (Dec)		3.14%	-7.31%	15.69%	-7.98%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **		$52,932	$368,920	$991,861		
Recurring Reductions-Legislative **			($1,085,128)	($65,683)	($620,190)	
Transfers - Legislative **						
Other Adjustments ***	$115,109	$178,992	$166,185	$120,007	($11,061)	
Total		$231,924 @	($550,023) @	$1,046,185 @	($631,251) @	
Special Funds *						
Prior Year Balance				$0	$86,414,501	
Reciepts				$92,864,407	$21,091,122	
Expenditures				$6,449,906	$6,815,412	
Year-End Balance	$0	$0	$0	$86,414,501	$100,690,211	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	

@ There are differences between these two numbers because of inflationary adjustments allowed to be made in the continuation budget process.

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.
*** Legislative Increases, Allowable Con't Budget Adjustments, etc.

List of Special Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
23460	Health and Wellness Comm	$85,269,520	$15,527,512	$164,760	$100,632,272
73410	Information Technology	$1,144,981	$5,563,610	$6,650,652	$57,939
Total		**$86,414,501**	**$21,091,122**	**$6,815,412**	**$100,690,211**

Department of State Treasurer

Modified Zero Base Budgeting Expenditures

FY 1999-00 to FY 2002-03

Miscellaneous Contractual Services (532199)

			Current Fiscal Year			
	Actual Expen.	Actual Expend	Authorized Budget	Actual Expend	Unexpended	Certified
	FY 1999-2000	FY 2000-2001	FY 2001-2002	7/1/01-3/31/02	Balance	FY02-03
Division or Program:						
General Administration (Fund 1110)	-	-	2,022	1,722	300	-
Escheat Fund Administration (Fund 1130)	1,676	4,362	4,593	2,350	2,243	2,442
Investment Management (Fund 1210)	9,838	-	71,500	41,679	29,821	-
Local Government Operations (Fund 1310)	1,509	2,866	8,992	8,310	682	1,300
Retirement Operations (Fund 1410)	18,213	24,918	45,094	45,093	1	-
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)	-	-	-	50,896	(50,896)	-
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)	-	-	10,000	1,960	8,040	-
Total	31,236	32,146	142,201	152,010	(9,809)	3,742

Department of State Treasurer

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rental/lease of equipment (532521-25)

			Current Fiscal Year			
	Actual Expen. FY 1999-2000	Actual Expend FY 2000-2001	Authorized Budget FY 2001-2002	Actual Expend 7/1/01-3/31/02	Unexpended Balance	Certified FY02-03
Division or Program:						
General Administration (Fund 1110)	1,384	2,265	1,609	1,600	9	2,134
Escheat Fund Administration (Fund 1130)	-	-	-	-	-	-
Investment Management (Fund 1210)	-	-	-	-	-	-
Local Government Operations (Fund 1310)	-	-	-	-	-	-
Retirement Operations (Fund 1410)	-	-	-	-	-	-
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)	-	-	-	-	-	-
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)	-	-	-	-	-	-
Total	1,384	2,265	1,609	1,600	9	2,134

Department of State Treasurer

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Travel and other employee expense (5327xx)

			Current Fiscal Year			
	Actual Expen.	Actual Expend	Authorized Budget	Actual Expend	Unexpended	Certified
	FY 1999-2000	FY 2000-2001	FY 2001-2002	7/1/01-3/31/02	Balance	FY02-03
Division or Program:						
General Administration (Fund 1110)	8,738	19,895	24,754	23,295	1,459	13,467
Escheat Fund Administration (Fund 1130)	24,023	27,639	36,102	26,038	10,064	23,700
Investment Management (Fund 1210)	12,219	10,880	6,936	3,444	3,492	14,375
Local Government Operations (Fund 1310)	16,283	12,490	16,292	9,673	6,619	13,639
Retirement Operations (Fund 1410)	16,115	5,843	14,929	13,526	1,403	23,800
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)	68	3,171	1,121	1,110	11	580
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)	-	-	842	838	4	-
Total	77,446	79,918	100,976	77,924	23,052	89,561

Department of State Treasurer
Justification for travel expenses

General Administration-Fund 1110

The Treasurer travels as part of his obligation as State Treasurer for the State of North Carolina. He travels to conferences and meetings to insure that the state's funds are being invested prudently and wisely. He travels to meet with the rating agencies to insure that the State of North Carolina maintains its AAA rating. The Treasurer's travels are for the benefit of the State of North Carolina.

Escheats and Unclaimed Property-Fund 1130

Travel in the Escheats section consists of two functions. First the Audit Section assists holders with their voluntary compliance and remittance of unclaimed property. Holders audited include banks, insurance companies, manufacturers, retailers, public utilities, hospitals, and governmental entities. This function has become more crucial due to legislative changes made in January 2000. At that time the law was changed to allow for holders to retain funds for their own benefit if they fail to report property which is due, and our office fails to conduct an audit of the property in the five-year holding period.

The second purpose of travel for this section is for Outreach. Our staff is attending large functions, such as the NC State Fair, the NC Mountain State Fair, NASCAR races, and professional baseball games all around the State, and setting up equipment for anyone in attendance to check our databases. They can log in to our system and we can determine what, if any, funds are in our system for them. The Outreach function is designed to reach more people to get these escheated funds and unclaimed properties into the hands of the rightful owners.

Investment Management-Fund 1210

The employees in the investment management division who manage our fixed income portfolio will be monitoring our brokers through on-site due diligence and attending meetings involving credit analysis, especially as it pertains to our new BBB authority. Several of these meeting are anticipated to take place in New York, Atlanta, St. Louis, Boston, or Chicago. Each of the four employees will probably travel this way 2 or 3 times per year.

Local Government Commission-Fund 1310

The accountants in the Local Government Commission have the responsibility of assisting local governments with technical issues and providing education and training to their employees.

Retirement Systems Division-Fund 1410

Retirement counselors travel to local governments and state agencies around the State to educate employees on their retirement options. We have many requests for additional meetings which we must refuse due to limited funding.

Board of Trustee members are reimbursed for their expense to attend quarterly Board meetings.

Select staff members will be visiting retirement systems in other states to learn how to improve the way we manage our services and to improve the customer service we deliver. Also, these funds will be used to attend training and conference opportunities to learn about some of the best ideas for running an efficient and effective retirement system.

Financial Operations Division-Fund 1510

There are some conferences held in this region which bring together members of the banking community. Because of our close association with the banking industry in our Banking Operations section, it is highly beneficial for us to attend these meetings.

Department of State Treasurer

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular phone services (532814)

			Current Fiscal Year			
	Actual Expen. FY 1999-2000	Actual Expend FY 2000-2001	Authorized Budget FY 2001-2002	Actual Expend 7/1/01-3/31/02	Unexpended Balance	Certified FY02-03
Division or Program:						
General Administration (Fund 1110)	-	-	-	-	-	-
Escheat Fund Administration (Fund 1130)	-	-	-	-	-	-
Investment Management (Fund 1210)	-	-	-	-	-	-
Local Government Operations (Fund 1310)	-	-	-	-	-	-
Retirement Operations (Fund 1410)	-	-	-	-	-	-
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)	-	-	82	20	62	-
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)	-	-	-	-	-	-
Total	-	-	82	20	62	-

Department of State Treasurer

Cellular Telephones (Should be charged to 532814, have been charged to 532811)

Positions Using a Cellular Phone

*	State Treasurer
	Chief of Staff
	Deputy State Treasurer, Retirement
	Public Relations Officer
*	Information Systems Liaison
	Executive Assistant
*	Applications Development Manager
*	Computer Operations Manager
*	Systems Programmer/Administrator
*	Help Desk
*	Computing Consultant IV
*	Computing Consultant III
*	Data Base Administrator

* Represents those employees with need of a Nextel Phone. All others are using traditional cellular phone service.

Department of State Treasurer

Modified Zero Base Budgeting Expenditures

FY 1999-00 to FY 2002-03

Furniture and equipment (534500-534550)

			Current Fiscal Year			
	Actual Expen. FY 1999-2000	Actual Expend FY 2000-2001	Authorized Budget FY 2001-2002	Actual Expend 7/1/01-3/31/02	Unexpended Balance	Certified FY02-03
Division or Program:						
General Administration (Fund 1110)	4,407	16,403	9,591	9,530	61	16,050
Escheat Fund Administration (Fund 1130)	72,791	136,391	111,639	3,586	108,053	22,235
Investment Management (Fund 1210)	727,555	99,489	14,366	359	14,007	22,156
Local Government Operations (Fund 1310)	129,642	7,653	34,950	-	34,950	34,950
Retirement Operations (Fund 1410)	579,754	375,301	142,322	14,262	128,060	74,931
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)	-	36,162	3,708	3,708	-	26,850
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)	-	-		-	-	22,000
Total	1,514,149	671,399	316,576	31,445	285,131	219,172

Department of State Treasurer
Equipment Replacement Schedule

Item	Quantity	Unit Cost	Total Cost
Administrative Services (Fund 1110)			
Copier	1	8,000	8,000
Conference room chairs	40	440	17,600
Printer	1	2,000	2,000
			27,600
Escheats Division (Fund 1130)			
Ergonomic chairs for staff	12	300	3,600
Laser printer	1	2,500	2,500
Copier	1	6,172	6,172
Signage	1	2,000	2,000
Tent for outreach events	1	2,500	2,500
Trailer for transporting	1	3,000	3,000
			19,772
Investment Division (Fund 1210)			
Copier	2	6,172	12,344
Chairs	3	400	1,200
File cabinets	20	500	10,000
Shelving for reports	1	6,000	6,000
			29,544
Local Government Commission (Fund 1310)			
Copier	1	8,000	8,000
HP Laser Printer	1	2,500	2,500
Chairs	5	400	2,000
Computer replacement	10	2,000	20,000
Printer stand	1	500	500
			33,000
Retirement Division (Fund 1410)			
Copiers	4	6,172	24,688
Replacement cubicles	5	4,600	23,000
Calculators	12	300	3,600
Fax Machine	1	1,000	1,000
Laptop Computer	4	4,000	16,000
HP Laser printers	2	2,500	5,000
Replacement Monitors	127	850	107,950
TV and VCR replacement	1	1,000	1,000
Color printer	2	4,875	9,750
Furniture re-upholster	1	7,650	7,650
Sign replacement	1	2,000	2,000
Conference Room chairs	20	440	8,800
Task chairs	25	347	8,675
Color copier	1	11,000	11,000
			230,113
Financial Operations Division (Fund 1510)			
Conference Room Chairs	14	440	6,160
Ergonomic Chairs	12	400	4,800
Calculators	12	150	1,800
Laptop Computer	2	4,000	8,000
HP Laser Printer	1	2,500	2,500
File Cabinets-regular	6	300	1,800
Typewriter	1	250	250
Filing system for data	1	500	500
Fireproof file cabinet	1	500	500
Microfilm reader/printer	1	12,000	12,000
			38,310

Department of State Treasurer

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Boards and Commissions

			Current Fiscal Year			
	Actual Expen.	Actual Expend	Authorized Budget	Actual Expend	Unexpended	Certified
	FY 1999-2000	FY 2000-2001	FY 2001-2002	7/1/01-3/31/02	Balance	FY02-03
Division or Program:						
General Administration (Fund 1110)						
Escheat Fund Administration (Fund 1130)						
Investment Management (Fund 1210)*	3,972	5,994	2,107	432	1,675	5,870
Local Government Operations (Fund 1310)**	2,097	2,373	2,030	512	1,518	2,030
Retirement Operations (Fund 1410)***	49,453	61,255	61,710	53,337	8,373	59,650
Financial Operations-Accounting (Fund 1510) (formerly Departmental Accounting fund 1120)						
Financial Operations-Banking (Fund 1510) (formerly part of Investment and Banking fund 1210)						
Total	55,522	69,622	65,847	54,281	11,566	67,550

* Investment Advisory Committee
** Local Government Commission Board Members
*** Board of Trustees and the Medical Review Board

DETAIL OF EACH CONTRACT BY AGENCY -- FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

ATTACHMENT C

Department of State Treasurer

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0002
Contract Title BROTHERS
Vendor Name: AARON BROTHERS
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: USE CONTRACTOR FOR REGULAR OCCURRING PEAKS AND VALLEYS SO AGENCY DOESN'T HAVE TO STAFF YEAR-ROUND AT HIGHER LEVEL.

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$36.250	$26.100	07 / 2001	09 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 713
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0003
Contract Title URBAN
Vendor Name: MARK D. URBAN
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: ARCHITECTURAL COMPLIANCE REVIEW, ARCHITECTURAL CONSULTING, COMPLIANCE PLAN, AND AUDITING INFRASTRUCTURES.

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$10.500	$5.800	04 / 2001	06 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 150
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Total for: INFORMATION TECHNOLOGY CONTRACT	Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources
	2	$46,750	$31,900

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title PRUITT
Vendor Name: JACK W. PRUITT
Type of Contract UNKNOWN SERVICES
Scope of Work, if given: SPECIALTIES THAT WILL BE PROVIDED FOR A SHORT TIME

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$16.965	$15.300	04 / 2001	06 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 377
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Total for: PERSONAL SERVICE CONTRACT	Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources
	1	$16,965	$15,300

Total for: Department of State Treasurer	Total # Contracts:	Total Contract Value--All Fund Source:	Total Paid in Report Period -- All Fund Source
	3	$63,715	$47,200

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: Department of State Treasurer

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1	Collateralization of Public Deposits	N			50		
2	Guidelines for Official Depositories of State Funds	N			50		
3	Cashing State Warrants and Alternatives	N			50		
4	Banking Services Handbook	N			50		
5	Banking Operations Glossary	N			50		
6	Positive Pay System	N			50		
7	Signature Card for Disbursing/STIF Account	N			50		
8	Warrant Image Retrieval System Overview	N			50		
9	Annual Report	Y	Fiscal year 2001-2002	shorten current publication, burn onto CD upon request, and offer longer version on our website	1,500	500	$3,000-$4,000
10	Escheat and Unclaimed Property Manual	Y	Fiscal year 2002-2003	reduce number of copies printed, burn onto CD upon request, and offer full version on our website	12,000	300-500	$6,000
11	Annual Financial Information Report	Y	Fiscal year 2003-2004	encourage counties and municipalities to receive and return these reports electronically instead of using printed copies	247	190	$50-$100
12	Semiannual Report on the Status of Cash and Investments	Y	Fiscal year 2002-2003	encourage counties and municipalities to receive and return these reports electronically instead of using printed copies, could decrease printed volume by about 200 per year	2,200	2,000	$208

Use of Internet for Agency Publication

Agency: Department of State Treasurer

13	Local Government Commission Memorandums to Local Governments, Public Authorities and Their Auditors	Y	Fiscal year 2002-2003	encourage local units and their auditors to receive memorandums electronically, instead of getting printed versions	22,000-27,000	20,000-25,000		$2,280-$2,850
14	Audit Manual for Governmental Auditors in NC	N		now available on our website	157			
15	NC Dept. of State Treasurer's Policies Manual	N		now available on our website	70			
16	"Your Retirement Benefits" employee handbooks	Y	Fiscal year 2003-2004	reduce frequency of printing and mailing handbooks from a 2-year to a 3 to 5-year schedule, only print enough copies for number of employees without internet access and new employees and offer handbook on our website for everyone else	786,000	629,000		$30,400
17	"North Carolina Retirement Systems Laws" books	Y	Fiscal year 2002-2003	print only a limited number for our internal office use, and offer for employers on our website	1,600	200		$3,420
18	Retirement System brochure	N			10,000			
19	Death benefit brochure	N			10,000			
20	Death benefit brochure for law enforcement officers	N			20,000			
21	Statement of Retirement Account	N			500,000			

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Member Services Section

Position Title: Retirement Benefits Counselor

Position Number: 3410-2611-4100-309

Budgeted Salary: $35,428

Fringes: $7,476

Date Position Vacated: 02/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):The Retirement Systems Division has experienced substantial increases in work volumes. In fact, the work load has doubled in the last 10 years with no significant increases in staff. These positions are responsible for responding to member inquiries. We currently process 276,000 member telephone calls per year. Abandonment rates have ranged from 17% up to 51%. National abandonment averages are less than 5%. Hold times for members frequently exceed 20 minutes with the longest being 52 minutes. Our response to correspondence and email has taken as long as 2 plus months. Failure to fill these positions will further decrease service levels and increase the number of complaints from retirees to Legislators and our offices.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Member Services Section

Position Title: Retirement Benefits Counselor

Position Number: 3410-2611-4100-311

Budgeted Salary: $36,818

Fringes: $7,652

Date Position Vacated: 01/31/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):The Retirement Systems Division has experienced substantial increases in work volumes. In fact, the work load has doubled in the last 10 years with no significant increases in staff. These positions are responsible for responding to member inquiries. We currently process 276,000 member telephone calls per year. Abandonment rates have ranged from 17% up to 51%. National abandonment averages are less than 5%. Hold times for members frequently exceed 20 minutes with the longest being 52 minutes. Our response to correspondence and email has taken as long as 2 plus months. Failure to fill these positions will further decrease service levels and increase the number of complaints from retirees to Legislators and our offices.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Records Section

Position Title: Processing Assistant III

Position Number: 3410-2611-4100-321

Budgeted Salary: $19,718

Fringes: $5,489

Date Position Vacated: 08/31/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):Position necessary to process updates to member records. Currently one and one-half months behind in updating member records (post-processing, updates after completion of a process). This is due to increased volumes of retirements, refunds, cost purchase request (related to recent legislation), and increases in daily work. Daily work includes applications for retirement, refunds, enrollments and beneficiary changes. These documents must be updated daily to start electronic work processes.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Records Section

Position Title: Lead Worker III

Position Number: 3410-2611-4100-333

Budgeted Salary: $22,050

Fringes: $5,784

Date Position Vacated: 06/01/01

Justification for Retaining Position: The vacancy announcement on this position has closed recently and we are in the interview process. This position coordinates and directs the updating of member records to our optical imaging system. The timely updating of member records is essential to the accurate processing of member request (i.e. applications for retirement, refunds, death claims, etc.). This position becomes more critical as work volumes increase. Volumes have doubled in the last 10 years and are expected to triple in the next 10 due to the baby boomers becoming eligible to retire.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems

Position Title: Policy Development Analyst II

Position Number: 3410-2611-4100-337

Budgeted Salary: $41,275

Fringes: $8,216

Date Position Vacated: 12/31/00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position serves as the legal advisor to the Retirement System on retirement related matters, especially equitable distribution and divorce-related matters. It serves as the liaison to external groups including the League of Municipalities, the Counties' Association, the Retired Governmental Employees Association, Retired Teachers, SEANC, Department of Public Instruction/School Districts and the various associations representing protective employees (Police and Fire.) The position also serves as the liaison with the General Assembly on retirement related legislation as well as handling constituent requests and issues for specific legislators.

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Benefits Section

Position Title: Processing Assistant IV

Position Number: 3410-2611-4100-359

Budgeted Salary: $23,672

Fringes: $2,989

Date Position Vacated: 11/15/01

Justification for Retaining Position: Legislation was enacted last session that reduced significantly the cost to purchase State withdrawn service with no increase in staff. We have received over 6,000 cost requests and are currently processing requests that were received in late December. This position is necessary to address this substantial increase in requests as well as additional job duties. Much interest has been shown relative to a similar statutory change to affect local withdrawn service. We, thus, expect similar legislation in the upcoming session affecting the Local system.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement

Position Title: Legal Specialist

Position Number: 3410-2611-4100-369

Budgeted Salary: $52,561

Fringes: $9,643

Date Position Vacated: 8/31/01

Justification for Retaining Position: This position serves as the legal advisor to the Retirement System on retirement related matters, especially equitable distribution and divorce-related matters. It serves as the liaison to external groups including the League of Municipalities, the Counties' Association, the Retired Governmental Employees Association, Retired Teachers, SEANC, Department of Public Instruction/School Districts and the various associations representing protective employees (Police and Fire.) The position also serves as the liaison with the General Assembly on retirement related legislation as well as handling constituent requests and issues for specific legislators.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Benefits Section

Position Title: Processing Assistant IV

Position Number: 3410-2611-4300-419

Budgeted Salary: $22,892

Fringes: $6,042

Date Position Vacated: 09/28/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):This position has been filled with the new employee reporting on May 13th.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Member Services Section

Position Title: Retirement Benefits Counselor

Position Number: 3410-2611-4100-751

Budgeted Salary: $30,660

Fringes: $6,873

Date Position Vacated: 06/19/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):The Retirement Systems Division has experienced substantial increases in work volumes. In fact, the work load has doubled in the last 10 years with no significant increases in staff. These positions are responsible for responding to member inquiries. We currently process 276,000 member telephone calls per year. Abandonment rates have ranged from 17% up to 51%. National abandonment averages are less than 5%. Hold times for members frequently exceed 20 minutes with the longest being 52 minutes. Our response to correspondence and email has taken as long as 2 plus months. Failure to fill these positions will further decrease service levels and increase the number of complaints from retirees to Legislators and our offices.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Accounting Section

Position Title: Accountant II/Assistant Chief Accountant

Position Number: 3410-2611-4100-812

Budgeted Salary: $39,516

Fringes: $7,993

Date Position Vacated: Newly created position

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):This position has just been reclassified as an Accountant I and is needed to work with local governmental units relative to accurate and timely reporting of retirement contributions. Last year we experienced 58,000 reporting errors which had to be corrected prior to updating our databases. Timely updating of the databases facilitate the timely completion of our work processes (retirements, refunds, death claims, etc.) This position is also needed to improve customer service to local governments and to help supervise the other key processes in Accounting.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Administrative Services

Position Title: Personnel Officer II

Position Number: 3410-2611-1100-011

Budgeted Salary: $42,611

Fringes: $8,380

Date Position Vacated: 02/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position was advertised and candidates were interviewed; however, our first choice did not accept our offer, and we were not satisfied with the remaining choices. Therefore, we have contracted with the Office of State Personnel, who will provide some of the basic functions for which we have an urgent need. We intend to re-advertise the position and fill it. The functions this position performs are critical to the Department, which is why we have contracted with OSP to perform the duties. We will resume our recruitment of the position as soon as possible.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Administrative Services

Position Title: Office Assistant IV

Position Number: 3410-2611-1400-048

Budgeted Salary: $30,839

Fringes: $6,886

Date Position Vacated: 09/28/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This is the only clerical support position for the Human Resources Section. We do not have a main receptionist position in the Department, and we are using this position to fulfill that need through the use of lapsed salaries to fund a temporary position. This temporary employee is also performing very minor clerical functions for the Human Resources Section, however their need for clerical support is great.

Position Justification

Department of State Treasurer

Division/Section: Investment Management

Position Title: Office Assistant IV

Position Number: 3410-2611-2200-158

Budgeted Salary: $24,092

Fringes: $6,042

Date Position Vacated: 08/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): The responsibility and the complexity of the Investment Management Division have continued to increase with the enactment of new legislation in 2001. This legislation has caused a significant increase in administrative responsibilities in the handling of correspondence both written and telephone, maintenance of files and processing of mail. As the size of assets under management continues to grow along with increases in asset managers, we must maintain this position.

Position Justification

Department of State Treasurer

Division/Section: Local Government Operations

Position Title: Local Government Financial Analyst

Position Number: 3410-2611-3100-222

Budgeted Salary: $42,215

Fringes: $8,335

Date Position Vacated: 11/30/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position is responsible for working with the issuance of State general obligation bonds and the more complex State taxable issues. New initiatives being discussed for bond issues are State GARVEE bonds, tobacco bonds, and a State installment purchase program. Also, lowered interest rates continue to create an increased level of refunding opportunities both for the State and for local governments. This position is a receipt-supported position, not funded through appropriations. We have been actively recruiting for this position, but have encountered several obstacles, and as such, the position remains vacant.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Financial Operations Division

Position Title: Accounting Technician III

Position Number: 3410-2611-1500-087

Budgeted Salary: $26,822

Fringes: $6,390

Date Position Vacated:

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): The employee in this position went out on Short-Term disability in December 2000, then went on extended Short-Term disability. We have recently been informed that she has been approved for Long-Term disability, which now frees up the position to be filled. The position has been reallocated to an Administrative Assistant, and will provide administrative support to the Deputy State Treasurer, and three Assistant Controllers, as well as perform general office support for the rest of the Financial Operations Division. Currently, there is no administrative person to perform filing, copying, distribution of mail, or correspondence. This position is receipt-supported, and is charged out to all other divisions in the Department.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Financial Operations Division, Banking Operations

Position Title: Accounting Clerk III

Position Number: 3410-2611-2200-145

Budgeted Salary: $19,930

Fringes: $2,515

Date Position Vacated: 8/1/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position is one of two positions that act as a teller in our Cashier Unit of the Banking section. This unit receives and balances deposits from various State agencies to this office daily. This unit also processes wire transfer deposits and disbursements for over 500 agencies in the State, and a wide variety of other teller duties. These duties MUST be performed on a daily basis. With this position vacant, there is only one employee assigned to this unit. In the case of this employee's absence, someone from another unit is required to be physically present at the counter, leaving that employee's work to pile up. We need this position filled so that we will have two people trained and able to handle the work for the division, without having to create serious backlogs in other units. It has remained vacant in our struggle to comply with the Governor's Executive Order.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Financial Operations Division

Position Title: Accounting Manager I

Position Number: 3410-2611-4100-325

Budgeted Salary: $47,277

Fringes: $8,980

Date Position Vacated: Newly allocated position

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position will operate as the Assistant Controller for Departmental Operations, reporting to the Deputy State Treasurer for Financial Operations. This position for oversight of all aspects of the accounting duties for the Department of State Treasurer, including budget preparation and management, payroll, accounts payable, and debt service accounting. The position has been vacant so that we could straighten out budgetary imbalances in the salary reserve system. We have had someone on contract for the past several months performing the duties of the position. This position is receipt-supported, and is charged out to all other divisions in the Department.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Retirement Systems/Benefits Section

Position Title: Data Entry Specialist

Position Number: 3410-2611-1500-077

Budgeted Salary: $20,770

Fringes: $5,622

Date Position Vacated: 04/11/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This is one of two data entry positions in Retirement Division. This position keys transactions for weekly refund of contributions and monthly transactions for retirement payroll. This position also helps key member contribution information for updating to active member salary and contribution database. Loss of this position would probably mean some monthly payroll transactions do not get processed on a timely basis. Also loss of this position would mean that contributions are not updated to active member database as timely as necessary, thus creating delays in paying refunds and new retirements.

General Government Team
April 23, 2002

Position Justification

Department of State Treasurer

Division/Section: Administrative Services

Position Title: Agency General Counsel

Position Number: 3410-2611-4100-814

Budgeted Salary: $47,277

Fringes: $8,975

Date Position Vacated: Newly allocated position

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position was established as part of the Treasurer's reorganization of the Department using an existing vacant position to provide to the Treasurer, at the senior management level, an attorney who serves as primary confidential legal advisor directly to both the Treasurer and to the Deputy Treasurers, and who coordinates with the Attorney General's Office on all legal matters pertaining to or involving the divisions of the Department. A General Counsel position had existed within the Department during the previous administration, but had gone unfilled for some time and was eliminated. The position has been left vacant through this point in time for two reasons: recognizing that other key and critical aspects of the reorganization effort needed to be implemented prior to the filling of the General Counsel position, to best determine the exact qualifications and skills would be needed for the incumbent; further, the extreme lack of salary reserve currently within the Department has all but eliminated the Treasurer's flexibility to offer a competitive compensation package for what would be the experience necessary for an incumbent. It is the Treasurer's intention to try and hire for this position after the start of the new fiscal year.

attachment 3

State, City Pension Funds Seek to Make Up Investment Losses

New York, May 6 (Bloomberg) -- Clarence W. Hawkins, mayor of Bastrop, Louisiana, may have to shorten hours of operation at municipal swimming pools, limit police use of patrol cars, and leave potholes unfilled. The reason: the town of 13,000 has to pay $140,000, about double last year's amount, to make up losses at the state fireman's retirement plan.

New York City estimates it needs to contribute $1.77 billion, almost $1 billion more than forecast two years ago, for its five employee pension funds in the fiscal year that begins July 1. Officials are weighing cuts in care for the elderly and school construction to make up the shortfall.

Across the country, mayors and governors may have to fire teachers, close libraries and raise taxes, in part to cover shortages in public employees' retirement funds. Most of the gaps were caused by the two-year slide in the stock market.

''I don't think the market will recover to the point that it will make up for the shortfall,'' said Hawkins, a four-term mayor who sees no end to pension fund increases. ''This will cause us to have sleepless nights. We are strapped to the max.''

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Bloomberg PROFESSIONAL

Public pension losses compound municipalities' budget problems. The states have a $27 billion cumulative budget gap for this fiscal year, according to the National Conference of State Legislatures, and that figure is expected to grow in fiscal 2003.

State and local pension funds managed $2.3 trillion at the end of 2001 on behalf of about 15 million public school teachers, police officers, garbage collectors and other municipal workers.

Market Drops

Public funds' assets dropped $370 billion in 2000 and 2001, primarily because of investment losses, according to the Spectrem Group, a pension consultant based in Chicago. The Standard & Poor's 500 Index has fallen 29 percent since its peak in March 2000 and the Nasdaq Composite Index has plummeted 67 percent.

Monthly benefits in the retirement plans are guaranteed, so local governments must make up any shortfall, either by cutting spending or raising taxes.

In order to keep pace with liabilities, which generally grow by about 7 percent a year, funds invest around 65 percent of their assets in domestic and international stocks and private equity,

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with the balance in bonds, real estate and cash.

In the 1990s, this mix of investments produced returns of 12.7 percent a year on average as U.S. stock markets rallied.

Last year, the public pension funds averaged a loss of 4 percent. Bond yields are currently at 5.6 percent, and stock returns are forecast to range between 8 percent and 9 percent annually for the next five to 10 years.

''You almost have to go to 100 percent in equities to meet return targets, and no one is comfortable with that,'' said Steve Nesbitt, senior managing director at Wilshire Associates, a pension consultant based in Santa Monica, California.

No Surplus

Nor can many funds rely on gains they made in the last decade. ''The excess returns have been chewed up by benefit increases and lower contributions. There hasn't been a rainy day fund set aside,'' Nesbitt said.

At the end of 2000, pension funds, on average, had 103 percent of the money they needed to pay current and future retirement checks, the first time this so-called funding ratio was

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above 100, according to the Public Pension Coordinating Council. That surplus is eroding as performance drops.

''We've had two years of a poor investment climate, so we anticipate our funding ratio declining, but we don't know yet to what level,'' said James Voytko, executive director of the $37 billion Oregon Public Employees Retirement System.

In West Virginia, the state funds weren't allowed to invest in stocks until 1997, when the constitution was changed to allow equity investments. Because of low returns and minimal contributions to the pension pools, three of the six pension funds have enough money to pay only about 20 percent of their liabilities.

Extra Contributions

''We have to make extra contributions every year. If returns aren't the 8 percent actuarial assumed rate, they have to put in some more,'' said Craig Slaughter, executive director of the West Virginia Investment Management Board.

Slaughter said pension shortfalls are widespread because so many state and local governments granted cost-of-living benefits

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during the boom years, expecting that double-digit returns would continue indefinitely.

Washington is an exception. Its funds were buoyed by stellar returns from private equity and real estate investments, which together accounted for 22.4 percent of fund assets at the end of the year. Fund managers estimate that contributions by the various state employers to the largest retirement plan will fall to a record low of 1.1 percent of salaries this year, down from 7.5 percent in 1995.

''We were one of the states that didn't increase benefits'' in the boom years, said John Charles, chair of the State Investment Board. ''The legislature has been conservative, to assure we were fully funded.''

--Katherine Burton in the New York newsroom and Hui-yong Yu in Seattle at (212) 318-2335 or KBurton@Bloomberg.net. Editor: Glennon

Story illustration: To graph the returns of the S&P 500 in the 1990s, enter {SPX <Index> TRA}. Change the start date to 12/31/89 and the end date to 12/31/99.

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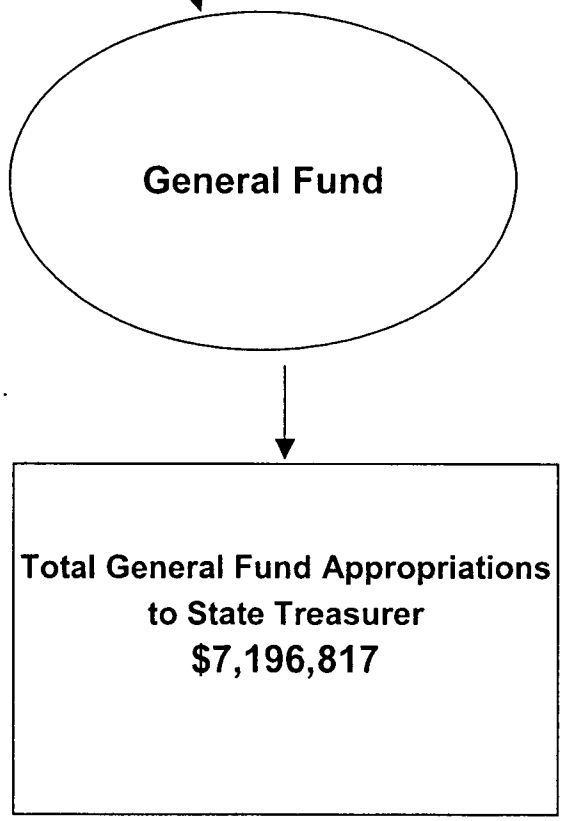
Bloomberg PROFESSIONAL

Attachment 4

North Carolina
Department of State Treasurer

Analysis of General Fund Impact - Zero

Amount Paid to General Fund by State Treasurer (Non-Tax Revenue)	
From Investment Fees	$4,386,217
From Sales Tax Collections	2,810,600
Total Non-Tax Revenue	**$7,196,817**



Department of State Treasurer

Proposed Appropriation Reduction to Firemen's and Rescue Workers' Pension Fund

Budget Code	2002-03 Certified Appropriation	11% Reduction	Revised Appropriation	Reduction Percentage
13412	12,104,780	1,331,526	10,773,254	11.00%

Attachment 5

North Carolina

State Board of Elections

Presentation to the

Joint Appropriations Subcommittee on
General Government

Gary O. Bartlett, Executive Director

May 7, 2002

Attachment 6

Introduction

- The State Board of Elections is the State Agency charged with overall responsibility for administering the elections process in North Carolina. We strive to ensure the fair and equal application of election laws for all participants in the electoral process.

The agency's mission is to promote consistent administration of all elections and campaign finance laws, rules, and regulations. As part of this effort, we provide information to the public, candidates, elected officials and county boards of elections regarding the administration of elections in our State and we enforce the election laws through consultation, investigation and hearings when necessary.

The State Board of Elections is comprised of three functional units:

Administration - including general supervision of 100 county boards of elections and 4 municipal boards of elections in administering elections and related laws, certifying election results, voter outreach, voter investigations/audits, and legal matters.

Campaign Reporting - including public education; oversight of all committees registered in 100 counties, assistance to candidates, political committee treasurers and county/municipal boards of elections and staff; investigating complaints, conducting research and preparing analyses in preparation for the State Board to hold evidentiary hearings, audit all reports for compliance with Article 22A, providing for electronic filing, and conducting training.

Information Systems - Including implementing and maintaining a state election information management system (SEIMS), providing assistance to counties, and statewide election data to the public.

- The State Board of Elections is supported by a 20-member professional staff overseeing day-to-day operations of the State Board office in Raleigh (administration/information services and campaign reporting) including technical support for the 94 (soon to be 96) counties using the State Elections Information Management System. Each county's Board of Elections conducts day-to-day administration of the elections process, including voter registration.

Topics of Discussion

- 7-11% Budget Reductions/Impact
- Organizational Chart/Span of Control/Liaison
- Six-Year Budget Chart
- Modified Zero-Based Budget
- Questions for Response

7-11% Reductions

- The current budget appropriation for the State Board is $3,177,963. A 7-11% reduction in our budget amounts to $222,457 up to $349,576. We propose that these monies be taken from budgeted line items for employee salary and benefits, employee travel, campaign reporting reserves, printing/ binding/duplicating and other administrative supplies.

Reduction Impact

- Reduction in employee salary and benefits will eliminate 4-7 positions from our staff: 3 Processing Assistants, 1 Elections Investigator, 1 Office Assistant, 1 Deputy Director and General Counsel. This will dramatically impact our service to the public and the election process with no assurance for compliance with Article 22A and there will be no direct access of legal advice to boards of elections.
- The Campaign Reporting reserve ($50,000) is used for instructional materials, forms and the cost of a temporary employee needed to enter campaign reporting data and cross-referencing reports. (G.S.§163-278.22; G.S.§163-278.23; G.S.§163-278.24)
- Reduction in Print, Bind, Duplicate for Campaign Reporting ($52,000) will eliminate the production of all required forms.
- Elimination/reduction of our travel budget ($10,000) reduces the ability for audits of County Boards of Elections (wellness checks) and providing assistance in distressed counties, i.e., Duplin, Harnett, Durham, etc (G.S.§163-22)
- Reductions in Other Administrative Supplies ($60,000) will impact education and training with no option for training materials, videos, and manuals as required by law (G.S.§163-82.24). Public information programs through APT will be eliminated. Teleconferences will no longer be a method of training for county boards of election. Software upgrades for State Board staff to support their work will not be possible and there will be no postage reserve for disseminating required material to candidates and others. (G.S.§163-278.21)

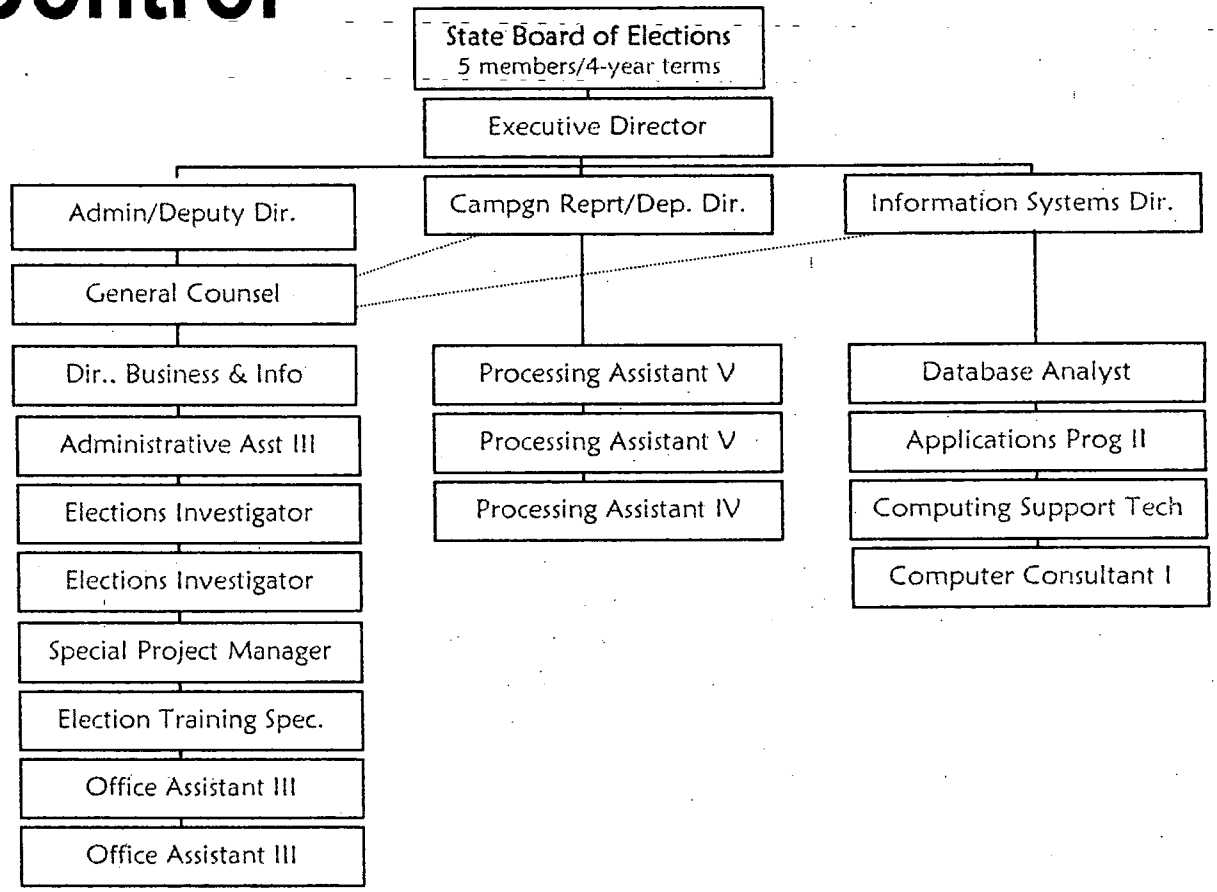
7 - 11% Reduction

		2002-2003	7%			8%		
FUND	TITLE	Authorized		Revised	RIF Pos		Revised	RIF Pos
		Appropriation	Reduction	Appropriation	Vac/Filled	Reduction	Appropriation	Vac/Filled
1100	Administration/IS	2,765,737	-	2,765,737	0	7,071	2,758,666	0
1200	Campaign Reporting	412,226	222,457	189,769	4	247,166	165,060	4
		3,177,963	222,457	2,955,506	4	254,237	2,923,726	4

		2002-2003	9%			10%		
FUND	TITLE	Authorized		Revised	RIF Pos		Revised	RIF Pos
		Appropriation	Reduction	Appropriation	Vac/Filled	Reduction	Appropriation	Vac/Filled
1100	Administration/IS	2,765,737	49,723	2,716,014	1	70,631	2,695,106	1
1200	Campaign Reporting	412,226	236,294	175,932	4	247,165	165,061	4
		3,177,963	286,017	2,891,946	5	317,796	2,860,167	5

		2002-2003	11%		
FUND	TITLE	Authorized		Revised	RIF Pos
		Appropriation	Reduction	Appropriation	Vac/Filled
1100	Administration/IS	2,765,737	163,953	2,601,784	3
1200	Campaign Reporting	412,226	185,623	226,603	4
		3,177,963	349,576	453,206	7

Organizational Chart/Span of Control



SEIMS Support - Introduction

- ✓The state board of elections (SBE) was directed by N.C.G.S. 163-82.11 to develop and implement a computerized statewide elections management system to support efforts of the SBE and county boards of elections to conduct legal and orderly elections.
- ✓The election reform bills in congress call for statewide voter registration systems
- ✓94 counties now use the system for their day to day operations and for managing their elections. Two more are being added.
- ✓All 100 counties input to the state database.
- ✓The state board of elections is responsible for a large part of the IT support for the county board of elections supporting:
  - 94 remote servers (2 more to be added)
  - 2 central DB servers
  - MS SQL server
  - Replication to the state database
  - 17 gigabytes of data
  - 6.5 million plus voter registration records and 11 million voter history records
  - Over 450 workstations
  - State database input from over 1000 campaign committees
  - Electronic filings from over 100 campaign committees

SEIMS Support

✓Basic support - minimum required to keep SEIMS operational.
- Help desk support
- Fixes, county assistance on SEIMS & campaign committee help
- Assist with mass data changes, i.e. redistricting
- State database support
- Telecom (wide area network) support
- Introductory training

✓Additional support
- Updates required to implement new legislation
- Hardware replacements & software upgrades for county servers
- Enhancements & extensions to software
- Special projects & reports
- Additional Training

✓The continuation budget only covers basic support.

SEIMS Support

Work Items Before 2001/2002

- 2001-2002 Fiscal Year Continuation Budget $1.6M
  - Carry Forward of $703K
- Completed Data Conversions of Counties to SEIMS
- Completion of Function
  - DMV Interface
  - Updates to Voter Registration Function
  - State Database NVRA Reporting
  - Voter Registration WEB Search
- Software Changes To Meet Requirements of New Legislation
  - Ethnicity ($82K)
  - Confidentiality ($20K)
  - New Race Codes (5K)
  - One Stop Absentee Support ($32K)
- Redistricting Support for the Counties
- Election Night Returns Updates
- Central Database Upgrade to SQL 2000
- County Support of SEIMS Hardware & Software

Work Items After June 2002

- SQL 2000 Upgrades For Counties ($540K)
- Server Hardware Upgrades
- DMV Electronic Signature Support ($292K)
- Image Scanning To Maintain Facsimiles Of Voter Registration Records & Signatures In The Database
- Ballot Style
- Support To Automate The Processing Of Petitions
- Implement a DOC Interface To Automatically Handle The Removal Of Felons

SEIMS Support - Hardware & Software Upgrades

Database Upgrade to SQL 2000

- ✓The SEIMS Application Was Implemented Using Microsoft SQL/Server Version 6.5.
- ✓The Support for This Version Ended January 31, 2002.
- ✓State Central Databases Is Being Upgraded in 2001-2002
- ✓SEIMS Application Code Must Be Upgraded to Microsoft SQL/Server 2000, Re-tested and the New Version of the Application and SQL/Server Must Be Installed in 94 Counties.
- ✓Failure to Upgrade Creates a Significant Exposure in Our Ability to Support Counties.
- ✓Requires Approximately $540k

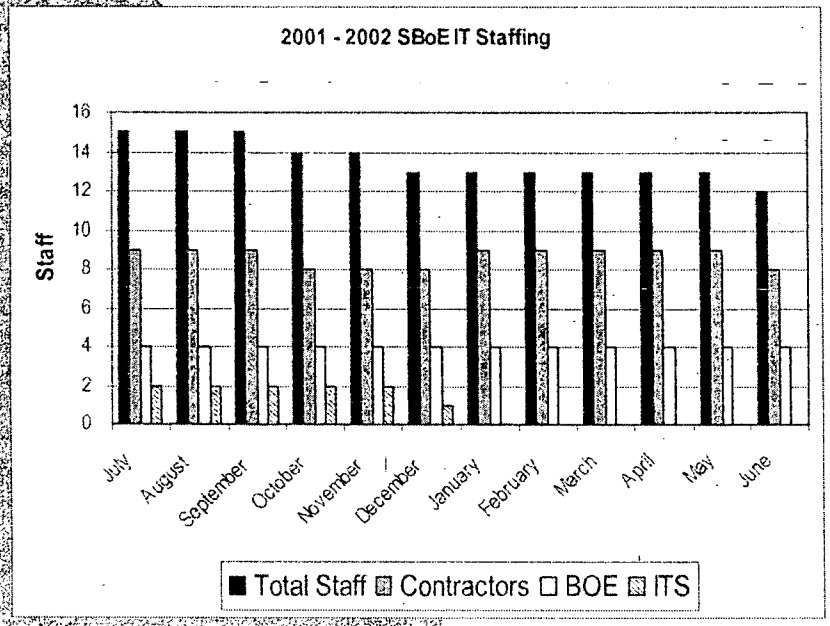
Hardware Replacement

- ✓Server Processors
  - ▪Server Hardware Is Beginning to Fail and We Must Begin to Gradually Replace Them in Each County.
  - ▪Server Hardware No Longer Under Warranty
  - ▪Requires Approximately $95k to Replace One Third of the Servers.
- ✓Batteries for Uninterrupted Power Supplies Are Five Years Old and Gradually Failing. 30 Replacement Batteries Should Be Planned for at $65 Each Or a Total Of $1,950.
- ✓Failure to Replace Creates a High Probability of Failure During Election Processing

SEIMS Support - Staffing

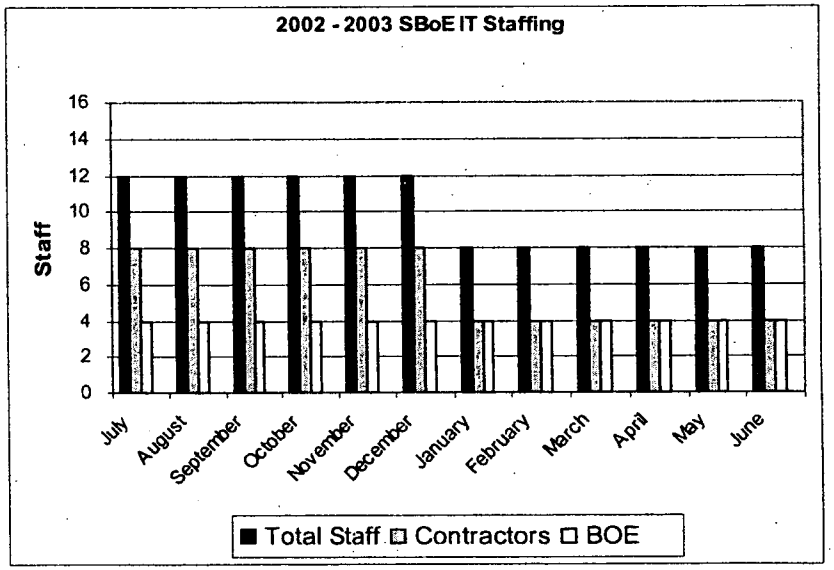
- ✓The State Board of Elections Expected to Transition Software Development & Technical Support to ITS. However, With ITS Downsizing We Must Rely on Contract Employees for These Functions.
- ✓Contract Programmers Have Most of the Historical Knowledge and Technical Knowledge of the Application. Once Lost This Will Be Difficult to Re-acquire.
- ✓Current Plan Requires a Contracting-Staff Reduction Of 50%
  - ▪The Contract Staffing Will Be Reduced by 1 in May 2002, and by 4 in January 2003.
  - ▪Seven of the Contractors Will Reduce Work Hours to 36 Hours Per Week Beginning July 1, 2002.
- ✓Current Information Systems Staffing
  - ▪4 State Board of Elections Staff
    - •Campaign Finance Software Development and Support
    - •Central State Voter Registration Database Development and Support
    - •Help Desk Support for SEIMS & Campaign Finance
    - •Hardware and Systems Support for Central State Systems
    - •Hardware and Systems Support for County Systems
    - •First Level Problem Resolution for SEIMS
    - •SEIMS Training For The County Board of Elections Staffs
    - •Report and Data Generation
    - •WEB Support
  - ▪Contractors
    - •Software Development
    - •Defect Correction
    - •Hardware and Systems Support for County Systems
    - •Database Analyst Support For Counties
    - •Data Corrections and Mass Data Updates
    - •Systems and Procedures Analysis
    - •Application Documentation
    - •Help Desk Analysis
    - •WAN and Firewall Support

SEIMS Support - Contract Employees



- Total IT staffing reduced by almost 50% from 2001- 2002 to 2002-2003

- Contract employees decreased by over 50%



SEIMS Support – Possible Federal Grant Money

- ✓ Both of the Election Reform Bills Pending in Congress Call for Statewide Voter Registration Systems

- ✓ Some Highlights
  - HR 3295
    - $2.65 Billion Total (Implemented over a 4-year Period)
    - Only States Are Eligible.
    - Grants Are Awarded Based on the State's Voting Age Population.
    - States Must Provide 25% Matching Funds.
    - Statewide Registration List: Must Be "Networked" to Every Local Jurisdiction
    - Must Have "Provisions for Sharing Data With Other States."
  - S 565
    - $3.5 Billion Total (Implemented over a 4-year Period)
    - Both States and Localities Are Eligible.
    - Grants Are Competitive, but Each State Is Guaranteed a Minimum Amount of Funding (1/2 of 1%). No Matching Requirement.
    - Statewide Registration List: Must Be "Interactive and Computerized"
    - Must Be "Accessible" to Local Election Officials.

Six-Year Budget Chart

State Board of Elections	Certified Budgets for Fiscal Years Ending ...					
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
General Fund 18025						
Requirement	6,643,185.00	7,708,080.00	7,993,288.00	6,365,608.00	3,909,147.00	3,188,769.00
Less: Receipts	5,076,504.00	3,899,146.00	4,647,068.00	2,841,548.00	731,184.00	2,500.00
Appropriation	1,566,681.00	3,808,934.00	3,346,220.00	3,524,060.00	3,177,963.00	3,186,269.00
Less: Nonrecurring Expansion		470,700.00		250,000.00		
Continuation Budget	1,566,681.00	3,338,234.00	3,346,220.00	3,274,060.00	3,177,963.00	3,186,269.00
Increase (Decrease)	N/A	1,771,553.00	7,986.00	(72,160.00)	(96,097.00)	8,306.00
Percentage Inc (Dec)		1.13	0.00	(0.02)	(0.03)	0.00
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative		1,009,699.00				
Recurring Reductions-Legislative			(40,000.00)		(88,934.00)	
Transfers - Legislative						
Other Adjustments		740,394.00	34,371.00	(90,210.00)	7,082.00	2,488.00
Nonrecurring Expansion						
Legislative Salary Increases/Bonuses		22,615.00	22,990.00	41,358.00	2,187.00	
Legislative Changes to Fringe Benefits		(1,155.00)	(9,375.00)	(23,608.00)	(16,432.00)	5,818.00
Equals Above Noted Inc/(Dec)		1,771,553.00	7,986.00	(72,160.00)	(96,097.00)	8,306.00
Special Funds *						
Prior Year Balance	-	-	-	-	-	
Reciepts	-	-	-	-	-	
Expenditures	-	-	-	-	-	
Year-End Balance	-	-	-	-	-	
Federal Funds *						
Prior Year Balance	-	-	-	-	-	
Reciepts	-	-	-	-	-	
Expenditures	-	-	-	-	-	
Year-End Balance	-	-	-	-	-	
Other Funds						
Prior Year Balance	300,769.00	389,958.00	545,646.00	547,796.00	642,941.00	
Reciepts	182,033.00	459,553.00	374,652.00	558,775.00	275,360.00	
Expenditures	92,844.00	303,864.00	372,502.00	463,630.00	180,462.00	
Year-End Balance	$ 389,958.00	$ 545,647.00	$ 547,796.00	$ 642,941.00	$ 737,839.00	

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Misc. Contracted Services (532199)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	-	-	83,789	61,515	22,274	2,453
Campaign Reporting (Fund 1200)	-	-	15,571	-	15,571	15,571

Rental/Lease of Equipment (532521 to 532525)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	4,299	13,126	10,000	5,833	4,167	4,900
Campaign Reporting (Fund 1200)	-	-	1,600	1,538	62	-

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Travel and Other Employee Expenses (5327XX)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	31,977	25,966	44,000	8,799	35,201	36,000
Campaign Reporting (Fund 1200)	559	593	11,450	-	11,450	11,450

Cellular Phone Services (532814)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	3,552	2,457	5,000	1,558	3,442	4,000
Campaign Reporting (Fund 1200)	-	-	-	-	-	-

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Other Aid & Grants (5369XX)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	144	182,009	60,000	55,000	5,000	0
Campaign Reporting (Fund 1200)	-	-	-	-	-	-

Contracted Personal Services (531321)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	-	-	-	-	-	-
Campaign Reporting (Fund 1200)	-	-	-	-	-	-

Modified Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Furniture & Equipment (534500 to 534550)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	114,895	16,799	10,464	427	10,037	10,464
Campaign Reporting (Fund 1200)	3,094	4,234	4,500	746	3,754	4,500

Board Per Diem (531651, 53273X)						
	FY 99-00	FY 00-01	FY 01-02			FY02-03
Division or Program:			Auth'd	YTD	Balance	Cert'd
Administration (Fund 1100)	9,307	5,319	14,013	1,501	12,512	14,013
Campaign Reporting (Fund 1200)	-	-	-	-	-	-

Questions for Response

What are the responsibilities of the General Counsel? Is this position really needed?

- Provide immediate guidance and advice to staff investigating campaign reporting violations.
- Provide legal guidance/opinion to the State Board of Elections; the staff of the state board office, 100 county boards of elections and hundreds of county board staff, county attorneys and municipal attorneys.
- Assist the Attorney General's office with litigation theory, review of pleadings and litigation support.
- Advise and assist the continued development of the statewide database/computer system
- Analyze the Federal Election Reform Act assuring prompt and correct application for grants.
- Prepare and maintain the General Statutes dealing with or relating to election law.
- Review and update Administrative Code (NCAC) as it pertains to elections.
- Respond to members of the General Assembly, other elected officials, candidates, political committees, political parties, media, and the public as to all aspects of election law, procedure, and other election related matters.
- Monitor federal and state legislative election law proposals.
- Assist with training to county election boards and staff at regularly scheduled training sessions and provide written training material.
- As EEO and Safety and Health Officer, handle Workers Compensation claims/matters.
- Consult and advise relating to disciplinary personnel actions.

Questions for Response

Since September 2000, the General Counsel has been involved with the following:

- Fifteen contested matters before the State Board
- Ten litigations - 3 Federal Campaign Reporting cases; 2 redistricting; 5 others
- Twenty-two pre-clearance submissions
- Eight new chapters (N.C.A.C.) or subchapters involving 48 new rules (including development of rules)
- Assist in technical corrections of General Statutes
- Rewrites of four articles; approximately 75% of General Statute 163 remaining to be rewritten.

Questions for Response

NC State Board of Elections Campaign Reporting Office Progress Report

Campaign Reporting Office Oversight Responsibility

- Number of committees registered with the SBOE: **1890**
- Number of committees registered with county boards of elections: **2,315**
- Total amount of receipts of committees for the 2000 election cycle: **$167,924,334.98**
- Total amount of expenditures of committees for the 2000 election cycle: **$151,971,507.83**

Investigations and Inquires

- Campaign Reporting Staff has received **35** complaints or inquiries in 2002. Nineteen of these inquiries have been resolved. All others are currently under investigation.
- Currently involved in major alleged criminal investigation, Hearing June 5-7.

Questions for Response

NC State Board of Elections Campaign Reporting Office Progress Report

Staff Workload for 2002

In an effort to show the day-to-day responsibilities of the Campaign Reporting Staff of the State Board of Elections, the following numbers represent the work of four full time staff members from January 2002 until April 2002.

- Number of phone calls answered by staff: **3,167**
- Number of emails: **2,145**
- Number of Audit discrepancy letters sent to committees registered with the SBOE: **918 letters** (with assistance of temporary staff)
- Number of people requesting assistance in person: **580**
- Number of public requests for information processed: **176**
- Number of disclosure reports filed and entered by staff: **2,226**
- Number of committees mailed Notices for reports due: **2,123**

Questions for Response

NC State Board of Elections Campaign Reporting Office Progress Report

2002 Accomplishments and Plans

The Campaign Reporting Office of the NC State Board of Elections has and continues to implement progressive changes in an effort to provide better service to the public and North Carolina registered committees. Among the changes that have occurred since the beginning of 2002 are:

- The *Campaign Reporting Manual for 2002* is a revised edition of current statutes along with information necessary for committee compliance. The manual was completely revised to provide more detailed information for both the public and those committees and individuals required to adhere to Article 22A of the North Carolina General Statutes.
- *New* Campaign Reporting Disclosure forms have been developed and are currently being utilized by committees registered at both the North Carolina State Board of Elections and all 100 county boards of elections. These *new* forms provide committees more detailed instructions for required disclosure.

Questions for Response

NC State Board of Elections Campaign Reporting Office Progress Report

2002 Accomplishments and Plans

- Electronic Filing Software is currently being updated to accommodate the new forms and to provide a simplistic option for filing disclosure reports. The new remote reporting software will be provided to all registered committees free of charge and will include numerous new features for committee management and auditing. A few of the features will include:
  - Data entry will be transaction based, rather than form based. The software will determine for the user the appropriate filing form needed for disclosure.
  - Search features will be added to provide the committee with contributor lists, labels, and balance sheet reports to show daily summaries of activity.
  - An audit feature will enable the committee to audit their own report prior to filing. The feature will alert the user of possible discrepancies that are part of our auditing checklist.

Questions for Response

NC State Board of Elections Campaign Reporting Office Progress Report

2002 Accomplishments and Plans

- The Internal Campaign Software is also being updated to provide more efficient audit processes and to enhance communication with committees and with county offices. Currently, there is no data transfer capabilities with the 100 counties. The only communication between the counties and our office is written or verbal communication. Because the Campaign Reporting Office of the State Board of Elections is tasked with the ultimate responsibility of oversight of county committees, it is crucial to have an electronic link for cross-referencing, assurance of county committee compliance and a standardized system for communication across the State.
- Treasurer Training Workshops have been developed and are being conducted for assistance in complying with all the requirements of Article 22A. Tools have been created to assist treasurers in managing their committees. To date, we have had six workshops with over 200 individuals attending.
- The Campaign Reporting section of the State Board of Elections website is currently being updated to provide the public with more detailed information. The public will be able to download committee disclosure reports, lists of active committees, and disclosure reporting forms.
- Two issues of the *Campaign Reporter* were published and distributed.
- The new IRS requirement that political committees with annual revenue of $25,000 or more, must file tax returns will increase the need for future cross-checking by Campaign Reporting staff.

Budget Comparisons

	Population	State Elections Budget	State Election Employees	Campaign Reporting Covered
North Carolina	8 Million	$3.1 Million	20	Yes
Georgia	8.2 Million	$8.5 Million	37	Yes
Maryland	5.2 Million	$4.8 Million	28	Yes
South Carolina	4 Million	$2.1 Million	19	No
Virginia	7 Million	$3.5 Million	30	Yes

SENATE APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

May 8, 2002

1:00 p.m.

The Senate Appropriations Subcommittee on General Government met Wednesday May 8, 2002. The meeting was called to order at 1:00 p.m. in Room 422 of the Legislative Office Building. There were four Senate members present.

Senator Oscar Harris suggested that they look at the Reductions by Agency document (attachment #1) line by line at the 8% level. He further suggested that for those agencies that can be cut more than 8% be cut further and those funds added to the agencies in the most need. After considerable deliberation and evaluating the attached document line by line, the consensus of the Senate Committee Members was to consider accepting those vacancies offered to be cut but without considering those justified to remain as filled positions.

The deliberations were concluded.

Respectfully submitted

Senator Ed Warren, Chair

Delores Ledford, Committee Clerk

Senate Meeting 4/8

Line by Line 8 c/D Cal

Reductions by Agency (**Excludes** DOI and Treasurer) 1999 - 2001 Sessions	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Cert'd Budget 2001 Session FY02-03	Add'al Reds $20 million 7%	Add'al Reds $25 million 8%
GENERAL FUND OPERATING SUPPORT							
Administration	($742,803)	($1,400,549)	($1,181,789)	($1,181,789)	$53,588,246	$3,483,236	$4,287,060
Auditor	($116,565)	($232,655)	($301,845)	($301,845)	$11,864,673	$771,204	$949,174
Cultural Resources	($349,540)	($689,718)	($1,413,277)	($1,413,277)	$59,427,419	$3,862,782	$4,754,194
Cultural Resources - Roanoke Island	$0	$0	($47,782)	($47,782)	$1,859,463	$120,865	$148,757
General Assembly *	($715,000)	($522,500)	($1,184,000)	($1,184,000)	$39,553,848	$2,571,000	$3,164,308
Governor	($53,678)	($53,678)	($190,834)	($190,834)	$5,442,905	$353,789	$435,432
Lieutenant Governor	$0	$0	($16,763)	($16,763)	$669,545	$43,520	$53,564
Office of Administrative Hearings	$0	($73,178)	($112,933)	($112,933)	$2,795,155	$181,685	$223,612
Insurance - Volunteer Safety Workers' Compensation	$0	$0	($3,450,000)	$0	$4,500,000	$292,500	$360,000
Revenue **	($375,000)	($1,301,379)	($1,924,173)	($1,924,173)	$77,955,704	$5,067,121	$6,236,456
Rules Review Commission	$0	$0	($8,290)	($8,290)	$325,795	$21,177	$26,064
Secretary of State	($125,682)	($190,241)	($556,267)	($601,193)	$8,286,850	$538,645	$662,948
State Board of Elections	$0	$0	($85,184)	($85,184)	$3,186,269	$207,107	$254,902
State Budget and Management	($41,000)	($41,000)	($600,245)	($2,183,620)	$5,354,938	$348,071	$428,395
OSBM - Spec Appropriations	$0	$0	$0	$0	$3,080,000	$200,200	$246,400
State Controller	($216,105)	($115,000)	($293,403)	($293,403)	$11,523,868	$749,051	$921,909

General Government Team
Fiscal Research Division
March 27, 2002

Attachment # 1

Reductions by Agency (**Excludes** DOI and Treasurer) 1999 - 2001 Sessions	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Cert'd Budget 2001 Session FY02-03	Add'al Reds $20 million 7%	Add'al Reds $25 million 8%
State Personnel	($111,000)	($175,679)	($506,843)	($506,843)	$7,975,251	$518,391	$638,020
Treasurer - Retirement for Fire & Rescue Squad Workers	$0	$0	($2,077,883)	$0	$12,379,780	$804,686	$990,382
TOTAL GENERAL FUND	**($2,846,373)**	**($4,795,577)**	**($13,951,511)**	**($10,051,929)**	**$309,769,709**	**$20,135,031**	**$24,781,577**
NON-GENERAL FUND OPERATING SUPPORT							
Insurance	($191,740)	($411,740)	($263,000)	($293,403)	$23,527,552	$1,529,291	$1,882,204
Treasurer	($1,085,128)	($1,150,811)	($620,190)	($506,843)	$7,216,817	$469,093	$577,345
TOTAL NON-GENERAL FUND	**($1,276,868)**	**($1,562,551)**	**($883,190)**	**($800,246)**	**$30,744,369**	**$1,998,384**	**$2,459,550**
TOTAL GENERAL GOVERNMENT	**($4,123,241)**	**($6,358,128)**	**($14,834,701)**	**($10,852,175)**	**$340,514,078**		

* In FY 00-01 the total included $170,000 in NR reductions.

** In FY 00-01 the total included $236,266 in NR reductions.

VISITOR REGISTRATION SHEET

General Gov. — Name of Committee

5/8/02 — Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Thomas Cheek	OSBM
Donna Rosefield	DCR
Charline Hutton	DCR
Renner Vance	DCR
Kay Williams	DCR
Judy Easley	DCR
Pam Gaines	DCR
Mary Regan	DCR/Arts Council
David Wolters	DCR/NC Symphony
Sandy Cooper	DCR/State Library
[illegible]	DCR/NC Museum of History
David Olson	DCR/Archives & History
Jeffrey Crow	DCR
Robert Gilson	S.C.S.
Scott Templeton	SOS
Laura Harper	SEANC
Ardis Watkins	SEANC
Willie Riddick	DOR
MICHAEL PEELER	SOS
Ann K. Harris	SOS
Rodney Maddox	SOS
Elizabeth Dalton	Roger Bone

Position Justification

Department of Cultural Resources

Division/Section: Administration, Human Resources Office

Position Title: Personnel Analyst I

Position Number: 4801-0100-0001-034

Budgeted Salary: $ 38,212

Fringes: $ 5,732

Date Position Vacated: 9-19-01

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Justification for Retaining Position ***(Explain why existing staff cannot continue performing required duties):***

The DCR HR Office only has 3 professional staff members [who are already overloaded with multiple HR program responsibilities] and only 1.75 support staff to serve the needs of 845 permanent positions.

The Department of Cultural Resources Human Resources Office only has one (1) personnel analyst position to perform position analysis and classification under a delegation of authority agreement with OSP for 98% of the positions; this position helps administer the departmental merit based recruitment and selection program; is responsible for conducting position description writing workshops; and analyzing all departmental in-range personnel requests. Position No. 1034 is also responsible for reviewing departmental organizational charts annually.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section Administration/Administrative Services

Position Title: Accountant II

Position Number: 4801-0200-0001-110

Budgeted Salary: $61,401

Fringes: $9,211

Date Position Vacated: 5/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): In the midst of the worst budget crisis in the history of the State of North Carolina, the Department of Cultural Resources' Budget Office is woefully understaffed with only 7 accounting positions to manage the department's total $69 million budget. In order to manage the department's limited financial resources during the last quarter, prepare budget reductions the FY 2002-2003 budget, prepare the department's biennial budget this summer and complete the department's annual financial statements in August, it is essential that this position be retained.

General Government Team
April 23, 2002

Position Justification
Department of Cultural Resources

Division: Public Affairs
Position Title: Information & Communications Specialist II
Position Number: 4801-0100-0001-041
Budgeted Salary: _$38,507
Fringes: _$5,776
Date Position Vacated: _June 8, 2001

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position is essential to the ability of the Department of Cultural Resources' Public Affairs office to manage its day-to-day communications activities, internally and externally.

This position assists in the planning, design and coordination of all public relations and media relations activities, often involving highly complex and controversial issues.

- Preparing speeches for the Secretary and drafts of remarks or letters for the Governor and other key personnel
- Liaison with governor's press office and other cabinet agencies
- Providing media counsel and advise to the department secretary as well as division and site managers on controversial issues
- Day-to-day responsibility for identifying and writing media stories about department activities as well as daily contacts with media to promote positive coverage
- Planning and implementing special events, including Governor's Business Awards and North Carolina Awards, along with various programs, newsletters and brochures associated with each
- Designing, writing and distribution of internal publications, such as newsletters, Secretary's Letter, to encourage better employee communications and improved morale
- Day-to-day contact with different divisions, e.g., historical sites, to assist and support in their activities
- Assists with crisis communications, damage control and media coaching for managers, and preparation of talking points
- Hands-on work with Web team

This position is critical to carry out certain statutory and contractual responsibilities for the agency. The existing staff is already overburdened in spite of best efforts to combine responsibilities, streamline operations and eliminate many services.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Historic Sites

Position Title: Historic Site Manager II

Position Number: 4802-0404-0002-346

Budgeted Salary: $40,352

Fringes: $ 6,053

Date Position Vacated: October 31, 2001

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Historic Site Manager is the overall leader of this important state historic site. The manager directs the staff in all facets of site preservation and operation and provides liaison with one state commission and one private nonprofit organization supporting the historic site. The manager is one of five positions responsible for preserving six historic buildings and an important assemblage of artifacts, many dating to the colonial period. The small staff also is responsible for educational programming as well as interpreting the historic site seven days a week to the public. The vacant manager position represents 20% of the permanent full-time work force. It has been frozen since November 1, 2001. Primary to the position's function is planning, organizing and directing fundraising activities for the historic site. Working in concert with the Historic Bath Commission (whose members are appointed by the governor) and the nonprofit Friends of Historic Bath, Inc., the Department of Cultural Resources is undertaking a capital campaign to secure funds for a new museum at the site. This facility, if funds were secured in a timely manner, would be a centerpiece in 2005 of the 300th anniversary of the incorporation of Bath. Other highlights of the anniversary celebration will be special programs and events in Bath and throughout the state. The manager is a key staff member, as this employee coordinates the efforts of staff, volunteers, support organizations, and community leaders in the planning and implementation of all the activities described above.

General Government Team
April 23, 2002

Position Justification

Department A

Division/Section: Division of State Historic Sites/Tryon Palace Historic Sites & Gardens

Position Title: Museum Specialist (Horticulturist)

Position Number: 4802-0500-0002-504

Budgeted Salary: $26,930

Fringes: $6,339

Date Position Vacated: 12/12/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Tryon Palace Gardens are a major educational component of the visitors' experience. This position provides professional horticultural care for 11 historic gardens and other landscapes encompassing 22 acres. The position serves as the staff expert on horticultural and environmental management issues. The horticulturist advises the curator of gardens, greenhouse manager, labor crew leader, and gardeners on plant culture and proper horticultural techniques. He/she provides hands-on instruction to the gardens staff on proper gardening techniques and advises them on proper plant culture, which includes instruction on nutrition, pruning, insects, diseases and other horticultural topics. He/she coordinates the propagation and production of plants and seasonal plantings. He/she supervises application of controlled pesticides in the garden and must maintain a North Carolina Department of Agriculture Pesticide Applicators License (Public Operators Classification). He/she creates graphic landscape designs or written project descriptions for landscape improvement projects for existing gardens and the creation of new gardens. He/she presents building and garden plans and designs to the TPHS&G Curatorial Committee, the New Bern Historic Preservation Commission, and the Tryon Palace Commission for review.

This position is involved in garden educational opportunities including: garden workshops, guided garden tours, professional quality lectures and sharing up-to-date horticultural expertise with non-profit organizations in North Carolina including garden clubs, master gardener groups, civic organizations, and other historic sites.

The horticulturist also serves as staff expert and liaison on environmental management issues involving the Coastal Area Management Authority, the Clean Water Management Trust Fund, Department of the Environment and Natural Resources, and the area wide environmental extension agent. He/she provides leadership and directs projects that involve environmental issues; organizes meetings with representatives of environmental agencies and collaborates with experts in the fields of storm water management, wetland restorations, and coastal area permitting as required. This position also serves as TPHS&G representative on the Department of Cultural Resources Environmental Sustainability Task Force.

Presentation of our gardens would be diminished if we did not fill this position. Our ability to deliver educational opportunities, which is a major component of our mission, would weaken. Failure to properly apply pesticides could result in injury to a member of the staff or a visitor. Errors in professional horticultural practices will reduce the quality of educational exhibits resulting in negative feedback from guests and a reduction of visitation. This would negatively impact our ability to earn income generated through receipts.

General Government Team
April 23, 2002

Position Justification

Department A

Division/Section: Division of State Historic Sites/Tryon Palace Historic Sites & Gardens

Position Title: Museum Guard Coordinator

Position Number: 4802-0500-002-515

Budgeted Salary: $28,979

Fringes: $6,598

Date Position Vacated: 2/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Securing the safekeeping of very valuable state historic property and the wellbeing of visitors at Tryon Palace Historic Sites & Gardens is an essential component of our operation. It is crucial that we fill the position of Museum Guard Coordinator to manage the level of safety required. Since September 11, 2001 we have had a growing awareness of the need to adopt more stringent measures to protect visitors, staff and historic resources. TPHS&G's security recently handled one incident involving a potential threat from an individual affiliated with a paramilitary organization. This incident demonstrated the importance of the Museum Guard Coordinator's ability to coordinate with all local law enforcement agencies. These agencies include the New Bern, Bridgeton, Trent Woods, Havelock and Atlantic Beach Police Departments; Craven County Community Campus Police; Craven County Sheriff's Department; Craven Regional Airport Security; Cherry Point Military Police; Craven County Regional Hospital Police; and SBI personnel. It is important to continue to maintain the relationship we have established with local agencies. The knowledge and support shared by these agencies with the Museum Guard Coordinator is critical in protecting the assets and lives for which our organization is responsible.

The security of over seven thousand objects, thirty-eight buildings (including fourteen major historic buildings) and twenty-two noncontiguous acres of property, requires skillful coordination of staff members by the Museum Guard Coordinator. In addition to providing physical security for a safe and sound environment, security personnel must guarantee the successful transport of thousands of dollars, and provide the means for

safekeeping institutional assets such as computers, audiovisual and office equipment, archival materials, garden equipment and vehicles, etc. Coordination of these duties requires the operational expertise and supervisory skill of a qualified individual and cannot be assumed by other positions in this unit.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Historical Resources/Western Office

Position Title: Historic Site Specialist I
Position Number: 2327

Budgeted Salary: $32,163

Fringes: $4,824

Date Position Vacated: 10/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position provides needed assistance and support to the western area historic sites. These include Vance Birthplace, Wolfe Memorial, Reed Gold Mine, Fort Dobbs, Horne Creek Farms, Charlotte Hawkins Brown Museum and James K. Polk Birthplace. This position does crucial educational outreach to the schools, coordinating history bowl, and providing staff assistance. There is no other staff that can do these specific duties.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section: State History Museums/Maritime Museum

Position Title: Maritime Museum Director

Position Number: 4802–1000–0002–890

Budgeted Salary: $54,404

Fringes: $9,815

Date Position Vacated: April 11, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11 % cut can be made with out eliminating this crucial position. This position plans and guides the work of 20 permanent positions, 11 part–time position, three museums, and 112 volunteers. With a state budget of over one million dollars, the director oversees the development of the business and financial management of the site and the associated private sector funding and generated revenues. Seven managers report directly to the director and these positions oversee all programmatic elements of the Maritime Museum's three sites. The director is the primary liaison with the Friends of the Museum. The position is needed to provide leadership and communication to all stakeholders regarding the Gallants Channel Annex development plan and the Blackbeard Shipwreck Project Repository.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section State History Museums/Education

Position Title: Museum Specialist (Media Producer)

Position Number: 4808–0801–0002–719

Budgeted Salary: $31,996

Fringes: $6,980

Date Position Vacated: 11/13/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11% cut can be made without eliminating this crucial position. No one else on staff has the training or experiences to design and produce multimedia projects. Since the death of the previous employee no new projects have been initiated and those planned have been put on hold. This negatively impacts our ability to present outreach programs and provide services to our regional museums. A temporary employee at $15 an hour is handling the 20% of the job that is currently being performed. Projected budget cuts will most likely make this money unavailable in FY 2003.

General Government Team
April 23, 2002

Position Justification

Department A

(Cultural Resources)

Division/Section: State History Museums/Museum of the Cape Fear Historical Complex

Position Title: Museum Specialist (Poe House Coordinator)

Position Number: 4808–0804–0002–842

Budgeted Salary: $27,038

Fringes: $6,353

~~Date~~ Position Vacated: February 21, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties:) Other staff and volunteers are covering a minimal amount of the position's duties currently. Standard tours are being given, but special events, volunteer recruitment/training, new program development, and outreach promotional efforts have been curtailed. Special events and programs were often used to generate revenue. The inability to do this or to do it at a lower level will impact next year's budget.

General Government Team
April 23, 2002

Position Justification

Department A
Cultural Resources

Division/Section: State History Museums/Administrative Services

Position Title: Museum Security Guard

Position Number: 4808–0801–0002–712

Budgeted Salary: $21,361

Fringes: $5,635

Date Position Vacated: 4/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): An 11% cut can be made without eliminating this crucial position. The security of the public and our artifacts depend upon adequate security. To make–up for this vacancy some galleries are being left unguarded. The museum provides security for the building 24/7 as is required by current regulations. The new study funded by Homeland security has suggested adding additional security staff to the second and third shifts, but has recommended no money to do this. This position is needed to keep security performing at a minimum level.

General Government Team
April 23, 2002

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Administrative Officer
Position Number: 4804-0100-0004-006
Budgeted Salary: $43,484
Fringes: $8,434
Date Position Vacated: 5/30/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties: This position is critical to the ability of the State Library to manage its finances and operations, including purchasing, preparation and maintenance of budget, and other administrative functions for the operations and statewide programs. Budgets include operating budget; $14 million in state aid to libraries; and $4 million in federal grants.

This position serves as administrative officer and financial manager for the State Library. The position is critical to carryout the statutory and contractual responsibilities for the agency, and there is no one else on staff with the skills and knowledge to carry out the responsibilities of this position. The position's responsibilities include:

- Day-to-day responsibility for financial management, including keeping data up-to-date, tracking expenditures, & providing reports as required.
- Serving as the liaison with the department's Business Office for fiscal and purchasing matters;
- Coordinating preparation of state/federal budgets and continuing disbursements; monitors all federal/state budgets, reviewing monthly expenditures and transferring funds as appropriate.
- Coordinating the management of $4 million in federal funds administered by the State Library managed by the State Library, the majority of which are granted to public libraries, school media centers and academic libraries. Federal grants are paid on a reimbursement basis. The position works with the Federal Grants Consultant in approving grant reimbursements, requesting issuance of checks for payment, and maintaining grant payment records.

The position is critical to carryout the statutory and contractual responsibilities for the agency, and there is no one else on staff with the skills and knowledge to carry out the responsibilities of this position. In addition, with a 10% reduction in staff prior to this year, the existing staff is already overburdened in spite of our efforts to combine responsibilities, streamline operations, and eliminate non-essential services.

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Library Technology & Resource Sharing Programs Manager (Librarian Consultant II)
Position Number: 4804-0200-0004-104
Budgeted Salary: $59,283
Fringes: $10,051
Date Position Vacated: 10/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.) The position has been vacant since October 2001, when the incumbent left to take a position in private industry paying a much higher salary. The position has responsibility for planning and implementing a complex, multifaceted program of statewide services as well as providing general consulting to libraries across the state and assisting in the management of the federal libraries program.

Continuing to hold this position vacant is undermining the State Library's ability to deliver high priority programs for library staff statewide. This position requires knowledge, skills, and abilities that other staff do not have to both manage ongoing programs (OCLC/SOLINET services; NC LIVE support) as well as to plan and implement innovative programs that are essential to meeting the requirements of the federal Library Services and Technology Act. The programs managed by this position actually save libraries (and taxpayers) money because we manage them centrally, saving the vendor the cost of having to deliver the services to a number of different libraries.

The vacancy is creating a hardship for the Division because other staff are trying to carry out the responsibilities of this position as well as their own, and we cannot expect staff to continue to do this. It is not possible to continue to expect staff to carry out the additional responsibilities on top of the existing heavy workloads they are supporting. If this position is not retained, we will be forced to eliminate programs that serve local libraries and save the taxpayers money.

Position Justification
Department of Cultural Resources

Division/Section: State Library of North Carolina

Position Title: Continuing Education Programs Manager (Librarian Consultant II)
Position Number: 4804-0500-004-812
Budgeted Salary: $46,354
Fringes: $8,797
Date Position Vacated: 07/01
Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.) The position has been vacant since July 2001, when the incumbent passed away. The position has responsibility for planning and implementing a complex, multifaceted program of statewide continuing education as well as providing general consulting to libraries across the state and assisting in the management of the federal libraries program. The programs and workshops managed by this position reach over 5000 library staff and library board members in all 100 counties.

Continuing to hold this position vacant will force the State Library to eliminate most of the high-priority programs this position has responsibilities for. Not hiring at this time force us to decline to accept a pending grant from the Gates Foundation to provide technology training for public library staff members to strengthen public access computing in their libraries.

The vacancy is creating a hardship for the Division because other staff are trying to carry out the responsibilities of this position as well as their own, and it is not possible to continue to expect staff to carry out the additional responsibilities on top of the existing heavy workloads they are supporting. In addition, none of the current staff have the knowledge and skills to carry out this program.

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Guard

Position Number: 4803-0200-0003-292

Budgeted Salary: 21,359

Fringes: 3,204

Date Position Vacated: May 1, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 19 Security Guards who must cover 181,000 square feet. The Museum is open to the public 51 hours per week, plus many evenings for educational and special events. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Guard position is needed. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Computing Support Technician II

Position Number: 4803-0200-0003-259

Budgeted Salary: 29,810

Fringes: 4,472

Date Position Vacated: 11/13/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This is the Museum's only position devoted to Information Technology support. Loss of this position severely undermines the investment made in recent years to improve the delivery of services through the use of new technology. Other Museum staff do not have the training and expertise to perform this work. Since this position has been vacant, the entire Museum has suffered. We have been plagued with computer viruses, software failures, and equipment breakdowns and no one to adequately address these problems. The Museum desperately needs this position.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Office Assistant II (½ time)

Position Number: 4803-0200-0003-186

Budgeted Salary: 9,991

Fringes: 1,499

Date Position Vacated: 2/16/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position provides valuable clerical and public contact assistance in the administrative area of the Museum. Other existing staff cannot always keep up with the demands of handling visitors, answering phone calls, filing, and other administrative duties in this increasingly busy institution. It is especially difficult when someone is out sick or taking annual leave. The public is not well-served by an understaffed office.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Curator

Position Number: 4803-0200-0003-095

Budgeted Salary: 54,253

Fringes: 8,138

Date Position Vacated: 10/16/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
The Museum was just about to begin interviewing candidates recruited in a national search for this critical position when the hiring freeze was imposed. Curators not only oversee the acquisition, installation, research, and interpretation of the Museum's permanent art collections; they are also in charge of devising and managing an ambitious program of temporary exhibitions. The North Carolina Museum of Art is a growing institution of national renown. A fully staffed curatorial department is essential to maintaining the Museum's collections and exhibition and educational activities.

The size and importance of the institution's growing collection warrants far greater care and attention. In addition, the opening of the Museum Park presents unique opportunities for significant art projects. Much of the future development of the NCMA facilities, collections, and programs is directed towards a dynamic, creative and nationally significant engagement with the art of our own time. However, none of this will happen without strong curatorial leadership. Therefore, this position is not only central but critical to the future of this institution.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-256

Budgeted Salary: 20,389

Fringes: 3,058

Date Position Vacated: 12/18/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-242

Budgeted Salary: 21,377

Fringes: 3,207

Date Position Vacated: 1/31/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Museum of Art

Position Title: Security Officer I

Position Number: 4803-0200-0003-265

Budgeted Salary: 24,551

Fringes: 3,683

Date Position Vacated: 2/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is one of only 8 Security Officer I positions which provide round the clock protection seven day per week. The Museum facilities cover 181,000 square feet inside and over one hundred acres outside, which must be regularly patrolled. The Museum receives between 350,000 and 500,000 visitors per year. To adequately protect these visitors and the State's multi-million dollar art collection, every Security Officer position is needed. The Museum Security staff is already stretched so thin that frequent mandatory overtime is required to provide necessary security for Museum programs. This has resulted in a number of personnel problems due to staff burnout. If the Museum is unable to provide adequate security, public safety and valuable State assets are placed at risk, and the institution will be unable to carry out its statutory educational mission.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Symphony

Position Title: ____Office Assistant III_____

Position Number: ____03636_____

Budgeted Salary: ____$23,039_____

Fringes: _____$ 3,456_____

Date Position Vacated: ___January 11, 2002_____

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position plays a critical role on a three member marketing team for the North Carolina Symphony responsible for generating earned revenue through ticket sales. The team would be shorthanded without this position, especially considering the volume of ticket sales required for the Symphony to operate. Failing to meet revenue goals would result in budget deficits. The loss of this position will also result in an additional budget deficit of $30,000 (with salary and benefits). This job is crucial for the marketing department. If the department does not perform adequately, if would detrimentally effect the overall operation of the Symphony.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: North Carolina Symphony

Position Title: Office Assistant III

Position Number: 03640

Budgeted Salary: $23,392

Fringes: $ 3,509

Date Position Vacated: January 31, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is one of three people who operate the box office for the North Carolina Symphony. Their responsibilities include selling tickets and taking donations essential to the operation of the Symphony. Because each member of the box office team is trained in specific areas of expertise, the team would be rendered unable to perform its duties adequately. This would result in errors in ticketing and unsatisfied patrons who would no longer buy tickets or contribute to the Symphony. In addition, the loss of this position would create a budget deficit of $30,000 (with salary and benefits). All positions in the box office are crucial to the operation of the Symphony.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Office of the Secretary

Position Title: Administrative Officer

Position Number: 4801-0100-0001-049

Budgeted Salary: $42,625

Fringes: $6,394

Date Position Vacated: November 15, 2001

Justification for Retaining Position ***(Explain why existing staff cannot continue performing required duties.)***

This is the only position devoted solely to community relations & outreach, fundraising, administration, & program planning activities for the entire Department of Cultural Resources. Particularly in light of the current budget crisis, the function of this position for the entire department is imperative. The position also has the primary responsibility of developing a uniform system for supporting more than 60 independent boards and commissions associated with the department in the acquisition and allocation of funds. This position also provides orientation of new members to DCR-related boards & commissions.

General Government Team
April 23, 2002

Position Justification

Department of Cultural Resources

Division/Section: Office of the Secretary

Position Title: Administrative Officer II

Position Number: 4801-0200-0001-014

Budgeted Salary: $54,434

Fringes: $8,165

Date Position Vacated: 1/16/02

Justification for Retaining Position *(Explain why existing staff cannot continue performing required duties):*

This position serves as the Minority Outreach Coordinator within the Department of Cultural Resources and, as such, provides a crucial link for both employees and customers of this department. This position is chair of the department's Equal Employment Opportunity Committee and assists with affirmative action efforts throughout the department. The Minority Outreach Coordinator develops and coordinates educational programs on diversity. This is the only position in Cultural Resources dedicated to minority representation within all the department's functions. Without this vital position, these functions would not exist in this department.

General Government Team
April 23, 2002

Attachment # 2

North Carolina Office of State Personnel

2002 Legislative Report

General Government Appropriations Committee

Thomas H. Wright
State Personnel

OSP Vision & Mission

Vision Statement:

The Office of State Personnel is valued by agencies, universities, local government and the General Assembly as a strategic business partner and an expert in human resource systems. OSP is a leader in the public sector in its application of best practices and innovations.

Mission Statement:

The Office of State Personnel provides leadership and supports agencies, universities and local government in creating and sustaining a dynamic human resources system to attract, retain, develop and motivate a diverse and competent workforce.

Statutory Responsibility of OSP

1. Providing policy and rule development for the SPC and implementing and administering all policies, rules and procedures established by the Commission

2. Provide training in personnel management

3. Provide technical assistance in management of personnel programs and activities

4. Negotiate decentralization agreements with agencies, departments, and institutions where it is cost effective

5. Administer centralized programs and services which have not been delegated or where authority has been rescinded for noncompliance

6. Provide approval authority of personnel actions involving classification and compensation which have not been delegated or where authority has been rescinded for noncompliance

7. Maintain a computer database of all relevant information on employees and positions in the State's personnel system

8. Develop criteria and standards to measure compliance and noncompliance

9. Implement corrective action in cases of noncompliance

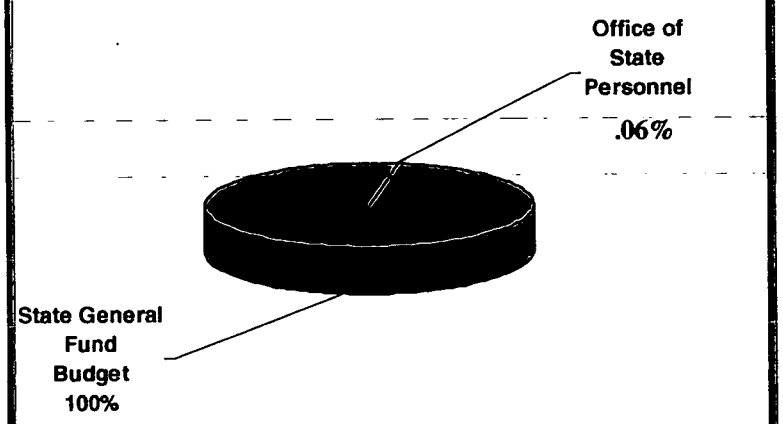
DECENTRALIZED HISTORICAL PERSPECTIVE
HR TECHNICAL AND PROFESSIONAL POSITIONS

Year	# HR Positions in OSP	# HR Positions Statewide
2001	90	766
2000	94	777
1999	95	725
1998	97	716
1997	91	684
1996	92	652
1995	91	642
1994	91	638
1993	91	556
1992	91	523
1991	87	493

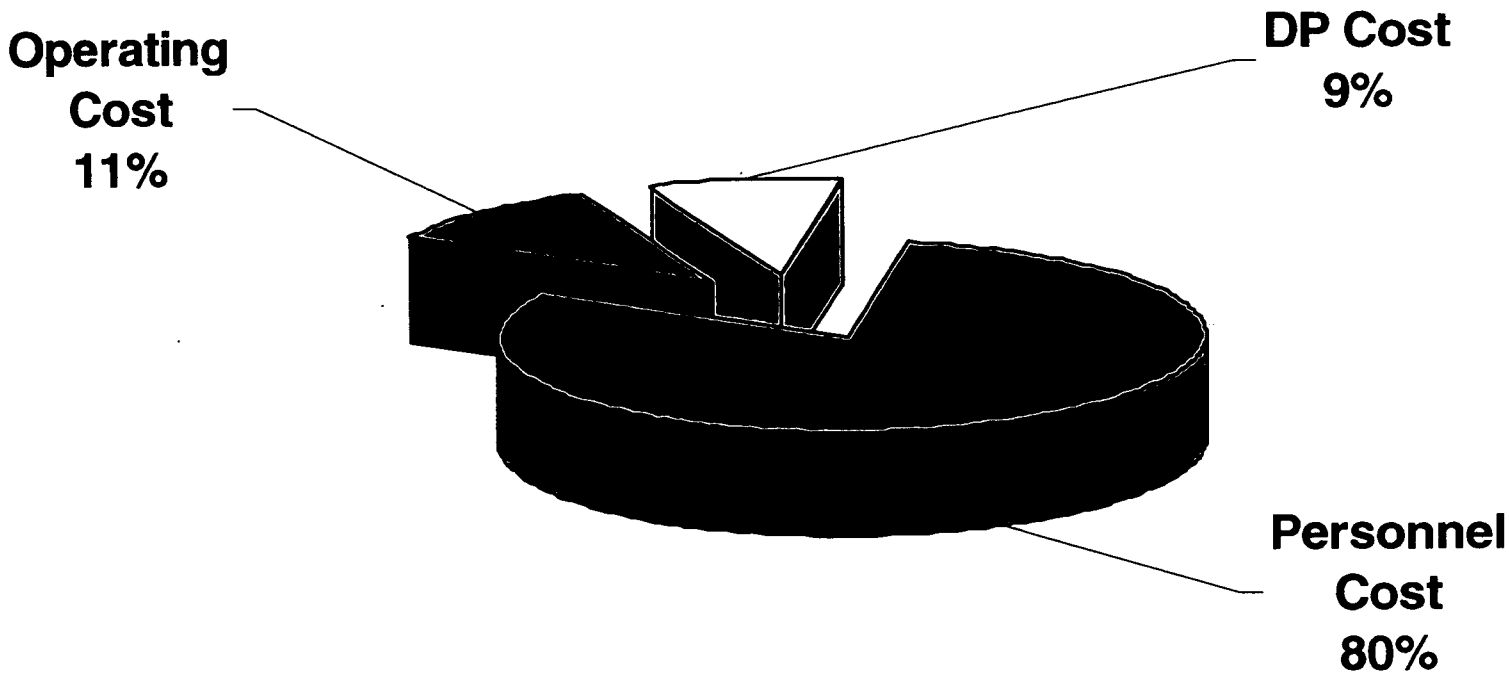
From 1991 to 2001 OSP experienced a 3% increase in HR Positions
From 1991 to 2001 Statewide (Agency/University) HR Positions increased by 55%
From 1991 to 2001 Total # positions statewide increased by 22%

(Totals do not include 18 University SAAO staff in Exempt HR Positions)

Total General Fund Appropriation
14.3 Billion Dollars



OSP – General Fund Appropriation
$8,268,500



OFFICE OF STATE PERSONNEL
Budget Reduction Options

7%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 590,101	$ 7,839,914		9	2	11		$ 7,021
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		Operating Funds		$ 7,021							
			TOTAL	$ 590,101							

		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 674,401	$ 7,755,614		9	3	12		$ 33,954
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		Operating Funds		$ 33,954							
			TOTAL	$ 674,401							

OFFICE OF STATE PERSONNEL

Budget Reduction Options

9%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 758,701	$ 7,671,314		9	5	14		$ 3,520
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		Operating Funds		$ 3,520							
			TOTAL	$ 758,701							

10%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 843,001	$ 7,587,014		9	6	15		$ 18,171
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 69,649							
		Operating Funds		$ 18,171							
			TOTAL	$ 843,001							

OFFICE OF STATE PERSONNEL
Budget Reduction Options

11%		2002-03			2002-03						
		Authorized			Revised		Vacant	Filled	Total		Operating
Fund	Title	Appropriation	% Inc.	Reduction	Appropriation		Positions	Positions	Positions		Reduction
1311	General	$ 8,430,015	$ -	$ 927,301	$ 7,502,714		9	8	17		$ 10,464
		9 Vacant Positions		$ 489,459							
		1 HR Partner		$ 37,369							
		1 HR Partner		$ 56,252							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 57,367							
		1 HR Partner		$ 69,649							
		1 HR Associate		S 42,963							
		1 HR Partner		S 49,044							
		Operating Funds:		$ 10,464							
			TOTAL	$ 927,301							

Question 1: Need to explain the positions that are designated HR Partner. This will help clarify what it would mean to eliminate an HR Partner at 11% level.

Prior to the 2002 reorganization, all professional and technical staff members functioned as specialists in areas such as compensation, classification, policy administration, employee relations, equal opportunity and safety. Agencies and universities, when seeking assistance from OSP had to deal with different employees depending on the subject. Individual human resources problems often required the involvement of staff from several program areas resulting in inefficiencies in program delivery. With the reorganization, employees are being cross-trained at a basic level in most human resources subject areas and are beginning to serve as generalists in providing services and enforcing human resources laws and policies.

Once organized by program area, OSP is now largely organized into consulting groups that provide consulting services and enforce human resources laws and policies in a variety of functional areas to specific agencies and universities. Consulting groups provide services in recruitment and staffing, safety and industrial hygiene, equal opportunity, work-life, policy administration, classification, competency development, workforce planning, employee relations, and worker's compensation. Likewise, Human Resources Partners are assigned several agencies and/or universities and work in the all of the program areas listed above. Individual agencies and universities can now go to one OSP employee to receive technical assistance. Human Resources Associates provide technical assistance to Human Resources Partners, agency and university staff in the full range of human resources functional areas.

In prior years terminology for the HR Partners had been Personnel Analyst and HR Consultants. The terminology consultants was confusing because the use by some agencies of outside consultants so the terminology was changed.

Question 2: **Provide the Temporary Solutions budget including number of employees. Also provide the number of applicants, number of applicants placed, and the number of hours worked following placement.**

Period Covered: **July 1, 2001 to Date (5/1/02)**

- Budget: $9,269,072

  94% - Temporary Employee Salaries
  5% - Temporary Solutions Staff Salary & Benefits
  1% - Operating Cost

- # Temporary Solutions Employees 6
- # Applicants 450
- Job Orders Filled 490
- Total Number Hours Worked 388,595
- Average Rate of Pay $12.58

Question 3A: Provide the Employee Assistance Program number of employees, number of total clients served; and recidivism rate.

Employee Assistance Program: Purpose is to assist work organizations in addressing productivity issues and employees in identifying and resolving personal concerns.

Period Covered: 7/1/00 through 6/30/01

- Number of OSP Employees 10
- Number of Clients Served

Clients	Type of Service
1711	Assessment and Referral
505	Management Consultation
5739	Training and Orientation
161	Critical Incident Stress Management
49	Organization Consultation*
8165	Total Clients Served

- Recidivism Rate 11% Re-opened Cases

*Organization Consultations are provided to agency/university leadership regarding planning and strategy or policy development on issues such as RIF, workplace trauma, Drug Free Workplace, drug testing initiatives, workplace violence and critical incident stress management.

Question 3B: Explain the industrial hygiene services offered by OSP, and what the elimination of these services would mean at the 10% and 11% levels.

Industrial Hygiene Services are a component of the Workplace Requirements Program established under Article 63 of Chapter 143.

Services:

- Provides consultative and technical services to State agencies/universities in establishing and administering their workplace requirements programs and to monitor compliance with the law.
- Conducts air and water quality surveys
- Conducts asbestos training

Impact of Elimination

- Without these services most agencies/universities will have to contract for these services at significantly higher cost
- Potential for more OSHA fines and job related injuries

Question 4: **Provide the State Personnel Commission Budget**

State Personnel Commission Budget

- Commission Staff $ 57,975 - Salary & Benefits
- Operating Cost $ 9,657

Role of the State Personnel Commission:

- The North Carolina State Personnel Commission is the human resources policy and rulemaking body for all state employees covered under the NCGS 126. The Commission has the final review of OAH cases.

Question 5: Provide a list of the NC Flex program services.

NC Flex Program Services:

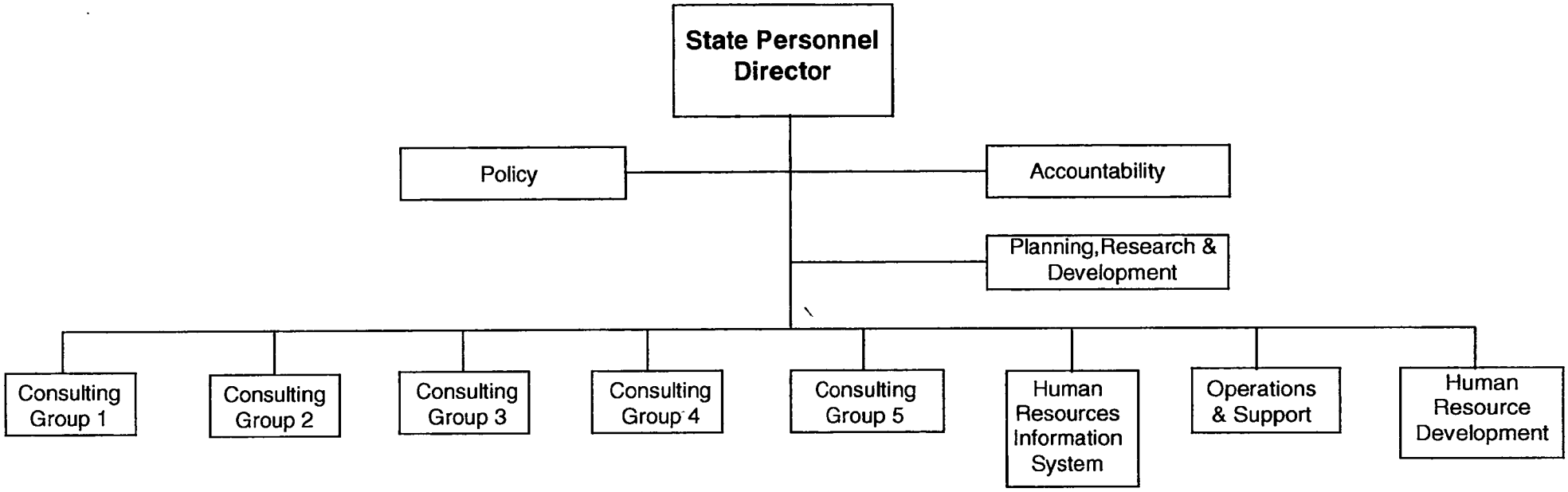
- Dependent Day Care Spending Account
- Health Care Spending Account
- Dental High Option (Orthodontia) & Low Option (Preventive)
- Accidental Death & Dismemberment (AD&D)
- Vision

Question 6: On Operations and Support organizational chart to which unit are the four positions at he far left attached? Also, to which unit are the positions attached that are supervised by Support Services Supervisor?

The four positions on the far left of the chart report directly to the Operations and Support Managing Partner. The Support Services Supervisor reports directly to the Operations and Support Managing Partner.

Office of State Personnel

Organizational Structure



Consulting Ser. for : Agriculture, DENR, Wildlife, Cultural Res. Auditor, Controller ECU, NCCU, UNC-Char.

Consulting Ser. For: Correction, OJJ, ESC, Boards & Comm. ASU, UNC-A, WCU, WSSU

Consulting Ser. For: Commerce, Comm. Colleges, CC&PS, DPI, Sec. of State, Treasurer UNC-P, UNC-W, NCSU, FSU

Consulting Ser. For: ITS, Justice, DOT, OAH, DHHS, OSP, Gov. Office UNC-GA, ECSU A&T State

Consulting Ser for: Insurance, Revenue, DOA, Labor Major Medical, Lt. Gov. School of Arts, Science/Math UNC-G, UNC-CH

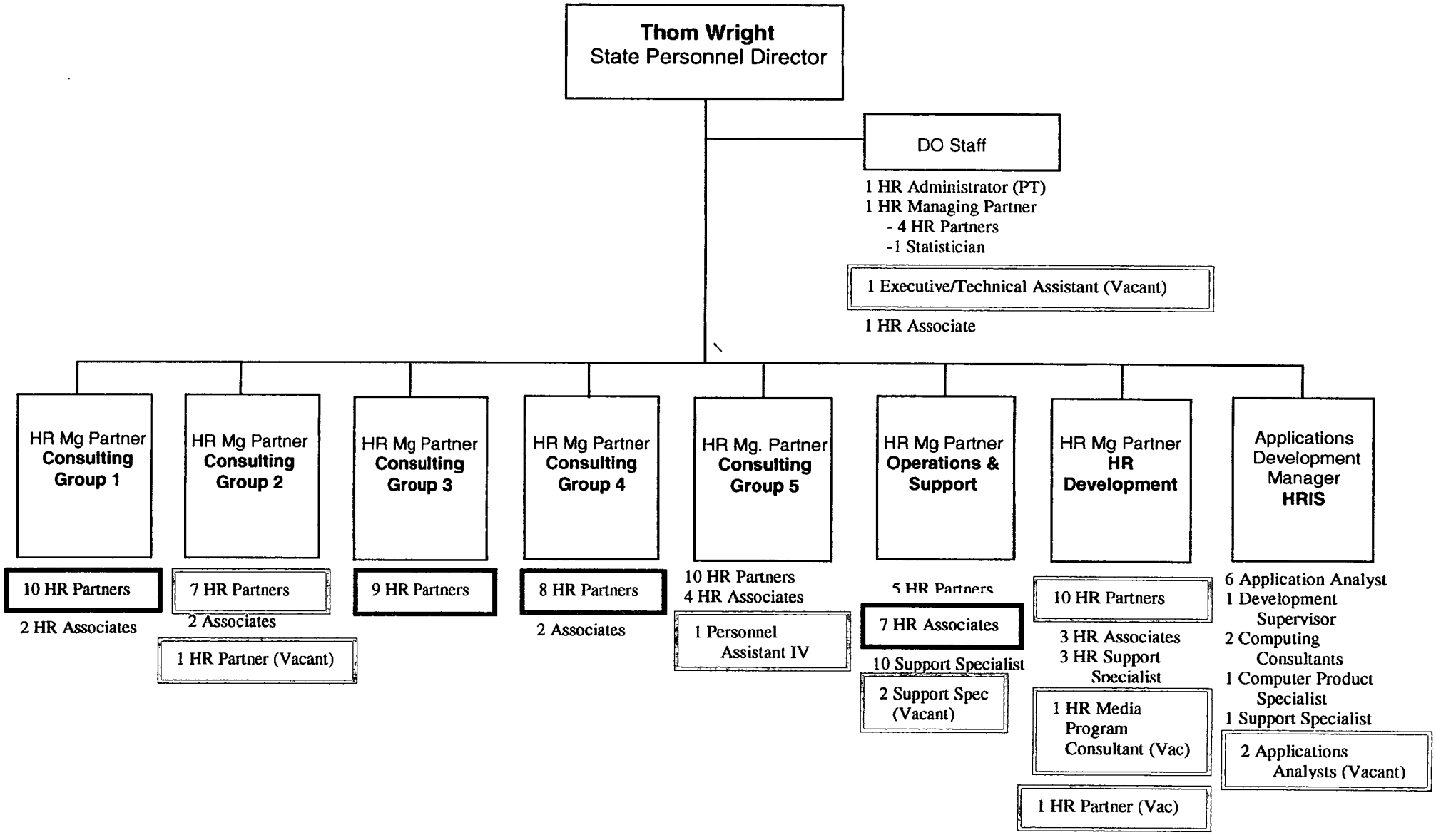
Internal Support
External Support
LAN
HRIS Management
Product Dev.

Purchasing
Personnel
Budget
Temporary Solutions
Duplicating
Office Support Pool
Files & Records
Flex Program
Communication
Leg. Liaison
Benefits
Recognition
SPC

Sup & Mgmt Training
Professional Skills Tr.
Public Mgr. Program
Organizational Development,
Performance Management,
Ed. Asst,
Enterprise-Wide Licensing

Consulting services include classification, compensation, policy administration, competency/performance pay systems, local government, worklife, recognition, benefits, equal opportunity services, organizational design, FLSA, recruitment and staffing, employee relations (including employee assistance), accountability, workforce planning, safety/health, and risk management.

Office of State Personnel



Office of State Personnel
Span of Control History

Year	# Employees	# Supv.	Avg. Span Of Control	% Supvervisors	# Supv. Levels
2002	128	14	9.14	10.93	3
2001	132	18	7.33	13.63	4
1997	125	20	6.25	16.00	4
1995	130	32	4.06	24.61	6

OFFICE OF STATE PERSONNEL

Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certifed
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
General Fund						
Requirement	$8,420,031	$9,171,317	$8,672,235	$10,026,109	$8,527,634	$8,957,618
Less: Receipts	$1,020,763	$1,065,361	$1,038,237	$1,560,836	$259,134	$527,603
Appropriation	$7,399,268	$8,105,956	$7,633,998	$8,465,273	$8,268,500	$8,430,015
Less: Nonrecurring Expansion	$15,000	$0				
Plus: Nonrecurring Reductions	$70,406	$0				
Continuation Budget	$7,454,674	$8,105,956	$7,633,998	$8,465,273	$8,268,500	$8,430,015
Increase (Decrease)	N/A	$651,282	($471,958)	$831,275	($196,773)	$161,515
Percentage Inc (Dec)		8.74%	-5.82%	10.89%	-2.32%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative		$0	$0	$0	$200,000	
Recurring Reductions-Legislative		$0	($111,000)	($64,679)	($506,843)	
Transfers - Legislative					$169,303	$312,868
Other Adjustments		$651,282	($360,958)	$895,954	($59,233)	
Total		$651,282	($471,958)	$831,275	($196,773)	

OFFICE OF STATE PERSONNEL

Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certified
	06/30/1998	06/30/1999	06/30/2000	06/30/2001	06/30/2002	06/30/2003
Special Funds *						
Prior Year Balance		$216,314	$268,097	$136,482	$257,122	
Reciepts		$396,403	$344,392	$580,445	$1,518,111	
Expenditures		$344,620	$476,007	$459,805	$802,625	
Year-End Balance	$216,314	$268,097	$136,482	$257,122	$972,608	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Temporary Solutions:						
Prior Year Balance		$1,239,418	$1,386,150	$1,309,053	$1,470,894	
Reciepts		$7,488,334	$9,052,541	$10,224,613	$5,234,811	
Expenditures		$7,341,602	$9,129,638	$10,062,772	$5,150,466	
Year-End Balance	$1,239,418	$1,386,150	$1,309,053	$1,470,894	$1,555,239	

List of Special Funds for Fiscal Year 2001 - 02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
2XXXXX/FFFF					
24100/2313	OSP Computer Lab	$203,212	$218,337	$181,159	$240,390
24100/2314	Fundamentals of Mgmt.	$43,065	$18,208	$64,811	($3,538)
24100/2317	PDC - User Fees	$720	$5,356	$11,760	($5,684)
24100/2318	HR Conference	$10,126	$8,446	$9,726	$8,845
24100/2325	SEIBP	$0	$0	$4,183	($4,183)
24100/2327	NC Flex Program	$0	$850,000	$530,985	$319,015
24100/2328	NC Flex Contingency	$0	$417,763	$0	$417,763
Total		**$257,122**	**$1,518,111**	**$802,525**	**$972,608**

Office of State Personnel
Modified Zero Base Budgeting Expenditures

14100 - 1311 General Fund

Line Item	Description	FY 1999/00	FY 2000/01	FY 2001-02 Certified	FY 2001-02 YTD	FY 2001-02 Balance	Authorized 2002/03
531321	Contract. Pers. Ser.	N/A	N/A	N/A	N/A	N/A	N/A
532199	Misc. Contract. Ser.	$ 38,318	$ 25,375	$ 37,050	$ 301	$ 36,749	$ 37,050
5325XX	Rental/Lease Equip.	$ 30,846	$ 30,977	$ 29,881	$ 22,548	$ 7,333	$ 29,881
5327XX	Travel/Subsistence	$ 84,680	$ 81,217	$ 77,819	$ 31,849	$ 45,970	$ 77,819
532814	Cellular Phone Ser.	$ 474	$ 850	$ 700	$ 531	$ 169	$ 700
5345XX	Furniture & Equipment	$ 131,132	$ 59,982	$ 61,484	$ 23,573	$ 37,911	$ 61,484
5364XX	Discretionary Grants	N/A	N/A	N/A	N/A	N/A	N/A
5367XX	Loans	N/A	N/A	N/A	N/A	N/A	N/A
5369XX	Other Aid & Grants	$ 7,183	$ 43,625	$ 30,000	$ -	$ 30,000	$ 30,000
	Model Co-op						

Office of State Personnel
Vacancy Positions

Date	Position Class Title	Position Number	Budget Salary	Benefits	Medical	Total
1/31/2002	Executive Assistant I (SPD Assistant)	4000-0100-0004-005	$ 39,789	$ 5,033	$ 2,933	$ 47,755
6/30/2001	Applications Analyst Programmer II	4000-0301-0004-150	$ 59,000	$ 7,464	$ 2,933	$ 69,397
3/20/2001	Office Assistant IV	4000-1002-0404-521	$ 24,185	$ 3,059	$ 2,933	$ 30,177
9/30/2001	HR Media Program Consultant - (Training)	4000-0600-0004-617	$ 58,567	$ 7,409	$ 2,933	$ 68,909
5/31/2001	Office Assistant V	4000-0500-0004-730	$ 29,176	$ 3,691	$ 2,933	$ 35,800
6/30/2001	HR Partner - (Training)	4000-0600-0004-731	$ 61,264	$ 7,750	$ 2,933	$ 71,947
12/31/2001	HR Partner - (Consulting Group)	4000-0301-0004-781	$ 59,313	$ 7,503	$ 2,933	$ 69,749
6/27/2001	Applications Analyst Programmer I	4000-0202-0004-948	$ 59,000	$ 7,464	$ 2,933	$ 69,397
8/1/2001	Personnel Assistant IV (Local Govt.)	4000-0301-0005-002	$ 20,769	$ 2,627	$ 2,933	$ 26,329
	Totals		**$ 411,063**	**$ 51,999**	**$ 26,397**	**$ 489,459**

Use of Internet to Eliminate Hard Copies

OSP has developed an extensive website (www.osp.state.nc.us) where we communicate most policies, procedures, reports, job vacancies, etc. Examples of materials on the web are:

- State Personnel Manual - reduced hard copies from 3,000 to approximately 200
- Reports Required by Statute - produce one hard copy and provide diskette
- Memorandums - placed on website then notify HR Directors by e-mail
- Vacancy Listing - available on-line on OSP website
- Leave Tracking - employees can complete leave tracking forms online
- Enrollment - limited on-line enrollment for training classes

Secretary of State Elaine F. Marshall
Budget Points, May 8, 2002

Thank you for having me here today.

As a former Member of the General Assembly myself, I know that you are all facing one of the most difficult times in our state's modern legislative history, given this budget crisis and the recent court decision on redistricting.

Your call to meet these challenges is an incredibly hard task and I certainly respect your willingness to serve the People at this difficult time.

Briefly, I just want to say this afternoon that the North Carolina Department of the Secretary of State is an ally in your budget battle. We are part of the solution, as long as we function well.

- We are a revenue-generating agency and a service agency.
- We generate $30-32 million a year while only costing about $8.4 million to operate.
- We have a plan that provides an impact on the General Fund equivalent to a 7-11

5/8/02

percent departmental budget reduction, but this plan does not involve more cuts for reasons that should become obvious during this meeting.

Now, the Secretary of State's office does now pump in about 30 to 32 MILLION DOLLARS a year to state coffers. Which means you divide say, $31 million by 250 state work days in a year...on the average, we will make the state roughly $124,000 today. We only spend about a quarter of that amount on our own departmental budget.

Perhaps more importantly, we also help to build the state's economy through our work that helps to get businesses organized, get loans made, get documents made into legal contracts, and assist in financial investing.

It is vital that we maintain our ability to make those things happen in a timely manner for two reasons. First, because delays on our end in turn delay business people from doing business.

Secondly, because many of our customers could choose to give some of their business to other states if they felt we were letting them down. After all, you can incorporate in any state and still do business here.

You can loan your investment capital in any state regardless of whether your bank or home office is here.

These major concerns are why, given the latest directive to reduce our departmental budget by 7-11 percent, we have spent a great deal of time carefully crafting a plan that adds small fee increases across our department instead of making more cuts that would surely cripple our ability to serve, and therefore end up costing the state money, not making it any.

Again, we are a daily part of this state's economic recovery effort right now, on both the public and the private sector sides of the coin. Clearly, our future operational performance will continue to be part of the solution, or a slump in our performance levels will turn us into part of the problem. Departmental funding is the one key determining factor as to which way that goes.

- This is why we have shared our fee increase solution with Legislative leaders over two months ago.
- Why we went to State Budget Office seven weeks ago.

- And today, this is why we are saying this is the only workable way to meet that 7 to 11 percent goal.

We believe any further cuts in the Secretary of State's office, and this is detailed more in your packets, will quickly lead to lost revenue. And we are convinced that ratio would be a disastrous one. We project a new cut in that 7-11 percent range could quickly result in around $12 million in lost revenue for the state.

I keep talking about new cuts, and additional cuts, for one simple reason. The Department of the Secretary of State is already coping with several substantial cuts:

- We have had 16 positions eliminated.
- We continue to be required to make up about $112,000 a year in reversions because once upon a time, customers ordered data tapes from us that made the state that much money. Customers now get that information over the Internet and through other means, and they will never use that service again, but we are still required to collect that much money.

- We are already dealing with a current 7 percent cut that has us delaying replacement equipment buys and doing short-term cost savings to squeeze by.

I can't say this enough: we are only right above the point of service breakdown now. We just barely manage to keep our thousands and thousands of customers, most of them business people, happy right now. One more cut will certainly break our back and we will go from being an asset to this state's recovery, to being a drain on it.

Having said that just as plainly as I can, I would like to say again that I know you have tough jobs right now. My staff and I have prepared what information we thought you wanted in your packets.

We are happy to answer any questions you have this afternoon, but please understand, we may need to research some of your questions in order to give you the most complete answer. And now I would like to present Mike Peeler, Scott Templeton and Ann Harris to carry on with the details of our presentation.

Review of FY 2002-2003 Budget

State of North Carolina

Department of the Secretary of State

Elaine F. Marshall, Secretary of State

May 8, 2002

Secretary of State
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State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

March 15, 2002

The Honorable David T. McCoy
State Budget Officer
Mr. Buddy Humphrey
Mr. Thomas Cheek
Office of State Budget and Management
By Hand Delivery

Dear Gentlemen:

I am writing to follow up the February 28 request that this Department share with your office ways to generate a net change in the money available in the General Fund as a result of our operations. The designated target amounts range from a high of 11% [$921,000] to a low of 7% [$586,000] of our recurring general fund appropriation. When we were presented these guidelines by your staff, we were also orally admonished as an agency to protect our core services. It has been difficult to develop a plan than can achieve these two goals, but we have worked out a way to reconcile both of the stated objectives. This memo summarizes how we arrived at our suggestions and why we are commending them to you.

Initially, these target percentages seemed to be amounts of such magnitude that, if they were enacted, would cripple our ability to maintain our core services. This belief was due to the combined impact of the 8+% reduction in our authorized staffing that we sustained in the budget passed last October and the postponement of workload since that time in order to meet the newer mandatory 7% reversion for the current fiscal year. Indeed, once we began the analysis and the implications of guideline # 4 began to sink into our thoughts, something akin to catastrophe became clearly visible on the horizon. Guideline #4 reads as follows: "*Cost shifting from one state agency to another and from state to local governments will not be allowed" [emphasis added].* We fully support the policy behind Guideline #4 and applaud your courage in adopting it. However, approximately 82 of our front line employees, plus those administratively supporting them, come within this "off limits" category. Due to the fact that if we cut their functions, other governmental agencies would be required to somehow provide equivalent service to the public. Even if we were currently fully staffed, there are only 181 positions authorized for this entire Department in this fiscal year.

Therefore we then shifted our analysis to the remainder of the agency, i.e., that portion which if eliminated would not shift the workload or burden to another state agency or local unit of government. There we quickly encountered a stark reality. But at that point, the only units still on

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the table pursuant to the written OSBM guidelines, were the Corporations Division, the registration and licensing subunits of the Securities Division, the various document authentication units and those administrative staff members supporting them. These "remaining" employees, plus some of the previously "off limits" employees, are the very same employees who enabled this agency to collect $19,628,000 in fees as of February 28, 2002 while spending only $5,363,000 thus far in costs this fiscal year. So these "remaining" employees are a significant "profit center" for the General Fund of North Carolina. In addition, these "remaining" employees are the heart and soul of our core services for the business community. While many in the general public may be unaware of this office's role in North Carolina's economy, the business, financial and legal communities certainly do understand the vital part we play. Seven days a week, every week this department facilitates the formation and flow of financial capital through North Carolina's commercial life. Clearly, the future operational performance of this office will be either a part of the solution to our economic recovery, or part of the problem, and departmental funding is one of the key determining factors as to which it will be.

Now rather than go through a charade of offering up programs that already more than pay for themselves and pursuant to your guideline # 8 the Department has chosen the step of recommending some adjustments in our fee structure. Guideline # 8 reads as follows: "*Any proposal to recover a portion or the total costs of delivering services by increasing fees must detail the specific increases, who the increases would effect, and give a history of the fees including the last time the fees were increased.*" In compliance with the 'Guidelines for Potential Reductions" document provided on February 28 by OSBM staff, the Department of the Secretary of State thus proposes to modify General Fund revenues by action in the following four areas:

1. $400,000 by Notary Public Commission fee: Chapter 10A of the General Statutes should be amended to increase the notary commission fee, effective July 1, 2002, from $30.00 to $40.00. This $10 increase will generate at least $400,000 in additional revenue during FY02-03. This increase will only affect persons applying to obtain an initial or reappointment Notary Public Commission. These commissions are valid for 5 years, so the increase may be viewed as $2.00 per year. A notary is entitled to charge $3.00 per notarial act, thus if a notary performs only one additional notarial act per year, 150% of the fee increase will be recouped. This fee was increased in October 1999 from $25.00 to $30.00. However, because commissions are valid for 5 years, only those notaries who were (a) initially commissioned before 1997 and (b) re-commissioned between 1999-2002 will perceive two sequential fee increases, *and that event will not occur before 2004.*

2. $425,000 by Securities Division fees: Four Securities Division fees should be adjusted; three regarding types of securities registrations known nationally as Rule 504 and Rule 505 limited placement offerings and Rule 506 federally covered securities offered to accredited investors, and the fourth by increasing the investment adviser representative registration fee. These fees have been unchanged for at least 5 years.

The Rule 504-506 registration fees are currently set by administrative rule with statutory caps. General Statutes sections 78A-17(9,17) and 78A-31(b) should be amended effective July 1, 2002 to set the respective fees at the current statutory caps (all $150.00). The Rule 504 registration fee is currently $25.00; raising this fee should generate approximately $6,625 in additional revenue (53 annual registrants). The Rule 505 registration fee is currently $75.00; raising this fee should

generate approximately $3,300 in additional revenue (44 annual registrants). The Rule 506 registration fee is currently $75.00; raising this fee should generate approximately $283,200 in additional revenue (3,776 annual registrants).

General Statute 78C-17(b) should be amended effective July 1, 2002 to increase the investment adviser representative registration fee from $45.00 to $55.00. This will make the annual investment adviser representative registration fee identical to the GS 78A-37(b) registration fee for securities salesmen. With 13,323 representatives registered in North Carolina, this will generate approximately $133,230 in additional revenue. The securities registration fee increases will affect only those persons desiring to sell either certain limited classes of securities into North Carolina (Rule 504 and 505 offerings) or federally covered securities offered to accredited investors (Rule 506). Increasing the investment adviser representative registration fee will affect those individuals seeking authorization to provide investment adviser services within North Carolina.

3. $175,000 by Corporations Division certified document fees: The Corporations Division will currently provide any requestor with a certified copy of any document on file with the Division for $5.00 per certificate. This includes Certificates of Existence for domestic corporations and Certificates of Authorization for foreign corporations. These certificates are available both on paper and electronically. The $5.00 certificate fees at GS 55-1-22(a)(25), (c)(2), 55A-1-22(a)(26), (c)(2), 57C-1-22(a)(24), (c)(2) and 59-1106(7) should be amended effective July 1, 2002 to $15 for paper certificates and $10 for electronic certificates. Division management estimates this will generate $175,000 in additional revenue during FY2002-03. These fee changes will affect only persons seeking such certificates or certified copies from the Corporations Division. This fee has been unchanged since 1989.

4. ($30,000) by Authentication Section certified document fees (fee reduction): The Authentication Section provides authentication services on North Carolina documents that will be used in foreign countries. The Section issues apostilles, authentications and certificates (herein generically "certificates") relating to a variety of documents, including birth certificates, marriage certificates, statements of marital status, articles of incorporation, corporate bylaws, certificates of merger, powers of attorney, patent applications, trademarks, diplomas, school transcripts, deeds, and assignments of interest.

In recent years, the Authentication Section has experienced tremendous growth in authentication service requests relating to the adoption of foreign-born children. Prospective North Carolina parents must routinely provide foreign governments with authenticated copies of documents establishing identify, residency, education, employment and income. Recently, several countries (notably Russia and Belarus) have begun requiring that duplicate sets of authenticated documents be filed relating to adoptions. The departmental resources required to generate extra certificates relating to a single document are negligible. The current fee for authenticating a document is $10 per certificate (increased from $6.25 effective January 1, 1999). GS 147-37 should be amended effective July 1, 2002 to reduce the certificate fee for second (and further multiple) concurrently requested certificates for foreign adoptions only from $10.00 to $5.00. Section staff estimates that this change will reduce section revenue by approximately $30,000 per year. The persons primarily affected by this change will be North Carolina citizens applying to adopt foreign-born children, who will generally realize a 25% savings on their total document authentication cost.

Summary:

Notary Fee	$400,000
Securities Fees	$425,000
Corporations Fees	$175,000
Authentication Fee	($30,000)

Total Additional Revenue for FY 2002-03 $970,000

This figure at $970,000 actually exceeds the 11 percent reversion mark requested, does not inflict a great hardship on our customers, and most importantly does not further damage this Department's ability to serve the people of North Carolina. We look forward to continuing working with you to meet the challenge of our state's budget crisis while still delivering the services that help fuel our economy. Please call if you have questions or desire to discuss this plan.

Sincerely,

Rodney S. Maddox

Rodney S. Maddox
Chief Deputy Secretary

State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

April 22, 2002

By Hand Delivery

Marilyn N. Chism
Fiscal Research Division
NC General Assembly
Legislative Office Building
Raleigh NC

Dear Ms Chism:

I am writing to follow up the request that this Department share with you additional ways to generate a net change in the money available in the General Fund as a result of our operations. The designated target amounts range from a high of 11% [$921,000] to a low of 7% [$586,000] of our recurring general fund appropriation.

Initially, these target percentages seem to be amounts of such magnitude that, if they were enacted, would cripple our ability to maintain our core services. This belief is due to the combined impact of the 8+% reduction in our authorized staffing that we sustained in the budget passed last October and the postponement of workload since that time in order to meet the newer mandatory 7% reversion for the current fiscal year.

To us as administrators with the responsibility to provide specific services in exchange for fees, our current budget already has built into it a reduction in an amount equal to about 2.5%. This results from two different situations as follows: One, the requirement that this Department generate extra revenue from the sale of tapes [account #434390] in the next fiscal year and we anticipate that this will not occur, just like this extra income did not materialize before and will not in this current fiscal year. This shortfall will occur again because of the changes in the customer demand for this information, yet we must somehow offset this debit with other funds. Two, last year the agency was legislatively directed, as a new responsibility, to mail annual report notice forms to Limited Liability Companies. A one time, $100,000.00 appropriation was passed to fund the postage and tempory workers to carry out this annually recurring task. Presently, the agency does not have much expectation that this money will be included in an expansion budget and consequently, the agency will have to take an equal amount from other budget lines in order to produce, mail and process the LLC annual notices next year. To us this means that the current budget already has buried within it a reduction equal to approximately 2.5% and this a reality that the agency must already struggle to handle.

TWO SOUTH SALISBURY STREET
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In looking for further possible reductions, we assumed that cost shifting from one state agency to another and from state to local governments should not be pursued, due to the fact that if we cut such functions, other governmental agencies would be required to somehow provide equivalent service to the public and would not result in "actual" savings. We certainly would support such a policy that would prevent the creation of unfunded mandates. Therefore we shifted our analysis to the remainder of the agency, i.e., that portion which if eliminated would not shift the workload or burden to another state agency or local unit of government.

There we quickly encountered a stark reality. Our core mission in the commercial business world is to facilitate the formation of financial capital by the private sector. This mainly transpires in the Corporation, UCC and Securities Units. These units provide the data and enforcement essential to keep the capital formation system healthy in North Carolina. Some smaller units whose functions are to increase the reliability of business documents by providing an extra layer of signature authentication supplement these larger units. So, in order to reduce the agency, we look first at the units whose absence will impair the formation of financial capital the least. Unfortunately, these units all bring into the general fund substantial money. That stark reality is why we encouraged the Office of State Budget to consider the imposition of specific, modest fee increases to satisfy the interest in a net improvement in our impact on the general fund.

We do not recommend the elimination of any or all of the units. However, if the General Assembly chooses to cut rather than impose the fee increases, then under those circumstances we believe that of all the departmental units available for elimination, the elimination of the ones listed on the attached spread sheet will do the least harm to the private sector capital formation activity in NC. Of course deletion of unit funding would eliminate the capacity to deliver various services and consequently it would need to be accompanied by a repeal of the underlying organic legislation.

Please keep in mind that this agency collected $22,534,000 in fees as of March 31, 2002 while spending only $6,012,000 thus far in costs this fiscal year. While many in the general public may be unaware of this office's role in North Carolina's economy, the business, financial and legal communities certainly do understand the vital part we play. Seven days a week, every week this department facilitates the formation and flow of financial capital through North Carolina's commercial life.

Clearly, the future operational performance of this office will be either a part of the solution to our economic recovery, or part of the problem, and departmental funding is one of the key determining factors as to which it will be. We look forward to working with you to meet the challenge of our state's budget crisis while still delivering the services that help fuel our economy. Please call if you have questions or desire to discuss this plan.

Sincerely,

Michael Peeler
Deputy Secretary

Attachment

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION **7%_X_**;8%____;9%____;10%____;11%____

1. AGENCY: Office of State Personnel
2. BUDGET CODE: 14100
3. CURRENT DATE: 3-13-2002
4. PROGRAM (CENTER): Fund 1311
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

OSP provides leadership in the administration of the state human resources system for client agencies, universities, local governments and employees. Through OSP and the State Personnel Commission, modern, and effective policies are adopted to ensure the State attracts and retains a competent and diverse workforce. OSP supports agencies, universities and local governments in providing necessary programs, resources and consultation to make the HR system successful. OSP ensures the state's decentralized HR system is accountable for applying policies and procedures in accordance with rules and law.

OSP serves approximately 116,000 (SPA & EPA) state and 36,000 local government employees.

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED **11** ; # FILLED **2**

7. CHANGE IN G.S. REQUIRED? ___ YES _X_ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

Eliminating 9 vacant positions impacts OSPs ability to provide necessary programs, resources, training and consultative services in a timely manner to our client agencies, universities, local governments and to state and local government employees covered by the State Personnel Act and those who adopt State Personnel Commission approved policies.

Eliminating 1 position that administers the educational assistance provisions and the Governors Management Fellows Program. Eliminating 1 positions from Employee Assistance Program reduces our service to agencies, universities and employees in a time when the service will be desperately needed due to impact of reductions. Reduces program service capability by 10%.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	$590,101	$590,101
RECEIPTS		
APPROPRIATIONS	$590,101	$590,101

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%___;**8%_X_**;9%___;10%___;11%___

1. AGENCY: Office of State Personnel
2. BUDGET CODE: 14100
3. CURRENT DATE: 3-13-2002
4. PROGRAM (CENTER): Fund 1311
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

   Same as previous

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED_12__; # FILLED__3__
7. CHANGE IN G.S. REQUIRED? ___ YES _X_ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

   Eliminating 9 vacant positions impacts OSPs ability to provide necessary programs, resources, training and consultative services in a timely manner to our client agencies, universities, local governments and to state and local government employees covered by the State Personnel Act and those who adopt State Personnel Commission approved policies.

   Eliminating 1 position that administers the educational assistance provisions and the Governors Management Fellows Program. Eliminating 2 positions from Employee Assistance Program reduces our service to agencies, universities and employees in a time when the service will be desperately needed due to impact of reductions. Reducing program service capability by 20%.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	$ 84,300	$ 84,300
RECEIPTS		
APPROPRIATIONS	$ 84,300	$ 84,300

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%____;8%___;**9%_X_**;10%____;11%____

1. AGENCY: Office of State Personnel
2. BUDGET CODE: 14100
3. CURRENT DATE: 3-13-2002
4. PROGRAM (CENTER): Fund 1311
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

   Same as previous

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED_**14**__; # FILLED__**5**__
7. CHANGE IN G.S. REQUIRED? ___ YES _X_ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

   Eliminating 9 vacant positions impacts OSPs ability to provide necessary programs, resources, training and consultative services in a timely manner to our client agencies, universities, local governments and to state and local government employees covered by the State Personnel Act and those who adopt State Personnel Commission approved policies.

   Eliminating 1 position that administers the educational assistance and Governor's Fellows Management program. Eliminating 4 positions from Employee Assistance Program reduces our service to agencies, universities and employees in a time when the service will be desperately needed due to impact of reductions. Reduces Employee Assistance Program service capability by 40%.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	$ 84,300	$ 84,300
RECEIPTS		
APPROPRIATIONS	$ 84,300	$ 84,300

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%____;8%___;9%___;**10%_X__**;11%____

1. AGENCY: Office of State Personnel
2. BUDGET CODE: 14100
3. CURRENT DATE: 3-13-2002
4. PROGRAM (CENTER): Fund 1311
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

   Same as previous

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED_**15**__; # FILLED__**6**__
7. CHANGE IN G.S. REQUIRED? ___ YES _X_ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

   Eliminating 9 vacant positions impacts OSPs ability to provide necessary programs, resources, training and consultative services in a timely manner to our client agencies, universities, local governments and to state and local government employees covered by the State Personnel Act and those who adopt State Personnel Commission approved policies.

   Eliminating 1 position that administers the educational assistance and Governor's Fellows Management program. Eliminating 4 positions from Employee Assistance Program reduces our service to agencies, universities and employees in a time when the service will be desperately needed due to impact of reductions. Reduces Employee Assistance Program service capability by 40%. Eliminating 1 position that provides industrial hygiene services to agencies/universities to enable them to provide safe working environments.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	$ 84,300	$ 84,300
RECEIPTS		
APPROPRIATIONS	$ 84,300	$ 84,300

4/22/02								
			Secretary of State					
				2002-03		Actual		Revenue
				Budget		Revenue		YTD
Division/Account Numbers		No. Pos.		Amounts		2000-01		3/31/2002
Authentications (1110)		**2**				**184,627**		**163,692**
531211 Salaries				48,357				
531511 Social Security				3,699				
531521 Retirement				2,418				
531561 Medical Insurance				5,866				
Lobbyists Registration (1110)		**1**				**97,059**		**10,305**
531211 Salaries				29,138				
531511 Social Security				2,229				
531521 Retirement				1,457				
531561 Medical Insurance				2,933				
Securities Registration (1230)		**8**				**11,864,643**		**9,736,837**
531211 Salaries				250,356				
531511 Social Security				19,152				
531521 Retirement				12,518				
531561 Medical Insurance				23,464				
Notary Public (1300)		**5**				**1,075,261**		**776,367**
531211 Salaries				153,916				
531461 Longevity				307				
531511 Social Security				11,420				
531521 Retirement				9,538				
531561 Medical Insurance				14,665				
532140 Sys. Implementation				3,000				
532333 Repairs-Other Equipment				700				
532430 Maint. Agreement-Equip.				900				
532490 Maint. Agreement-Other				500				
532512 Rent/Lease-Bldgs				300				
532711 Air-In-State				500				
532714 Transp-Grnd - In-State				500				
532721 Lodging-In-State				300				
532724 Meals-In-State				100				
532811 Telephone Service				2,391				
532821 Computer/Data Proc. Serv.				8,766				
532840 Postage				3,362				
532840 Printing & Binding				5,500				
533110 Office Supplies				1,875				
534521 Office Equipment				150				
534630 Library & Lrning Res				100				
Totals		**16**		**620,377**		**13,221,590**		**10,687,201**

5/1/02

Secretary of State

Position details from previous page:

Postion Title/Salary Grade	Position Number	Salary
Authentications		
Processing Assistant V/61	3211-0000-0000-013	$24,897
Processing Assistant V/61	3211-0000-0000-022	23,460
Lobbyists Registration		
Administrative Assistant I/63	3211-0000-0000-075	$29,138
Securities Registration		
Director of Registrations/73T	3223-0000-0000-405	$46,357
Administrative Assistant II/65	3223-0000-0000-409	35,093
Program Assistant V/61	3223-0000-0000-410	23,736
Securities Examiner I/71T	3223-0000-0000-414	35,173
Processing Assistant IV/59	3223-0000-0000-430	22,625
Program Assistant IV/59	3223-0000-0000-445	25,034
Administrative Assistant II/65	3223-0000-0000-456	30,250
Administrative Assistant II/65	3223-0000-0000-459	32,088
*Notary Public		
Administrative Officer II/70	3230-0000-0000-500	$54,434
Notary Investigator/68	3230-0000-0000-505	36,536
Processing Assistant IV/59	3230-0000-0000-510	20,576
Processing Assistant IV/59	3230-0000-0000-520	21,794
Processing Assistant IV/59	3230-0000-0000-525	20,576

* Other line items listed for Notary represents the entire budget for that program.

OFFICE OF STATE BUDGET AND MANAGEMENT
PROGRAM CONSIDERED FOR REDUCTION OR ELIMINATION
IN 2002 SHORT SESSION

CHECK LEVEL OF REDUCTION 7%___;8%___;9%___;10%___;**11%_X__**

1. AGENCY: Office of State Personnel
2. BUDGET CODE: 14100
3. CURRENT DATE: 3-13-2002
4. PROGRAM (CENTER): Fund 1311
5. DESCRIPTION OF PROGRAM (INCLUDE POPULATION SERVED):

   Same as previous

6. ESTIMATED NUMBER OF POSITIONS TO BE RIFFED_**17**__; # FILLED__**8**__
7. CHANGE IN G.S. REQUIRED? ___ YES _X_ NO. IF YES, LIST SPECIFIC GENERAL STATUTE(S) AND BRIEFLY INDICATE REQUIRED CHANGES.

8. IMPACT OF REDUCTION OR ELIMINATION OF PROGRAM:

   Eliminating 9 vacant positions impacts OSPs ability to provide necessary programs, resources, training and consultative services in a timely manner to our client agencies, universities, local governments and to state and local government employees covered by the State Personnel Act and those who adopt State Personnel Commission approved policies.

   Eliminating 1 position that administers the educational assistance and Governor's Fellows Management program. Eliminating 4 positions from Employee Assistance Program reduces our service to agencies, universities and employees in a time when the service will be desperately needed due to impact of reductions. Reduces Employee Assistance Program service capability by 40%. Eliminating 1 position that provides industrial hygiene services to agencies/universities to enable them to provide safe working environments. Eliminate 1 HR Partner position and 1 HR Associate position that provide consultative services to clients.

9. ESTIMATED AMOUNT TO BE SAVED:

	2002-03	2003-04
REQUIREMENTS	$ 84,300	$ 84,300
RECEIPTS		
APPROPRIATIONS	$ 84,300	$ 84,300

State of North Carolina
Department of the Secretary of State

ELAINE F. MARSHALL
SECRETARY OF STATE

MICHAEL R. PEELER
DEPUTY FOR ADMINISTRATION

Memorandum

April 9, 2002

To: Michele T. Nelson
Marilyn N. Chism

From: Michael R. Peeler
Deputy for Administration, NC Department of the Secretary of State

Re: Agency Liaison and Span of Control

Attached please find information regarding the Agency Legislative Liaison and span of control information from our PMIS system.

If you have questions please feel free to contact me

POST OFFICE BOX 29622 • RALEIGH, NC 27626-0622
(919) 807-2011 • FAX: (919) 807-2020
MPEELER@MAIL.SECSTATE.STATE.NC.US

To: Marilyn M. Chism
Michele T. Nelson

From: Michael R Peeler

Re: April 4, 2002 request for information

Attached find updated span of control information and organizational charts.

Information regarding our legislative liaison is as follows:

Name:	Robert E. Wilson
Title:	Legislative Liaiaon
Salary:	$59,658
Pay Grade:	74T
Other resp:	The Legislative Liaison spends approximately 10% of the time on non legislative issues relating to stakeholder liaison and international relations.

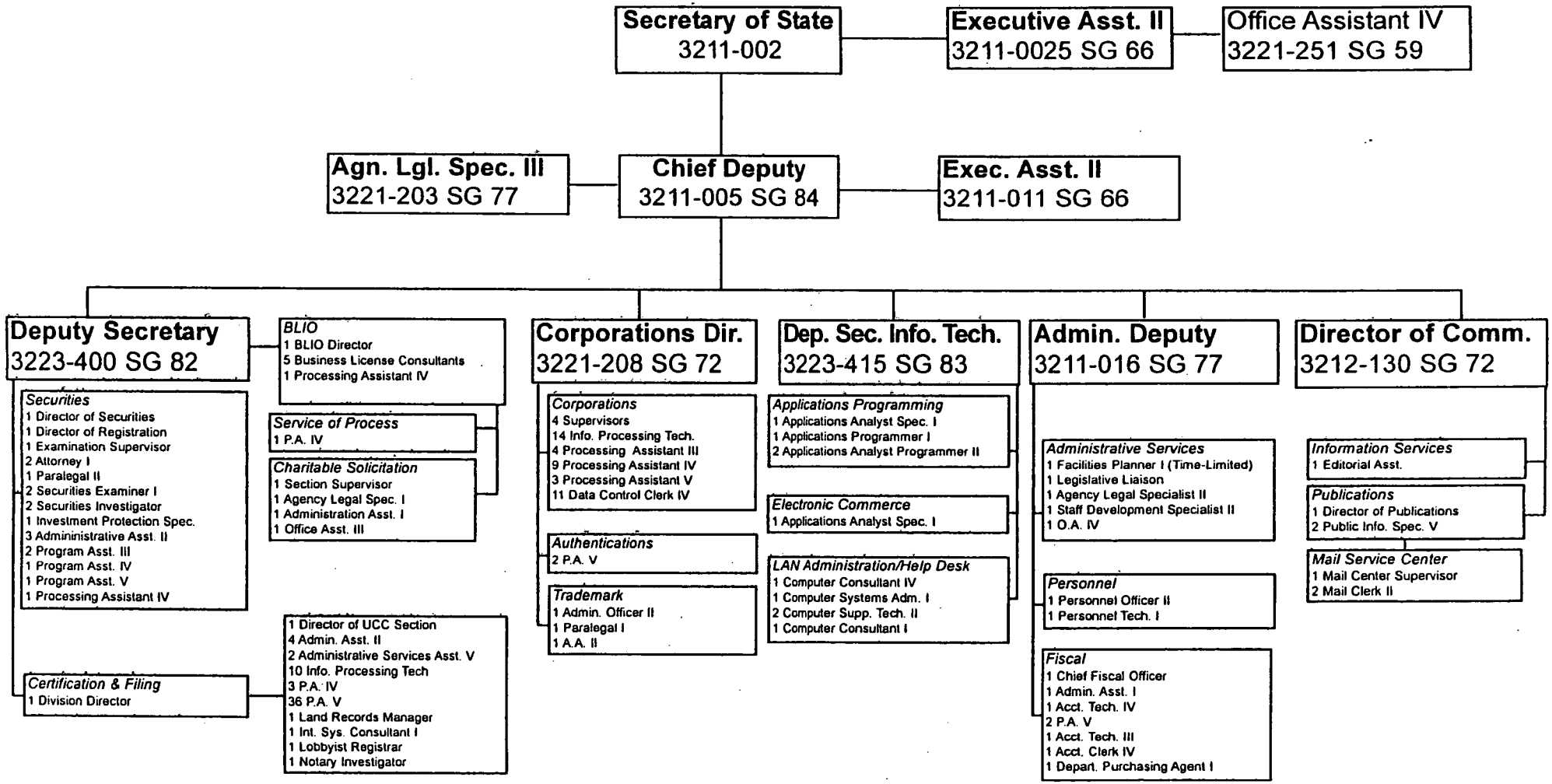
As of April 8, 2002

Department of the Secretary of State
Organizational Chart

Elaine F. Marshall, Secretary

Form PO-01

Produced by the Publications Division of the NC Department of the Secretary of State



PMXORG 32-99 ***** SPAN OF CONTROL STATISTICS ***** PAGE= 1

32-00 SECRETARY OF STATE

********** POSITION TOTALS BY LEVEL# **********

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	7	14	6	3	0	0	0	0	0	0	0	0	0

AVG SPAN	%SUPV/STAFF	TOTAL NON-SUPV	TOTAL SUPV	TOTAL POS	HIGHEST LEV#
5.65	17.68	149	32	181	6

CHOOSE OPTION: __ DEPT/DIV: ____ F14=EXPLANATION OF TERMS
F13=DEPT/DIV LIST, F23=SPAN OF CONTROL MENU, F24=MAIN MENU, F16=PRINT

PMXORG 32-99 EXPLANATION OF SPAN OF CONTROL TERMS/CALCULATIONS

TOTALS BY LEVEL#: REPRESENTS THE NUMBER OF SUPERVISORS FOR EACH MANAGEMENT LAYER WITHIN THE ORGANIZATION, WITH THE DIRECTOR/CHANCELLOR AS LEVEL# 01.

AVERAGE SPAN: REPRESENTS THE AVERAGE NUMBER OF POSITIONS REPORTING TO A SUPERVISOR IN THE ORGANIZATION. CALCULATED BY DIVIDING THE TOTAL POSITIONS WITHIN THE ORGANIZATION BY THE TOTAL NUMBER OF SUPERVISORS.

% SUPERVISOR/STAFF: REPRESENTS THE PERCENTAGE OF SUPERVISORS TO TOTAL POSITIONS WITHIN THE ORGANIZATION. CALCULATED BY DIVIDING THE TOTAL NUMBER OF SUPERVISORS BY THE TOTAL NUMBER OF POSITIONS.

TOTAL NON-SUPERVISORS: CALCULATED BY SUBTRACTING THE NUMBER OF SUPERVISORS FROM THE TOTAL NUMBER OF POSITIONS WITHIN THE ORGANIZATION.

TOTAL SUPERVISORS: TOTAL BASED ON AGENCY/UNIVERSITY INPUT INTO THE SPAN OF CONTROL COMPONENT OF PMIS.

TOTAL POSITIONS: POSITION COUNTS EXCLUDING TEMPORARIES, INCLUDING EPA.

HIGHEST LEVEL#: REPRESENTS THE MAXIMUM LAYER OF MANAGEMENT SHOWN FOR ORGANIZATION, WITH THE AGENCY DIRECTOR/CHANCELLOR REPRESENTING LEVEL# 01.

DEPRESS PF9 TO RETURN TO PMXORG STATISTICS

Six-Year Analysis of Budget

Attachment 3
REVISED

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/1998	6/30/1999	6/30/2000	6/30/2001	6/30/2002	6/30/2003
General Fund						
Requirement	$6,959,347	$7,760,305	$8,148,486	$10,371,595	$9,096,067	8,754,961
Less: Receipts	$217,191	$736,258	$1,212,445	$615,688	$502,368	384,577
Appropriation	$6,742,156	$7,024,047	$6,936,041	$9,755,907	$8,593,699	$8,370,384
Less: Nonrecurring Expansion	$1,230,000	$746,051	$144,685	$1,928,053	$225,000	
Continuation Budget	$5,512,156	$6,277,996	$6,791,356	$7,827,854	$8,368,699	
Increase (Decrease)	N/A	$765,840	$513,360	$1,036,498	$540,845	
Percentage Inc (Dec)		13.89%	8.18%	15.26%	6.91%	
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **	$80,000	$783,110	$385,009	$991,177	$127,142	
Recurring Reductions-Legislative **			($125,682)	($64,559)	($556,267)	($44,926)
Transfers - Legislative **		($202,770)				
Other Adjustments ***		$197,832	$254,033	$109,880	$969,970	
Total		$778,172	$513,360	$1,036,498	$540,845	
Special Funds *						
Prior Year Balance	$0	$0	$0	$794	$101	
Reciepts	$0	$0	$1,000	$500	$500	
Expenditures	$0	$0	$206	$1,193	$601	
Year-End Balance	$0	$0	$794	$101	$0	
Federal Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	
Reciepts	$0	$25,425	$11,797	$0	$0	
Expenditures	$0	$25,425	$11,797	$0	$0	
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds (Trust)					4/30/2002	
Prior Year Balance	$311,884	$279,388	$288,525	$305,979	$273,443	
Reciepts	$6,204	$17,837	$56,587	$29,927	$14,596	
Expenditures	$38,700	$8,700	$39,133	$62,463	$20,241	
Year-End Balance	$279,388	$288,525	$305,979	$273,443	$267,798	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.
*** Legislative Increases, Allowable Con't Budget Adjustments, etc.

List of Special Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
23200/2110	International Services	$101	$500	$601	$0
Total		**$101**	**$500**	**$601**	**$0**

List of Special Federal Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance	Grant Award
33800/3410	Federal Land Records	$0	$0	$0	$0	$0
Total		**$0**	**$0**	**$0**	**$0**	**$0**

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Miscellaneous Contractual Services (532199)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	70,918	22,103	300	0	300	0
Publications (Fund 1120)	6,079	0	0	0	0	0
Corporations (Fund 1210)	81,100	565	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	255,172	0	0	0	0
Securities (Fund 1230)	1,207	999	2,000	1,439	561	1,000
Business License (Fund 1240)	1,995	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	5,952	1,466	0	0	0	0
Total	167,251	280,305	2,300	1,439	861	1,000

DETAIL OF EACH CONTRACT BY AGENCY -- FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

ATTACHMENT C

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

Department of the Secretary of State

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0002
Contract Title PERSONAL SERVICES
Vendor Name: OFFICE AUTOMATION SOLUTIONS. I
Type of Contract APPLICATION PROGRAMMING SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$305.000	$229.435	07 / 2000	08 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 4.125
Estimated # of Contractors Working on Contract, if provided to OSBM: 4

Scope of Work, if given: REWRITE OF THE DEPARTMENT'S UNIFORM COMMERCIAL CODE SYSTEM DUE TO NEW LEGISLATION, REVISED ARTICLE 9 OF THE UCC CODE. THIS CONTRACTOR DEVELOPED THE SYSTEM THIS REWRITE WILL BE ADDED TO AND IS FAMILIAR WITH THE DESIGN AND DEVELOPMENT REQUIR

Total for.	*Total # Contracts:*	*Total Contract Value--All Fund Sources*	*Total Paid in Report Period -- All Fund Sources*
INFORMATION TECHNOLOGY CONTRACT	1	$305,000	$229,435

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title PERSONAL SERVICES
Vendor Name: PAUL ZIGAS
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$5.100	$1.466	11 / 2000	03 / 2001

% Funded Appro	0
% Funded Fed	0
% Funded Other	100
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 300
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: CONDUCT LEGAL AND PROGRAMMATIC RESEARCH PERTAINING TO CHARITABLE SOLICITATION LICENSING PURSUANT TO N.C.G.S.131F-1 ET SEQ., INCLUDING BUT NOT LIMITED TO ANALYSIS OF CURRENT AND PROPOSED PROCESS, ORGANIZATION, BUSINESS RULES, AND LAW

Total for.	*Total # Contracts:*	*Total Contract Value--All Fund Sources*	*Total Paid in Report Period -- All Fund Sources*
PERSONAL SERVICE CONTRACT	1	$5,100	$1,466

Total for:	*Total # Contracts:*	*Total Contract Value--All Fund Source:*	*Total Paid in Report Period -- All Fund Source*
Department of the Secretary of State	2	$310,100	$230,901

5/2/02

Secretary of State

Reconciliation of Miscellaneous Contractual Services (532199) with information on OSBM report

Services and purchase orders that were not through personal service contracts

Purpose	Amount
1. Microfiche imaging of UCC files	$45,233
2. Refinishing, design, & installation of furniture at new UCC location	9,252
3. Electrical work at new UCC location	3,740
4. DOC moving services	2,250
5. Bank service charges for providing customer records in Securities investigations	1,749
6. Labor charge for equipment service call	180
Subtotal	$62,404

Contracts outside the period for which OSBM information gathered

1. Reimbursement from DOR for system development costs provided by SOS contractor that enhanced their data processing	(15,000)
2. Assistance in Personnel Division in writing job descriptions and analyst notes for 41 new UCC positions	2,000
Subtotal	($13,000)
Grand total	$49,404

Total expenditures for line item 532199	$280,305
Amount on OSBM report	230,901
Difference	$ 49,404

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Rent/Lease General Office Equipment (532524)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	0	0	325	0	325	200
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	12,880	30,000	16,568	13,432	30,000
Securities (Fund 1230)	0	0	105	0	105	105
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	12880	30,430	16,568	13,862	30,305

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Air-In State (532711)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	0	0	0	0	0	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	0	0	0	0	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	383	0	383	500
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	0	383	0	383	500

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Air-Out-of-State (532712)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	2,266	1,930	2,491	2,490	1	2,300
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	695	700	0	700	700
Uniform Commercial Code (Fund 1220)	0	1,596	1,000	0	1,000	1,000
Securities (Fund 1230)	110	46	1,000	207	793	1,000
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	264	125	0	0	0	0
Land Records (Fund 1400)	450	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	311	0	0	0	0	0
Total	3,401	4,392	5,191	2,697	2,494	5,000

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Transportation Air-Out-of-Country (532713)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	75	0	0	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	75	0	0	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Transportation Ground-In-State (532714)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				8,880	8,484	7,650	3,333	4,317	7,550
Publications (Fund 1120)				2,003	358	500	246	254	500
Corporations (Fund 1210)				395	582	500	246	254	500
Uniform Commercial Code (Fund 1220)				641	1,254	800	762	38	500
Securities (Fund 1230)				5,285	7,821	7,000	5,721	1,279	5,470
Business License (Fund 1240)				664	527	505	441	64	400
Notary Public (Fund 1300)				552	365	1,000	364	636	500
Land Records (Fund 1400)				2,470	2,379	2,500	1,361	1,139	3,500
Charitable Fund Raising (Fund 1600)				391	358	900	151	749	900
Total				21,281	22,128	21,355	12,625	8,730	19,820

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Ground-Out-of-State (532715)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	386	156	450	119	331	350
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	121	186	100	0	100	100
Uniform Commercial Code (Fund 1220)	28	226	151	151	0	100
Securities (Fund 1230)	55	26	730	5	725	730
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	8	0	0	0	0
Land Records (Fund 1400)	0	0	500	0	500	500
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	590	602	1,931	275	1,656	1,780

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Transportation Ground-Out-of-Country (532716)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	0	0	0	0	0	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	188	0	0	0	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	188	0	0	0	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Lodging-In-State (532721)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	1,433	873	1,700	236	1,464	1,400
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	34	739	449	60	389	200
Securities (Fund 1230)	532	1,334	4,404	111	4,293	4,404
Business License (Fund 1240)	311	0	169	169	0	100
Notary Public (Fund 1300)	34	0	300	229	71	300
Land Records (Fund 1400)	1,082	1,210	1,414	321	1,093	1,414
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	3,426	4,156	8,436	1,126	7,310	7,818

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Lodging-Out-of-State (532722)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	3,506	4,265	6,500	3,080	3,420	4,500
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	1,278	500	0	500	500
Uniform Commercial Code (Fund 1220)	1,094	1,698	700	58	642	700
Securities (Fund 1230)	581	1,435	968	968	0	500
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	69	69	0	0
Land Records (Fund 1400)	270	0	500	0	500	500
Charitable Fund Raising (Fund 1600)	366	0	0	0	0	0
Total	5,817	8,676	9,237	4,175	5,062	6,700

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Lodging-Out of Country (532723)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	282	0	0	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	530	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	1,294	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	2,106	0	0	0	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Meals-In-State (532724)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	466	420	1,300	442	858	1,200
Publications (Fund 1120)	11	0	0	0	0	0
Corporations (Fund 1210)	119	14	0	0	0	0
Uniform Commercial Code (Fund 1220)	94	350	500	219	281	200
Securities (Fund 1230)	332	982	1,000	247	753	1,000
Business License (Fund 1240)	174	8	84	84	0	50
Notary Public (Fund 1300)	28	0	200	170	30	100
Land Records (Fund 1400)	490	502	1,025	141	884	1,025
Charitable Fund Raising (Fund 1600)	8	0	764	0	764	3,000
Total	1,722	2,276	4,873	1,303	3,570	6,575

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Meals-Out-of-State (532725)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	580	997	1,300	856	444	1,000
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	307	200	0	200	200
Uniform Commercial Code (Fund 1220)	64	394	300	40	260	300
Securities (Fund 1230)	6	88	3,000	126	2,874	3,000
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	12	48	48	0	0
Land Records (Fund 1400)	68	0	1,000	0	1,000	1,000
Charitable Fund Raising (Fund 1600)	56	0	0	0	0	0
Total	774	1,798	5,848	1,070	4,778	5,500

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Meals-Out-of-Country (532726)

	FY 99-00	FY 00-01		FY 01-02		FY 02-03
			Authorized	YTD	Balance	Certified
Division or Program:						
Administration (Fund 1110)	0	15	0	0	0	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	11	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	64	0	0	0	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	0	90	0	0	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Misc-Out-of-State (532728)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	48	48	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	0	48	48	0	0

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Workshop/Conf. Subsistence (532732900)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	116	116	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				894	368	110	91	19	0
Securities (Fund 1230)				0	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	225	817	816	1	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				894	593	1,043	1,023	20	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Cellular Phone (532814)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	1,069	892	2,050	1,832	218	1,050
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	283	443	328	115	60
Uniform Commercial Code (Fund 1220)	0	146	217	139	78	0
Securities (Fund 1230)	168	428	3,170	2,839	331	170
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	900	432	468	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	0	0	0	0
Total	1,237	1,749	6,780	5,570	1,210	1,280

DEPARTMENT OF THE SECRETARY OF STATE

The following employees have cellular phones:

Elaine Marshall, Secretary of State
Rodney Maddox, Chief Deputy
Scott Templeton, Deputy
Shelly Murray, Trademarks Investigator
Lou Cala, Securities Investigator
Michael Brown, Notary Investigator
Securities Investigative Staff
Ed Jaggers, Securities Investigator
JC Curry, Securities Supervisor
Robert Wilson, Legislative Liaison

The following employees have pagers, which are charged to the cellular phone line item:

Senior Management Staff
Securities Investigative Staff
Michael Peeler, Deputy
Robert Wilson, Legislative Liaison
General Counsel
Sam Stowe, Publications Director
Kelvin Miles, Mail Center Supervisor

Technology team members:

- Dwayne Beamon
- John Hunter
- Bonnie Elek
- James McManus
- Walter Temple

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Furniture-Office (534511)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	760	400	0	400	0
Publications (Fund 1120)				167	0	0	0	0	0
Corporations (Fund 1210)				289	1,753	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	368,314	0	0	0	0
Securities (Fund 1230)				23	976	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	264	264	0	1,070
Total				479	371,803	664	264	400	1,070

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Office Equipment (534521)

	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Division or Program:						
Administration (Fund 1110)	47,308	7,792	4,664	4,528	136	4,000
Publications (Fund 1120)	792	6,093	7,326	7,326	0	700
Corporations (Fund 1210)	41,427	53,693	6,992	6,991	1	5,200
Uniform Commercial Code (Fund 1220)	10,826	150,274	11,040	116	10,924	11,040
Securities (Fund 1230)	4,110	5,288	375	374	1	200
Business License (Fund 1240)	3,509	14	300	0	300	300
Notary Public (Fund 1300)	0	566	150	0	150	150
Land Records (Fund 1400)	2,492	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	2,296	2,123	0	0	0	1,400
Total	112,760	225,843	30,847	19,335	11,512	22,990

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Equip-Computers (534522)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				16,734	56	3,300	2,236	1,064	500
Publications (Fund 1120)				2,407	0	0	0	0	0
Corporations (Fund 1210)				15,661	22,938	2,000	0	2,000	2,000
Uniform Commercial Code (Fund 1220)				4,278	221,567	0	-21	21	0
Securities (Fund 1230)				4,166	0	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				1,621	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				4,279	0	0	0	0	0
								0	
Total				49,146	244,561	5,300	2,215	3,085	2,500

Secretary of State									
Modified Zero Base Budgeting Expenditures									
FY 1999-00 to 2002-03									
Equip-Custody & Security (534529)									
				FY 99-00	FY 00-01		FY 01-02		FY 02-03
						Authorized	YTD	Balance	Certified
Division or Program:									
Administration (Fund 1110)				0	0	897	897	0	0
Publications (Fund 1120)				0	0	0	0	0	0
Corporations (Fund 1210)				0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)				0	0	0	0	0	0
Securities (Fund 1230)				0	933	0	0	0	0
Business License (Fund 1240)				0	0	0	0	0	0
Notary Public (Fund 1300)				0	0	0	0	0	0
Land Records (Fund 1400)				0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)				0	0	0	0	0	0
Total				0	933	897	897	0	0

Secretary of State

Modified Zero Base Budgeting Expenditures

FY 1999-00 to 2002-03

Other Equipment (534539)

Division or Program:	FY 99-00	FY 00-01	Authorized	FY 01-02 YTD	Balance	FY 02-03 Certified
Administration (Fund 1110)	17,969	0	11,000	7,062	3,938	0
Publications (Fund 1120)	0	0	0	0	0	0
Corporations (Fund 1210)	0	0	0	0	0	0
Uniform Commercial Code (Fund 1220)	0	1,922	2,469	2,468	1	0
Securities (Fund 1230)	0	0	0	0	0	0
Business License (Fund 1240)	0	0	0	0	0	0
Notary Public (Fund 1300)	0	0	0	0	0	0
Land Records (Fund 1400)	0	0	0	0	0	0
Charitable Fund Raising (Fund 1600)	0	0	2,447	0	2,447	0
Total	17,969	1,922	15,916	9,530	6,386	0

Memorandum

April 2, 2002

To: Michele T. Nelson
Marilyn N. Chism

From: Michael R. Peeler
Deputy for Administration, NC Department of the Secretary of State

Re: Response to Study of Agency Internet Use

We welcome the opportunity to share what we have learned with regard to web-based publications. We consider amendments to GS 147-54.1, enabling the Department of the Secretary of State to "publish electronically, information permitted or required by this section" to be of material benefit to us in delivering services in the most effective and economic manner. In our on-going efforts to provide ever increasing on-line access, what was forcefully brought to our attention was that while providing materials on-line enables us to reduce the price (cost) of delivery to each citizen-customer, the total number of citizen-customers served continues to grow substantially. Some of this increased demand for publications follows general growth in demand for our services and additional responsibilities delegated by the Legislature. We also experience increases in demand for publications as a result of increased visibility and market penetration generated by our web site.

Our printing budget has not risen substantially in recent years, even though the demand for our services has. Some statutorily required publications are currently un-funded. The Division of Publications takes steps to lower printing costs – careful evaluation of economic order quantity, competitive bidding among private vendors, careful selection of materials on a quality versus cost basis, spot coloring instead of full color reproduction, limiting bleeds and screens and aggressively enforcing quality standards for final product from commercial printers.

As we have discussed in the past, this note is offered as an up date of previous fiscal year responses and as an attachment to our spreadsheet response to the request for agency compliance with S. L. 2001-424, Section 14.1.

Publications Analysis

North Carolina Manual
This publication is not on the web. This department is currently mandated by North Carolina law to print 2,500 copies of this 1200 page book every other year (NCGS 147-54). Estimated printing costs for the 2001 edition total $40,950. There are no plans at this time to place the North Carolina Manual on the web.

Directory of State and County Officials
This publication is on the web. This publication is mandated by law (NCGS 147-54.1). Printing costs for 10,000 copies planned this year are estimated at $18,990. Demand for hard copy versions is still so great that we would like to actually increase the print run to 15,000 per year.

Lobbyist Directory
This publication is on the web. The agency is required by the Legislature to publish a directory of registered lobbyists at the beginning and end of each legislative session, as well as printing updates every 20 days during session. In a long session, the directory may need to be published as many as 8-10 times. Printing costs per edition run about $2,600 and annual cost is estimated at $13,000-15,000. Current demand is approximately 1,000 copies of each edition. The agency could save money by limiting publication to its web site and making hard copies available only on demand. Legislation to reduce the number of times the directory must be printed will reduce costs.

Directory of Boards and Commissions
This publication is not on the web. This book is not currently funded and has not been updated since 1996. Most of the demand for this document could be met via our web site. The 1996 edition of this book was a 2,500-copy run for $6 per book. In comparison, the 1999 edition was a 10,000-copy run for $3.75 per book.

Directory of Permits
This publication is not on the web. This book is compiled and printed by the Business License Information Office. The outside demand for it that the Division of Publications receives is low. We intend to move this publication entirely to the web site.

Women in the General Assembly
This publication is not on the web. This specialty publication has not been updated or re-printed since the early 1990s. This publication is not currently funded.

State Government Organizational Chart
This publication is on the web. This document is very popular in our public schools.

Appointment Reporting (also known as "Gender Equity Reporting")
This report is on the web. Legislation passed in 1999 requires the Secretary of State to gather annually, reports regarding the gender of members of appointed boards and commissions. The Department compiles the data into a report that is made available to the public via the web and delivered to the Governor, the Speaker of the House of Representatives and the President Pro Tempore of the Senate. We do not anticipate much demand for hard copies. Note that this publication requires that we divert temporarily, a full time employee from other duties.

Candidates List
This publication is not on the web currently but will be published on the web in 2002. The agency is required by law to provide a list of candidates for state-level offices prior to each primary and general election.

Division Manuals
Most guides and manuals that are of high demand are on the web. The Division of Publications creates and manages a number of in-depth manuals on topics such as incorporating businesses, forming limited liability companies, securing trademark and service mark protection and training notaries. These items are designed to help guide citizens through the regulatory processes. Only enough copies are printed to meet demand.

Forms
Most of the department's forms are on the web along with instructions for their completion. Users may download the forms, complete and sign them and mail them back to the agency. Users often visit our offices or call and request that we mail them forms, which leaves us with the expense of printing the form and mailing it. Only enough copies are printed in house to meet demand.

Pamphlets
These items are not on the web. The Division of Publications develops and maintains a number of outreach pieces – material designed to educate North Carolina citizens and businesses about what the agency does and how it can assist them. These are printed in bulk at a low cost and distributed at the state fair, at our front counter and by the Secretary of State staff when meeting with business groups outside the office.

Index of Local Legislation
This publication is not on the web. Although the division is mandated by state law (NCGS 147-54.1) to print this index, it is not funded and has not been printed since 1967. Previous indices in the division's possession indicate that this publication is usually published once every 30 years. This publication should be funded and placed on the web.

Explanation of Constitutional Amendments
Before elections in which there will be a proposed amendment to the Constitution, the Secretary of State is to distribute an explanation of the proposal "in simple and commonly used language" pursuant to GS 147-54.10. This will be placed on the web in the future. Currently there are no funds appropriated for this year's proposed amendment explanation.

Session Laws and House and Senate Journals
Starting with this summer's release of the N.C. Session Laws and the House and Senate Journals, we will be shipping CD copies of each book along with at least one copy of the hardbound print edition. This is an initiative of the Secretary of State's Publications Division and the Legislative staff. We intend to put all three books on our web site, as does the General Assembly. We will be the first state, to our knowledge, to offer such transparency in legislative deliberations. This is a highly innovative project that reduces printing costs and makes access to these records more easily available (and free of charge) electronically. Note: We are responsible for distribution of these documents only, we do not publish them.

Agency Compliance with S. L. 2001-424, Secton 14.1

Use of Internet for Agency Publication

Agency : Department of the Secretary of State

	Printing/Publication Requirement	Reduction in Cost Plan Y/N	Eff. Date	Brief Description	Printing Volume Current	Proposed	Estimated Budget Reduction
1	North Carolina Manual	n	N/A	*	2500	2500	
2	Directory of State and County Officials	y	2002	*	10000	15000	none
3	Lobbyist Directory	y	2001	*		demand	none
4	Directory of Boards and Commissions	n		*	0		Unfunded
5	Directory of Permits	n		*	3500	3000	no savings anticipated
6	Women in the General Assembly	n		*			Unfunded
7	State Government Organizational Chart	y	2001	*	10000	10000	no savings anticipated
8	Appointment Reporting	y	2001	*	10	10	no savings anticipated
9	Candidates List	y	2002	*		demand	
10	Manuals	y	ongoing	*		demand	
11	Forms	y	ongoing	*		demand	
12	Pamphlets	y	ongoing	*		demand	
13	Index of Local Legislation	n		*	0	0	Unfunded
15	Session Laws	y	2002	*		0	Printed by Legislatue
16	House and Senate Journal	y	2002	*		0	and distributed by SOS

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PMVAC 32-99,99999 PAGE: 001

** POS VACATED ON OR BEFORE 04/22/02 ** SELECTED POS TYPES ONLY

DEPT: SECRETARY OF STATE DIV: ALL

JOB CLASS: ALL SCHEMATICS GRADE: ALL

	POSITION NUMBER	B-SAL	TYPE	DTE-VAC	JOB TITLE	GRD	RESRVE
*	3221-0000-0000-203	$57003	PMFT	02/28/02	AGENCY LEGAL SPEC III	77	$13784
*	3221-0000-0000-225	$20966	PMFT	03/11/02	PROCESSING ASSISTANT IV	59	$390
*	3221-0000-0000-231	$20576	PMFT	02/09/02	PROCESSING ASSISTANT IV	59	$0
*	3221-0000-0000-280	$20576	PMFT	04/10/02	PROCESSING ASSISTANT IV	59	$0
*	3222-0000-0000-379	LWOP	PMFT	04/18/02	PROCESSING ASSISTANT V	61	$0
*	3222-0000-0000-393	$22251	PMFT	02/08/02	PROCESSING ASSISTANT V	61	$0
*	3223-0000-0000-418	$33923	PMFT	02/22/02	SECURITIES EXAMINER I	71T	$639
*	3230-0000-0000-520	LWOP	PMFT	04/23/01	PROCESSING ASSISTANT IV	59	$0

REPLACE * WITH Y. PF2=POS HIS, PF3=EMP HIS, PF5=PMD105, PF6=PMD118, PF7=PMDSEP

INQUIRY DISPLAY IS COMPLETE, DEPRESS PA1 KEY FOR COUNT & SALARY ANALYSIS SCRE

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Thursday, May 9, 2002

9:00 A. M.

The JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT met on Thursday May 9, 2002 at 9:00 a.m. in Room 422 of the Legislative Office Building. House members present were: Representatives Wilma Sherrill, Chair; Maggie Jeffus, Chair; Alma Adams; Daniel Barefoot; Marvin Lucas; Mitchell Setzer; and Gene Wilson. There were three Senators present. Committee Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order and welcomed those in attendance. Representative Sherrill introduced Norris Tolson, Secretary of the Department of Revenue. Mr. Tolson introduced some of the staff in his department. Discussion was heard on the elimination of the project relative to the Sheriffs Association. Secretary Tolson stated this would require a statute change. Senator Allran said he did not think the General Assembly would be interested in doing that.

Keith McCombs, Finance Office for the Department of Revenue was introduced to present the analysis of the zero base budget for the Department of Revenue. (Attachment No. 1) A "Detail of Each Contract By Agency – For Final Review" was given to each member of the Committee for review. (Attachment No. 2)

Senator Warren asked if they had a certain hotel at which the staff of the Department of Revenue stayed when traveling. The answer was "no". They stay at hotels, which give the state rate and must report all this on their travel expense requests for reimbursement.

Representative Sherrill asked if all cellular phones were necessary. Mr. McCombs answered that most of the phones were in the criminal investigation division. They felt these were necessary due to the type of work of this division. These people are on call during the day and night. They need to be able to get in touch with law enforcement and others at a moments notice.

Senator Harris stated that he thought having cellular phones sometimes might save money because it eliminates making so many long distance phone calls.

Data was then passed out showing "Expenditures Related to Debt Collection" for FY 2001-2002. (Attachment No. 3) Secretary Tolson then explained the vacant positions in the Department of Revenue. He stated that several of those vacant positions really needed to be filled in the Security Division. Secretary Tolson then presented the United States Postal increase for FY 2002-2003. The Department of Revenue projects that postage increase for FY 2002-2003 will be $242,192.35. This concluded the presentation by the Department of Revenue.

Represented Sherrill introduced St. Governor Beverly Perdue. Lt. Governor Perdue presented the proposed budget cuts for her department. She stated that the 7%-11% cuts asked for will be met through personnel reductions. She further explained their very simple budget, which is a total amount of $665,999. (Attachment No. 4)

The next item was a presentation of the "Fiscal Year 2002-2003 "Budget Review Follow-Up Items" which were explanations of questions previously asked by the Committee.

Gwyn Swinson, Secretary of the Department of Administration, presented questions which had been asked and follow-up for the Joint Committee. (Attachment No. 5)

Robert Powell, State Controller, presented answers to questions previously asked by the Committee. (Attachment No. 6)

Camille Winston, Deputy Director of the Office of Administrative Hearings, presented additional information requested by the Committee. (Attachment No. 7)

Susan Rabon, Sr. Assistant for Administration in the Office of the Governor presented answers to questions previously asked by the Committee. (Attachment No. 8)

David McCoy, Director of the Office of State Budget and Management, presented answers to questions previously by the Committee relative to his department. (Attachment No. 9)

Mike Peeler, Secretary of State's Office, presented answers from his department previously asked by the Committee. (Attachment No, 10)

Joe Stewart, Chief of Staff, State Treasurer's Office, presented follow-up items for the Committee, which had been previously asked for. (Attachment No. 11)

Starla McKenney, Special Assistant/Legislative Liaison, Department of Insurance, presented answers to follow-up items asked for by the Committee.

Thomas Wright, Director of Office of State Personnel, presented their follow-up items previously asked for by the Committee. (Attachment No. 12)

Lisbeth Evans, Secretary of the Department of Cultural Resources, presented a detail of each contract by agency for final review. (Attachment No. 13.)

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Representative Wilma Sherrill, Chair

Rosa S. Kelley, Committee Assistant

AGENDA

Joint Appropriations Subcommittee
on
General Government

May 9, 2002
Room 422
9:00 a.m.

Chairman: Representative Wilma Sherrill

Fiscal Year 2002-03 Budget Review

Department of Department of Revenue

Norris Tolson
Secretary

Office of the Lieutenant Governor

Beverly Perdue
Lieutenant Governor

- 7%-11% Reduction Packages
- Responses to questions that may have been forwarded to the agency in regards to the 7%-11% reductions
- Organizational Chart/Span of Control/Liaison Responses
- Six-Year Analysis of Budget Chart (review of general fund, special fund and federal funds beginning with 6/30/98)
- Modified Zero-Based Budget Line Items, as the subcommittee did in the 2001 Session (includes review of contracts)
- Internet Publications Response, provided per Section 14.1 of the appropriations bill (S.L. 2001-424)
- Vacant Positions (April 22, 2002 printout)

Fiscal Year 2002-2003 Budget Review Follow-Up Items

Department of Administration

George Millsaps
Legislative Liaison

Office of State Controller

Robert Powell
State Controller

Office of Administrative Hearings

Camille Winston
Deputy Director

Office of the Governor

Susan Rabon
Senior Assistant for Administration

Office of State Budget and Management

David McCoy
Director

Office of State Personnel

Thomas Wright
Director

Department of the Secretary of State

Mike Peeler
Secretary of State

Fiscal Year 2002-2003 Budget Review Follow-Up Items (continued)

Department of the State Treasurer

Joe Stewart
Chief of Staff

Department of Insurance

Starla McKenney
Special Assistant/Legislative Liaison

Department of Cultural Resources

Lisbeth Evans
Secretary

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on General Government Date: 5/8/02

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Thomas Cheek	OSBM
DEWEY STEPHENS	DEPT. OF ADMIN / LT. GOV.
Faith McCoy	DOR
George Millsaps	DOA
Brenda Fulbright	DCR
Cameron Hinton	OAH
Molly Masich	OAH
Alan Felton	DOR
Jim Cooke	DOR
Chuck Hunt	DOR
Reggie Hinton	DOR
Randy Barnes	DOR
Willie Riddick	DOR
Stava McKenney	DOI
Laura Harper	SEANC
Ardis Watkins	SEANC
Sabra Faires	DOR
John Morgan	OSC
Gwen Canady	OSC
Derek Chernow	DOA

Attach. No. 1

North Carolina

Department of Revenue

Review of Fiscal Year 2002-03

Joint Appropriations Subcommittee
on
General Government

May 9, 2002

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14	Agency Liaison/Lobbyist Information (Letter)	Secretary Tolson
15-18	Six-Year Analysis of Budget	Keith McCombs
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22	■ Rent/Lease of Equipment - General Office Equipment (532524)	
23	■ Rent/Lease of Equipment - Furniture and Furnishings (532525)	
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54	Receipts Funded - Vacancy Listing	Secretary Tolson
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56-59	Update on Project Collect Tax	Secretary Tolson

April 23, 2002

North Carolina Department of Revenue

Fiscal Year 2002-03

			7%	8%	9%	10%	11%
1602 - Security (1 position)							
Account 531211	SPA - Regular Salaries - Appropriations	$23,751					
Position No. 4791-0000-0024-170 Security Guard, Gr. 55		$23,751		$23,751	$23,751	$23,751	$23,751
Account 531511	Social Security Contributions - Appropriations	1,817		1,817	1,817	1,817	1,817
Account 531521	Regular Retirement Contributions - Appropriations	1,188		1,188	1,188	1,188	1,188
Account 531561	Medical Insurance Contributions - Appropriations	2,933		2,933	2,933	2,933	2,933
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	350		350	350	350	350
Account 533110	General Office Supplies @ $500/position	500		500	500	500	500
Total			**$0**	**$30,539**	**$30,539**	**$30,539**	**$30,539**
Position(s)			**0**	**1**	**1**	**1**	**1**
1605 - Information Technology (3 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$146,476					
Position No. 4773-0000-0030-381 Computing Consultant II, Gr. 72		$42,068					$42,068
Position No. 4773-0000-0030-575 Application Analyst Prog II, Gr 78		59,506				$59,506	59,506
Position No. 4773-0000-0030-603 Application Analyst Prog I, Gr. 76		44,902					44,902
Account 531511	Social Security Contributions - Appropriations	11,205				4,552	11,205
Account 531521	Regular Retirement Contributions - Appropriations	7,324				2,975	7,324
Account 531561	Medical Insurance Contributions - Appropriations	8,799				2,933	8,799
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	1,050				350	1,050
Account 533110	General Office Supplies @ $500/position	1,500				500	1,500
Total			**$0**	**$0**	**$0**	**$70,816**	**$176,354**
Position(s)			**0**	**0**	**0**	**1**	**3**
1607 - Tax Research (7 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$241,604					
Position No. 4774-0000-0040-200 Statistician II, Gr. 73		$53,246			$53,246	$53,246	$53,246
Positon No. 4774-0000-0040-255 Economist III, Gr. 79		48,500				48,500	48,500
Positon No. 4774-0000-0040-260 Economist II, Gr. 77		44,920					44,920
Position No. 4774-0000-0040-305 Statist Reseach Asst I, Gr. 63		26,429				26,429	26,429
Position No. 4774-0000-0040-313 Statist Asst V, Gr. 61		24,007				24,007	24,007
Position No. 4774-0000-0040-315 Statist Asst V, Gr. 61		22,251			22,251	22,251	22,251
Position No. 4774-0000-0040-316 Statist Asst V, Gr. 61		22,251			22,251	22,251	22,251
Account 531511	Social Security Contributions - Appropriations	18,483			7,478	15,046	18,483
Account 531521	Regular Retirement Contributions - Appropriations	12,080			4,887	9,834	12,080
Account 531561	Medical Insurance Contributions - Appropriations	20,531			8,799	17,598	20,531
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	2,450			1,050	2,100	2,450
Account 533110	General Office Supplies @ $500/position	3,500			1,500	3,000	3,500
Total			**$0**	**$0**	**$121,462**	**$244,262**	**$298,648**
Position(s)			**0**	**0**	**3**	**6**	**7**
1609 - Criminal Investigations (1 position)							
Account 531211	SPA - Regular Salaries - Appropriations	$42,847					
Position No. 4790-0000-0042-016 Tax Fraud Investigator, Gr. 76T		$42,847		$42,847	$42,847	$42,847	$42,847
Account 531511	Social Security Contributions - Appropriations	3,278		3,278	3,278	3,278	3,278
Account 531521	Regular Retirement Contributions - Appropriations	2,142		2,142	2,142	2,142	2,142
Account 531561	Medical Insurance Contributions - Appropriations	2,933		2,933	2,933	2,933	2,933
1681 - Administrative Services							
t 532811	Telephone Service @ $350/position	350		350	350	350	350
t 533110	General Office Supplies @ $500/position	500		500	500	500	500
Total			**$0**	**$52,050**	**$52,050**	**$52,050**	**$52,050**
Position(s)			**0**	**1**	**1**	**1**	**1**

				Fiscal Year 2002-03			
			7%	8%	9%	10%	11%
1643 - Taxpayer Assistance (17 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$568,651					
Position No. 4782-0000-0065-209 Revenue Admin Off I, Gr. 74	$41,429					$41,429	$41,429
Position No. 4782-0000-0065-737 Processing Assistant V, Gr. 61	24,095						24,095
Position No.4782-0000-0065-743 Processing Assistant V, Gr. 61	25,715						25,715
Position No.4782-0000-0065-746 Revenue Tax Auditor I, Gr. 73	39,267				39,267	39,267	39,267
Position No.4782-0000-0065-749 Revenue Tax Auditor II, Gr. 75	58,626					58,626	58,626
Position No.4782-0000-0065-751 Processing Assistant IV, Gr. 59	23,031				23,031	23,031	23,031
Position No.4782-0000-0065-753 Revenue Tax Technician, Gr. 65T	39,110						39,110
Position No.4782-0000-0065-765 Processing Assistant III, Gr. 57	19,105				19,105	19,105	19,105
Position No.4782-0000-0065-767 Processing Assistant V, Gr. 61	28,112					28,112	28,112
Position No.4782-0000-0065-775 Processing Assistant V, Gr. 61	29,475					29,475	29,475
Position No.4782-0000-0065-785 Processing Assistant V, Gr. 61	28,788				28,788	28,788	28,788
Position No.4782-0000-0065-795 Processing Assistant V, Gr. 61	25,011				25,011	25,011	25,011
Position No.4782-0000-0065-797 Revenue Tax Auditor II, Gr. 75	45,256				45,256	45,256	45,256
Position No.4782-0000-0065-801 Revenue Tax Technician, Gr. 65T	39,789						39,789
Position No.4782-0000-0065-804 Revenue Tax Auditor I, Gr. 73	36,814				36,814	36,814	36,814
Position No.4782-0000-0065-820 Processing Assistant V, Gr. 61	25,239				25,239	25,239	25,239
Position No.4782-0000-0065-822 Revenue Tax Technician, Gr. 65T	39,789						39,789
Account 531511	Social Security Contributions - Appropriations	43,502			18,552	30,612	43,502
Account 531521	Regular Retirement Contributions - Appropriations	28,433			12,126	20,008	28,433
Account 531561	Medical Insurance Contributions - Appropriations	49,861			23,464	35,196	49,861
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	5,950			2,800	4,200	5,950
Account 533110	General Office Supplies @ $500/position	8,500			4,000	6,000	8,500
Total			**$0**	**$0**	**$303,453**	**$496,169**	**$704,897**
Position(s)			**0**	**0**	**8**	**12**	**17**
1660 - Examination & Collection (26 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$951,947					
~~*Position No. 4784-0000-0072-054 Revenue Field Auditor II, Gr. 76*~~	~~$46,625~~						
~~*Position No. 4784-0000-0072-056 Revenue Field Auditor II, Gr. 76*~~	~~55,179~~						
Position No. 4784-0000-0072-066 Processing Assistant IV, Gr. 59	26,988				$26,988	$26,988	$26,988
Position No. 4784-0000-0073-040 Revenue Office Manager II, Gr. 75	51,944			51,944	51,944	51,944	51,944
Position No. 4784-0000-0073-097 Revenue Officer I, Gr. 71	33,908					33,908	33,908
~~*Position No. 4784-0000-0073-405 Revenue Officer I, Gr. 71*~~	~~36,168~~						
Position No. 4784-0000-0073-395 Revenue Officer I, Gr. 71	33,908					33,908	33,908
~~*Position No. 4784-0000-0075-017 Revenue Field Auditor II, Gr. 76*~~	~~63,651~~						
~~*Position No. 4784-0000-0075-062 Revenue Officer I, Gr. 71*~~	~~35,588~~						
Position No. 4784-0000-0075-071 Revenue Officer I, Gr. 71	33,923						33,923
Position No. 4784-0000-0075-204 Revenue Field Auditor I, Gr. 74	37,875					37,875	37,875
Position No. 4784-0000-0075-215 Revenue Officer II, Gr. 73	41,457						41,457
Position No. 4784-0000-0076-295 Revenue Officer II, Gr. 73	56,965					56,965	56,965
~~*Position No. 4784-0000-0076-436 Revenue Officer I, Gr. 71*~~	~~36,168~~						
~~*Position No. 4784-0000-0076-500 Revenue Tax Auditor I, Gr. 73*~~	~~37,415~~						
Position No. 4784-0000-0076-501 Revenue Tax Technician , Gr. 65T	34,585					34,585	34,585
Position No. 4784-0000-0076-555 Revenue Field Auditor II, Gr. 76	41,275						41,275
Position No. 4784-0000-0076-561 Revenue Tax Auditor I, Gr. 73	41,199						41,199
~~*Position No. 4784-0000-0076-567 Processing Assistant IV, Gr. 59*~~	~~20,948~~						
Position No. 4784-0000-0076-590 Processing Assistant IV, Gr. 59	23,693				23,693	23,693	23,693
Position No. 4784-0000-0076-598 Processing Assistant IV, Gr. 59	20,576				20,576	20,576	20,576
Position No. 4784-0000-0076-600 Information Processing Tech, Gr. 63	27,603						27,603
~~*Position No. 4784-0000-0076-601 Administrative Asst I, Gr. 63*~~	~~35,749~~						
~~*Position No. 4784-0000-0076-602 Information Processing Tech, Gr. 63*~~	~~26,003~~						
Position No. 4784-0000-0076-604 Information Processing Tech, Gr. 63	27,488						27,488
Position No. 4784-0000-0076-607 Information Processing Tech, Gr. 63	25,066						25,066
Account 531511	Social Security Contribution - Appropriations	72,824		3,974	9,425	24,514	42,722
Account 531521	Regular Retirement Contributions - Appropriations	47,597		2,597	6,160	16,022	27,923
Account 531561	Medical Insurance Contributions - Appropriations	76,258		2,933	11,732	26,397	46,928
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	9,100		350	1,400	3,150	5,600
Account 533110	General Office Supplies @ $500/position	13,000		500	2,000	4,500	8,000
Total			**$0**	**$62,298**	**$153,918**	**$395,025**	**$689,626**
Position(s)			**0**	**1**	**4**	**9**	**16**

				Fiscal Year 2002-03			
			7%	8%	9%	10%	11%
1661 - Project Collect Tax (5 positions)							
[redacted]t 531211	SPA - Regular Salaries - Appropriations	$161,656					
[redacted]on No. 4784-0000-0076-622 Revenue Officer II, Gr. 73	$45,084					$45,084	$45,084
Position No. 4784-0000-0076-634 Information Processing Tech, Gr. 63	25,968						25,968
Position No. 4784-0000-0076-639 Revenue Officer I, Gr. 71	33,284						33,284
Position No. 4784-0000-0076-647 Revenue Officer I, Gr. 71	33,284					33,284	33,284
Position No. 4784-0000-0076-662 Information Processing Tech, Gr. 63	24,036					24,036	24,036
Account 531511	Social Security Contributions - Appropriations	12,367				7,834	12,367
Account 531521	Regular Retirement Contributions - Appropriations	8,083				5,120	8,083
Account 531561	Medical Insurance Contributions - Appropriations	14,665				8,799	14,665
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	1,750				1,050	1,750
Account 533110	General Office Supplies @ $500/position	2,500				1,500	2,500
Total			**$0**	**$0**	**$0**	**$126,707**	**$201,021**
Position(s)			**0**	**0**	**0**	**3**	**5**
1681 - Administrative Services (2 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$87,413					
Position No. 4785-0000-0080-100 Processing Assistant V, Gr. 61	$28,380				$28,380	$28,380	$28,380
Position No. 4785-0000-0083-000 Revenue Admin Officer I, Gr. 74	59,033			59,033	59,033	59,033	59,033
Account 531511	Social Security Contributions - Appropriations	6,687		4,516	6,687	6,687	6,687
Account 531521	Regular Retirement Contributions - Appropriations	4,371		2,952	4,371	4,371	4,371
Account 531561	Medical Insurance Contributions - Appropriations	5,866		2,933	5,866	5,866	5,866
Account 532811	Telephone Service @ $350/position	700		350	700	700	700
Account 533110	General Office Supplies @ $500/position	1,000		500	1,000	1,000	1,000
Total			**$0**	**$70,284**	**$106,037**	**$106,037**	**$106,037**
Position(s)			**0**	**1**	**2**	**2**	**2**
1683 - Financial Services (1 position)							
Account 531211	SPA - Regular Salaries - Appropriations	$23,045					
[redacted]n No. 4786-0000-0088-605 Processing Assistant V, Gr. 59	$23,045						$23,045
[redacted]t 531511	Social Security Contributions - Appropriations	1,763					1,763
[redacted]unt 531521	Regular Retirement Contributions - Appropriations	1,152					1,152
Account 531561	Medical Insurance Contributions - Appropriations	2,933					2,933
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	350					350
Account 533110	General Office Supplies @ $500/position	500					500
Total			**$0**	**$0**	**$0**	**$0**	**$29,743**
Position(s)			**0**	**0**	**0**	**0**	**1**
1685 - Documents and Payments Processing (16 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$407,994					
Position No. 4787-0000-0090-006 Revenue Admin Off III, Gr. 78	$71,674			$71,674	$71,674	$71,674	$71,674
Position No. 4787-0000-0090-130 Processing Assistant III, Gr. 57	19,105				19,105	19,105	19,105
Position No. 4787-0000-0090-170 Processing Assistant III, Gr. 57	19,967				19,967	19,967	19,967
Position No. 4787-0000-0090-630 Processing Assistant IV, Gr. 59	24,758			24,758	24,758	24,758	24,758
Position No. 4787-0000-0090-725 Data Entry Specialist, Gr. 58	27,101			27,101	27,101	27,101	27,101
Position No. 4787-0000-0090-800 Processing Assistant IV, Gr. 59	30,839			30,839	30,839	30,839	30,839
Position No.4787-0000-0090-827 Data Entry Specialist, Gr. 58	20,485			20,485	20,485	20,485	20,485
Position No. 4787-0000-0090-852 Processing Assistant III, Gr. 57	19,105				19,105	19,105	19,105
Position No. 4787-0000-0090-862 Data Entry Specialist, Gr. 58	22,716				22,716	22,716	22,716
Position No. 4787-0000-0090-870 Data Entry Specialist, Gr. 58	22,287			22,287	22,287	22,287	22,287
Position No. 4787-0000-0091-205 Processing Assistant III, Gr. 57	21,598			21,598	21,598	21,598	21,598
Position No. 4787-0000-0095-087 Processing Assistant IV, Gr. 59	21,351			21,351	21,351	21,351	21,351
Position No. 4787-0000-0095-110 Processing Assistant III, Gr. 57	19,467				19,467	19,467	19,467
Position No. 4787-0000-0095-115 Processing Assistant III, Gr. 57	19,467				19,467	19,467	19,467
Position No. 4787-0000-0095-120 Processing Assistant III, Gr. 57	20,973			20,973	20,973	20,973	20,973
Position No. 4787-0000-0095-122 Processing Assistant III, Gr. 57	27,101			27,101	27,101	27,101	27,101
Account 531511	Social Security Contributions - Appropriations	31,212		22,045	31,212	31,212	31,212
Account 531521	Regular Retirement Contributions - Appropriations	20,400		14,408	20,400	20,400	20,400
[redacted]nt 531561	Medical Insurance Contributions - Appropriations	46,928		29,330	46,928	46,928	46,928
[redacted] **Administrative Services**							
[redacted]unt 532811	Telephone Service @ $350/position	5,600		3,500	5,600	5,600	5,600
Account 533110	General Office Supplies @ $500/position	8,000		5,000	8,000	8,000	8,000
Total			**$0**	**$362,450**	**$520,134**	**$520,134**	**$520,134**
Position(s)			**0**	**10**	**16**	**16**	**16**
Total (Pages 1 thru 3)			**$0**	**$577,621**	**$1,287,593**	**$2,041,739**	**$2,809,049**
Positions		**79**	**0**	**14**	**35**	**51**	**69**

			Fiscal Year 2002-03				
			7%	8%	9%	10%	11%
1605 - Information Technology							
Account 532140	Information Technology Services (USUB Contractors)	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000
Account 532821	Computer/Data Processing Services (ITS Storage)	500,000	500,000	500,000	500,000	500,000	500,000
Account 532821	Computer/Data Processing Services (ITS Efficiency Processing)	200,000	200,000	200,000	200,000	200,000	200,000
Total			**$850,000**	**$850,000**	**$850,000**	**$850,000**	**$850,000**
1643 - Taxpayer Assistance							
Account 531311	Regular Temporary Wages - Appropriations	$326,057	$326,057	$326,057	$326,057	$326,057	$326,057
Account 531511	Social Security Contributions - Appropriations	24,943	24,943	24,943	24,943	24,943	24,943
Total			**$351,000**	**$351,000**	**$351,000**	**$351,000**	**$351,000**
1660 - Examination & Collection							
Account 531311	Regular Temporary Wages - Appropriations	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
Account 531511	Social Security Contributions - Appropriations	15,300	15,300	15,300	15,300	15,300	15,300
Account 532714	Transportation Ground - In State	100,000	50,000	100,000	100,000	100,000	100,000
Account 532715	Transportation Ground - Out State	100,000	50,000	100,000	100,000	100,000	100,000
Account 532721	Lodging - In State	100,000	50,000	100,000	100,000	100,000	100,000
Account 532722	Lodging - Out State	100,000	50,000	100,000	100,000	100,000	100,000
Total			**$415,300**	**$615,300**	**$615,300**	**$615,300**	**$615,300**
1661 - Project Collect Tax (Option 1=$0;Option 2=$600,000)							
Account 532140	Information Technology Services	$600,000	**$600,000**	**$600,000**	**$600,000**	**$600,000**	**$600,000**
1670 - Unauthorized Substance Tax (Alternate Funding/Repeal Excise Tax)		$1,116,690	**$1,116,690**	**$1,116,690**	**$1,116,690**	**$1,116,690**	**$1,116,690**
(Positions Not Identified in overall Departmental Reductions)			**20**	**20**	**20**	**20**	**20**
1681 - Administrative Services							
Account 532512	Rents/Lease-Building (Navaho Drive)	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
Account 532840003	Postage, Freight & Delivery - Postal Meters (Forms)	200,000	200,000	200,000	200,000	200,000	200,000
Account 532840003	Postage, Freight & Delivery - Postal Meters	100,000	100,000	100,000	100,000	100,000	100,000
Account 532850001	Forms (Tax Returns)	500,000	500,000	500,000	500,000	500,000	500,000
Total			**$820,000**	**$820,000**	**$820,000**	**$820,000**	**$820,000**
1685 - Documents and Payments Processing							
Account 531311	Regular Temporary Wages - Appropriations	$1,242,602	$1,137,825	$1,140,463	$1,205,942	$1,230,386	$1,242,602
Account 531511	Social Security Contributions - Appropriations	95,059	87,044	87,245	92,255	94,125	95,059
Total			**$1,224,869**	**$1,227,708**	**$1,298,197**	**$1,324,511**	**$1,337,661**
16XX - Utilities Franchise (2 positions)							
Account 531211	SPA - Regular Salaries - Appropriations	$69,061					
Position No. 4784-0000-0076-526 Revenue Tax Auditor I, Gr. 73		$36,144	$36,144	$36,144	$36,144	$36,144	$36,144
Position No. 4784-0000-0076-549 Information Processing Tech, Gr. 63		32,917	32,917	32,917	32,917	32,917	32,917
Account 531511	Social Security Contributions - Appropriations	5,283	5,283	5,283	5,283	5,283	5,283
Account 531521	Regular Retirement Contributions - Appropriations	3,453	3,453	3,453	3,453	3,453	3,453
Account 531561	Medical Insurance Contributions - Appropriations	5,866	5,866	5,866	5,866	5,866	5,866
1681 - Administrative Services							
Account 532811	Telephone Service @ $350/position	700	700	700	700	700	700
Account 533110	General Office Supplies @ $500/position	1,000	1,000	1,000	1,000	1,000	1,000
Total			**$85,363**	**$85,363**	**$85,363**	**$85,363**	**$85,363**
Positions Not Identified in overall Departmental Reductions			**2**	**2**	**2**	**2**	**2**
Total (Page 4)			**$5,463,222**	**$5,666,061**	**$5,736,550**	**$5,762,864**	**$5,776,014**
			$5,463,222	**$5,666,061**	**$5,736,550**	**$5,762,864**	**$5,776,014**
Total Salaries and Operating Reductions (Pages 1-4)			**$5,463,222**	**$6,243,682**	**$7,024,143**	**$7,804,603**	**$8,585,063**
Total Vacant Positions to be Abolished			**0**	**14**	**35**	**51**	**69**
OSBM Required Reduction			$5,463,222	$6,243,682	$7,024,143	$7,804,603	$8,585,063
Difference			**$0**	**$0**	**$0**	**$0**	**$0**
			7%	**8%**	**9%**	**10%**	**11%**

Budget Options
NC Department of Revenue

7% = $5.5 million

$200,000 Travel for Auditors/Collectors

- $10-$15 million revenue loss

$1.2 million for 350 Tax Rush Temps

- 60% of returns will not be processed in calendar 2003
- Refunds will take 12 months to process
- Revenue loss is $18 million in interest paid to taxpayers
- $400 million in refunds will be paid after June 30, 2003, using FY 2003-04 monies?
- Delay in processing $24 million in debt set-offs for other agencies claiming taxpayers refunds
- 441,066 taxpayer calls in 2001 vs. 1,329,144 calls in 2000 (2-3 week delay in processing refunds)

$500,000 Forms $200,000/Postage

- 905,000 Individual Income/27,000 Corporate Tax Forms will not be mailed
- Reduction is 39% of DOR's total forms cost
- Revenue loss cannot be estimated

$1.1 million Unauthorized Substance Tax

- Repeal excise tax/change to receipts supported (20 positions to be reallocated if tax repealed)

8% = $6.2 million

$400,000 Travel for Auditors/Collectors

- $25-$30 million revenue loss

Abolish 14 Positions

- $500,000+ revenue loss

9% = $7.0 million

Abolish 35 Positions

- $1.0+ million revenue loss
- 9,300 phone calls/17,400 pieces of mail unanswered

10% = $7.8 million

Abolish 51 Positions

- $5.5+ million revenue loss
- 15,500 phone calls/29,000 pieces of mail unanswered
- 51 positions equals Project Collect Tax new positions; possible revenue loss of $50 million

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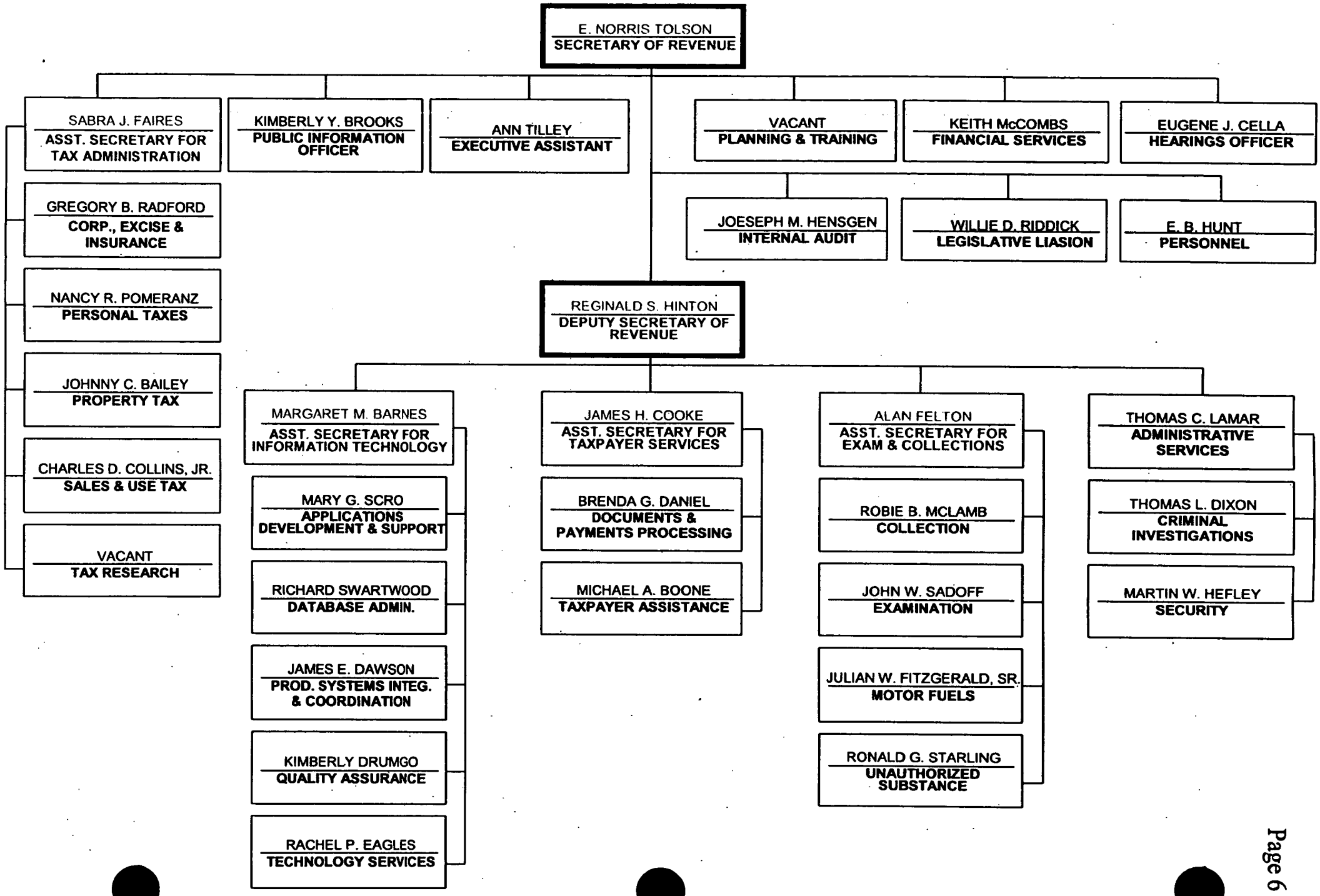
11% = $8.6 million

Abolish 69 Positions

- $10.5+ million revenue loss
- 24,800 phone calls/40,600 pieces of mail unanswered

NORTH CAROLINA DEPARTMENT OF REVENUE



North Carolina Department of Revenue
Span of Control
Fiscal Year 2002-2003

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1600 - Administration												6	21
◇ Secretary									1				
◇ Deputy Secretary				1									
◇ Hearings	1												
◇ Planning	1			1									
◇ Internal Audit	1												
1602 - Security												3	17
◇ Management		1											
◇ Security Guard										1			
◇ Computer Security				1									
1603 - Personnel												3	11
◇ Administration		1	1										
◇ Processing					1								
1605 - Information Technology												21	80
◇ Business Service Development & Support		1	1	2		2							
◇ Production Systems Integration Coordination			1										
◇ Technology Services	2		5	2			1	1					
◇ Database Management				1									
◇ Administration	1					1							
1607 - Tax Research												4	18
◇ Management					1								
◇ Tech Special Studies		1											
◇ Statistical Compilation						1							
◇ Studies/Tax Policy				1									
1609 - Criminal Investigations												3	12
◇ Administration Section			1										
◇ Tax Fraud Investigation A				1									
◇ Tax Fraud Investigation B				1									
1621 - Corporate, Excise & Insurance											1	1	13

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1623 - Personal Taxes										1		1	10
1627 - Sales & Use												3	14
◇ Management				1									
◇ Team A					1								
◇ Team B				1									
1629 - Property Taxes												3	15
◇ Administration				1									
◇ Valuation									1				
◇ Utilities	1												
1643 - Taxpayer Assistance												29	199
◇ Charlotte Office							1						
◇ Greensboro Office					1								
◇ Hickory Office				1									
◇ Winston-Salem Office			1										
◇ Wilmington Office				1									
◇ Amended Returns						1							
◇ Privilege Tax						1							
◇ Telephone Operations											1		
◇ Notice Inquiry													
Notice Inquiry Unit I											1		
Notice Inquiry Unit II											1		
◇ Word Processing									1				
◇ Notices Distribution	1												
◇ Telephone Unit													
Telephone Unit I											1		
Telephone Unit II											1		
◇ Individual Income Tax Processing				1									
◇ Corp Inc & Franchise Processing				1									
◇ Sales & Use Tax Processing	1												
◇ Withholding Tax Processing						1							
◇ Correspondence													
Correspondence Team 1						1							
Correspondence Team 2						1							
Correspondence Team 3						1							
◇ Receiving/Returned Mail											1		
◇ Sales & Use Tax						1							
◇ Withholding Tax									1				
◇ Corporate Tax					1								
◇ Personal Tax				1									
◇ Electronic Filing		1											
◇ Debt Set [redacted]						1							
◇ Managem[redacted]													

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1660 - Examination												**67**	**273**
◆ Asheville Office		1				1							
◆ Charlotte Office		5	1					1					
◆ Durham Office		1	2										
◆ Elizabeth City Office			1										
◆ Fayetteville Office	1						1						
◆ Greensboro Office		4				1							
◆ Hickory Office	1				1								
◆ New Bern Office	1				1								
◆ Raleigh Office			3	1									
◆ Rocky Mount Office	1				1								
◆ Salisbury Office			3										
◆ Wilmington Office	1						1						
◆ Winston-Salem Office		1				1							
◆ Discovery & Special Project		1			1								
◆ Management/Administration								1					
◆ Audit Processing					1								
◆ Interstate				1	2	6							
◆ Central Examination													
Central Exam Management						1							
Central Exam Group 1			1	1	3								
Central Exam Group 2				1	1	1		1		1			
Central Exam Group 3	1			2	1			1					
Central Exam Group 4	1												

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1660 - Collection												70	293
◆ Management/Administration						1	1				2		
◆ Andrews Office	1												
◆ Asheboro Office		1											
◆ Asheville Office	1		1	1	1								
◆ Charlotte Office	1		1		1		2						
◆ Clinton Office		1											
◆ Concord Office				1									
◆ Durham Office	2										1		
◆ Elizabeth City Office			1										
◆ Fayetteville Office		1					1						
◆ Franklin Office	1												
◆ Gastonia Office	1			1									
◆ Goldsboro Office				1									
◆ Greensboro Office		2			2								
◆ Greenville Office	1				1								
◆ Henderson Office		1											
◆ Hickory Office	1					1							
◆ Jacksonville Office		1											
◆ Lumberton Office	1			1									
◆ Monroe Office			1										
◆ Nags Head Office		1											
◆ New Bern Office	1					1							
◆ North Wilkesboro Office	1												
◆ Raleigh Office		1	3				1						
◆ Reidsville Office			1										
◆ Rockingham Office			1										
◆ Rocky Mount Office	1					1							
◆ Salisbury Office	1		1										
◆ Sanford Office		1											
◆ Shelby Office			1										
◆ Statesville Office			1										
◆ Wilmington Office	1				1								
◆ Winston -Salem Office			3	1									
◆ Bankruptcy Unit	1	2	2										
◆ Central Collections Unit				1	2	2							
1670 - Unauthorized Substance												4	22
◆ Administration				1		1							
◆ Western						1							
◆ Eastern					1								

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1681 - Administrative Services												**7**	**36**
◆ Purchasing		1											
◆ Shipping/Receiving										1			
◆ Mailroom Operations								1					
◆ Facility Maintenance	1												
◆ Forms Mgt./Graphics/Printing					1								
◆ Administration		1											
◆ Management							1						
1683 - Financial Services												**4**	**18**
◆ Administration	1		1										
◆ Tax Services			1										
◆ Budget Services										1			

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1685 - Documents & Payments Processing												**38**	**517**
◆ Exceptions/Purification							1						
◆ ITAS Error Resolution					1								
Error Resolution Unit A							1						
Error Resolution Unit B							1						
Error Resolution Unit C								1					
Error Resolution Unit D							1						
Error Resolution Unit E							1						
◆ Administration				1									
◆ Pre-Data Capture		1	4										
◆ Post-Data Capture		3											
◆ Verification				1									
◆ Doc Preparation No Money										1			
◆ S-Scan													
S-Scan Unit A							1						
S-Scan Unit B							1						
◆ Records Management							1						
◆ Records Center Operations											1		
◆ Extract Sort											1		
◆ Doc Preparation/Money Unit A											1		
◆ Doc Prepartion/Money Unit B											1		
◆ Exceptions/Registrations											1		
◆ Correspondence Review				1									
◆ E Scan													
E-Scan Unit A								1					
E-Scan Unit B									1				
◆ Electronic Funds Transfer	2					1							
◆ Data Edit					1								
Data Edit Unit A								1					
Data Edit Unit B									1				
Data Edit Unit C									1				
Data Edit Unit D											1		
Data Edit Unit E											1		

Center-Division	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:10	>1:10	Total Supervisors	Total Staff
1700 - Motor Fuels												**14**	**73**
◆ Administration			1		1			1					
◆ Operations Administration					1								
◆ Information Systems			1										
◆ Support Services				1									
◆ Accounting			1										
◆ Returns Processing						1							
◆ Returns Resolution			1										
◆ Examinations													
◆ Investigations				1									
◆ Audit													
Audit Unit A							1						
Audit Unit B							1						
Audit Unit C							1						
Total	**36**	**36**	**48**	**38**	**32**	**33**	**21**	**10**	**7**	**6**	**17**	**281**	**1642**

NORTH CAROLINA DEPARTMENT OF REVENUE

Michael F. Easley
Governor

E. Norris Tolson
Secretary

April 10, 2002

MEMORANDUM

TO: Michele Nelson
Fiscal Research Division

FROM: E. Norris Tolson

SUBJECT: Updated Span of Control and Agency Liaison/Lobbyist Information

In reply to your request on the above subject, please find attached the updated Span of Control chart for the Department of Revenue. The chart reflects the current supervisor to employee ratio by section or unit.

Additionally, the information requested on our department liaisons is noted below:

Willie D. Riddick Legislative Affairs Director $75,370 Grade 78T

Mr. Riddick's primary responsibilities involve the advocacy for and tracking of the department's legislation and working with legislators and staff as necessary. Mr. Riddick also works with the Governor's staff with regards to the administration's legislation. This position serves on the senior staff of the department.

Alan P. Felton Revenue Planning Director $59,081 Grade 75T

Mr. Felton's primary responsibility is to function as the Director of Planning and Training to provide leadership to all departmental planning efforts as well as directing and coordinating departmental and divisional training. This position also serves as a member of the department's senior staff and is responsible for conducting special projects for the Secretary. This position assists in working with the General Assembly as necessary.

If you have questions you may direct those to Keith McCombs at 733-6800.

ENT/kfm

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Six-Year Analysis of Budget

	Authorized Budgets for Fiscal Years Ending					Certified
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
General Fund						
Requirements	$78,848,841	$91,311,139	$102,614,308	$96,330,326	$88,700,146	$84,452,338
Less: Receipts	$9,290,942	$7,132,931	$21,750,841	$18,174,290	$11,876,812	$6,496,634
Appropriation	$69,557,899	$84,178,208	$80,863,467	$78,156,036	$76,823,334	$77,955,704
Less: Nonrecurring Expansion	$176,700	$12,054,300	$190,125	$53,100	$459,200	0
Continuation Budget	$69,381,199	$72,123,908	$80,673,342	$78,102,936	$76,364,134	$77,955,704
Increase (Decrease)	N/A	$2,742,709	$8,549,434	($2,570,406)	($1,738,802)	$1,591,570
Percentage Inc (Dec)		3.95%	11.85%	-3.19%	-2.23%	2.08%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative **	$652,218	$300,387	$1,124,671	$751,208	$1,598,156	$1,314,437
Recurring Reductions-Legislative **	($1,056,776)		($375,000)	($1,065,113)	($1,924,173)	
Transfers - Legislative **						
Adjustments - Executive						
Equals Above Noted Inc/(Dec)		$300,387	$749,671	($313,905)	($326,017)	$1,314,437
Special Funds *						
Prior Year Balance	$26,360,973	$23,519,809	$4,353,741	$5,677,962	$3,694,188	
Reciepts	$16,127,257	$1,391,334	$7,509,076	$5,541,801	$8,537,939	
Expenditures	$18,968,421	$20,557,402	$6,184,855	$7,525,575	$5,834,513	
Year-End Balance	$23,519,809	$4,353,741	$5,677,962	$3,694,188	$6,397,614	
Federal Funds *						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	
Other Funds						
Prior Year Balance						
Reciepts						
Expenditures						
Year-End Balance	$0	$0	$0	$0	$0	

* List of Funds for FY 2001-02 is Attached.
** Based on Conference Reports.

List of Special Funds for Fiscal Year 2001-02

Budget code/ Fund #	Fund Name	Prior-Year Balance	Receipts	Expenditures	Year-End Balance
2XXXXX/FFFF		$0	$0	$0	$0
24700/2470	Unauthorized Substance Tax	$3,656,128	$5,750,367	$5,526,246	$3,880,249
24701/2000	Federal Retiree Refunds	$37,985			$37,985
24701/2002	Federal Retiree Admin.	$1			$1
24702/2020	Intangibles Tax Refunds		$1,032	$1,032	$0
24702/2022	Intangibles Tax Admin.	$73			$73
24703/2473	Hurricane Floyd Grants	$1			$1
24704/2474	Project Collect Tax	$0	$2,626,855	$147,550	$2,479,305
24705/2475	Tax Distributions		$159,685	$159,685	$0
24706/2476	Lee Tax Credits				$0
24707/2477	Transaction Fees				$0
Total		**$3,694,188**	**$8,537,939**	**$5,834,513**	**$6,397,614**

Note: Year-End Balance is through March 31, 2002.

Unauthorized Substance Tax (Budget Code 24700/2470)
All monies deposited to this special revenue fund are (at a future date) paid out to two sources; 25% to the General Fund and 75% to the law enforcement agencies involved in the arrest of the person who was in possession of unauthorized substances. Distributions to these two sources occurs monthly, but only after all legal appeals have been exhausted.

Federal Retiree Refunds (Budget Code 24701/2000) and Federal Retiree Admin. (24701/2002)
Monies remain from funds that were appropriated to the Department (in 1997) to make refunds with regard to the federal retiree lawsuit. The Department does not anticipate any additional refunds to taxpayers.

Intangibles Tax Refunds (Budget Code 24702/2020) and Intangibles Tax Admin. (24702/2022)
These monies are being used to process the refunds required in the lawsuit *Derrick Close vs. State of North Carolina*. This lawsuit addresses the taxing of beneficial interest with regards to the Intangibles Tax.

Hurricane Floyd Grants (Budget Code 24703/2473)
To administer Hurricane Floyd grants due to loss of property tax revenues in certain counties of North Carolina (House Bill 2 of the 1999 Extra Session of the General Assembly).

Project Collect Tax (Budget Code 24704/2474)
A special revenue fund mandated by Senate Bill 353 (2001 Legislative Session). The legislation requires the Department to deposit the 20% fee collected on overdue tax debts as a result of Project Collect Tax initiatives. The collected fees, after payment of certain operating expenses, can only be expended as directed by the General Assembly.

Tax Distributions (Budget Code 24705/2475)
This special revenue fund allows the Department to make deposits of (1) debt set off monies, and (2) local government tax distributions and to then pay these monies electronically to local entities. The end of the year balance in this fund will always be zero.

Lee Tax Credits (Budget Code 24706/2476)
The Department maintains a special revenue fund for receipt of Bill Lee application monies received from the Department of Commerce. These monies are used to administer the Bill Lee Tax Credit Program.

Transaction Fees (Budget Code 24707/2477)
This special revenue fund allows the Department to properly account for transaction fees charged by the Department when accepting credit cards to pay taxes through the online payment system. Individual income tax returns will be the first tax schedule implemented with the sales and use tax forms to follow. Maintaining a separate budget enables the Department to certify all transaction fees daily to one budget code and to then disburse the funds when an invoice is received by the vendor for credit card services. (The online payment system is anticipated to be available to taxpayers in the current 2002 calendar year.)

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous Contractual Service (532199)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administration (1600)		11,425	0	740	(740)	
Data Capture (1604)	60,400	27,078	0	0	0	0
Information Technology (1605)	307,370	28,969	90,095	0	90,095	6,095
Personal Taxes (1623)		27,157	0	16,653	(16,653)	0
Property Tax (1629)	23,997	8,200	0	0	0	0
Project Collect (1661)			69,170	69,169	1	0
Administrative Services (1681)	8,292	47,977	2,001	0	2,001	1
Documents and Payments Processing (1685)	7,925	2,075	0	0	0	0
Motor Fuels (1700)	9,700		2,399	0	2,399	2,399
Federal Grant - Fuel Tax Evasion (1702)			0	0	0	0
Public Transit Tax (1830)			25,000	0	25,000	25,000

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Information Technology Services (532140)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Data Capture (1604)	3,286,411	3,378,601	1,561,663	1,500,020	61,643	
Information Technology (1605)	2,008,221	2,496,819	2,751,969	1,597,149	1,154,820	877,000
Project Collect (1661)	0	0	0	0	0	600,000
Administrative Services (1681)	497	0	0	0	0	0
Motor Fuels (1700)	478,132	142,077	587,653	90,821	496,832	288,263
Federal Grant - Fuel Tax Evasion (1702)	0	0	84,882	0	84,882	0
Public Transit Tax (1830)	0	0	50,000	0	50,000	50,000
Dry Cleaning Solvent Tax (1840)	0	0	15,000	0	15,000	15,000

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rent/Lease of Equipment - Motor Vehicles (532521)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administrative Services (1681)		2,578	2,410	2,328	82	0

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rent/Lease of Equipment - Data Processing Equipment (532522)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administrative Services (1681)	0	0	0	0	0	0
Motor Fuels (1700)	0	0	450	0	450	450
Federal Grant - Fuel Tax Evasion (1702)	0	0	0	0	0	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rent/Lease of Equipment - General Office Equipment (532524)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administrative Services (1681)	-	14,343	12,500	12,434	66	0

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Rent/Lease of Equipment - Furniture and Furnishings (532525)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administrative Services (1681)	3,578	2,862	2,096	0	2,096	2,096

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Air - In State (532711)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	92	0	0	0	0	0
Examination and Collection (1660)	15,223	12,263	11,489	2,242	9,247	11,534
Motor Fuels (1700)	768	2,500	1,257	0	1,257	1,257
Bill Lee Credits (1850)			0	251	(251)	0

☐ Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Air - Out of State (532712)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	5,501	4,573	9,062	293	8,769	9,062
Property Tax (1629)	1,868	1,494	2,256	367	1,889	2,256
Examination and Collection (1660)	107,709	89,659	130,088	30,156	99,932	130,088
Unauthorized Substance (1670)			345		345	345
Motor Fuels (1700)	14,598	16,454	5,141	2,680	2,461	5,141
Federal Grant - Fuel Tax Evasion (1702)	406	2,138	500	645	(145)	0
Federal Grant - Motor Carriers (1704)	0	0	0	0	0	0
Scrap Tire Disposal Tax (1820)	0	0	100	100	0	100
Lee Tax Credits (1850)	0	0	0	341	(341)	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Ground - In State (532714)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	23,776	24,101	27,565	25,905	1,660	17,565
Property Tax (1629)	20,289	17,916	19,538	14,326	5,212	22,738
Examination and Collection (1660)	389,498	391,044	389,236	318,749	70,487	489,236
Project Collect (1661)			3,207	3,109	98	46,000
Unauthorized Substance (1670)	64,442	59,404	56,797	52,826	3,971	66,597
Motor Fuels (1700)	65,027	69,549	71,664	69,588	2,076	71,664
Federal Grant - Fuel Tax Evasion (1702)	114	147	25,717	216	25,501	0
Federal Grant - Motor Carriers (1704)	0	0	0	0	0	0
White Goods Disposal Tax (1800)	7,000	10,000	0	0	0	0
Scrap Tire Disposal Tax (1820)	7,000	8,000	3,538	3,538	0	3,538
Public Transit Tax (1830)	0	440	2,500	551	1,949	2,500
Lee Tax Credits (1850)	0	0	9,000	1,974	7,026	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Ground - Out of State (532715)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	1,000	654	2,310	218	2,092	2,310
Property Tax (1629)	407	543	754	648	106	554
Examination and Collection (1660)	113,188	125,490	138,835	89,458	49,377	138,835
Unauthorized Substance (1670)	0	0	4	0	4	4
Motor Fuels (1700)	3,271	5,362	1,915	1,588	327	915
Federal Grant - Fuel Tax Evasion (1702)	343	0	11,300	223	11,077	0
Federal Grant - Motor Carriers (1704)	0	0	0	0	0	0
White Goods Disposal Tax (1800)	0	0	1,000	1,000	0	1,000
Scrap Tire Disposal Tax (1820)	0	0	200	200	0	200
Public Transit Tax (1830)	0	0	100	14	86	0
Lee Tax Credits (1850)	0	0	0	176	(176)	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Other - In State (532717)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Examination and Collection (1660)	12		100	30	70	
Unauthorized Substance (1670)	16	10	8	0	8	8
Motor Fuels (1700)	43		115	71	44	15

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Transportation Other - Out of State (532718)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)			2,255	0	2,255	2,255
Property Tax (1629)	1,940	1,117	1,122		1,122	1,122
Examination and Collection (1660)	2,766	6	56,499	622	55,877	98,599
Motor Fuels (1700)	10	408	142	113	29	42
Federal Grant - Fuel Tax Evasion (1702)			0	39	(39)	

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Lodging - In State (532721)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	8,110	3,856	6,500	5,817	683	3,500
Property Tax (1629)	8,976	9,192	8,000	6,822	1,178	5,000
Examination and Collection (1660)	76,231	80,923	89,832	53,307	36,525	89,832
Project Collect (1661)			11,793	15,601	(3,808)	
Unauthorized Substance (1670)	2,526	4,489	4,500	3,649	851	1,500
Motor Fuels (1700)	19,670	20,239	20,485	20,171	314	9,985
Federal Grant - Fuel Tax Evasion (1702)			32,047	0	32,047	
White Goods Disposal Tax (1800)			155	155	0	155
Public Transit Tax (1830)			900	0	900	1,000
Lee Tax Credits (1850)			0	2,872	(2,872)	

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Lodging - Out of State (532722)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	8,421	6,439	5,115	323	4,792	10,115
Property Tax (1629)	1,969	1,158	2,953	2,661	292	953
Examination and Collection (1660)	177,461	177,267	153,453	79,318	74,135	153,453
Unauthorized Substance (1670)	134		453		453	453
Motor Fuels (1700)	23,040	31,700	20,580	6,312	14,268	35,650
Federal Grant - Fuel Tax Evasion (1702)	1,498	1,125	11,275	2,165	9,110	
Federal Grant - Motor Carriers (1704)					0	
White Goods Disposal Tax (1800)			200	200	0	200
Scrap Tire Disposal Tax (1820)			1,300	1,300	0	1,300

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Meals - In State (532724)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	4,226	2,954	5,400	4,146	1,254	5,400
Property Tax (1629)	4,690	4,176	4,054	3,501	553	4,054
Examination and Collection (1660)	42,759	38,600	53,063	34,119	18,944	53,063
Project Collect (1661)	0	0	797	879	(82)	0
Unauthorized Substance (1670)	3,310	2,688	2,500	1,507	993	1,000
Motor Fuels (1700)	11,392	12,260	13,876	13,233	643	10,876
Federal Grant - Fuel Tax Evasion (1702)			32,047	0	32,047	
White Goods Disposal Tax (1800)	3,000	3,000	2,010	2,010	0	2,010
Scrap Tire Disposal Tax (1820)	3,000	3,056	1,459	1,459	0	1,459
Public Transit Tax (1830)		156	750	87	663	750
Lee Tax Credits (1850)	0	0	0	1,447	(1,447)	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Meals - Out of State (532725)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	2,266	1,592	7,145	142	7,003	7,145
Property Tax (1629)	950	674	880	619	261	880
Examination and Collection (1660)	55,155	55,094	78,319	30,146	48,173	78,319
Unauthorized Substance (1670)			210		210	210
Motor Fuels (1700)	6,888	11,601	12,393	2,212	10,181	12,393
Federal Grant - Fuel Tax Evasion (1702)	384	414	10,986	493	10,493	
Federal Grant - Motor Carriers (1704)					0	
Scrap Tire Disposal Tax (1820)			200	200	0	200

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous - In State (532727)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	185	4	1,000	6	994	1,000
Property Tax (1629)	240	180	122	92	30	72
Examination and Collection (1660)	3,573	1,925	1,414	1,009	405	1,414
Project Collect (1661)			0	6	(6)	
Unauthorized Substance (1670)	210	203	90	10	80	90
Motor Fuels (1700)	740	556	976	395	581	976
Federal Grant - Fuel Tax Evasion (1702)	6	2			0	
Federal Grant - Motor Carriers (1704)					0	
White Goods Disposal Tax (1800)			59	34	25	59
Scrap Tire Disposal Tax (1820)		56	5	5	0	5
Public Transit Tax (1830)			900	0	900	900
Lee Tax Credits (1850)			0	122	(122)	

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Miscellaneous - Out of State (532728)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	70	1,524	2,267	1	2,266	2,267
Property Tax (1629)	195	249	106	39	67	6
Examination and Collection (1660)	24,022	21,629	25,745	3,080	22,665	25,745
Unauthorized Substance (1670)			167		167	167
Motor Fuels (1700)	787	1,046	2,270	213	2,057	2,000
Federal Grant - Fuel Tax Evasion (1702)	15	32	0	52	(52)	
Federal Grant - Motor Carriers (1704)					0	
White Goods Disposal Tax (1800)			200	200	0	200
Lee Tax Credits (1850)			0	6	(6)	

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Board/Non-Employee Transportation (532731)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Property Tax (1629)	4,972	4,413	4,597	3,739	858	4,597

Compensation to Board Members (531651)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Property Tax (1629)	35,690	32,600	38,800	27,000	11,800	38,800

Salary for board members is $200/day [G.S. 105-288 (d)]

The Property Tax Board consists of five members, three appointed by the Governor, one appointed by the Speaker of the House and the other by the President Pro Tempore of the Senate.

The number of meetings held for the following years:

FY 99-00	11
FY 00-01	11
FY 01-02 (thru 3/31/02)	8

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Board/Non-Employee Subsistence (532732)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Property Tax (1629)	12,353	11,420	10,445	10,440	5	8,445

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Cellular Phone Services (532814)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Information Technology (1605)	2,974	3,801	4,155	2,970	1,185	1,155
Examination and Collection (1660)	1,349	2,212	3,850	3,160	690	2,850
Project Collect (1661)			1,229	2,642	(1,413)	
Unauthorized Substance (1670)	3,031	6,391	7,116	3,725	3,391	7,116
Administrative Services (1681)	2,842	4,654	8,710	8,145	565	710

North Carolina Department of Revenue
Summary of Assigned Cellular Phones

Title	Division
Secretary of Revenue	Administration
Deputy Secretary	Administration
Hearings Officer	Administration
Personnel on Call	Administrative Services
Supervisor Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Supervisor Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Special Agent	Criminal Investigations
Assistant Director	Collections, West
Assistant Secretary	Examination, Collections
Assistant Director	Collections, East
Assistant Director	Collections, Central
Assistant Director	Examination, Interstate
Director	Collections
tor	Examination
tant Director	Examination, East
Assistant Director	Examination, West
Assistant Director	Examination, Central
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Personnel on Call	Information Technology
Network Administrator	Information Technology
Network Administrator	Information Technology
Network Administrator	Information Technology
Systems Analyst	Information Technology
Systems Analyst	Information Technology

Title	Division
Chief Information Security Officer	Security
Director	Security
Assistant Director	Taxpayer Assistance, East
Assistant Director	Taxpayer Assistance, West
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Director	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Enforcement Agent	Unauthorized Substance
Office Manager	Collections, Charlotte
Office Manager	Collections, Fayetteville
Revenue Officer	Collections, Raleigh
Office Manager	Collections, Asheville
Revenue Officer	Collections, Hickory
Office Manager	Collections, Wilmington
Office Manager	Collections, Elizabeth City
Office Manager	Collections, Reidsville

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Furniture - Office (534511)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Data Capture (1604)	249,666		0	0	0	0
Information Technology (1605)	17,841	3,655	13,873	1,186	12,687	13,873
Property Tax (1629)	654		4,095	170	3,925	95
Examination and Collection (1660)	892	8,710	150	0	150	150
Project Collect (1661)	0	0	87,242	86,754	488	0
Unauthorized Substance (1670)	11,192	412	4,252	3,036	1,216	1,752
Administrative Services (1681)	62,410	36,409	26,738	10,547	16,191	60,788
Motor Fuels (1700)	20,922	347,882	3,743	0	3,743	11,578
Federal Grant - Fuel Tax Evasion (1702)	0	0	0	0	0	0
Federal Grant - Motor Carriers (1706)	0	0	1,000	0	1,000	1,000
White Goods Disposal Tax (1800)	0	0	1,335	0	1,335	1,335
Scrap Tire Disposal Tax (1820)	0	0	142	0	142	142
Public Transit Tax (1830)	891	0	3,000	0	3,000	5,500
Lee Tax Credits (1850)	0	0	13,500	0	13,500	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Office Equipment (534521)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Data Capture (1604)	813,700	23,281	0	0	0	0
Information Technology (1605)	6,435	1,588	12,475	0	12,475	12,475
Property Tax (1629)	412	450	452	0	452	352
Examination and Collection (1660)	10,013	299	967	0	967	967
Project Collect (1661)	0	0	50,980	50,976	4	0
Unauthorized Substance (1670)	4,893	1,197	4,150	3,830	320	1,150
Administrative Services (1681)	159,663	111,708	126,389	46,043	80,346	151,389
Motor Fuels (1700)	6,288	58,815	3,990	3,409	581	5,000
Federal Grant - Fuel Tax Evasion (1702)	0	0	0	0	0	0
Federal Grant - Motor Carriers (1706)	0	0	5,234	5,183	51	5,234
Public Transit Tax (1830)	0	0	3,500	0	3,500	3,500
Lee Tax Credits (1850)	0	0	300	0	300	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Equipment Computers (534522)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Data Capture (1604)	2,523,924	1,491,271	332,894	326,605	6,289	7,000
Information Technology (1605)	1,090,472	956,252	539,446	49,052	490,394	539,446
Property Tax (1629)	0	0	4,514	0	4,514	19,634
Examination and Collection (1660)	83,308	1,356	856	0	856	856
Project Collect (1661)			91,833	82,762	9,071	0
Unauthorized Substance (1670)	2,589	12,015	10,722	0	10,722	18,652
Administrative Services (1681)	90,168	87,288	110,072	10,027	100,045	178,772
Motor Fuels (1700)	21,938	11,210	40,481	39,041	1,440	8,316
Federal Grant - Fuel Tax Evasion (1702)	0	0	45,000		45,000	5,000
Federal Grant - Motor Carriers (1704)	0	0	0	0	0	0
Federal Grant - Motor Carriers (1706)	92,336	0	78,822	9,189	69,633	86,472
White Goods Disposal Tax (1800)	0	0	4,722	0	4,722	4,722
Scrap Tire Disposal Tax (1820)	0	0	1,000	0	1,000	1,000
Public Transit Tax (1830)	0	3,588	5,600	0	5,600	5,600
Dry Cleaning Solvent Tax (1840)	0	0	5,000	0	5,000	0
Lee Tax Credits (1850)	0	0	12,000	0	12,000	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Equipment - Communications (534528)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Data Capture (1604)	26,610	1,225	0	0	0	0
Information Technology (1605)	4,234	34,246	40,000	307	39,693	40,000
Property Tax (1629)	0	120	120	115	5	0
Examination and Collection (1660)	28,250	58,725	(2,011)	(19,386)	17,375	789
Project Collect (1661)		0	11,300	22,954	(11,654)	0
Unauthorized Substance (1670)	1,988	17	0	0	0	0
Administrative Services (1681)	188,052	16,380	16,330	2,063	14,267	30,100
Motor Fuels (1700)	15,143	3,157	310	0	310	2,310
Federal Grant - Motor Carriers (1706)	0	0	150	108	42	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Equipment Custody & Security - Weapon (534529)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Unauthorized Substance (1670)	11,080	1,158	2,350	2,201	149	0
Administrative Services (1681)	1,729	41,887	3,270	853	2,417	500
Motor Fuels (1700)		18,229				

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Other Equipment (534539)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Property Tax (1629)	804	0	0	0	0	0
Examination and Collection (1660)	5,664	0	0	0	0	0
Administrative Services (1681)	5,791	0	1,000	693	307	0
Motor Fuels (1700)	0	0	0	0	0	0

Represents receipts supported divisions/programs

NC Department of Revenue
Zero Base Budgeting Expenditures
FY 1999-00 to FY 2002-03

Other Motorized Vehicles (534549)

Division	(Expended) FY 99-00	(Expended) FY 00-01	FY 01-02 Authorized Budget 3/31/02	FY 01-02 YTD (Expended) 3/31/02	FY 01-02 Balance (Unexpended) 3/31/02	FY 02-03 Certified Budget
Administrative Services (1681)	8,819	0	0	0	0	0

North Carolina Department of Revenue

Michael F. Easley
Governor

E. Norris Tolson
Secretary

April 1, 2002

TO: Michele T. Nelson
Fiscal Research Division

FROM: Randy Barnes, Assistant Secretary for Information Technology
Department of Revenue

RE: Report on Study of Agency Internet Use - DOR

Section 14.1 of S.L. 2001-424, requires agencies under the auspices of the Joint Appropriations Subcommittee on General Government to review printing and publications requirements, develop a plan to reduce cost by using computer technology, particularly the Internet, and to submit a report to the Fiscal Research Division. This is the report for the Department of Revenue.

TAX FORMS

The Department of Revenue (DOR) has been actively using the Internet to communicate with taxpayers and other constituents for many years. Nearly all of the information that would be needed by an individual, business or tax practitioners, related to all taxation requirements, including forms, is available on our web site. Anyone contacting the department requesting forms is encouraged to access the Internet to obtain their forms.

Each year the department attempts to print the minimum number of tax forms necessary. However, our mandate requires that we make the necessary forms available and not everyone has access to the Internet. Therefore it is impossible for us to eliminate the printing of tax forms altogether. With the increased accessibility of the Internet, the increased use of tax preparation software and wide-spread use of electronic filing, we are hoping to see a continual reduction in demand for paper forms. No specific projections are available. This is a yearly analysis and cost reduction on a case by case, tax by tax basis. The cost of printing our more complex forms continue to increase due to the complexity of the personalization of the forms, so much of the cost savings that might be gained from volume reductions are used to cover contract printing costs.

DOR has a Forms Team and a Forms Management and Development Review Team which continually review the effectiveness of our forms, the volume of forms ordered, and the form needs of the taxpayers to ensure that the best balance between cost and service is maintained. Use of the Internet is a primary focus of both teams.

NEWSLETTERS/PUBLICATIONS

The Department has traditionally sent a Order Form for tax forms and publications to a list of libraries, military bases, post offices, tax preparers, businesses and individuals who have, at some time in the past, requested forms to be sent to them. This year, the process was changed. A postcard was mailed to only the libraries, military bases and post offices notifying them that the order form was not being mailed and that forms could be ordered by accessing our web site or by contacting the DOR Forms Line. This change saved the department approximately $1100 in postage, printing and envelop costs.

The Department uses internal email whenever possible to eliminate the need for mass production of memoranda to agency staff. We have also been pursuing the implementation of an intranet site for the department. The availability of funds for the necessary hardware and software procurement have delayed this effort. The implementation of the intranet would enable the sharing of documentation, newsletters, and memoranda without the current associated printing and distribution costs.

If you have questions or comments, please contact me at 919-715-1763 or via email at Randy.Barnes@ncmail.net.

Agency Compliance with S.L. 2001-424, Section 14.1

Use of Internet for Agency Publication

Agency: NC Department of Revenue

	Printing/Publication Requirement	Reduction in Cost Plan			Printing Volume		Estimated Budget Reduction
		Y/N	Eff. Date	Brief Description	Current	Proposed	
1	Gen-42, Forms Order Request	Y	10/1/01	Eliminated mailing Forms Order Request to several thousand taxpayers. Mailed postcards, instead, to post offices, military bases and libraries referencing how/where forms could be ordered.	3000	0	$1,100

North Carolina Department of Revenue
General Fund - Vacancy Listing

Summary of Vacancy Positions		
Center 1600 -Administration	1	$59,081
Center 1602 - Security	1	$23,751
Center 1605 - Information Technology	3	$146,476
Center 1607 - Tax Research	8	$266,998
Center 1609 - Criminal Investigations	1	$42,847
Center 1643 -Taxpayer Assistance	21	$679,726
Center 1660 - Examination & Collection	31	$1,174,970
Center 1661 - Project Collect Tax	5	$161,656
Center 1681 - Administrative Services	2	$87,413
Center 1683 - Financial Services	1	$23,045
Center 1685 - Documents & Payments Processing	19	$477,355
Total	**93**	**$3,143,318**

Center 1600 - Administration

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4771-0000-0020-017	General	$59,081	REVENUE PLANNING DIRECTOR	75T

Total	1	$59,081

Center 1602 - Security

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4791-0000-0024-170	General	$23,751	SECURITY GUARD	55

Total	1	$23,751

Center 1605 - Information Technology

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4773-0000-0030-381	General	$42,068	COMPUTING CONSULTANT II	72
4773-0000-0030-575	General	$59,506	APPLIC ANALYST PROG II	78
4773-0000-0030-603	General	$44,902	APPLIC ANALYST PROG I	76

Total	3	$146,476

Center 1607 - Tax Research

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4774-0000-0040-200	General	$53,246	STATISTICIAN II	73
4774-0000-0040-255	General	$48,500	ECONOMIST III	79
4774-0000-0040-260	General	$44,920	ECONOMIST II	77
4774-0000-0040-305	General	$26,429	STATIST RESEARCH ASST I	63
4774-0000-0040-313	General	$24,007	STATISTICAL ASSISTANT V	61
4774-0000-0040-315	General	$22,251	STATISTICAL ASSISTANT V	61
4774-0000-0040-316	General	$22,251	STATISTICAL ASSISTANT V	61
4774-0000-0040-317	General	$25,394	STATISTICAL ASSISTANT V	61

Total	8	$266,998

Center 1609 - Criminal Investigations

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4790-0000-0042-016	General	$42,847	TAX FRAUD INVESTIGATOR	76T

Total	1	$42,847

Center 1643 - Taxpayer Assistance

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4782-0000-0065-209	General	$41,429	REVENUE ADMIN OFF I	74
4782-0000-0065-737	General	$24,095	PROCESSING ASSISTANT V	61
4782-0000-0065-738	General	$20,795	PROCESSING ASSISTANT III	57
4782-0000-0065-743	General	$25,715	PROCESSING ASSISTANT V	61
4782-0000-0065-746	General	$39,267	REVENUE TAX AUDITOR I	73
4782-0000-0065-749	General	$58,626	REVENUE TAX AUDITOR II	75
4782-0000-0065-751	General	$23,031	PROCESSING ASSISTANT IV	59
4782-0000-0065-753	General	$39,110	REVENUE TAX TECHNICIAN	65T
4782-0000-0065-765	General	$19,105	PROCESSING ASSISTANT III	57
4782-0000-0065-767	General	$28,112	PROCESSING ASSISTANT V	61
4782-0000-0065-775	General	$29,475	PROCESSING ASSISTANT V	61
4782-0000-0065-785	General	$28,788	PROCESSING ASSISTANT V	61
4782-0000-0065-795	General	$25,011	PROCESSING ASSISTANT V	61
4782-0000-0065-797	General	$45,256	REVENUE TAX AUDITOR II	75
4782-0000-0065-798	General	$36,789	REVENUE TAX AUDITOR I	73
4782-0000-0065-801	General	$39,789	REVENUE TAX TECHNICIAN	65T
4782-0000-0065-804	General	$36,814	REVENUE TAX AUDITOR I	73
4782-0000-0065-816	General	$20,207	PROCESSING ASSISTANT III	57
4782-0000-0065-820	General	$25,239	PROCESSING ASSISTANT V	61
4782-0000-0065-822	General	$39,789	REVENUE TAX TECHNICIAN	65T
4782-0000-0065-860	General	$33,284	REVENUE OFFICER I	71

Total	21	$679,726

Center 1660 - Examination & Collection

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4784-0000-0072-054	General	$46,625	REVENUE FIELD AUDITOR II	76
4784-0000-0072-056	General	$55,179	REVENUE FIELD AUDITOR II	76
4784-0000-0072-066	General	$26,988	PROCESSING ASSISTANT IV	59
4784-0000-0073-033	General	$38,500	REVENUE FIELD AUDITOR I	74
4784-0000-0073-040	General	$51,944	REVENUE OFFICE MANAGER II	75
4784-0000-0073-076	General	$55,995	REVENUE FIELD AUDITOR I	74
4784-0000-0073-097	General	$33,908	REVENUE OFFICER I	71
4784-0000-0073-301	General	$63,651	REVENUE FIELD AUDITOR II	76
4784-0000-0073-395	General	$33,908	REVENUE OFFICER I	71
4784-0000-0073-405	General	$36,168	REVENUE OFFICER I	71
4784-0000-0075-017	General	$63,651	REVENUE FIELD AUDITOR II	76
4784-0000-0075-062	General	$35,588	REVENUE OFFICER I	71
4784-0000-0075-071	General	$33,923	REVENUE OFFICER I	71
4784-0000-0075-204	General	$37,875	REVENUE FIELD AUDITOR I	74
4784-0000-0075-215	General	$41,457	REVENUE OFFICER II	73
4784-0000-0076-288	General	$36,275	REVENUE OFFICER I	71
4784-0000-0076-295	General	$56,965	REVENUE OFFICER II	73
4784-0000-0076-436	General	$36,168	REVENUE OFFICER I	71
4784-0000-0076-500	General	$37,415	REVENUE TAX AUDITOR I	73
4784-0000-0076-501	General	$34,585	REVENUE TAX TECHNICIAN	65T
4784-0000-0076-555	General	$41,275	REVENUE FIELD AUDITOR II	76
4784-0000-0076-561	General	$41,199	REVENUE TAX AUDITOR I	73
4784-0000-0076-567	General	$20,948	PROCESSING ASSISTANT IV	59
4784-0000-0076-590	General	$23,693	PROCESSING ASSISTANT IV	59
4784-0000-0076-598	General	$20,576	PROCESSING ASSISTANT IV	59
4784-0000-0076-600	General	$27,603	INFORM PROCESSING TECH	63
4784-0000-0076-601	General	$35,749	ADMINISTRATIVE ASST I	63
4784-0000-0076-602	General	$26,003	INFORM PROCESSING TECH	63
4784-0000-0076-604	General	$27,488	INFORM PROCESSING TECH	63
4784-0000-0076-607	General	$25,066	INFORM PROCESSING TECH	63
4784-0000-0076-612	General	$28,602	INFO PROCESSING TECH	63

TOTALS	31	$1,174,970

Center 1661 - Project Collect Tax

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4784-0000-0076-622	General	$45,084	REVENUE OFFICER II	73
4784-0000-0076-634	General	$25,968	INFORM PROCESSING TECH	63
4784-0000-0076-639	General	$33,284	REVENUE OFFICER I	71
4784-0000-0076-647	General	$33,284	REVENUE OFFICER I	71
4784-0000-0076-662	General	$24,036	INFORM PROCESSING TECH	63

TOTALS	5	$161,656

Center 1681- Administrative Services

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4785-0000-0080-100	General	$28,380	PROCESSING ASSISTANT V	61
4785-0000-0083-000	General	$59,033	REVENUE ADMIN OFF I	74

Total	2	$87,413

Center 1683 - Financial Services

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4786-0000-0088-605	General	$23,045	PROCESSING ASSISTANT IV	59

Total	1	$23,045

Center 1685 - Documents & Payments Processing

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4787-0000-0090-006	General	$71,674	REVENUE ADMIN OFF III	78
4787-0000-0090-130	General	$19,105	PROCESSING ASSISTANT III	57
4787-0000-0090-170	General	$19,967	PROCESSING ASSISTANT III	57
4787-0000-0090-630	General	$24,758	PROCESSING ASSISTANT IV	59
4787-0000-0090-725	General	$27,101	DATA ENTRY SPECIALIST	58
4787-0000-0090-800	General	$30,839	PROCESSING ASSISTANT IV	59
4787-0000-0090-827	General	$20,485	DATA ENTRY SPECIALIST	58
4787-0000-0090-852	General	$19,105	PROCESSING ASSISTANT III	57
4787-0000-0090-862	General	$22,716	DATA ENTRY SPECIALIST	58
4787-0000-0090-870	General	$22,287	DATA ENTRY SPECIALIST	58
4787-0000-0090-878	General	$24,758	PROCESSING ASSISTANT IV	59
4787-0000-0090-899	General	$23,609	DATA ENTRY SPECIALIST	58
4787-0000-0091-205	General	$21,598	PROCESSING ASSISTANT III	57
4787-0000-0095-087	General	$21,351	PROCESSING ASSISTANT IV	59
4787-0000-0095-110	General	$19,467	PROCESSING ASSISTANT III	57
4787-0000-0095-115	General	$19,467	PROCESSING ASSISTANT III	57
4787-0000-0095-120	General	$20,973	PROCESSING ASSISTANT III	57
4787-0000-0095-121	General	$20,994	PROCESSING ASSISTANT III	57
4787-0000-0095-122	General	$27,101	PROCESSING ASSISTANT III	57

Total	19	$477,355

North Carolina Department of Revenue
Receipt Funded - Vacancy Listing

Summary of Vacancy Positions		
Center 1685 - Documents & Payments Processing	2	$38,210
Center 1700 - Motor Fuels	4	$119,837
Center 1706 - Fuel Tax Compliance	2	$65,845
Center 1850 - Lee Tax Credits	3	$137,590
Total	**11**	**$361,482**

Center 1685 - Documents & Payments Processing

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4787-0000-0095-107	Debt Set-Off	$19,105	PROCESSING ASSISTANT III	57
4787-0000-0095-126	Debt Set-Off	$19,105	PROCESSING ASSISTANT III	57

Total	**2**	**$38,210**

Center 1700 - Motor Fuels

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4789-0000-0055-221	Highway	$25,187	DATA ENTRY SPECIALIST	58
4789-0000-0055-225	Highway	$19,860	DATA ENTRY SPECIALIST	58
4789-0000-0055-600	Highway	$37,084	REVENUE TAX AUDITOR I	73
4789-0000-0055-730	Highway	$37,706	REVENUE TAX AUDITOR I	73

Total	**4**	**$119,837**

Center 1706 - Fuel Tax Compliance

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4789-0000-0055-160	Highway	$27,808	COMPUTING SUPPORT TECH II	63
4789-0000-0055-720	Highway	$38,037	REVENUE TAX AUDITOR I	73

Total	**2**	**$65,845**

Center 1850 - Lee Tax Credits

Position No.	Funding Source	Bud. Salary	Job Title	Grade
4774-0000-0040-318	Receipt	$35,183	TAX RESEARCH ANALYST	67
4784-0000-0076-664	Receipt	$50,053	REVENUE FIELD AUDITOR II	75
4784-0000-0076-665	Receipt	$52,354	REVENUE FIELD AUDITOR II	76

Total	**3**	**$137,590**

US Postal Increase for Fiscal Year 2002-03

- US postage rates go up, effective 6/30/02
- First class rate goes up .03, .34 to .37
- 3-digit automatic pre-sort rate used for notices, forms, etc., go up to .023; .269 to .292
- 5-digit automatic pre-sort rate for refunds, etc., go up to .023; .023 to .278
- Based on calculations of outgoing mail for FY 2000-01 and a weighted average increase of .027 per piece of mail, DOR projects the postage increase for FY 2002-03 is $242,192.35
- DOR did not receive an increase the last time postal rates changed from .33 to .34 in FY 2000-01

North Carolina Department of Revenue

Michael F. Easley
Governor

E. Norris Tolson
Secretary

April 15, 2002

Report on Collection of Tax Debt

TO: Joint Legislative Commission on Governmental Operations
Revenue Laws Study Committee

FROM: E. Norris Tolson
Secretary of Revenue

General Statute 105-241.3(f) requires the Department to submit a quarterly report, beginning November 1, 2001 through November 1, 2002 and semiannually thereafter, to the entities listed above on the Department's progress regarding the collection of tax debt. The report must detail the amount and age of tax debt in three categories: tax debt collected by collection agencies, tax debt collected as a result of the 20% collection assistance fee notice, and all other collections of tax debt by the Department. The report must also include a long-term collection plan, a timeline for implementing each step of the plan, a summary of steps taken since the last report and their results, and any other data requested by the Commission or the Committee.

The second quarter report for the period ending December 31, 2001 was previously submitted on January 9, 2002. This report provides an update through March 31, 2002.

Tax Debt Collections for the Nine-Month Period July 1, 2001 Through March 31, 2002

• Tax Debt Collected by Collection Agency	$ 4,971,405
• Tax Debt Collected From Fee Warning Letters	34,127,490
• Other Tax Debt Collected by Departmental Personnel	104,575,129
Total Tax Debt Collected For Nine-Month Period	$ 143,674,024
• Total Collections From Non-Filers	40,783,242
• Total Collections - Nine-Month Period **(Exhibit 1)**	$ 184,457,266
• Less Baseline Collections (Debt Collections 7-1-00/3-31-01)	126,100,575
• Total Tax Debt and Non-Filer Collections from Project Collect	$ ***58,356,691****

- **Total is $444,000 less than previously reported totals due to a detailed verification of the numbers.**

Long Term Collection Plan

In July 2001, the Department implemented an agency-wide initiative called "Project Collect Tax." Through this project, the Department has committed to achieving two primary goals: reduce accounts receivable and collect $150,000,000 in tax debt over and above normal revenue collections by implementing best practices for collecting tax debt.

Reduce Accounts Receivable for Accounts 270 Days or Older:

Accounts Receivable – July 1, 2001	$359 M
Accounts Collected Older than 270 Days	46 M
Balance of 7-01-01 Accounts Receivable	$313 M

We anticipate accounts receivable to decline further as the full impact of "Project Collect Tax" activities are realized.

Generating $150,000,000 of New Revenue

To achieve our $150,000,000 goal, several initiatives are being used. The primary initiatives are as follows:

- Warning Letters – On August 21, 2001, the Department began sending 20% fee warning letters to taxpayers. Notices continue to be issued for accounts over 60 days old. If the taxpayer fails to enter into a payment arrangement or pay the tax, the fee is assessed after 90 days. For the period ending 3-31-02, tax debt collected from these notices totaled $34.1 million.

- Listing Delinquent Taxpayers on the Internet – Since January 7, 2002, four-hundred and eleven accounts (411) have been listed on the Department's website. As of March 31, 2002, three hundred forty-three (343) accounts with tax liabilities totaling $10.8 million were listed. Sixty-eight (68) accounts were removed because the tax was paid or a payment plan was established. The Department continues to add 100 accounts each month. As of March 31, 2002, $130,000 had been collected from this initiative.

- Hire 44 New Collection Division Employees – To date, 40 of the 44 have been hired. These new employees have collected $3.3 million. Future collections could be impacted by failure to fill frozen positions.

- Hire Former Employees as Contract Workers – Ten former revenue officers were hired effective October 15, 2001. As of March 31, 2002, these employees had collected $1 million.

- Civil Enforcement Team – Eight senior revenue officers have conducted operations in Charlotte, Greensboro and Raleigh-Durham. As of March 31, 2002, this team had collected $5.7 million.

- Enhance Bankruptcy Collections – Process improvements in the Bankruptcy Unit have caused current fiscal year collections to exceed collections for the same period in the prior year. Actual collection data will be reported in the July report.

- Develop an RFP for Outsourcing Tax Debt – The Department issued a Request For Proposals for Collection Agency Services on January 22, 2002. Nineteen collection agencies responded to the request. A Selection Committee, comprised of representatives from the Department of Revenue and the Department of Justice evaluated the proposals. Final selections were sent to State Purchasing and Contracts on April 8, 2002 and we expect final approval within the next few days.

- Develop an RFP for a Performance-Based Contract to Collect Tax Debt – This initiative was suspended due to budget reductions.

- Redirect of Existing Personnel – Personnel from the Documents and Payments Processing Division have continued to issue garnishments on individuals owing tax debt. As of March 31, 2002, these employees have reviewed 56,000 accounts and issued 24,000 garnishments.

- The Examination Division identified non-filers from a potential pool of 500,000 cases using Federal abstract information. These non-filers include individuals who filed Federal tax returns but failed to file state tax returns. Total collections from this initiative as of March 31, 2002 totaled $6.9 million.

- Federal Offset Initiative – North Carolina and other states are now authorized to offset Federal tax refunds for state individual income tax debt. As of March 31, 2002, this initiative resulted in state tax debt collections totaling $2.7 million.

Total new revenue generated from all "Project Collect Tax" initiatives for the six-month period ending 3-31-02 totaled $58,356,691. This total includes collections from the initiatives previously mentioned and from a more aggressive collection and enforcement effort.

Exhibit 1 - Tax Debt Collections
July 1, 2001 – March 31, 2002

Age of Assessments	Collection Agencies	20% Fee Warning Letters*	Other DOR Collection Efforts	Totals
0-30 days	$0.00	$0.00	$12,502,437.76	$12,502,437.76
31-60 days	$0.00	$127.00	$10,957,375.23	$10,957,502.23
61-90 days	$11,464.41	$2,488,085.86	$29,447,251.29	$31,946,801.56
90-120 days	$207,049.59	$7,737,379.26	$7,680,733.55	$15,625,162.40
121-180 days	$1,037,086.04	$6,158,776.98	$9,487,683.88	$16,683,546.90
181-365 days	$1,492,062.92	$7,070,929.33	$18,319,673.63	$26,882,665.88
366-730 days	$1,060,245.56	$5,280,883.32	$8,208,292.63	$14,549,421.51
Older than 730 days	$1,163,496.58	$5,391,308.20	$7,971,681.29	$14,526,486.07
Totals	$4,971,405.10	$34,127,489.95	$104,575,129.26	$143,674,024.31
Additional tax collections from non-filers				$40,783,242.13
Grand Total- Tax Debt and Non-Filer Collections				$184,457,266.44

Attach. No. 2

DETAIL OF EACH CONTRACT BY AGENCY – FOR FINAL REVIEW

Preliminary Data from Contractor Study for Reporting Agencies

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

ATTACHMENT C

Department of Revenue

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0001
Contract Title DEC/VAX SYSTEMS PROGRAMMER
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract SYSTEM PROGRAMMING SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$456.640	$111.683	06 / 1999	06 / 2002	100	0	0	100	6.000	1

Scope of Work, if given: SUPPORT OF DEC/VAX/ALL-IN-ONE ENVIRONMENT - NO EXPERTISE ON STAFF FOR TECHNOLOGY THAT IS BEING REPLACED.

OSBM ID: 0002
Contract Title PC SUPPORT
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract LAN SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$37.220	$2.340	05 / 2001	09 / 2001	100	0	0	100	600	1

Scope of Work, if given: ASSISTANCE WITH DEPLOYMENT AND UPDATING OF DESKTOP PCS

OSBM ID: 0003
Contract Title HELP DESK SUPPORT
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract HELP DESK SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$83.068	$32.293	11 / 2000	06 / 2002	100	0	0	100	4.000	1

Scope of Work, if given: HELP DESK SUPPORT TECHNICIAN, ANSWERING GENERAL LAN AND PC QUESTIONS

OSBM ID: 0004
Contract Title DATA CAPTURE PROJECT MANAGER
Vendor Name: ANALYST INTERNATIONAL CORPOR
Type of Contract PROJECT MANAGEMENT SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$544.220	$167.981	08 / 1998	09 / 2001	100	0	0	100	6.000	1

Scope of Work, if given: DAY TO DAY PROJECT MANAGEMENT OF THE DATA CAPTURE PROJECT

OSBM ID: 0005
Contract Title JAVA DEVELOPMENT
Vendor Name: TECHNI SOURCE INC.
Type of Contract APPLICATION SYSTEMS ANALYSIS SUPPORT S

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$320.755	$142.092	07 / 2000	06 / 2002	100	0	0	100	6.000	1

Scope of Work, if given: JAVA DEVELOPMENT DESIGN AND DEVELOPMENT

OSBM ID: 0006
Contract Title ITAS DEVELOPMENT/MAINTENANCE SUPPO
Vendor Name: CII ASSOCIATES INC
Type of Contract APPLICATION PROGRAMMING SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$1.082.814	$475.504	07 / 2000	06 / 2002	100	0	0	100	6.056	4

Scope of Work, if given: ITAS APPLICATION DESIGN AND DEVELOPMENT

OSBM ID: 0007
Contract Title JAVA AND WEB DEVELOPMENT SUPPORT
Vendor Name: METRO INFORMATION SERVICES
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: JAVA APPLICATIONS DEVELOPMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$217.467	$122.487	07 / 2000	06 / 2002	100	0	0	100	1.665	1

OSBM ID: 0008
Contract Title ITAS DEVELOPMENT SUPPORT
Vendor Name: METRO INFORMATION SERVICES
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: ITAS APPLICATION DEVELOPMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$1.319.864	$662.482	05 / 2000	06 / 2002	100	0	0	100	9.465	6

OSBM ID: 0009
Contract Title JAVA AND WEB SUPPORT
Vendor Name: COMPUWARE CORPORATION
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: JAVA AND WEB DEVELOPMENT IN CLIENT SERVER ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$142.390	$107.875	06 / 2000	06 / 2001	100	0	0	100	1.620	1

OSBM ID: 0010
Contract Title USUB SUPPORT
Vendor Name: ANALYST INTERNATIONAL CORPOR
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: USUB APPLICATION SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$38.843	$38.843	11 / 2000	04 / 2001	100	0	0	100	586	1

OSBM ID: 0011
Contract Title SECURITY PROC. AND POLICY DEVELOPME
Vendor Name: ANALYST INTERNATIONAL CORPOR
Type of Contract IT TRAINING OTHER
Scope of Work, if given: DEVELOP SECURITY RELATED POLICIES AND PROCEDURES... DEVELOP DATA CAPTURE OPERATING PROCEDURES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$232.741	$114.659	06 / 1999	04 / 2001	100	0	0	100	1.680	1

OSBM ID: 0012
Contract Title DESKTOP PC SUPPORT
Vendor Name: COMPUTER SERVICES
Type of Contract LAN SUPPORT
Scope of Work, if given: DESKTOP PC, PRINTER AND NETWORK SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$80.640	$25.984	03 / 2001	06 / 2002	100	0	0	100	645	1

OSBM ID: 0013
Contract Title SUN SOLARIS SYSTEMS PROGRAMMER SU
Vendor Name: METRO INFORMATION SERVICES
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: SYSTEMS PROGRAMMING SUPPORT FOR SUN/SOLARIS HARDWARE ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$379.850	$145.351	12 / 1999	06 / 2002	100	0	0	100	2.077	1

OSBM ID: 0014
Contract Title DATA CAPTURE SUPPORT
Vendor Name: ANALYST INTERNATIONAL CORPOR
Type of Contract APPLICATION SYSTEMS ANALYSIS SUPPORT S
Scope of Work, if given: APPLICATIONS ADMINISTRATION FOR DATA CAPTURE ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$58.000	$10.101	02 / 2001	03 / 2001	100	0	0	100	164	1

OSBM ID: 0015
Contract Title DATA CAPTURE FORMS DESIGN
Vendor Name: ANALYST INTERNATIONAL CORPOR
Type of Contract PROFESSIONAL SVC-GRAPHIC, PRESENTATIO
Scope of Work, if given: ASSIST WITH REDESIGN OF ALL DOR TAX FORMS FOR DATA CAPTURE ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$258.165	$19.698	08 / 1998	08 / 2000

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 4.000
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0016
Contract Title PC AND LAN SUPPORT
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract DESKTOP SUPPORT
Scope of Work, if given: SUPPORT OF DESKTOP ENVIRONMENT (PCS, PRINTERS, ETC.)

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$197.713	$69.461	11 / 1999	01 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 1.992
Estimated # of Contractors Working on Contract, if provided to OSBM: 2

OSBM ID: 0017
Contract Title JAVA DEVELOPMENT SUPPORT
Vendor Name: PARAGON COMPUTER PROFESSION
Type of Contract APPLICATION SYSTEMS ANALYSIS SUPPORT S
Scope of Work, if given: JAVA PROGRAMMING FOR SUN SOLARIS CLIENT SERVER ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$64.750	$34.965	09 / 2000	12 / 2000

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 1.193
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0018
Contract Title CLIENT SERVER BUSINESS ANALYST SUPP
Vendor Name: METRO INFORMATION SERVICES
Type of Contract BUSINESS ANALYST SERVICES
Scope of Work, if given: ASSIST WITH DEVELOPMENT OF BUSINESS REQUIREMENTS, APPLICATIONS DESIGN, USER TEST CASES, PROCEDURES DOCUMENTATION AND TRAINING GUIDES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$170.654	$91.583	10 / 2000	06 / 2002

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 1.351
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0019
Contract Title WEB DESIGN SUPPORT
Vendor Name: KEANE. INC
Type of Contract WEBSITE DESIGN SERVICES
Scope of Work, if given: REDESIGN OF DOR WEB SITE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$58.680	$53.425	10 / 2000	03 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 694
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0020
Contract Title JAVA DEVELOPMENT
Vendor Name: MODIS. INC
Type of Contract APPLICATION SYSTEMS ANALYSIS SUPPORT S
Scope of Work, if given: JAVA APPLICATION DEVELOPMEMT FOR CLIENT SERVER ENVIRONMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$65.720	$42.442	03 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 616
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0021
Contract Title TECHNOLOGY SUPPORT
Vendor Name: COMPUTER SERVICE PARTNERS. IN
Type of Contract LAN SUPPORT
Scope of Work, if given: DESKTOP SUPPORT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$121.002	$24.018	08 / 1999	10 / 2000

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 1.810
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0025
Contract Title FOXPRO PROGRAMMING SUPPORT
Vendor Name: METRO INFORMATION SERVICES
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: MODIFICATION AND SUPPORT OF FOXPRO APPLICATIONS ON PC

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$289.550	$86.421	01 / 2001	06 / 2002

% Funded Appro	24
% Funded Fed	0
% Funded Other	76
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM: 4.170
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0028
Contract Title DESKTOP PC BLITZ TEAM
Vendor Name: ALPHANUMERIC SYSTEMS INC
Type of Contract DESKTOP SUPPORT
Scope of Work, if given: DEPLOY NEW DESKTOP CONFIGURATION TO ALL NETWORK PCS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$62.975	$15.790	11 / 2000	01 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	1.400
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	5
% Funded Other	0		
TOTAL % Reported	100		

OSBM ID: 0029
Contract Title USER ACCEPTANCE PROJECT LEAD
Vendor Name: MODIS. INC
Type of Contract BUSINESS ANALYST SERVICES
Scope of Work, if given: MANAGER AND COORDINATE USER ACCEPTANCE TESTING FOR ITAS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$254.736	$83.287	11 / 1999	12 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	2.765
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	1
% Funded Other	0		
TOTAL % Reported	100		

Total for.
INFORMATION TECHNOLOGY CONTRACT

Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources
24	$6,538,457	$2,680,765

PERSONAL SERVICE CONTRACT

OSBM ID: 0022
Contract Title JOB DESCRIPTION PROJECT
Vendor Name: RICHARD GAY
Type of Contract BUSINESS AND FINANCIAL SERVICES
Scope of Work, if given: DEVELOPED JOB DESCRIPTIONS FOR DIVISIONAL STUDY.

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$1.000	$500	02 / 2000	03 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	200
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	1
% Funded Other	0		
TOTAL % Reported	100		

OSBM ID: 0024
Contract Title SALES TAX RATIO STUDY
Vendor Name: JONATHAN LEED
Type of Contract BUSINESS AND FINANCIAL SERVICES
Scope of Work, if given: TO ENHANCE THE CURRENT DORPSAP SYSTEM WITH A SALES RATIO STUDY FEATURE.

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$8.200	$8.200	11 / 2000	03 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	205
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	1
% Funded Other	0		
TOTAL % Reported	100		

OSBM ID: 0026
Contract Title MANAGE COURT MANDATED INTAGIBLE TAX
Vendor Name: DANIEL L. MASSEY
Type of Contract BUSINESS AND FINANCIAL SERVICES
Scope of Work, if given: MANAGED ACCOUNTING OF INTANGIBLE TAX MONIES REQUIRED TO BE DISTRIBUTED PER THE COURTS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$25.000	$18.839	11 / 2000	06 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	1.000
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	1
% Funded Other	0		
TOTAL % Reported	100		

OSBM ID: 0027
Contract Title DEPARTMENTAL HEARINGS OFFICER
Vendor Name: MARILYN MUDGE
Type of Contract LEGAL AND LAW ENFORCEMENT SERVICES
Scope of Work, if given: MS. MUDGE FUNCTIONED AS DEPARTMENTS HEARING OFFICER IN TAX CASES.

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$32.000	$11.425	02 / 2001	03 / 2001

% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:	122
% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM:	1
% Funded Other	0		
TOTAL % Reported	100		

Total for.
PERSONAL SERVICE CONTRACT

Total # Contracts:	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources
4	$66,200	$38,964

Total for:			
Department of Revenue	*Total # Contracts:*	*Total Contract Value--All Fund Source:*	*Total Paid in Report Period -- All Fund Source*
	28	$6,604,657	$2,719,729

Expenditures Related to Debt Collection
Project Collect Tax (PCT)
Fiscal Year 2001-02*

Attach. No. 3

Account	Authorized Budget	Expenditures YTD	Description of Expenditures
Salaries and Benefits	$1,386,487	$855,480	Salaries and related benefits for 52 employees
Contractual Services	69,170	69,169	Retirees assisting in collection efforts
Maintenance	15,995	15,990	Maintenance on 52 computers (PC's)
Rent	315	315	Rental fees for PCT training meetings
Travel	15,797	24,903	Travel associated with collectors
Telephone Service	17,638	8,034	Telephone service for 52 employees
Data Processing Service	216	-	[Nothing expended]
Postage	109,220	110,077	Postage associated with mailing Project Collect notices
Advertising	7,736	7,735	Cost of advertising for employment of PCT positions
Training	523	523	Telephone training
Supplies	9,311	5,099	Miscellaneous office supplies
Furniture	87,242	87,178	Partitions, chairs, desks for 52 new employees
Office Equipment	50,980	50,976	Copiers, fax machines, printers
Computer Equipment	91,833	82,762	52 PC's and 1 server
Communications Equipment	11,300	22,954	Telephone equipment to equip new office
Computer Software	100,915	100,915	Software for 52 PC's and Doc. Query Licenses for PC's
Other Expenses	4,905	5,268	Third Party Flex payments and other payments not categorized above
Total Project Collect	$1,979,583	$1,447,378	

*Expenses are for the period August 9, 2001 through April 30, 2002

Attach. No.

North Carolina

Lieutenant Governor's Office

Joint Appropriations Subcommittee on
General Government

Beverly E. Perdue, Lieutenant Governor
May 9, 2002

Executive Summary
Office of the Lieutenant Governor

Mission
To develop a thorough knowledge of state government, participate in policy development, perform the many duties required by the state Constitution, and additional duties and responsibilities assigned by the Governor and the General Assembly.

Operations
The state Constitution provides for the Lieutenant Governor to be the President of the Senate and a member of the Council of State. Additionally, the Lieutenant Governor is a member of several commissions and boards. In order that the Lieutenant Governor may carry out her/his duties and responsibilities, the Office of the Lieutenant Governor staff assists the the Lieutenant Governor with responding to citizen inquiries and problems, developing policy initiatives, and working with other state agencies.

Total Personnel:

Total personnel consist of 9 staff members.. The positions include Chief of Staff, Communications Director, Policy Director, Legislative Assistant (part-time), Special Projects, Scheduler, Office Manager and Administrative Assistant.

Budget

The Lieutenant Governor's current budget has been reduced from last year's level.

Topics of Discussion

- 7 – 11% Budget Reductions/Impact
- Organizational Chart/span of Control/Liaison
- Six-Year Budget Chart
- Modified Zero-Based Budget
- Questions for Response

7 – 11% Reductions

Any reductions in this office will be reflected by the Personnel cut.

Since the 7-11% cuts will be met through personnel reduction the following serves in lieu of a spreadsheet. Each percentage cut would require an adjustment to employees.

Percentage	Budget	Reduction
7	$574,541	$46,620 (one position...=16034)
8	568,358	53,280 (one position plus $4,583 salary (and fringe benefit) reserve
9	562,185	59,940 (one position plus $11,243 salary (and fringe benefit) reserve
10	556,002	66,600 (one position plus $17,903 salary (and fringe benefit) reserve
11	549,824	73,260 (one-and-a-half positions plus $2,779 salary) and fringe benefit) reserve

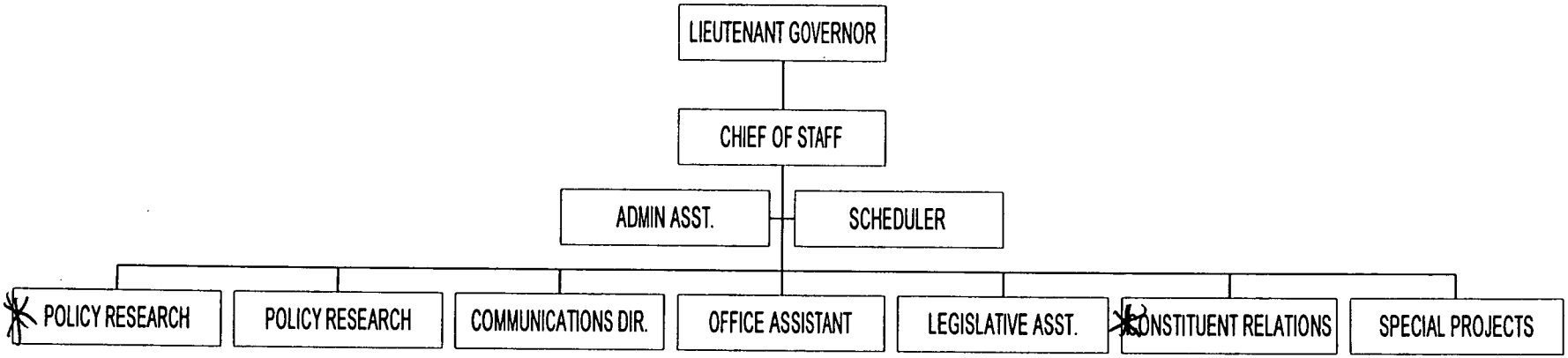
Note: The salary (and fringe benefit) reserve amounts listed above would come from reducing the budgeted amount for positions that are currently vacant.

Organizational Chart/Span of Control
Span of Control

1:9 ratio supervisor to staff

The Chief of Staff serves as the liaison to the General Assembly.

ORGANIZATIONAL CHART
OFFICE OF THE LIEUTENANT GOVERNOR
YEAR 2002



*Positions vacant to meet 2002 budget reductions.
Actual employees were terminated March

Six-Year Analysis of Budget

Office of the Lt. Governor	Certified Budgets for Fiscal Years Ending					
	6/30/98	6/30/99	6/30/00	6/30/01	6/30/02	6/30/03
General Fund						
Requirement	$638,474	$684,416	$681,341	$716,149	$664,224	$665,999
Less: Receipts		$876	$15,794	$30,572	$1,280	
Appropriation	$638,474	$683,540	$665,547	$685,577	$662,944	$665,999
Less: Nonrecurring Expansion		$25,000				
Continuation Budget	$638,474	$658,540	$665,547	$685,577	$662,944	$665,999
Increase (Decrease)	N/A	$20,066	$7,007	$20,030	($22,633)	3,055
Percentage Inc (Dec)		3.14%	1.06%	3.01%	-3.30%	0.46%
Explanation of Increase/(Decrease)						
Recurring Expansion-Legislative						
Recurring Reductions-Legislative			($166)	($52)	($18,385)	
Transfers - Legislative						
Adjustments - Executive						
Nonrecurring Expansion						
Legislative Salary Increases/Bonuses		$21,654	$12,155	$25,806	$2,922	
Legislative Changes to Fringe Benefits		($1,588)	($4,982)	($5,724)	($7,170)	$3,055
Equals Above Noted Inc/(Dec)		$20,066	$7,007	$20,030	($22,633)	$3,055
Special Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	$0
Reciepts	$0	$0	$0	$0	$0	$0
Expenditures	$0	$0	$0	$0	$0	$0
Year-End Balance	$0	$0	$0	$0	$0	$0
Federal Funds *						
Prior Year Balance	$0	$0	$0	$0	$0	$0
Reciepts	$0	$0	$0	$0	$0	$0
Expenditures	$0	$0	$0	$0	$0	$0
Year-End Balance	$0	$0	$0	$0	$0	$0
Other Funds						
Prior Year Balance	$0	$0	$0	$0	$0	$0
Reciepts	$0	$0	$0	$0	$0	$0
Expenditures	$0	$0	$0	$0	$0	$0
Year-End Balance	$0	$0	$0	$0	$0	$0

* List of Funds for FY 2001-02 is Attached.

Office of the Lieutenant Governor

	Modified Zero	Base Budgeting		Expenditures (5327XX)			
		FY 1999-00 to FY 2002-03					
		FY 99-00	FY OO-01		FY 01-02		FY 02-03
				Auth'd	YTD	Balance	Cert'd
Division or Program							
Administration (Fund 1110							
Furniture & Equipment		5962.15	421.36	2637	206.7	2430.3	2637
Travel & Other Employee Expenses		547.46	1260.96	2477	0	2477	2477
Cellular Phone Services		2239.11	1930.84	1000	569.14	430.86	2500
The persons with Cellular	Phones are Trooper	Gary	Simpson &	Trooper Scott	Parrish		

Fiscal Research Division
General Government Team

Internet Publications Response

In Response to your memorandum of March 8, 2002 regarding "Study Use of the Internet for Agency Publications" the Office of Lieutenant Governor does not publish or distribute any form of publications. However, this office would distribute electronically publications and/or information pursuant to Section 14.1 of S.L. 2002-424 through the state internet.

Response to additional information requested by committee:

1. Vacant Positions

The Office's authorized appropriation is $665,999 with a current budget for personnel of $617,786. At the present time, there are 2 vacant positions. Two persons were "RIFed" in order to meet the Governor's request this fiscal year. A third position was vacant for six weeks and was filled May 1.

2. Contractual Personnel Services & Miscellaneous Contractual services

The office has no contractual personnel. Maintenance contracts for service are as follows:

Office of the Lt. Governor
Maintenance Contracts
Fiscal Year 2000-2001

DIVISION:_____

Type of Maintenance Contract	Vendor	Annual Contract Amount
Panasonic 770 Fax Machine	Systel Office Automation	$250.00
Konica 2028 Copier	Danka	1, 042.92
Savin 9113 Copier	Ikon Office Solutions	79.00

3. Information Technology

The Office of Information Technology Services notified us last September that the annual amount of charges payable t ITS is $26,439.40. These services have been rendered in the past but covered by funds internal to ITS. Thus far this year we have paid ITS $1323.77 and because funds are not available we have not paid them since January. In 2000-01, ITS was paid by this office $3,029.51.

Our computer services have been less than adequate because of the outdated server, computers and programs. Also, we do not have the monies to pay for update of our web page and other services for this office.

Dept. of Administration Attach. No. 5

Questions and Follow-up for Joint Subcommittee (April 30, 2002)

Agency for Public Telecommunications

Q: Can the division be receipts supported?
A: Yes, with a change in mission and legislation. However, live call-in programs on OPEN/net would cease. The state would no longer have access to the donated cable airtime (estimated value $1 million). Legislation would be needed to require all agencies to use APT for video production projects. Currently, agencies can use any vendor. Additionally, agencies would need to use APT for teleconferencing for the re-defined agency to be viable. The division has stated that they would need appropriated operating funds during a transition period.

Americans w/ Disabilities Act

Q: Would deletion of one or both of these positions negatively affect federal funding?
A: No, as long as the state remains compliant and that someone in state government is designated the point of contact for ADA. Please note that Secretary Swinson is in the process of contacting DHHS and OSP to determine if either of these agencies have ADA resources within their organizations.

Commission of Indian Affairs

Q: What is the total Indian population in N.C.?
A: 99,541

Q: What is the total disabled population?
A: 10% of the NC population.

Q: Is there a duplication of work between "Chore Providers" and CAP Program (DHHS)?
A: Chore providers provide three primary services those being meal delivery (under contract), in-home aid services (level II and III), and transportation to doctor appointments, therapy, and other critical appointments. The CAP program provides these services as well as adult day health care, CAP/DA waiver supplies, home mobility aids, respite care, and emergency telephone response. The Chore provider program could be likened to the first step of care whereas the CAP/DA program is more intensive care. Clients cannot receive assistance from both systems at the same time. Chore providers are often in communities that lack CAP program providers.

Q: Educational Talent Search - Could this be combined with programs in DPI?
A: The Educational Talent Search program is federally funded and aimed at a specific audience (Native Americans). All other grant recipients in North Carolina are specific Universities. Moving the program to DPI would not affect state funding.

Facility Management

Q: Why has this division not yet been reorganized?
A: The division has been functioning in crisis management mode w/ high number of vacancies due to the hiring freeze and depletion of the renovation/repair funds. The OSP has begun management study for DOA with the potential reorganization of Facility Management as one study goal. Additionally, reorganization of facility management is presently under consideration by the Governor's Efficiency Commission.

Q: Could services be outsourced?
A: Yes, the benefits would be reduced employee pay and benefits, however, the costs would be higher hourly and overall cost.

Q: What is the level of housekeeper positions?
A: Salary Grade 54, Salary Range: $17,127 – 25,231

Fiscal Management

Q: Accounting Clerk V, #00336? Currently vacant, why not take?
A: This position is federally funding through the State Energy Office. The position is currently being redesigned.

Governor's Advocacy Council for Persons with Disabilities (GACPD)

Q: Number of clients served in a year?
A: FY 2000 - 944, FY 2001 - 870

Q: What is the total annual case load?
A: FY 2000 - 944, FY 2001 - 870

Q: Could GACPD use "mediation" rather than using Attorneys?
A: Federal requirements dictate the use of mediation when appropriate in that all issues should be resolved at the lowest level possible. However, the GACPD does not use third party mediation. Instead, GACPD, through staff attorneys, mediate directly the other party.

Historically Underutilized Businesses (HUB)

Q: Explain the current vacancies in the HUB office.
A: The status of the vacancies are as follows:

- Administrative Assistant III - new SB914 position, position filled; employee starts on May 15, 2002. Offered April 23, 2002
- HUB Certification Officer - new SB 914 position, offer declined by the applicant; position was re-advertised on April 30, 2002 and closed on May 6, 2002.
- HUB Compliance Officer - new SB914 position awaiting authorization to advertise.
- Statistician II & III - new SB914 position currently working with DOA Human Resource Office to have positions established.

All current vacant positions are needed to carry out the mandates of SB914.

Q: Has consideration been given to making HUB a separate division?
A: Yes, the department is currently consulting with OSBM about establishing the HUB office as a separate division.

Human Resources Management

Q: Which position is the EEO Officer?
A: Personnel Analyst II, #00098

Mail Service Center

Q: Does General Assembly use MSC?
A: No, the General Assembly does not use the MSC for inbound or outbound mail.

Q: Which agencies are not using MSC services?
A: Legislative branch, Judicial Branch, Departments of Treasurer, Justice, Agriculture and Consumer Services, Insurance, Labor, Public Instruction, and the Secretary of State.

Q: Provide specific legislation for requiring all agencies to use the MSC.
A: Attached.

Motor Fleet Management

Q: What is the income generated and expenditures made by Agencies?
A: List of income by agency provided 4/1/02. Expenditures by agency can not be determined without use of substantial staff time.

Non-Public Education

Q: Can this function be transferred back to DPI?
A: The function was originally shifted from DPI due to concerns surrounding conflict of interest. If these concerns were addressed, a shift could be made.

Q: Does this division also monitor charter schools?
A: No.

State and Local Government Affairs

Q: Can you shift the Chief to receipt supported by federal funds?
A: The only administrative funds available for Appalachian program come from a grant to the State. Program staff positions may be funded by grant funds if activities are 100% grant related. Required matching funds are available in Commerce (Division of Community Assistance) through activities authorized by the General Assembly (the other activities within the division meet federal requirements to quality as match)

Q: Can the ARC program be moved to Commerce?
A: The ARC program is located in the commerce department and/or the agency handling the Community Development Block Grant program in 6 of the other 12 ARC states. Although the Appalachian program can aid health, education, and other program areas, the agency mission is economic development. Moving the program should benefit the Commerce Department in carrying out its economic development mission.

State Capitol Police

Q: Why are there so many vacancies?
A: Uncertainty of job security by many employees as well as lower pay than all other state security forces.

Q: Can security functions be outsourced?
A: A private consultant reviewed security needs of complex and determined that, even if the SCP were fully staffed, there is a need for additional personnel. This additional need can be outsourced.

State Construction

- **Flag SB 914 positions for exemption from reduction.**

Q: Is there a duplication of "inspection" work with Department of Insurance?
A: No, DOI deals with inspections regarding life safety and accessibility reviews whereas the statutorily required reviews conducted by State Construction cover areas typically performed by local building inspectors plus a variety of other issues including contract performance.

State Property

Q: Is there a need for a director and a deputy director?
A: The division director responded that "Given the current workload, I believe it would be impossible to carry out the management functions of the division without a deputy director. Existing managers (section heads) are 'working managers' with heavy project workloads and little time for administrative matters such as budget, personnel, HUB

Program, Sustainability Program, special projects, etc, that are now handled by the deputy. Unless additional 'front line' staff is provided to relieve section heads of some of their project workload, a deputy is necessary to carry out routine administrative and management functions."

Veterans Affairs

Q: Why so many district offices (15), some in close proximity to others, i.e. Raleigh and Garner? Justify the current number of District offices.
A: The number of offices has been reviewed and a proposal to decrease the number of offices from 15 to 12 is attached.

Q: What is the lease cost and other office expenses for each District Office.
A:

DISTRICT	LEASE COST	OTHER COST
1	$13,200	$2,181.36
2	10,230	1,400.64
3	13,125	1,465.80
4	925	1,301.88
5	13,539	1,088.28
6	10,500	1,770.60
7	12,064	3,861.72
8	12,909	3,647.76
9	No cost	1,287.12
10	12,000	3,158.76
11	12,000	1,164.84
12	12,000	3,207.96
13	13,500	2,105.04
14	12,000	2,474.28
15	15,700	1,533.48

Lease cost includes: rent, janitorial service, utilities, water, sewer, and parking spaces for employees and clients. The other cost is telephone expense.

Q: Provide details on reducing the number of district offices.
A: The attached detailed state map, which if adopted, would reduce the number of districts from 15 to 12 and would eliminate all current vacancies.

Q: What specific language would you propose for a change in legislation regarding scholarships?
A: Language attached.

Youth Advocacy

Q: What would it cost to hire temporary employees in place of the students in the summer internship program?
A: The Department of Administration is not able to estimate these cost. In order to provide an accurate figure, all agencies that had summer interns would need to be contacted. Those agencies would then need to survey their sites to determine the "open-market" cost of hiring temporary employees rather than the interns. A determination would also need to be made as to if the agency would have actually hired an employee if the summer intern was not available since interns are at no cost to the agency at this time.

DRAFT COPY

CHAPTER 165 (VETERANS), GENERAL STATUTES OF NORTH CAROLINA

ARTICLE 4. SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS

Including 2001 Amendments

Prepared by

North Carolina Department of Administration

DIVISION OF VETERANS AFFAIRS

§165-19. Purpose. In appreciation for the service and sacrifices of North Carolina's war veterans and as evidence of this State's concern for their children, there is hereby continued a revised program of scholarships for said children as set forth in this Article.

§165-20. Definitions. As used in this Article the terms defined in this section shall have the following meaning:

(1) **"Active federal service"** means full-time duty in the armed forces other than active duty for training; however, if disability or death occurs while on active duty for training (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, such active duty for training shall be considered as active federal service.

(2) **"Armed forces"** means the army, navy, marine corps, air force and coast guard, including their reserve components.

(3) **"Child"** means a person: (i) under age 26 years of age at the time of application for such scholarship, ~~(i)~~ (ii) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, and ~~(ii)~~ (iii) ~~who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person~~ who has completed

high school or its equivalent, prior to receipt of a scholarship as maybe awarded under this article, and ~~(iii)~~ (iv) who has complied with the requirements of the Selective Service System, if applicable, and ~~(iv)~~ (v) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has ~~lived in~~ been a resident of North Carolina continuously since birth. ~~Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.~~

c. A person meeting either of the requirements set forth in subdivision (3) a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of fifteen years.

(4) **"Period of war"** and **"wartime"** shall mean any of the periods of circumstances as defined below:

a. World War I, meaning (i) the period beginning on April 6, 1917, and ending on November 11, 1918, and (ii) in the case of a veteran who served with the United States armed forces in Russia, the period beginning on April 6, 1917, and ending on April 1, 1920.

b. World War II, meaning the period beginning on December 7, 1941, and ending on December 31, 1946.

c. Korean Conflict, meaning the period beginning on June 27, 1950, and ending on January 31, 1955.

d. Vietnam era, meaning the period beginning on August 5, 1964, and ending on May 7, 1975.

d1. Persian Gulf War, meaning the period beginning on August 2, 1990, and ending on the date prescribed by Presidential proclamation or concurrent resolution of the United States Congress.

e. Any period of service in the armed forces during which the veteran parent of an applicant for a scholarship under this Article suffered death or disability (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war.

(5) **"Private educational institution"** means any junior college, senior college or university which is operated and governed by private interests not under the control of the federal, State or any local government, which is located within the State of North Carolina, which does not operate for profit, whose curriculum is primarily directed toward the awarding of associate, baccalaureate or graduate degrees, which agrees to the applicable administration and funding provisions of §165-22.1, of this Article, and which is otherwise approved by the Department of Administration.

(6) **"State educational institution"** means any educational institution of higher learning which is owned and operated by the State of North Carolina, or any community college operated under the provisions of Chapter 115A and Article 3 of Chapter 116 of the General Statutes of North Carolina, or the college program of the North Carolina School of the Arts, or any technical institute operated under the provisions of Chapter 115A of the General Statutes of North Carolina.

(7) **"Veteran"** means a person who served as a member of the armed forces of the United States in active federal service during a period of war and who was separated from the armed forces under conditions other than dishonorable. A person who was separated from the armed forces under conditions other than dishonorable and whose death or disability was incurred (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, shall also be deemed a "veteran" and such death or disability shall be considered wartime service-connected.

§165-21. Scholarship.

~~(a)~~A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:

(a) Tuition,
(b) A room allowance,
(c) A board allowance,
(d) Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluded charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of a ~~10~~eight (8)-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, ~~1999~~2010. Whenever a child is enrolled in an educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years.

~~(b)If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child.~~

§165-22. Classes or Categories of Eligibility Under Which Scholarships May be Awarded. A child, as defined in this Article, who falls within the provisions of any eligibility class described below shall, upon proper application be considered for a scholarship, subject to the provisions and limitations set forth for the class under which he is considered:

(1) **Class I-A:** Under this Class a scholarship shall be awarded to any child whose veteran parent

a. Was killed in action or died from wounds or other causes not due to his own wilful misconduct while a member of the armed forces during a period of war, or

b. Has died of service-connected injuries, wounds, illness or other causes incurred or aggravated during wartime service in the armed forces, as rated by the United States Department of Veterans Affairs.

(2) **Class I-B:** Under this class a limited scholarship providing only those benefits set forth in G.S. 165-21(1) (a) and (d) and G.S. 165-21(2) of this Article, shall be awarded to any child whose veteran parent, at the time of the benefits pursuant to this Article are sought to be availed of, is or was at the time of his death receiving compensation for a wartime service-connected

disability of one hundred percent (100%) as rated by the United States Department of Veterans Affairs. Provided, that if the veteran parent of a recipient under this class should die of his wartime service-connected condition before the recipient shall have utilized all of his scholarship eligibility time, then the North Carolina Department of Administration shall amend the recipient's award from Class I-B to Class I-A for the remainder of the recipient's eligibility time.

The effective date of such an amended award shall be determined by the Department of Administration, but, in no event, shall it predate the date of the veteran parent's death.

(3) **Class II:** Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of,

a. Is or was at the time of his death receiving compensation for a wartime service-connected disability of twenty percent (20%) or more, but less than one hundred percent (100%), as rated by the United States Department of Veterans Affairs.

~~b. Is or was at the time of his death receiving wartime compensation for a statutory award for arrested pulmonary tuberculosis, as rated by the United States Department of Veterans Affairs.~~ b. Was awarded the Purple Heart for wounds received as result of an act of any opposing armed force, as a result of an international terrorist attack or as a result of military operations while serving as part of a peacekeeping force.

(4) **Class III:** Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, ~~at the time the benefits pursuant to this Article are sought to be availed of,~~served in the U S Armed Forces during a period of war, as specified by GS 165-20(4) of this article, and who doers not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), nor (5)

~~a. Is or was at the time of his death drawing pension for permanent and total disability, nonservice-connected, as rated by the United States Department of Veterans Affairs.~~

~~b. Is deceased and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), (4)a., nor (5) provided such child is less than 23 years of age at the time of application for such scholarship~~.

(5) **Class IV:** Under this class a scholarship as defined in G.S. 165-21 shall be awarded to any child whose parent, while serving honorably as a member of the armed forces of the United States in active federal service during a period of war, as defined in G.S. 165-20(4), was listed by the United States Government as (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power.

§165-22.1. Administrative and funding. --(a) The administration of the scholarship program shall be vested in the Department of Administration, and the disbursing and accounting activities required shall be a responsibility of the Department of Administration. The Veterans Affairs Commission shall determine the eligibility of applicants, select the scholarship recipients, establish the effective date of scholarships, and may suspend or revoke scholarships if the said Veterans Affairs Commission finds that the recipient does not comply with the registration requirements of the Selective Service System or does not maintain an adequate academic status, or if the recipient engages in riots, unlawful demonstrations, the seizure of educational buildings, or otherwise engages in disorderly conduct, breaches of the peace or unlawful assemblies. The Department of Administration shall maintain the primary and necessary records, and the Veterans Affairs Commission shall promulgate such rules and regulations not inconsistent with the other provisions of this Article as it deems necessary for the orderly administration of the program. It may require of State or private educational institutions, as defined in this Article, such reports and other information as it may need to carry out the provisions of this Article. The Department of Administration shall disburse scholarship payments for recipients certified eligible by the Department of Administration upon certification of enrollment by the enrolling institution.

(b) Funds for the support of this program shall be appropriated to the Department of Administration as a reserve for payment of the allocable costs for room, board, tuition and other

charges, and shall be placed in a separate budget code from which disbursements shall be made. In the event the said appropriation for any year is insufficient to pay the full amounts allocable under the provisions of this Article, such supplemental sums as may be necessary shall be allocated from the Contingency and Emergency Fund. The method of disbursing and accounting for funds allocated for payments under the provisions of this section shall be in accordance with those standards and procedures prescribed by the Director of the Budget, pursuant to the Executive Budget Act.

(c) Allowances for room and board in State educational institutions shall be at such rate as the Director of the Budget may determine to be reasonable.

(d) Scholarship recipients electing to attend a private educational institution shall be granted a monetary allowance for each term or other academic period attended under their respective scholarship awards. All recipients under Class I-B scholarship shall receive an allowance at one rate, irrespective of course or institution; all recipients under Class I-A, II, III and IV shall receive a uniform allowance at a rate higher than for Class I-B, irrespective of course or institution. The amount of said allowances shall be determined by the Director of the Budget and made known prior to the beginning of each fall quarter or semester; provided that the Director of the Budget may change the allowances at intermediate periods when in his judgment such changes are necessary. Disbursements by the State shall be to the private institution concerned, for credit to the account of each recipient attending said institution. The manner of payment to any private institution shall be as prescribed by the Department of Administration. The participation by any private institution in the program shall be subject to the applicable provisions of this Article and to examination by State auditors of the accounts of scholarship recipients attending or having attended private institutions. The Veterans Affairs Commission may defer making an award or may suspend an award in any private institution, which does not comply with the provisions of this Article relating to said institutions.

(e) Irrespective of other provisions of this Article, the Veterans Affairs Commission may prescribe special procedures for adjusting the accounts of scholarship recipients who for reasons of illness, physical inability to attend class or for other valid reasons satisfactory to the Veterans

Affairs Commission may withdraw from State or private educational institutions prior to the completion of the term, semester, quarter or other academic period being attended at the time of withdrawal. Such procedures may include, but shall not be limited to, paying the recipient the dollar value of his unused entitlements for the academic period being attended, with a corresponding deduction of this period from his remaining scholarship eligibility time.

SPECIAL PROVISION REQUIRING AGENCIES TO USE MAIL SERVICE CENTER AS REQUESTED BY GENERAL GOVERNMENT SUBCOMMITTEE:

N.C.G.S. § 143-341(g) shall read as amended:

g. To establish and operate a ~~central mailing system~~ mail service center for all State agencies, and in connection therewith and in the discretion of the Secretary, ~~to make application for and procure a post-office substation for that purpose,~~ to require all State agencies to use the services thereof, and to do all things necessary in connection with the maintenance of the ~~central mailing system~~ mail service center. The Secretary may allocate and charge against the respective departments and agencies their proportionate parts of the cost of the maintenance of the ~~central mailing system~~ mail service center.

Position Justification
Department of Administration

Division/Section: Secretary's Office

Position Title: Chief Assistant To The Secretary (Public Information Officer)

Position Number: 4101-0100-0000-031

Budgeted Salary: $59,247

Fringes: $10,428.00 Total: $69,675

Date Position Vacated: 3-8-02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Public Information Officer (PIO) provides vital technical, journalistic and communications resources for DOA. The PIO assists divisions in planning cost-saving publications, including Internet publications, events and publicity, and counsels them on ways to best communicate effectively with the press, the public and other state agencies. This is particularly important given the varied functions and disciplines that are housed at DOA. The PIO functions as senior staff in the Secretary's Office with the primary responsibility for managing and directing the Department's public information and public

affairs component. The PIO acts as an advisor to the Secretary and the Executive Staff in all areas of communications.

Due to the recent departure of our PIO various staff members on an ad hoc basis are currently performing the duties of this position. This creates the potential for an inconsistent message and errors in communicating departmental policy. In particular, public record requests have increased significantly in number as well as in complexity. With the exception of the General Counsel, existing staff does not have the expertise to handle these sensitive matters. The PIO must exercise independent judgement to determine how to respond, advise DOA's staff, and determine when to seek legal guidance. This is also true for cases involving open meetings. The PIO functions as a professional communications liaison for DOA and must have current knowledge and experience I order to carry out these duties in a manner consistent with the Sunshine statutes.

The PIO must be available to communicate with and capable of communicating with the press, legislators, other agency officials and the public. This requires expertise in all areas of the Department's operations as well as and ability to refine the message being given to advantage of the Department, the Secretary and the administration. Given the number of divisions with vocal constituencies and the controversial nature of many of DOA's functions, it is imperative that the Department has an individual with a sophisticated skill set and time available to perform this function which is vital to the success of the Department.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Secretary's Office

Position Title: Assistant Secretary (Administration)
Legislative Liaison

Position Number: 4101-0200-0000-026

Budgeted Salary: $60,651

Fringes: $10,606.00 Total: $71,257

Date Position Vacated: 3-24-02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is vital to the operations of the Secretary's Office and all of DOA. Since the departure of our legislative liaison, two members of the Secretary's existing staff with significant other duties are now performing the duties of this position. This position requires an individual with sound understanding of policy issues important to the Department and with exceptional communication skills. The varied divisions and functions housed in DOA, require an individual with broad understanding of issues who can devote his or her time exclusively to policy research and communicating with the various division directors, the Executive Staff and the

Secretary concerning the impact of legislation. Absent a dedicated legislative liaison, DOA will be unable to monitor and analyze fast moving legislation as it progresses through the General Assembly. In addition, the Secretary and department will be unable to respond to inquiries from the members and staff of General Assembly in a timely fashion.

The Legislative Liaison has the day-to-day responsibility requiring monitoring and coordination for the activities of the General Assembly, in and out of session. This effort includes providing opportunities for departmental input in Legislative activities, coordinating the department's interest in Legislation before the General Assembly, making information available as needed to legislators, monitoring the impact of non-departmental legislation on the activities of the department, coordinating departmental responses to requests for information, and keeping the Secretary and other decision-makers aware of legislative activity and its impact on departmental operations, as well as working with State Budget. Without a dedicated liaison, many of these important opportunities will be missed.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Secretary's Office

Position Title: Attorney II

Position Number: 4101-0000-0000-046

Budgeted Salary: $47,277

Fringes: $8914.00 Total: $56,191

Date Position Vacated: 2-1-02 (Never filled)

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position was funded by SB 914 and is needed to provide legal and policy assistnace in drafting rules and implementing the statutrory requirements set forth in G.S. §§ 143-128.2, 128.3, 135.5 as they relate to minority business enterprises and the mission of the Office of Historically Underutilized Businesses (HUB). These provisions require the Secretary to draft rules estalishing points to be awarded for the public entity's good faith efforts at minority business participation and to adopt guidelines for local government units to implement provisions of G.S. § 143-128.2. The attorney will also provide assistance with the implementation of the minority

business participation goals requried by G.S. § 143-128.2 in that the attorney will be responsible for providing guidance to public entities in developing the minority participation outreach plans, assisting in the corrective actions required for those agencies that fail to comply with G.S. § 143-128.2, and for provindg legal advice required by the implementation of the point system. The attorney will also review cases referred by the HUB office compliance officer.

This position is vital to the successful implementation and coordination of the University bond program. There are no other individuals within the department who can dedicate the time to perform these sensitive duties mandated in SB 914. Hence, the directives under SB 914 may not receive the priority and attention clearly reuqired by the new legislation.

The General Counsel is the only other attorney available. He is supporting 25 other divisions, many of whom have significant administrative rules of their own in addition to requiring significant policy and legal advice on a myriad of issues. He also spends a significant amount of his time advising the Secretary on policy and legal issues. With over 600 public entities requiring support on compliance with SB 914, this position is essential. This position had been posted and the office was about to schedule interviews when instructed not to fill any vacancies.

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

S. Tony Jordan, Jr., Director
Facility Management Division

May 7, 2002

Memorandum

To: McKinley Wooten, Deputy Secretary

From: S. Tony Jordan, Jr., Director

Subject: Impact of Position loss to Facility Management

During our tenure in Facility Management, we have worked hard to bring sound business practices to on going maintenance of the State Government Complex. This maintenance is performed by a tremendous group of women and men who care a great deal about their work and the government complex. The care of all these fine employees is demonstrated by the fact that most of our technical people could earn much more in the private sector.

It is obvious that all of our people are driven by pride they get in a sense of accomplishment in seeing the average cost per square foot of maintenance go down. This downward move of cost per square foot has been accomplished through a meticulous preventive maintenance program carried out by each of our employees.

Reduction of our workforce any further would be devastating, not only to morale, but would surely force a great rise in cost to keep the complex in good repair. Some would say that outsourcing is the answer. The answer does not lie in outsourcing with the pay of private technicians being twice as much as that of our employees.

Finally, by further reducing our positions we will experience a steady decline in the repair of all our buildings and grounds. With this decline, will come a depreciation of the value of all our property that will cost far more dollars to restore than what will be spent in keeping our positions.

Mailing Address
1313 Mail Service Center
Raleigh, NC 27699-1313

Telephone 919.733.3855
Fax 919.733.1430
State Courier Number: 56-54-04
An Equal Opportunity / Affirmative Action Employer
Location
431 North Salisbury Street
Raleigh, North Carolina

Position Justification
Department of Administration

Division/Section: Facility Management/Construction Services

Position Title: Plant Maintenance Supervisor I

Position Number: 4151-0303-0008-101

Budgeted Salary: $44890

Fringes: $8611.15

Date Position Vacated: 8/31/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. This position manages, coordinates and directs the work of the Carpenter Shop. The Facility Management Division supports 150 buildings with approximately 5,000,000 square feet of space along with 26 architecturally and histroically significant buildings. These sites require skill and expertise. Organization and scheduling is imperative in order to stay current with work orders.

Preventive maintenance scheduling is of utmost importance to decrease State government spending. It is imperative that this position be filled as soon as possible. Note, a recommendation was made for this position 4/17/02.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: HVAC Mechanic

Position Number: 4151-0305-0008-104

Budgeted Salary: $28562

Fringes: $6545.65

Date Position Vacated: 4/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Facility Management supports 150 buildings with approximately 5,000,000 square feet of space. Heated and air conditioned office space is necessary to ensure greater productivity and efficiency for State government employees. Also, buildings that house labs or museum artifacts require specific temperatures so that evidence and artifacts will not be destroyed. If destroyed, it could be very costly to the State. With limited staffing, it is difficult to stay current with HVAC requests; thus, it is imperative to fill this position as soon as possible.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: Plant Maintenance Supervisor II

Position Number: 4151-0301-0008-305

Budgeted Salary: $47242

Fringes: $8908.67

Date Position Vacated: 9/30/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. This position serves as the primary technical supervisor responsible for the maintenance, repair, construction, and operation of the heating, electrical, and mechanical building systems in State government. 150 State government buildings are maintained. It is important to fill this position. Note, a recommendation was made for this position 4/25/02.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: Plant Maintenance Supervisor III

Position Number: 4151-0302-0008-330

Budgeted Salary: $57551

Fringes: $10212.76

Date Position Vacated: 3/31/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. This position is responsible for managing and directing the Building Sytems Section within the Division of Facility Management. This Section includes the Plumbing, Electrical, HVAC, Welding, Steam Plant, Blue Ridge Road, Garner Road, Governor's Mansion, and the Polk Building (in Charlotte) Shops. This position provides management and technical expertise to supervisors and staff

assigned to the more complex mechanical trades. Along with many other management and administrative duties, the position develops and enforces preventive maintenance schedules to reduce State government spending and ensures that work is of good quality and timely. It is imperative that this position be filled as soon as possible. Note, a recommendation was made for this position 4/25/02.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Construction Services

Position Title: Carpenter II

Position Number: 4151-0303-0008-369

Budgeted Salary: $28945

Fringes: $6594.10

Date Position Vacated: 5/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Facility Management Division has a limited number of trades positions to support 150 buildings in the Wake County State government complex. To reduce further costs, preventive maintenance is of utmost importance. Carpentry work is necessary to ensure a safe and productive work environment for State employees and for visitors.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Security Systems

Position Title: Locksmith I

Position Number: 4151-1100-0013-001

Budgeted Salary: $20953

Fringes: $5583.11

Date Position Vacated: 11/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position assists with installing electronic card entries, and other security devices, changes locks, and cuts keys. Since 9/11/01, security has been of utmost importance. Security Services has limited staffing to provide security needs. To ensure the safety of State government employees, it is imperative that this position be filled as soon as possible.

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: HVAC Mechanic

Position Number: 4151-0000-0013-033

Budgeted Salary: $25968

Fringes: $6217.51

Date Position Vacated: 4/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Facility Management supports 150 buildings with approximately 5,000,000 square feet of space. Heated and air conditioned office space is necessary to ensure greater productivity and efficiency for State government employees. Also, buildings that house labs or museum artifacts require specific temperatures so that evidence and artifacts will not be destroyed. If destroyed, it could be very costly to the State. With limited staffing, it is difficult to stay current with HVAC requests; thus, it is imperative to fill this position as soon as possible.

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: Maintenance Mechanic IV

Position Number: 4151-0000-0013-037

Budgeted Salary: $33055

Fringes: $7114.02

Date Position Vacated: 3/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is very important to maintaining the State Government Complex. This position works at the Boiler Plant and at the Plumbing Shop and is responsible for troubleshooting and repairing boilers, for providing plumbing services to State government buildings, and performing preventive maintenance. Preventive maintenance reduces parts and equipment costs which saves State dollars. This position is necessary in order to provide a productive environment for State government employees and to ensure that the department is not fined by OSHA because of malfunctioning boilers.

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: Plumber II

Position Number: 4151-0000-0013-058

Budgeted Salary: $25668

Fringes: $6179.56

Date Position Vacated: 3/8/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position provides journey level duties in the installation, maintenance and repair of air, gas, water, and waste disposal systems. This position also conducts preventive maintenance which reduces government spending. The duties of this position are necessary in order to provide a productive and safe environment for State government employees and visitors. There are limited staff; therefore, it is important to fill this position as soon as possible.

General Government Team

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Building Systems

Position Title: Boiler Operator II

Position Number: 4151-0000-0013-059

Budgeted Salary: $20576

Fringes: $5535.42

Date Position Vacated: 3/14/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The Boiler Plant requires 24 hour coverage (3 eight hour shifts). To prevent the department from being fined, the Boiler Plant must adhere to OSHA rules. Shortages in staffing could prevent OSHA rules from being followed. In addition to maintaining the boilers, the positions must perform preventive maintenance on the boilers to ensure proper operation. Preventive maintenance saves the State money in parts replacement. A recommendation for this position was submitted 4/17/02.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Landscape Services

Position Title: General Utility Worker

Position Number: 4157-0200-0008-144

Budgeted Salary: $18157

Fringes: $5229.42

Date Position Vacated: 4/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. Landscape Services within the Division of Facility Management manages approximately 400 acres of land in the Raleigh area. This includes preserving the historic district within the downtown government complex comprised of 26 architecturally and historically significant buildings. This position provides landscape services to the above

mentioned property. With limited staffing, it is imperative that this position be filled as soon as possible.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Landscape Services

Position Title: General Utility Worker

Position Number: 4157-1100-0013-011

Budgeted Salary: $17821

Fringes: $5186.92

Date Position Vacated: 11/13/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. Landscape Services within the Division of Facility Management manages approximately 400 acres of land in the Raleigh area. This includes preserving the historic district within the downtown government complex comprised of 26 architecturally and historically significant buildings. This position provides landscape services to the above

mentioned property. With limited staffing, it is imperative that this position be filled as soon as possible.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Facility Management/Landscape Services

Position Title: General Utility Worker

Position Number: 4157-0000-0008-242

Budgeted Salary: $18500

Fringes: $5272.81

Date Position Vacated: 4/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been left vacant due to budget short fall in this fiscal year. The budgeted salary and benefit monies have helped meet the financial short fall for DOA. This in no way should be interpreted to mean that this position or others is not essential to the operation of Facility Management. This position is very important to maintaining the State Government Complex. Landscape Services within the Division of Facility Management manages approximately 400 acres of land in the Raleigh area. This includes preserving the historic district within the downtown government complex comprised of 26 architecturally and historically significant buildings. This position provides landscape services to the above

mentioned property. With limited staffing, it is imperative that this position be filled as soon as possible.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Secretary's Office

Position Title: Governor's Public Management Fellow

Position Number: 4101-0000-0000-135

Budgeted Salary:

Fringes:

Date Position Vacated: 4/30/00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The time-limited period for this position has expired. There are no funds associated with this position.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Board of Ethics

Position Title: Research Assistant

Position Number: 4113-1000-0001-633

Budgeted Salary: $33,290 (as of 04/23/02)

Fringes: Based on Budgeted Salary of $33,290:

Social Security (7.65%)	= $2546
Retirement (5.00%)	= $1664
Insurance	= $2933
Total	= $7143

Date Position Vacated: 06/27/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The staffing situation at the Board of Ethics is urgent. In addition to this vacant position, our Administrative Officer is on an extended medical leave, and we do not know when or whether she will return. Accordingly, the Director is the sole staff person for the Board at this time. It is critical that the Research Assistant position be filled as soon as possible and before the next major financial disclosure filing and evaluation deadlines of May 15, 2002, and then again at the beginning of 2003.

Position Justification
Department of Administration

Division/Section: NC Council for Women/Domestic Violence Commission

Position Title: Human Services Coordinator II (Working Title: Abuser Treatment Program Coordinator)

Position Number: 4116-0800-0014-097

Budgeted Salary: $29228.00

Fringes: Date Position Vacated: Position Vacated 10/22/00; Social Sec.-$2236.00, Retirement-$1461.00, Insurance-$2933.00 Total Fringe-$6630.00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This agency has a legislative mandate to develop an Abuser Treatment Program and in order to meet this mandate funds for a full-time position were allocated by the General Assembly. Over the past three years, the agency has been involved in a rule making process through the Administrative Hearings Office. In order to complete the process and put permanent rules into place that govern the approval of programs, the Joint Legislative Administrative Procedures Committee will introduce legislation granting rule-making

authority to the agency. Following passage, the rule making process will start over and must be closely shepherded by dedicated staff through public hearings, consideration by the Rules Review Commission, and design and implementation of a program. The traditional tasks associated with this position, including ushering through the legislative and administrative approval process, reviewing new program applications, and maintaining communications with the courts, providers, and other interested parties, are currently being shared by the Executive Director and the Grants Administrator. Taking on all of the duties of the Abuser Treatment Coordinator has made it increasingly more difficult for the Exec. Director and Grants Administrator to fulfill their own duties; i.e.- Exec. Dir. supervising a staff of 16 (presently), carrying out the duties of the Domestic Violence Commission and mission of the Council for Women since the agency's recent consolidation; and Grants Administrator administering approximately 165 grants statewide and over $6million in grant funds. In addition, with three other program positions slated for possible elimination due to the budget crisis, the loss of this position may prevent the agency from fulfilling the legislative mandate attached to the position.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer III

Position Number: 4133-0700-0010-671

Budgeted Salary: $38,196

Fringes: $7,764.79

Date Position Vacated: 2/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties:

It is imperative to fill this position as soon as possible. This position serves as one of two investigators for State Capitol Police; this position is the "lead" investigator. There is currently a backlog of investigations to be conducted. Without this position we cannot retain the level of investigative services needed.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer III

Position Number: 4133-0700-0010-672

Budgeted Salary: $33,413

Fringes: $7,159.74

Date Position Vacated: 11/9/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties:

This position is responsible for directing, coordinating and the overall supervision of the activities of a squad of State Capitol Police officers assigned to patrol designated areas of the State Government Complex. This position works day or night shift and relays orders for superiors to police officers; ensuring compliance of management directives; maintaining attendance reports; authorizing leave for police officers; overseeing on the job training; and ensuring State Personnel policies and procedures are in compliance. It is imperative that this position be filled to protect against inadequate staffing problems. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of this division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police & Public Safety Deputy Director

Position Number: 4133-0700-0010-674

Budgeted Salary: $34,510

Fringes: $7,298.51

Date Position Vacated: 12/27/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Security measures have been heightened since 9/11/01. This position is responsible for performing the duties of the Director in his absence, and for planning, organizing, and directing the activities of the Patrol Unit made up of four squads with 24-hour coverage. The squads work two rotating 12 hour shifts and are responsible for providing patrol for the Wake County State government complexes. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of this division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police & Public Safety Deputy Director

Position Number: 4133-0700-0010-675

Budgeted Salary: $31,940

Fringes: $6,973.41

Date Position Vacated: 12/31/00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Security measures have been heightened since 9/11/01. This position is responsible for performing the duties of the Director in his absence, and for planning, organizing and directing the activities of the Administrative Unit and the Investigation and Communication Units in State Capitol Police. The Administrative Unit is responsible for providing daytime security for State government buildings in Wake County, the Investigation Unit is responsible for investigating crimes, and the Communication Unit serves as a dispatch center. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of this division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer III

Position Number: 4133-0700-0010-697

Budgeted Salary: $33,971

Fringes: $7,230.33

Date Position Vacated: 9/16/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties:

This position is responsible for directing, coordinating and the overall supervision of the activities of a squad of State Capitol Police assigned to patrol and provide security protection to designated areas of the State Government Complex. This position works day or night shift and relays orders for superiors to police officers; ensuring compliance of management directives; maintaining attendance reports; authorizing leave for police officers; overseeing on the job training; and ensuring State Personnel policies and procedures are in compliance. It is imperative that this position be filled to protect against inadequate staffing problems. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of this division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Property Guard

Position Number: 4133-0700-0010-780

Budgeted Salary: $17,692

Fringes: $5,171.03

Date Position Vacated: 6/27/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

It is necessary to fill this position as quickly as possible due to current manpower shortages. Five of eight property guard positions are vacant. The Property Guard protects state property located in the downtown state government complex after normal work hours. This position secures and locks exterior buildings at designated times, makes hourly rounds in interior of buildings to ensure all lights and electrical appliances are turned off and windows are closed and secured, notifies State Capitol Police Communications of any emergencies, maintenance problems, or suspicious activities inside or outside their building assignment, ensures the safety of state employees working during non-business hours, and provides escorts for state employees.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer II

Position Number: 4133-0700-0010-794

Budgeted Salary: $24,980

Fringes: $6,092.97

Date Position Vacated: 07/01/00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position serves as the supervisor for the property guards and is a vital part of the security demands for the governmental complex and other state property. This position manages and directs the activities of the guards, provides training, ensures compliance of management directives and other policies and procedures; resolves scheduling conflicts, etc. The position also provides patrol duty. It is imperative that this position be filled to protect against inadequate staffing problems. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of this division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Property Guard

Position Number: 4133-0700-0010-809

Budgeted Salary: $17,692

Fringes: $5,171.03

Date Position Vacated: 01/15/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

It is necessary to fill this position as quickly as possible due to current manpower shortages. Five of eight property guard positions are vacant. The Property Guard protects state property located in the downtown state government complex after normal work hours. This position secures and locks exterior buildings at designated times, makes hourly rounds in interior of buildings to ensure all lights and electrical appliances are turned off and windows are closed and secured, notifies State Capitol Police Communications of any emergencies, maintenance problems, or suspicious activities inside or outside their building assignment, ensures the safety of state employees working during non-business hours, and provides escorts for state employees.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer I

Position Number: 4133-0700-0010-710

Budgeted Salary: $24,036

Fringes: $5,973.55

Date Position Vacated: 04/23/02
(Position has been filled with temporary employee since 5/1/02)

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties)

The Police Officer I is responsible for the enforcement of Federal, State, and Local laws applicable to areas of jurisdiction. This position provides security and protection of State property, conducts preliminary investigations of all complaints and provides information and assistance to visitors and state employees. Without this position we can not retain the level of security needed since 9/11/01. It is necessary to fill this position as quickly as possible due to current manpower needs. It is imperative that this position be filled to protect against inadequate staffing problems and to protect lives and state property. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of the division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer I

Position Number: 4133-0700-0010-657

Budgeted Salary: $24,036

Fringes: $5,973.55

Date Position Vacated: 01/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties)

The Police Officer I is responsible for the enforcement of Federal, State, and Local laws applicable to areas of jurisdiction. This position provides security and protection of State property, conducts preliminary investigations of all complaints and provides information and assistance to visitors and state employees. Without this position we can not retain the level of security needed since 9/11/01. It is necessary to fill this position as quickly as possible due to current manpower needs. It is imperative that this position be filled to protect against inadequate staffing problems and to protect lives and state property. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of the division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer I

Position Number: 4133-0700-0010-663

Budgeted Salary: $26,652

Fringes: $6,304.47

Date Position Vacated: 04/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties)

The Police Officer I is responsible for the enforcement of Federal, State, and Local laws applicable to areas of jurisdiction. This position provides security and protection of State property, conducts preliminary investigations of all complaints and provides information and assistance to visitors and state employees. Without this position we can not retain the level of security needed since 9/11/01. It is necessary to fill this position as quickly as possible due to current manpower needs. It is imperative that this position be filled to protect against inadequate staffing problems and to protect lives and state property. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of the division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer I

Position Number: 4133-0700-0010-714

Budgeted Salary: $28,399

Fringes: $6,525.47

Date Position Vacated: 08/01/00
(Position has been filled with temporary employee since 8/01/00)

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties)

The Police Officer I is responsible for the enforcement of Federal, State, and Local laws applicable to areas of jurisdiction. This position provides security and protection of State property, conducts preliminary investigations of all complaints and provides information and assistance to visitors and state employees. Without this position we can not retain the level of security needed since 9/11/01. It is necessary to fill this position as quickly as possible due to current manpower needs. It is imperative that this position be filled to protect against inadequate staffing problems and to protect lives and state property. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of the division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Police Officer I

Position Number: 4133-0700-0010-725

Budgeted Salary: $24,036

Fringes: $5,973.55

Date Position Vacated: 04/27/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties)

The Police Officer I is responsible for the enforcement of Federal, State, and Local laws applicable to areas of jurisdiction. This position provides security and protection of State property, conducts preliminary investigations of all complaints and provides information and assistance to visitors and state employees. Without this position we can not retain the level of security needed since 9/11/01. It is necessary to fill this position as quickly as possible due to current manpower needs. It is imperative that this position be filled to protect against inadequate staffing problems and to protect lives and state property. The loss of this position from the workforce at this time would grossly hinder the operation, the law enforcement services delivered, and the mission of the division.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Property Guard

Position Number: 4133-0700-0010-793

Budgeted Salary: $17,692

Fringes: $5,171.03

Date Position Vacated: 10/1/97
(Position has been filled with temporary employee since 10/13/97)

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

It is necessary to fill this position as quickly as possible due to current manpower shortages. Five of eight property guard positions are vacant. The Property Guard protects state property located in the downtown state government complex after normal work hours. This position secures and locks exterior buildings at designated times, makes hourly rounds in interior of buildings to ensure all lights and electrical appliances are turned off and windows are closed and secured, notifies State Capitol Police Communications of any emergencies, maintenance problems, or suspicious activities inside or outside their building assignment, ensures the safety of state employees working during non-business hours, and provides escorts for state employees.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Property Guard

Position Number: 4133-0700-0010-813

Budgeted Salary: $18,026

Fringes: $5,213.28

Date Position Vacated: 8/17/01
(Position has been filled with temporary employee since 10/15/01)

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

It is necessary to fill this position as quickly as possible due to current manpower shortages. Five of eight property guard positions are vacant. The Property Guard protects state property located in the downtown state government complex after normal work hours. This position secures and locks exterior buildings at designated times, makes hourly rounds in interior of buildings to ensure all lights and electrical appliances are turned off and windows are closed and secured, notifies State Capitol Police Communications of any emergencies, maintenance problems, or suspicious activities inside or outside their building assignment, ensures the safety of state employees working during non-business hours, and provides escorts for state employees.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Capitol Police

Position Title: Property Guard

Position Number: 4133-0700-0010-848

Budgeted Salary: $18,625

Fringes: $5,289.06

Date Position Vacated: 4/5/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

It is necessary to fill this position as quickly as possible due to current manpower shortages. Five of eight property guard positions are vacant. The Property Guard protects state property located in the downtown state government complex after normal work hours. This position secures and locks exterior buildings at designated times, makes hourly rounds in interior of buildings to ensure all lights and electrical appliances are turned off and windows are closed and secured, notifies State Capitol Police Communications of any emergencies, maintenance problems, or suspicious activities inside or outside their building assignment, ensures the safety of state employees working during non-business hours, and provides escorts for state employees.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Human Relations

Position Title: Program Assistant V

Position Number: 4135-0300-0011-901

Budgeted Salary: $25464

Fringes: $6154

Date Position Vacated: March 2001

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position should be retained because its absence has created a tremendous burden on the other Program Assistant and the Fair Housing Supervisor. In fact, the fair housing supervisor assists with complaint intakes and case file preparation, and therefore lessens the time needed to devote to assisting the investigators with the investigative process. This has and will continue to inhibit our ability to serve our customers efficiently and effectively.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Governor's Advocacy Council for Persons with Disabilities

Position Title: Social Research Assoc I

Position Number: 4140-1540-0000-429

Budgeted Salary: $37,129

Fringes: Date Position Vacated: March 30, 2002
Fringes: $5,959.02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Position provides front-line intake services to callers in need of our services. Such assistance includes gathering data, providing technical assistance, information and/or referral services. The two remaining intake services positions have a significant backlog of calls as a result of this vacancy, where some clients are complaining they are being inadequately served. Agency responsiveness is negatively impacted.

Position Justification
Department of Administration

Division/Section: Governor's Advocacy Council for Persons with Disabilities

Position Title: Advocacy Program Director

Position Number: 4140-1203-2200-450

Budgeted Salary: $62,373

Fringes: Date Position Vacated: November 30, 2001
Fringes: $8,016.40

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

The director's position provides overall management and direction of the agency, provides support to the Council Board and networks extensively with consumers and community leaders regarding disability advocacy. The Assistant Director, #4140-1540-0000-480, is also serving in the capacity as Interim Executive Director. Her ongoing efforts as assistant director, handling the day-to-day affairs of the agency, and most administrative reporting, etc., while attending to the role as director has compromised her full realm of responsibilities. These include, but are not limited to, her efforts to meet with

community organizers and advocates, important for collaboration and coalition building.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner II (Lic)

Position Number: 4149-0000-0006-030

Budgeted Salary: $49,400

Fringes: $9,182

Date Position Vacated: 11/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This is one of three mechanical design review engineers in the Design Review Section. Currently all three are vacant. Please see attached for additional information.

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E., Director

April 25, 2002

MEMORANDUM

TO: Speros J. Fleggas

FROM: William M. Davis

SUBJECT: Justification for filling vacancies in Design Review Section
POSITION # 6030 – Building Systems Engineer II (Lic)
Mechanical Review Engineer

The Design Review Section has 12 review positions with 3 licensed professionals in 4 disciplines. Historically the section has averaged a maximum 9-11 positions filled due to consistent "turnover". This was barely sufficient to keep up with capital project demands with a steady inflow and caused critical backlogs when project inflow would increase due to appropriations and construction "seasons".

When the 2000 Education Bond passed, $3,200,000,000 dollars of bond funds were made available to the universities and community colleges until 2006. The 16 universities and 59 community colleges represent two-thirds of our review "customers". The bond program initially represented approximately 330 university projects that have typically broken into 2 or more parts or phases. This represents 600-1000 major projects from the universities alone. Only around 80 projects have completed reviews through 2001. Community colleges started planning and design later but will likely have 60-100 projects. DENR-State Parks uses "deed tax stamp" as capital funds and CCPS National Guard has Federal funding of their projects so much of their work continues to flow. Our workload has not decreased due to the recession and there is actually a desire to *speed up* the process to take advantage of the *reduced* construction costs in the current recession. There has been an increased demand upon us from <u>all</u> public entities for information, interpretation, advice and forms on all statutory changes in the construction thresholds, life cycle costing, bidding methods, contracting options, minority participation, energy conservation and sustainability in the design and construction environment since SB 914 and other statutes became effective.

The consistent question of universities and legislators was, "Can SCO staff appropriately meet the demand for statutory required capital projects review and approval of all State owned buildings and community college buildings?" To satisfy this demand, we worked diligently through 2001 to fill out the staff positions and train them. Since October, the Review Section lost all 3 Mechanical Engineers, 2 to NCSU, due partly to failure to fund a promised salary adjustment, impending workload and better opportunities for pay and advancement elsewhere. This has left a critical gap in the review process and our ability to meet our statutory obligations. We have made offers to several excellent applicants who wanted to work with SCO but not at the salary offered. It is critical to our operation that we receive approval to extend an offer to the recommended applicant.

This position has been posted four times since October 2001. Salary offers were made to two applicants. Both declined due to the low salary offer. One of these applicants was even unemployed and still declined due to the salary offer. One very qualified applicant was offered an interview but declined because he had received a job offer from a private firm that was able to pay him at least $20,000 more than what we would have been able to offer him. We realize that our recommended applicant for this position this time, Mr. Baden, does not have the experience in building systems that would be ideal for an applicant. However, he does have a degree in Mechanical Engineering, his Professional

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Engineering License and several years of engineering experience in the private sector that we feel is applicable and could prove as useful to the office. After discussing the duties and responsibilities of this position with Mr. Baden's former supervisor, he stated that this position sounded like it would be a perfect fit for Mr. Baden. He is said to be a very technically competent mechanical engineer with a great aptitude for plan review and attention to detail. Most importantly, Mr. Baden showed a great interest in the position and office. He appeared very friendly and customer oriented. These attributes prove to be very important when filling vacancies in the SCO.

Any reduction in the capacity of SCO to meet its obligation would not be a "sacrifice" to SCO but to the customers we serve. We will not be able to meet our statutory responsibility, which will cause delays and impact the bond projects.

Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner III (Lic)

Position Number: 4149-0101-0006-065

Budgeted Salary: $56,810

Fringes: $10,120

Date Position Vacated: 3/24/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This is one of three mechanical design review engineers in the Design Review Section. Currently all three are vacant. Please see attached for additional information.

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E., Director

April 18, 2002

MEMORANDUM

TO: Speros J. Fleggas

FROM: William M. Davis

SUBJECT: Justification for filling vacancies in Design Review Section
POSITION # 6065 – Building Systems Engineer III (Lic)
Lead Mechanical Review Engineer

The Design Review Section has 12 review positions with 3 licensed professionals in 4 disciplines. Historically the section has averaged a maximum 9-11 positions filled due to consistent "turnover". This was barely sufficient to keep up with capital project demands with a steady inflow and caused critical backlogs when project inflow would increase due to appropriations and construction "seasons".

When the 2000 Education Bond passed, $3,200,000,000 dollars of bond funds were made available to the universities and community colleges until 2006. The 16 universities and 59 community colleges represent two-thirds of our review "customers". The bond program initially represented approximately 330 university projects that have typically broken into 2 or more parts or phases. This represents 600-1000 major projects from the universities alone. Only around 80 projects have completed reviews through 2001. Community colleges started planning and design later but will likely have 60-100 projects. DENR-State Parks uses "deed tax stamp" as capital funds and CCPS National Guard has Federal funding of their projects so much of their work continues to flow. Our workload has not decreased due to the recession and there is actually a desire to *speed up* the process to take advantage of the *reduced* construction costs in the current recession. There has been an increased demand upon us from <u>all</u> public entities for information, interpretation, advice and forms on all statutory changes in the construction thresholds, life cycle costing, bidding methods, contracting options, minority participation, energy conservation and sustainability in the design and construction environment since SB 914 and other statutes became effective.

The consistent question of universities and legislators was, "Can SCO staff appropriately meet the demand for statutory required capital projects review and approval of all State owned buildings and community college buildings?" To satisfy this demand, we worked diligently through 2001 to fill out the staff positions and train them. Since October, the Review Section lost all 3 Mechanical Engineers, 2 to NCSU, due partly to failure to fund a promised salary adjustment, impending workload and better opportunities for pay and advancement elsewhere. This has left a critical gap in the review process and our ability to meet our statutory obligation. We have made offers to several excellent applicants who wanted to work with SCO but not at the salary offered. With the candidates we are requesting consideration on one is in-house and one is from DOT. It is critical to our operation that we receive approval to extend an offer to the recommended applicants. It is important to fill the senior level position first. The DOT candidate will, hopefully, require little training, and can assist the less experienced candidates.

Any reduction in the capacity of SCO to meet its obligation would not be a "sacrifice" to SCO but to the customers we serve. We will not be able to meet our statutory responsibility, which will cause delays and impact the bond projects.

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Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner II

Position Number: 4149-0000-0006-164

Budgeted Salary: $48,913

Fringes: $9,121

Date Position Vacated: 2/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This is one of three mechanical design review engineers in the Design Review Section. Currently all three are vacant. Please see attached for additional information.

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E., Director

May 1, 2002

MEMORANDUM

TO: Speros J. Fleggas

FROM: William M. Davis

SUBJECT: Justification for filling vacancies in Design Review Section
POSITION # 6164 – Building Systems Engineer II
Mechanical Review Engineer

The Design Review Section has 12 review positions with 3 licensed professionals in 4 disciplines. Historically the section has averaged a maximum 9-11 positions filled due to consistent "turnover". This was barely sufficient to keep up with capital project demands with a steady inflow and caused critical backlogs when project inflow would increase due to appropriations and construction "seasons".

When the 2000 Education Bond passed, $3,200,000,000 dollars of bond funds were made available to the universities and community colleges until 2006. The 16 universities and 59 community colleges represent two-thirds of our review "customers". The bond program initially represented approximately 330 university projects that have typically broken into 2 or more parts or phases. This represents 600-1000 major projects from the universities alone. Only around 80 projects have completed reviews through 2001. Community colleges started planning and design later but will likely have 60-100 projects. DENR-State Parks uses "deed tax stamp" as capital funds and CCPS National Guard has Federal funding of their projects so much of their work continues to flow. Our workload has not decreased due to the recession and there is actually a desire to *speed up* the process to take advantage of the *reduced* construction costs in the current recession. There has been an increased demand upon us from <u>all</u> public entities for information, interpretation, advice and forms on all statutory changes in the construction thresholds, life cycle costing, bidding methods, contracting options, minority participation, energy conservation and sustainability in the design and construction environment since SB 914 and other statutes became effective.

The consistent question of universities and legislators was, "Can SCO staff appropriately meet the demand for statutory required capital projects review and approval of all State owned buildings and community college buildings?" To satisfy this demand, we worked diligently through 2001 to fill out the staff positions and train them. Since October, the Review Section lost all 3 Mechanical Engineers, 2 to NCSU, due partly to failure to fund a promised salary adjustment, impending workload and better opportunities for pay and advancement elsewhere. This has left a critical gap in the review process and our ability to meet our statutory obligations. We have made offers to several excellent applicants who wanted to work with SCO but not at the salary offered. It is critical to our operation that we receive approval to extend an offer to the recommended applicant. The applicant recommended is an in-house employee. This would be a promotion for Mr. Nader Iskander.

Any reduction in the capacity of SCO to meet its obligation would not be a "sacrifice" to SCO but to the customers we serve. We will not be able to meet our statutory responsibility, which will cause delays and impact the bond projects.

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Location:
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Raleigh, North Carolina 27601

Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner II (Lic)

Position Number: 4149-0000-0006-173

Budgeted Salary: $51,317

Fringes: $9,425

Date Position Vacated: 4/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Please See Attached

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E., Director

May 3, 2002

MEMORANDUM

TO: Speros J. Fleggas

FROM: William M. Davis

SUBJECT: Justification for filling vacancies in Design Review Section
POSITION # 6173 – Building Systems Engineer II (Lic)
Structural Review Engineer

The Design Review Section has 12 review positions with 3 licensed professionals in 4 disciplines. Historically the section has averaged a maximum 9-11 positions filled due to consistent "turnover". This was barely sufficient to keep up with capital project demands with a steady inflow and caused critical backlogs when project inflow would increase due to appropriations and construction "seasons".

When the 2000 Education Bond passed, $3,200,000,000 dollars of bond funds were made available to the universities and community colleges until 2006. The 16 universities and 59 community colleges represent two-thirds of our review "customers". The bond program initially represented approximately 330 university projects that have typically broken into 2 or more parts or phases. This represents 600-1000 major projects from the universities alone. Only around 80 projects have completed reviews through 2001. Community colleges started planning and design later but will likely have 60-100 projects. DENR-State Parks uses "deed tax stamp" as capital funds and CCPS National Guard has Federal funding of their projects so much of their work continues to flow. Our workload has not decreased due to the recession and there is actually a desire to *speed up* the process to take advantage of the *reduced* construction costs in the current recession. There has been an increased demand upon us from <u>all</u> public entities for information, interpretation, advice and forms on all statutory changes in the construction thresholds, life cycle costing, bidding methods, contracting options, minority participation, energy conservation and sustainability in the design and construction environment since SB 914 and other statutes became effective.

The consistent question of universities and legislators was, "Can SCO staff appropriately meet the demand for statutory required capital projects review and approval of all State owned buildings and community college buildings?" To satisfy this demand, we worked diligently through 2001 to fill out the staff positions and train them. Losing one position in a discipline leaves a critical gap in the review process and our ability to meet our statutory obligations. It is critical to our operation that we receive approval to retain this position and fill it as soon as possible.

Any reduction in the capacity of SCO to meet its obligation would not be a "sacrifice" to SCO but to the customers we serve. We will not be able to meet our statutory responsibility, which will cause delays and impact the bond projects.

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Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner II

Position Number: 4149-0101-0006-047

Budgeted Salary: $57,268

Fringes: $10,177

Date Position Vacated: 2/28/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Please See Attached

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E. . Director

MEMORANDUM

TO: Speros Fleggas, P.E.

FROM: Zack Abegunrin, P.E.

DATE: April 17, 2002

SUBJCET: JUSTIFICATION TO FILL VACANT BUILDING SYSTEMS ENGINEER II (POSITION # 3047) IN CONSTRUCTION ADMIN. SECTION

The Construction Administration Section is staffed with 9 project monitor positions to accomplish the requirements mandated by G.S. 143-341(3)d during construction phase of capital improvements projects. At present, there are 299 projects under construction throughout the State. These projects are painstakingly divided between Project Monitors in nine (9) different areas of State (See the attached map). The magnitude of this office involvement during construction phase of projects and the complexity of these projects make it very difficult to assign too many projects to a project monitor.

Effective March 1, 2002, this section lost a position as a result of Vernon Boykin's retirement. Consequently, the workload of other project monitors increased, whereby making it physically impossible to effectively cover all projects under construction. Based on the volume of projects that is anticipated to be under construction phase in the next few months, it is certain that eight (8) project monitors currently on staff will not be adequate to effectively handle this huge workload increase throughout the State.

It is important to mention that project monitors are required to visit job sites at least once in a month to attend construction meetings, review work in progress, and resolve any construction issues. The project monitors are also responsible for review and approval of change orders, beneficial occupancy and final inspections. acceptance of project, and approval of final report and as-built drawings.

The position referenced above will be responsible for monitoring projects at NCSU, NCCU, NCSSM, Butner, and Kerr Lake area. There are more than 40 projects under construction in this area; and majority of these projects belongs to the University system.

In order to fulfill statutory requirements as mandated by G.S. 143-341(3)d during construction phase of all capital improvement projects under the jurisdiction of State Construction Office, it is absolutely necessary that this vacant position be filled immediately.

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Location:
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Position Justification
Department of Administration

Division/Section: State Construction Office

Position Title: Building Systems Enginner II

Position Number: 4149-0000-0006-165

Budgeted Salary: $52,981

Fringes: $9,635

Date Position Vacated: 9/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Please See Attached

General Government Team
April 23, 2002

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

State Construction Office
Speros J. Fleggas, P.E., Director

May 6, 2002

MEMORANDUM

TO: Speros J. Fleggas

FROM: Sidney Stone

SUBJECT: Justification for filling vacancy in the Contract Administration Section
POSITION # 6165 – Building Systems Engineer II

The purpose of this memorandum is to request your assistance with filling at least one vacant position in the Contract Administration Section of the State Construction Office. The Contract Administration Section currently consists of 5 professional staff dedicated to the review, negotiation and execution of design and construction contracts, designer interviews, review of contracts for MBE requirements and designer/contractor evaluations. These duties are mandated by G.S. 143-341. At present 3 of these 5 positions are vacant. Currently there are 1,331 projects being administered by the SCO in some phase of construction throughout the State.

The management of all these duties is painstakingly divided between myself and only one other probationary employee. Since I became Acting Assistant Director, I have had to continue with the responsibilities of my former position along with the new responsibilities of managing this section. I am the only person who is familiar with negotiating and processing design contracts. Another staff member for the section is desperately needed to assist in consulting with CPC's, designers and contractors for the successful completion of Capital Improvement Projects in the most efficient and effective manner.

When the 2000 Education Bond passed, $3,200,000,000 dollars of bond funds were made available to the universities and community colleges until 2006. The 16 universities and 59 community colleges represent two-thirds of our "customers". The bond program initially represented approximately 330 university projects that have typically broken into 2 or more parts or phases. This represents 600-1000 major projects from the universities alone. Approximately only 80 projects were submitted to the SCO through 2001. Community colleges started planning and design later but will likely have 60-100 projects. Our workload has not decreased due to the recession and there is actually a desire to *speed up* the process to take advantage of the *reduced* construction costs in the current recession. It is impossible to keep up with the demand with our Section's current staff situation. In fact, I regret to say that we have received inquiries as to the status of a few projects lately.

With the passage of SB 914 at the end of the last Legislative Session, there has been an increased demand upon us from all public entities for information, interpretation, advice and forms on all statutory changes in the construction thresholds, life cycle costing, bidding methods, contracting options, minority participation, energy conservation and sustainability in the design and construction environment.

In addition, another position would allow us to cross-train and enable everyone to be proficient with all aspects of this section. In order to fulfill statutory requirements throughout the entire Capital Improvement Process, under the jurisdiction of State Construction Office, it is critical that this vacant position be filled immediately.

Thank you for your assistance in this matter.

Mailing Address:
1307 Mail Service Center
Raleigh, N.C. 27699-1307

Telephone (919) 733-7962
Fax (919) 733-6609
State Courier #56-02-01

Location:
301 N. Wilmington St., Ste. 450
Raleigh, North Carolina 27601

An Equal Opportunity/Affirmative Action Employer

Position Justification
Department of Administration

Division/Section: Office for Historically Underutilized Businesses

Position Title: HUB Certification Officer

Position Number: 4101-0000-0000-138

Budget Salary: $37,665

Fringes: $7,453
$45,118 (Total)

Date Position Vacated: Newly established position. Candidate selected for position declined offer. Position was re-advertised on April 30, 2002 and closes May 6, 2002.

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position was appropriated by the General Assembly in the 2001-02 legislative session. Currently, the HUB Office has one (1) HUB Certification position. However, with the enactment of SB914, another category, Disadvantage Business Enterprise (DBE) was added to the minority category under the public contracting law – GS143-128.2. This category requires that firms seeking certification under this category meet socially and economically disadvantaged standards as outlined by the federal government's guidelines.

In addition, because of the enactment of SB914 and the $3.1 Billion Higher Education Bond Program, our office anticipates an increase in minority contractors that will seek to bid on construction projects with the State of North Carolina. Therefore, we anticipate a significant increase of minority businesses seeking to become certified as minority / women owned firms with the State of North Carolina. Also, in order to increase the number of minority contractors that bid on state construction projects and to increase the utilization of these firms, outreach efforts will be needed to inform them of contracting opportunities with the State, the bidding process and to encourage them to bid on State projects.

The HUB Office is also responsible for developing a web based minority contractor's database. The current HUB Certification Officer will serve on the team to help with development of this contractor's database; therefore this additional HUB Certification position will provide continuity in the certification duties. Once, this database is developed this new position will be responsible for augmenting the current position in encouraging minority construction firms to certify in the State's new contractor's database.

The HUB Office is not adequately staffed to handle the increase of certification requests and outreach efforts to minority and women owned firms. The existing current staff of one (1) HUB Certification Officer is not sufficient to certify these firms in a timely, efficient and effective manner.

April 23, 2002

Position Justification
Department of Administration

Division/Section: Office for Historically Underutilized Businesses

Position Title: HUB Compliance Officer

Position Number: 4101-0000-0000-139

Budget Salary: $43,055

Fringes: $8,100
$51,155 (Total)

Date Position Vacated: Newly established position. Position classification approved by OSP, Budget Authorization approved by OSBM and position set-up and established by DOA Human Resource Division. Currently, in Secretary's Office awaiting approval for advertisement.

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position was appropriated by the General Assembly in the 2001-02 legislative session. Currently, the HUB Office has one (1) HUB Compliance position. However, with the enactment of SB914, the number of public entities that are mandated to adhere to the minority provisions of the public contracting law, GS143-128 has increased over 200%; approximately 600 plus entities. Prior to SB914 and under Executive Order 150 signed by former Governor Jim Hunt in 1999, approximately 225 state reporting entities report HUB expenditures to the Department of Administration / HUB Office. These state reporting entities include the state agencies, community colleges, state universities and public schools. The state agencies were required to report on formally bid construction projects. However, SB914 now requires reporting of public entities, which in addition to these state entities also include local units of government, towns and municipalities.

We anticipate over 600 reporting entities to report to the HUB Office on their minority business contracting dollars. Public entities are now required to report to the HUB Office on their informally bid projects, which include projects from $5,000 to $300,000. The HUB Office and Secretary of the Department of Administration are tasked with monitoring compliance of state agencies and public entities with this legislation. The current staff of one (1) HUB Compliance Officer is not sufficient to handle this increase of responsibilities and duties. The current HUB Compliance position has been tasked with helping develop the internal process, procedures and implementation of this legislation. With this increase in duties and responsibilities as a result of SB914, the current HUB Compliance Officer will not be able to review, monitor and determine compliance of these 600 plus state agencies and public entities.

Position Justification
Department of Administration

Division/Section: Office for Historically Underutilized Businesses

Position Title: Statistician II

Position Number: 4101-0000-0000-XXX

Budget Salary: $34,452

Fringes: $7,067
$41,519 (Total)

Date Position Vacated: Currently working with DOA Human Resource department to establish position.

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position was appropriated by the General Assembly in the 2001-02 legislative session. Currently, the HUB Office does not have any statistician positions. With the enactment of SB914, the number of public entities that are mandated to adhere to the minority provisions of the public contracting law, GS143-128 has increased over 200%; approximately 600 plus entities. Prior to SB914 and under Executive Order 150 signed by former Governor Jim Hunt in 1999, approximately 225 state reporting entities report HUB expenditures to the Department of Administration / HUB Office. The state reporting entities include the state agencies, community colleges, state universities and public schools. The state agencies were required to report on formally bid construction projects. However, SB914 now requires reporting of "public entities", which in addition to these state entities also include local units of government, towns and municipalities.

This statistician position is needed to compile and analyze the report data submitted by the public entities. SB914 requires the community college system and universities to submit quarterly reports and the remaining public entities to submit semi-annual reports. This position will work in concert with the HUB Compliance Officer to generate the HUB Reports that are due to the Secretary's Office, Governor's Office and General Assembly.

In addition, the General Assembly appropriated funds for the HUB Office to develop a web based HUB reporting system. This position will work with the Information Technology team to provide insight and input in developing this reporting system.

Currently, the HUB Office does not have the staff resources to handle and maintain this new and increased scope of work, duties and responsibilities.

Position Justification
Department of Administration

Division/Section: Mail Service Center

Position Title: MSC Production Technician

Position Number: 4131-0000-0010-938

Budgeted Salary: $25,736

Fringes: $6,189

Date Position Vacated: 2/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is responsible for developing sort schemes which creates an additional savings of 1.4 centers per mail piece. A contractor was hired on a trial basis before this position was created who saved the State in excess of $17,000 in a three month time period. No other staff has the expertise to perform these job duties.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: Mail Service Center

Position Title: MSC Mail Clerk

Position Number: 4131-0000-0010-905

Budgeted Salary: $19,105

Fringes: $5,350

Date Position Vacated: 4/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is responsible for tracking accountable mail by scanning and producing a document used to obtain a signature of delivery and for tracking the mail to ensure timely delivery. The hours for this position are 8:00 a.m. - 5:00 p.m. Accountable mail is time sensitive and could cause legal ramifications should be mail not be delivered on a timely basis. A computerized program is used to perform the tasks of this position. Due to the critical responsibilities performed by other staff at the Mail Service Center to get the outgoing and incoming mail processed and delivered in a timely fashion, there are not other staff at the MSC that can perform the duties of this position.

Position Justification
Department of Administration

Division/Section: Mail Service Center

Position Title: MSC Mail Clerk

Position Number: 4131-0000-0010-928

Budgeted Salary: $19,105

Fringes: $5,350

Date Position Vacated: 4/15/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is responsible for tracking accountable mail by scanning and producing a document used to obtain a signature of delivery and for tracking the mail to ensure timely delivery. The hours for this position are 5:00 a.m. - 1:30 p.m. Accountable mail is time sensitive and could cause legal ramifications should be mail not be delivered on a timely basis. A computerized program is used to perform the tasks of this position. Due to the critical responsibilities performed by other staff at the Mail Service Center to get the outgoing and incoming mail processed and delivered in a timely fashion, there are not other staff at the MSC that can perform the duties of this position.

Position Justification
Department of Administration

Division/Section: Mail Service Center

Position Title: MSC Mail Clerk

Position Number: 4131-0000-0010-931

Budgeted Salary: $19,105

Fringes: $5,350

Date Position Vacated: 4/1/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position has been committed. Employee occupying this position was temporarily transferred to a time limited position #4131-0000-0010-961 which is funded by terrorist funds until June 30, 2002. July 1, 2002 the employee will revert back to the above listed position. The employee will be performing the duties in this position along with inspecting mail received at the Mail Service Center for explosives and other life threatening paraphenelia.

General Government Team

Position Justification
Department of Administration

Division/Section: PURCHASE & CONTRACT/ STANDARDS

Position Title: PURCHASING STANDARDS ENGINEER

Position Number: 6513

Budgeted Salary: $50,212

Fringes: $9,284.82

Date Position Vacated: 09/30/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

In the fourth quarter of 2001 the Standards engineering section was depleted by the retirement of (2) two long-term experienced engineers (A reduction of 40 % in manpower resources). This position is to replace only one of these engineers.

The workload includes the maintenance of approximately 130 term contract specifications and 80 qualified products lists. To-days products are more complicated. Typically, new materials need closer evaluation (environmental issues), and recyclable content needs more detailed analyses and research.

In addition we are required to support the open market day to day IFB's and the E-procurement initiative.

With the E-procurement project more responsibility is being transferred from the contractor to the State, this is currently having a high impact on our available manpower resources.

A major reduction in these resources would lead to, out of date specifications, inaccurate definitions, errors in developing or revising specifications and Qualified Products Lists may result in non-competitive bidding, unacceptable quality levels, bid protests, litigation, dissatisfaction of state agencies and bidders, and unacceptable price levels, all of which ultimately cost taxpayers' dollars and embarrassment to the Division, Department and Administration.

If this position is not filled the work would need to be prioritized with the realization that some projects or schedules would have to be slipped or cancelled.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: PURCHASE & CONTRACT/ OPERATIONS

Position Title: COMPUTING CONSULTANT I

Position Number: 6894

Budgeted Salary: $31,940

Fringes: $6,973.41

Date Position Vacated: 07/01/01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position was approved for a reclassification review, and officially reclassified as a technical position but never filled due to hiring freezes. Position is in the Operations Section and is essential to maintaining excellent Web sites for the Division of Purchase and Contract, State and Federal Surplus Property. There are increasing requirements for web based solutions to activities of these entities. State and Federal Surplus Property do not have a qualified webmaster to assist in their web presence and this new position will fill this void. E-Procurement initiatives are taking precedence in the Division of Purchase and Contract so other web based initiatives have been placed on hold. Some of these initiatives include electronic responses to surveys for term contracts, redesign of web pages to follow the format of the state portal and keeping abreast of new developments in web management. We do not have expertise in JavaScript and dhtml language capability. Not filling this position would curtail our ability to provide more efficient electronic purchasing functions for our customers. Our web pages must be useful, easy to use, interactive, appealing and dynamic. We use web publishing for procedures, administrative codes etc. for state agencies statewide. Highly developed computer and Internet skills are necessary in order to stay current with frequently changing improvements and to conduct research into new software. All of these programs promote sustainability and reduce expenditures by the state in mailing and duplicating costs.

Also, this position will work closely with two other positions that support numerous internal and external applications such as the E-Procurement, Interactive Purchasing System, Vendor Link NC and web site maintenance. We continue to be more technically focused as we support the Division in its dynamic role as a central materials management office. Not filling this position will create delays in moving the three entities ahead in the area of Electronic Commerce.

General Government Team
April 23, 2002

Position Justification
Department of Administration

Division/Section: State Property Office

Position Title: Real Property Agent III

Position Number: 4150-0200-0006-263

Budgeted Salary: $18,910 (appro.)/$33,815 (receipts) = $52,725

Fringes: Social Security - $1,446.62 (a) / $2,586.85 (r)
Retirement - $945.50 (a) / $1,690.75 (r)
Insurance - $1,051.93 (a) / $1,881.07 (r)

Date Position Vacated: January 22, 2002

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

This position is one of six real property agents handling transactions in the General Real Estate Section. The current workload in this section consists of 418 active acquisition/disposition transactions plus numerous miscellaneous projects such as boundary line disputes, access issues, zoning petitions, municipal assessments, submerged land management issues, etc. In addition to current active projects, this section continues to receive new transactions each month. An agent can be expected to handle about 40 transactions per year in addition to the miscellaneous projects. As a result, we are not meeting the demand for our real estate services with the existing positions. There is a substantial backlog of transactions and miscellaneous projects that is growing rather than decreasing. If this position is not filled, we will not be able to handle land transactions associated with the University bond issue, Clean Water Management Trust Fund, Natural Heritage Trust Fund, State Parks Trust Fund, federal grants, etc. We expect these funding sources to continue at some level, even though direct appropriations for land acquisition may be curtailed.

General Government Team
April 23, 2002

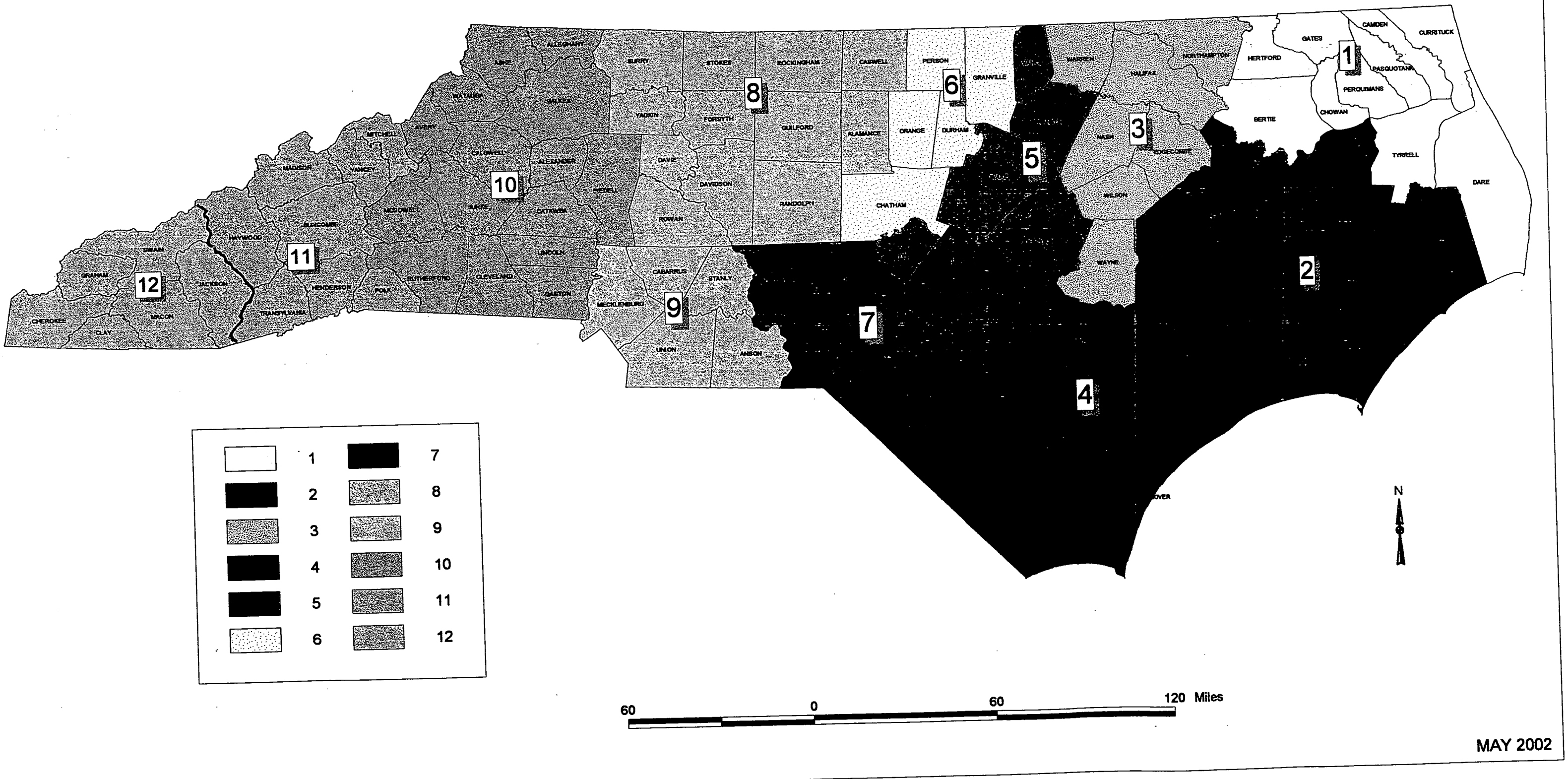
FY 01-02

MOTOR FLEET MGMT
BILLINGS BY DEPARTMENT

UNIT DESCRIPTION	UNIT CODE	July 01-Mar 02 TOTAL BILLINGS
G/A-GENERAL ASSEMBLY	1000	$11,868.89
AOC-ADM OFFICE OF COURTS	2000	$330,694.28
G/O-GOVERNORS OFFICE	3000	$9,616.94
G/O-STATE BUDGET	3005	$808.78
G/O-OFFICE OF STATE PLANN	3006	$14,878.73
G/O-HOUSING FINANCE	3010	$31,498.82
G/O-GOVERNORS MANSION	3020	$12,296.34
LG/O-LT GOVENORS OFFICE	3100	$0.00
S/S-SECRETARY OF STATE	3200	$10,560.08
AUD-AUDITOR	3300	$55,379.99
TREA-TREASURER	3400	$7,248.50
TREA-ADMINISTRATION	3410	$14,497.29
P/E-PUBLIC EDUCATION	3500	$12,713.24
P/E-PUBLIC INSTRUCTION	3510	$136,866.34
P/E-FISCAL-PUBLIC EDUC	3520	$0.00
JUS-JUSTICE	3600	$95,767.45
JUS-SBI	3613	$16,805.31
JUS-CRIMINAL INFORMATION	3614	$33,980.47
JUS-NC JUSTICE ACADEMY	3615	$28,481.55
JUS-CRIMINAL JUSTICE	3616	$32,707.56
JUS-PRIV PROTECTIVE SERV	3623	$30,871.90
AGR-AGRICULTURE	3700	$858,712.34
AGR-STATE FAIR	3750	$22,812.36
LAB-LABOR	3800	$292,025.60
INS-INSURANCE	3900	$302,818.32
BSHP-BATTLESHIP	4000	$0.00
OJJ-OFC OF JUVENILEJUST	4060	$1,120,073.74
ADM-ADMINISTRATION	4100	$711,051.10
STATE CONTROLLER	4160	$161.98
DOT-TRANSPORTATION	4200	$15,853.26
DOT-ADMINISTRATION	4210	$137,474.27
DOT-HIGHWAY	4220	$482.99
NCAC-AIR CARGO	4222	$7,253.56
DOT-HIGHWAY	4230	$3,637,084.80
DOT-GOV HIGHWAY SAFETY	4240	$25,230.15
DOT-MOTOR VEHICLES	4260	$3,275,248.97
EHNR-ENVIR HEALTH/NAT RES	4300	$2,176,417.34
EHNR-WRC/WILDLIFE RES	4350	$1,525,521.86
H/R-BLACK MTN ALCOH REH	4401	$14,128.84
H/R-BUTNER ALCOH REHAB	4402	$5,250.00
H/R-GREENVILLE ALCOH REH	4403	$9,072.00
H/R-SPECIAL CARE CENTER	4404	$12,512.97
H/R-BLACK MOUNTAIN CTR	4406	$15,386.48
H/R-MH/MR/SAS	4408	$0.00
H/R-SECRETARYS OFFICE	4410	$51,174.75
H/R-DIVISION OF AGING	4412	$8,775.03
H/R-CHILD DEVELOPMENT	4420	$215,110.72
H/R-SERV FOR DEAF-WEST	4424	$166,848.60
H/R-SERV FOR THE DEAF-E	4425	$58,501.61
H/R-SERV FOR THE DEAF-C	4426	$18,624.08
H/R-GOV MOREHEAD SCH	4427	$118,949.23
D/H-HEALTH SERVICES	4430	$491,510.53
	4435	$0.00
H/R-SOCIAL SERVICES	4440	$132,876.99
H/R-DISABILITY DETERMINE	4441	$4,765.78
H/R-DIV OF MED ASSIST	4445	$31,305.31
H/R-BLIND SERVICES	4450	$130,455.22
H/R-BUS ENTERPRISES	4451	$0.00
H/R-NC SPECIAL CARE CTR	4457	$0.00
H/R-MENTAL HEALTH	4460	$125,299.88
H/R-DOROTHEA DIX HOSPITAL	4462	$31,420.07
H/R-BROUGHTON HOSPITAL	4463	$50,328.14
H/R-CHERRY HOSPITAL	4464	$47,355.57
H/R-JOHN UMSTEAD HOSPITAL	4465	$70,362.44
H/R-W CAROLINA CENTER	4466	$43,964.46
H/R-O'BERRY CENTER	4467	$43,459.58
H/R-MURDOCH CENTER	4468	$71,807.74
H/R-CASWELL CENTER	4469	$44,506.53
H/R-FACILITY SERVICES	4470	$339,318.70
H/R-VOCATIONAL REHAB	4480	$41,768.80
H/R-YOUTH SERVICES	4490	$222.97
CORR-CORRECTION	4500	$7,864,316.21
ECD-ECONOMIC/COMM DEV	4600	$275,395.39

ECD-NC PORTS AUTHORITY	4620	$29,105.90
NCRC-NC PORTS RAILWAY	4622	$0.00
ECD-EMPLOYMENT SECURITY	4650	$101,547.00
COMMERCE-SIPS	4660	$84,543.69
REV-REVENUE	4700	$104,288.02
C/R-CULTURE RESOURCES	4800	$226,842.27
CCPS-CRIME CTRL & PS	4900	$532,103.52
UNC-GENERAL ADMIN	6010	$64,102.14
UNC-EDUC PROGRAM	6012	$4,600.29
UNCH-UNC @ CHAPEL HILL	6020	$636,451.72
UNCH-HEALTH AFFAIRS	6021	$130,908.31
UNCH-AHEC	6022	$2,415.00
NCSU-NC STATE UNIVERSITY	6030	$1,036,203.13
NCSU-AGR EXPERIMENT STA	6031	$1,635.00
UNCG-UNC @ GREENSBORO	6040	$79,880.28
UNCC-UNC @ CHARLOTTE	6050	$107,349.81
UNCA-UNC @ ASHEVILLE	6055	$76,743.33
UNCW-UNC @ WILMINGTON	6060	$126,051.70
ECU-EAST CAROLINA UNIV	6065	$340,691.06
NCAT-NC A & T STATE UNIV	6070	$185,160.29
WCU-WESTERN CAROLINA	6075	$164,904.06
ASU-APPALACHIAN STATE	6080	$170,665.82
UNC-Pembroke Univ	6082	$52,271.87
WSSU-WINSTON SALEM STATE	6084	$64,188.77
ECSU-ELIZABETH CITY STATE	6086	$124,880.97
FSU-FAYETTEVILLE STATE	6088	$95,328.56
NCCU-NC CENTRAL UNIV	6090	$129,505.86
NCSA- NC SCHOOL OF ARTS	6092	$16,645.41
UNIV-SCH OF SCIENCE&MATH	6094	$7,772.00
UNC-NC MEMORIAL HOSPITAL	6095	$28,839.22
DCC-COMMUNITY COLLEGES	6800	$52,593.05
DCC-BLADEN COMM COL	6806	$5,019.36
DCC-BRUNSWICK COMM COL	6807	$10,913.72
DCC-CATAWBA VALLEY COL	6814	$3,877.38
DCC-CENTRAL CAROLINA COL	6816	$3,324.40
DCC-SOUTH PIEDMONT	6818	$2,903.04
DCC-CRAVEN CO COL	6824	$6,549.77
DCC-DAVIDSON CO COL	6826	$2,816.64
DCC-DURHAM TECH COL	6828	$16,589.13
DCC-Forsyth Tech Inst	6834	$2,811.79
DCC-HALIFAX COMM COL	6840	$10,527.84
DCC-JAMES SPRUNT COL	6846	$14,226.66
DCC-JOHNSTON TECH INST	6847	$1,661.04
DCC-LENOIR COMM COL	6848	$7,238.24
DCC-MARTIN COMM COLL	6850	$15,452.42
DCC-MAYLAND TECH COL	6851	$5,022.74
DCC-MCDOWELL COMM COL	6852	$21.66
DCC-MITCHELL COMM COLL	6853	$0.00
DCC-MONTGOMERY CC	6854	$2,310.35
DCC-NASH COMM COLLEGE	6856	$2,807.42
DCC-VOC TEXTILE SCHOOL	6857	$7,924.08
DDC-PIEDMONT TECH INST	6861	$6,687.66
DCC-PITT CO COMM COLL	6862	$13,005.86
DCC-ROBESON CO COMM COL	6870	$5,362.36
DCC-ROCKINGHAM COM CO	6872	$6,833.04
DCC-SAMPSON COMM COL	6876	$3,547.50
DCC-WESTERN TECH INST	6882	$18.51
DCC-ALAMANCE COMM COLL	6886	$6,747.36
DCC-WAKE TECH COMM COL	6890	$3,301.31
DCC-WILSON TECH COLLEGE	6898	$3,471.52
MISC-BD ELECTIONS	8025	$1,978.10
MISC-BD AUCTIONEERS	8100	$0.00
MISC-BD BARBER EXAM	8101	$12,648.16
MISC-BD COSMETICS	8102	$74,760.47
MISC-BD OPTICIANS	8103	$86.40
MISC-BD NURSING HOME	8105	$0.00
MISC-BD AUCTIONEERS	8106	$0.00
OAH-ADMIN HEARINGS	8210	$2,153.16
MISC-COMP MAJOR MED PLAN	8410	$1,043.90
TOTAL BILLED		$30,572,400.76
ADJUSTMENTS		($172,208.35)
TOTALS		$30,400,192.41

VETERANS AFFAIRS DISTRICT OFFICE REORGANIZATION OPTION



MAY 2002

Attach. No. 6

Office of the State Controller

Follow-up to Question on Proposed NCAS Production changes for Cost Reduction

Option 8: Post NCAS transactions only 4 days a week instead of nightly except during the months of June, July and August. Cost savings projected at $4,000 a day. All days reflected below are Fridays and no holidays occurred during weeks selected.

Days Affected:	10 % Cut	11 % Cut
532821 Data Processing (Option 8)		
9/13/02		$4,000
9/27/02		$4,000
10/11/02		$4,000
10/25/02		$4,000
11/8/02.		$4,000
11/22/02		$4,000
12/6/02		$4,000
12/20/02		$4,000
1/10/03		$4,000
1/24/03		$4,000
2/7/03		$4,000
2/21/03		$4,000
3/7/03		$4,000
3/21/03		$4,000
4/11/03		$4,000
4/25/03		$4,000
5/9/03		$4,000
5/23/03		$4,000
Subtotal		$72,000
Additional Line Item Cuts:		
532722 Lodging-Out of State, In US		$5,000
532821 Data Processing (Option 6)	$6,408	$28,000
534522 Equipment Computers		$16,385
Total Projected Savings	$6,408	$121,385

Impact on NCAS Users:

(1) Financial Activity will be delayed for one business day:

(a) This includes checks (both electronic and paper), federal reimbursements, current budget balances specifically for budget transfers or expenditures generated from external systems being interfaced into NCAS.

(b) New accounting distributions required by E-Procurement from NCAS would be delayed by one business day.

Other pertinent information:

(1) NCAS Transaction volume is approximately 15% less on Fridays.

(2) Payments to vendors from bond receipts are paid on Fridays resulting from Thursday processing, so there is no impact.

(3) Federal drawdowns required daily, however adjustments can be made, based on published dates above, to accommodate changes.

(4) Funds checking for purchasing and accounts payable type transactions are achieved automatically and are not affected by the NCAS posting process .

Attach. No. 7

OFFICE OF ADMINISTRATILVE HEARINGS
ADDITIONAL INFORMATION REQUESTED BY
APPROPRIATIONS SUB-COMMITTEE ON GENERAL GOVERNMENT
MAY 2, 2002

COST OF ENHANCEMENTS TO OAH WEB SITE

In our budget presentation, OAH identified one option of cost savings by eliminating the free copies of the N.C. Register. The NC Register is currently being put on the OAH Web Site in a text form. OAH began this in August 2000 and we maintain six months of issues on the Site. OAH is proposing eliminating the free copies of the Register (as required by G.B. 150B) and referring these recipients to the Web Site. This will require no enhancements to our Web Site. Recipients can access the Register and print it if desired.

However; the long range goal of OAH has been to eliminate all printing of the Register and having a Rules Tracking System on our Web Site. This system would have search capabilities and enhancements that would let the public know where a proposed rule is in the rulemaking process. This would require enhancements to the Web Site as well as the development of a Rules Tracking System. In 2000, OAH and the General Assembly ITS Division worked with the State Information Technology Service (ITS) to perform a systems analysis for developing this system. Their proposal was cost prohibitive. We are currently talking to representatives of the State of Virginia rules system and they are developing a proposal for adapting the Virginia system for use by North Carolina. They have told us they would have a cost proposal to us by May 15. The funding needs for this project would probably be addressed in the 2003-05 budgetary process.

COPY OF PROPOSED LEGISLATION TO ELIMINATE THE FREE COPIES OF THE REGISTER

A copy of the proposed legislation from the Administrative Procedures Oversight Committee is attached.

JUSTIFICATION FOR KEEPING THE PARALEGAL II POSITION

A copy of the position justification form is attached.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H D

BILL DRAFT 2001-ROz-11 [v.5] (04/23)

(THIS IS A DRAFT AND IS NOT READY FOR INTRODUCTION)
4/30/2002 10:14:32 AM

Short Title: Conforming APA Amendments. (Public)

Sponsors: Representative.

Referred to:

A BILL TO BE ENTITLED

AN ACT TO IMPLEMENT RECOMMENDATIONS OF THE JOINT LEGISLATIVE ADMINISTRATIVE PROCEDURE OVERSIGHT COMMITTEE TO ALLOW THE OFFICE OF ADMINISTRATIVE HEARINGS TO USE THE INTERNET FOR AGENCY PUBLICATIONS AND TO CONFORM THE APA TO PROVISIONS OF CHAPTER 12 RELATING TO RULES WHICH ESTABLISH OR INCREASE FEES.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 150B-21.24 reads as rewritten:

§ 150B-21.24. ~~Free copies of~~ Access to Register and Code.

(a) Register. – The Codifier of Rules must ~~distribute copies of the North Carolina Register as soon after publication as practical, without charge, to the following:~~

~~(1) A person who receives a free copy of the North Carolina Administrative Code.~~

~~(2) Upon request, one copy to each member of the General Assembly.~~ make available the North Carolina Register on the internet at no charge. The Codifier must provide a free copy of the current volume of the Register to any person who receives a free copy of the North Carolina Administrative Code or any member of the General Assembly, only upon request.

(b) Code. – The Codifier of Rules must make available the North Carolina Administrative Code on the internet at no charge. The Codifier must distribute copies of the North Carolina Administrative Code as soon after publication as practical, without charge, to the following:

(1) One copy to the board of commissioners of each ~~county.~~ county that specifically requests a printed copy, to be placed at the county clerk of court's office or at another place selected by the board of

commissioners. The Codifier of Rules is not required to provide a copy of the Administrative Code to any board of county commissioners unless a request is made.

(2) One copy to the Commission.

(3) One copy to the Clerk of the Supreme Court and to the Clerk of the Court of Appeals of North Carolina.

(4) One copy to the Supreme Court Library and one copy to the library of the Court of Appeals.

(5) One copy to the Administrative Office of the Courts.

(6) One copy to the Governor.

(7) ~~Five copies~~ One copy to the Legislative Services Commission for the use of the General Assembly.

~~(8) Upon request, one copy to each State official or department to whom or to which copies of the appellate division reports are furnished under G.S. 7A-343.1.~~

(9) ~~Five copies~~ One copy to the Division of State Library of the Department of Cultural Resources pursuant to G.S. 125-11.7."

SECTION 2. G.S. 150B-21.1(a) reads as rewritten:

"(a) Adoption. – An agency may adopt a temporary rule without prior notice or hearing or upon any abbreviated notice or hearing the agency finds practical when it finds that adherence to the notice and hearing requirements of this Part would be contrary to the public interest and that the immediate adoption of the rule is required by one or more of the following:

(1) A serious and unforeseen threat to the public health, safety, or welfare.

(2) The effective date of a recent act of the General Assembly or the United States Congress.

(3) A recent change in federal or State budgetary policy.

(4) A federal regulation.

(5) A court order.

(6) The need for the rule to become effective the same date as the State Medical Facilities Plan approved by the Governor, if the rule addresses a matter included in the State Medical Facilities Plan.

An agency must prepare a written statement of its findings of need for a temporary rule. If the temporary rule establishes a new fee or increases an existing fee, the agency shall include in the written statement that it has complied with the requirements of G.S. 12-3.1. The statement must be signed by the head of the agency adopting the rule."

SECTION 3. G.S. 150B-21.1(b) reads as rewritten:

"(b) Review. – When an agency adopts a temporary rule it must submit the rule and the agency's written statement of its findings of the need for the rule to the Codifier of Rules. Within one business day after an agency submits a temporary rule, the Codifier of Rules must review the agency's written statement of findings of need for the rule to determine whether the statement of need meets the criteria listed in subsection (a) or (a1) of this section. In reviewing the statement, the Codifier of Rules may consider any information submitted by the agency or another person. If the Codifier of

Rules finds that the statement meets the criteria, the Codifier of Rules must notify the head of the agency and enter the rule in the North Carolina Administrative Code.

If the Codifier of Rules finds that the statement does not meet the criteria, the Codifier of Rules must immediately notify the head of the agency. The agency may supplement its statement of need with additional findings or submit a new statement. If the agency provides additional findings or submits a new statement, the Codifier of Rules must review the additional findings or new statement within one business day after the agency submits the additional findings or new statement. If the Codifier of Rules again finds that the statement does not meet the criteria listed in subsection (a) or (a1) of this section, the Codifier of Rules must immediately notify the head of the agency.

If an agency decides not to provide additional findings or submit a new statement when notified by the Codifier of Rules that the agency's findings of need for a rule do not meet the required criteria, the agency must notify the Codifier of Rules of its decision. The Codifier of Rules must then enter the rule in the North Carolina Administrative Code on the sixth business day after receiving notice of the agency's decision. Notwithstanding any other provision of this subsection, if the agency has not complied with the provisions of G.S. 12-3.1, the Codifier of Rules shall not enter the rule into the Code. "

SECTION 4. G.S. 150B-21.19 reads as rewritten:

§ 150B-21.19. Requirements for including rule in Code.

To be acceptable for inclusion in the North Carolina Administrative Code, a rule must:

(1) Cite the law under which the rule is adopted.

(2) Be signed by the head of the agency or the rule-making coordinator for the agency that adopted the rule.

(3) Be in the physical form specified by the Codifier of Rules.

(4) Have been approved by the Commission, if the rule is a permanent rule

(5) Have complied with the provisions of G.S. 12-3.1, if the rule establishes a new fee or increases an existing fee."

SECTION 5. G.S. 150B-21.3 is amended by adding a new subsection to read:

"(c1) Fees. – Notwithstanding any other provision of this section, a rule that establishes a new fee or increases an existing fee shall not become effective until the agency has complied with the requirements of G.S. 12-3.1."

SECTION 6. This act is effective when it becomes law.

Position Justification

Office of Administrative Hearings

Division/Section: ___ Hearings Division_____

Position Title: _____Paralegal II_____

Position Number: __ 8210-1100-0000-026_____

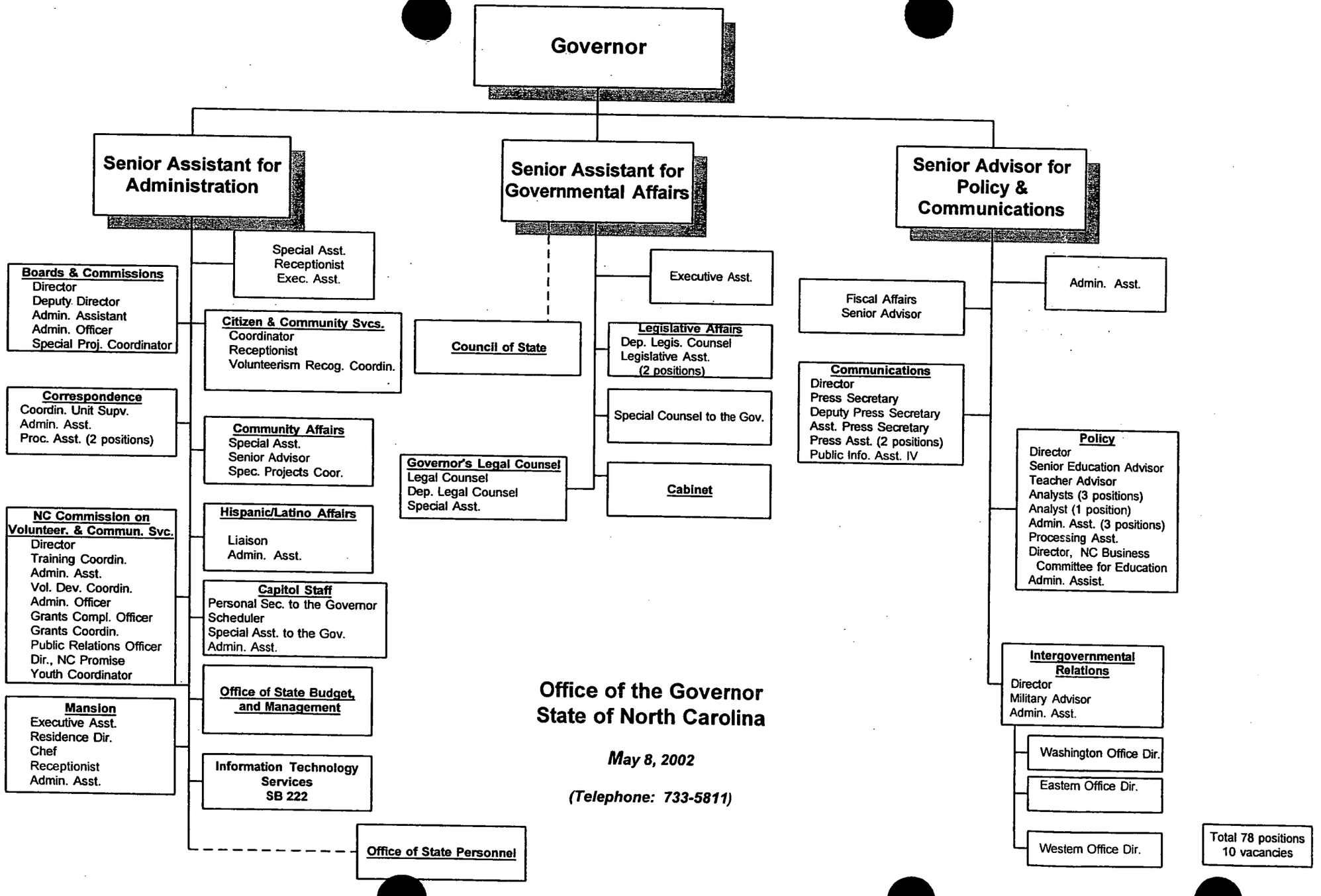
Budgeted Salary: __36,448_____

Fringes: _____2,355_____

Date Position Vacated: __6-30-00_____

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
In the potential budget cuts identified for f.y. 2002-03, OAH has targeted all vacant positions except for this one. These reductions include the Administrative Assistant to the Director. By keeping this Paralegal II position, OAH would designate duties as Administrative Assistant to the Director in addition to the paralegal duties to the position. The other paralegal position in OAH is utilized 90% of the time in the disposition of Child Support Tax Intercept cases.

Attach. No. 8



Office of the Governor
State of North Carolina

May 8, 2002

(Telephone: 733-5811)

Position Justification

Department A

Division/Section: Press Office

Position Title: Deputy Press Secretary

Position Number: 3000-0000-0000-754

Budgeted Salary: $50,000

Fringes: $9,258

Date Position Vacated: 12-01-01

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

We have a binding offer and acceptance for this position made prior to 4/22/02. The effective date for this position is 7/1/02. Due to the budget situation and the elimination of another position in this office, the workload requires maintaining this position.

General Government Team
April 23, 2002

Office of the Governor
Budget Code 13000
Western Office
Projected Operating Requirements 2002-2003

	Projected 02-03
Expenditures:	
Personal Services	$ 67,690
Purchased Services	$ 20,000
Supplies	$ 300
Other Expenses	$ 100
Total Expenditures	$ 88,090
Appropriation	**$ 88,090**

Office of the Governor
Budget Code 13000
Eastern Office
Projected Operating Requirements 2002-2003

Expenditures:	
Personal Services	$ 68,394
Purchased Services	$ 15,000
Supplies	$ 300
Other Expenses	$ 500
Total Expenditures	$ 84,194
Appropriation	**$ 84,194**

North Carolina Washington, D.C. Office

Jim McCleskey	Director	$ 77,924	GOV
Lee Stevens	Federal Legislative Analyst	$ 48,498	DHHS
Jill Raynor	Federal Legislative Analyst	$ 53,322	DENR
Caitlin Hughes	Federal Programs Coordinator	$ 71,058	DOT
Joe Chandler	Federal Legislative Analyst	$ 49,265	DOC

Cost to the Governor's Office to Operate the N. C. Washington, D.C. Office
for FYE 6-30-01 (includes Director's Salary)

$ 179,231

Attach. No. 9

Position Justification

Office of State Budget and Management

Division/Section: **Education Section**

Position Title: **Budget Administrator**

Position Number: **3004-0404-0300-515**

Budgeted Salary: **$90,495**

Fringes: **$14,381**

Date Position Vacated: 2-01-02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position manages a staff of four budget analysts responsible for all activities associated with budget development, administration, and execution for the Department of Public Instruction, NC Community College System, the UNC Board of Governors and the constituent institutions of the UNC, the UNC Health Care System, and the NC School of Science and Mathematics. This program area represents the single largest investment of state funds and is a high priority of the Governor and the General Assembly. The section currently has one vacant analyst position. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 and the shortage in staff in this section make this position extremely critical. There are currently three other Budget Administrators in OSBM: one assigned to Health and Human Services, one to General Government, and one to Justice and Public Safety, Transportation, and Capital Improvement.

General Government Team
April 23, 2002

Position Justification

Office of State Budget and Management

Division/Section: **Education Section**

Position Title: **Budget Analyst**

Position Number: **3004-0403-0000-663**

Budgeted Salary: **$40,393**

Fringes: **$8,044**

Date Position Vacated: 5/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.)

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position has responsibility for certain delegated assignments in the UNC System in the Education Section. Assignment includes budget development and administration of the agencies/institutions assigned. The position serves as the liaison between the OSBM and the agencies/institutions assigned, as well as the various education-related legislative subcommittees, and other governmental and nongovernmental entities. There are currently three other budget analysts in the Education Section, which is responsible for all activities associated with budget development, administration, and execution for the Department of Public Instruction, NC Community College System, the UNC Board of Governors and the constituent institutions of the UNC, the UNC Health Care System, and the NC School of Science and Mathematics. This program area represents the single largest investment of state funds in the State's budget and is a high priority of the Governor and the General Assembly. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 and the additional staff shortage created by the vacant Education Administrator position make this position extremely critical.

General Government Team
April 23, 2002

Position Justification

Office of State Budget and Management

Division/Section: General Government

Position Title: Budget Analyst

Position Number: 3004-0404-0100-527

Budgeted Salary: $77,751

Fringes: $12,769

Date Position Vacated: 4-07-02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties.)

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position has responsibility for budget development and administration for the Department of Commerce, Employment Security Commission, Rural Economic Development Center, Biotechnology Center, Department of Labor, the Division of Information Technology Services, and Housing Finance. The position serves as the primary liaison between the OSBM and the agencies assigned, as well as the various legislative subcommittees, and other governmental and nongovernmental entities. There are currently three other analysts in the General Government Section, which is responsible for all activities associated with budget development, administration, and execution for: DENR, Wildlife Resources, Agriculture and Consumer Services, DOA, Cultural Resources, Board of Elections, Governor's Office, Lt. Governor's Office, Insurance, OSBM, Revenue, General Assembly, Secretary of State, State Treasurer, State Health Plan, Office of the State Controller, and various boards and commissions. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 make this position extremely critical.

General Government Team
April 23, 2002

Position Justification

Office of State Budget and Management

Division/Section: Management

Position Title: Management Engineer

Position Number: 3004-0404-0200-540

Budgeted Salary: $37,772

Fringes: $7,712

Date Position Vacated: 10-24-00

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position has responsibility for projects and rapid spot analysis as assigned within the Management Section. Projects include management analyses designed to assess the effectiveness and efficiency of programs within state government, resulting in better management practices. The projects and/or spot analyses originate as a result of legislation, agency request, initiation by OSBM, or in direct support of budget operations. Currently there are five management analysts. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 make this position critical.

General Government Team
April 23, 2002

Position Justification

Office of State Budget and Management

Division/Section: Economic Research

Position Title: Economist II

Position Number: 3004-0000-0000-665

Budgeted Salary: $43,219

Fringes: $8,400

Date Position Vacated: 7-01-98

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position is a staff economist responsible for development of economic impact studies (fiscal notes) on the effects of administrative rules (new and changes to existing rules) for the state. The position has primary responsibility for computer and database development and support for the Economic Research Section. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 make this position critical.

General Government Team
April 23, 2002

Position Justification

Office of State Budget and Management

Division/Section: Management

Position Title: Applications Analyst Programmer II

Position Number: 3004-0403-0000-701

Budgeted Salary: $71,212

Fringes: $11,942

Date Position Vacated: 1-31-02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):

Existing staff cannot assume additional responsibilities required of this position, because their job duties and responsibilities require their full time commitment. OSBM staff is and has been working at maximum capacity dealing with agency oversight during two consecutive budget crises and the development of two budgets for Governor Easley.

This position supports systems which run on the mainframe and via the web. This involves solving problems, developing new enhancements, and learning new technology. This employee also provides technical assistance for users of the OSBM on-line systems both in-house and in other agencies. The additional workload resulting from the budget shortfall for the current fiscal year and the projected shortfall for 2002-2003 make this position critical.

General Government Team
April 23, 2002

ADMINISTRATOR FOR
PERSONNEL DEVELOPMENT AND SUPPORT SERVICES

Responsibilities	Duties
Personnel/Payroll 30% of time	1. Manages full-service personnel function to employees of Governor's Office and OSBM
	2. Oversees payroll for the Governor's Office and OSBM
Personnel Dev/Training 20% of time	1. Designs and delivers in house training programs as needed and oversees planning and coordination of other training opportunities (OSP) to meet needs of OSBM employees.
	2. Designs and coordinates delivery of Statewide budget workshops as needed.
	3. Delivers training for National Association of State Budget Officers (NASBO) as requested & communicates training needs at the state level
Publications 15% of time	1. Coordinates the assimilation, formatting, and production of all publications in the OSBM as scheduled, including the budget document, summaries, and other major reports
	2. Composes and edits letters, memorandums, and other documents related to personnel issues for signature of the Governor, State Budget Officer, and the Deputy.

5/9/02

ADMINISTRATOR FOR PERSONNEL DEVELOPMENT AND SUPPORT SERVICES – Continued

Responsibilities	Duties
Support Services 20% of time	1. Responsible for the word processing, filing, mailroom, and switchboard operation for OSBM – sets tasks, prioritizes assignments according to needs of office.
	2. Responsible for coordination of space requirements, relocation of employees, and furniture
Management Team 15% of time	1. Actively participates in meetings and offers input on budget management related issues, supplies salary reserve and personnel information as requested; performs other tasks/projects as assigned.
	2. Responds to questions regarding current issues and OSBM policy and procedure from state agencies and the general public specifically as relates to personnel issues.
	3. Insures compliance with OSBM EEO Plan.
	4. Supervises 7 positions, including Personnel Officer and assistant, Training & Publications Coordinator, 3 Team Assistants and Receptionist

5/2/02
Prepared in response to flag on PDSS Administrator position

OFFICE OF STATE BUDGET AND MANAGEMENT

Personnel Development and Support Services

The Personnel Development and Support Services (PDSS) Section of the Office of State Budget and Management represents a reconfiguration of the personnel, payroll, and support functions of the Office of State Budget and Management since the previous Administration. The unit was created using existing staff and positions to provide the following:

Current Administration	Previous Administration
Unit Name – Personnel Development & Support Services (PDSS)	**Unit Name** - Administrative Services
Supervisor – Administrator for Personnel Development & Support Services (member of Management Team)	**Supervisor** – Special Assistant to the State Budget Officer (member of Management Team)
Total Positions – 8 (1 position transferred to Deputy)	**Total Positions** – 9
Responsibilities/Performed by:	**Responsibilities/Performed by:**
1. Personnel services for employees of the Governor's Office and OSBM. ***Performed by:*** *Administrator for PDSS* *Personnel Officer* *Personnel Assistant*	**1.** Personnel services for employees of the Governor's Office and OSBM. ***Performed by:*** *Special Assistant* *Administrative Assistant* *Processing Assistant*
1a. Workers Compensation ***Performed by:*** *Personnel Officer*	**1a.** Workers Compensation ***Performed by:*** *Administrative Assistant*
1b. Safety and Health ***Performed by:*** *Personnel Officer*	**1b.** Safety and Health ***Performed by:*** *Administrative Assistant*

Current Administration	Previous Administration
1c. Unemployment Claims ***Performed by:*** *Personnel Officer*	**1c.** Unemployment Claims ***Performed by:*** *Administrative Assistant*
2. Payroll service for the Governor's Office and OSBM. ***Performed by:*** *Personnel Assistant*	**2.** Payroll service for the Governor's Office and OSBM. ***Performed by:*** *Special Assistant* *Administrative Assistant* *Processing Assistant*
3. Production of all publications in the OSBM, including the budget documents and post-legislative summaries. ***Performed by:*** *Administrative Assistant*	**3.** Production of all publications in the OSBM, including the budget documents and post-legislative summaries. ***Performed by:*** *Publications Coordinator*
4. Support services for the OSBM, including switchboard, word processing, mail, and file services. ***Performed by:*** *3 Program Assistants* *1 Processing Asst (Receptionist)*	**4.** Support services for the OSBM, including switchboard, word processing, mail, and file services. ***Performed by:*** *4 Secretarial Pool* *1 Processing Asst (Receptionist)*
5. OSBM employee training and development; including orientation and continuing education opportunities for all OSBM personnel utilizing in-house and OSP resources; statewide budget workshops. ***Performed by:*** *Administrator for PDSS* *Administrative Assistant*	**5.** Annual Budget Conference ***Performed by:*** *Special Assistant* *Staff*

Date May 2[redacted]

State o[redacted]rth Carolina

Office of State Budget and Management

CURRENT ADMINISTRATION

Janet Pittard
Administrator
Personnel Development
and Support Services

- Personnel/Payroll
  - Janet Patchell, Personnel Officer
  - Jill Smith, Personnel Assistant
- Publications & Training
  - Carolyn West, Administrative Assistant
- Support Services
  - Susie Esealuka, Program Assistant
  - Faye Mial, Program Assistant
  - Pat Taylor, Program Assistant
  - Tonya Austin, Processing Assistant (Receptionist)

PREVIOUS ADMINISTRATION

Angela Francis
Special Assistant
Administrative Services

- Personnel/Payroll
  - Janet Patchell, Personnel Officer
  - Sharon Tremblay, Processing Assistant
- Publications
  - Jean Surles, Publications Coordinator
- Secretarial Pool
  - Faye Mial, Administrative Assistant
  - Carolyn West, Word Processor
  - Jill Smith, Word Processor
  - Pat Taylor, Processing Assistant
  - Tonya Austin, Processing Assistant (Receptionist)

Attach. No. 10

Review of FY 2002-2003 Budget

Additional information and supplements requested by the Joint Appropriations Subcommittee on General Government

May 8, 2002

State of North Carolina

Department of the
Secretary of State

Elaine F. Marshall, Secretary of State

Contents

Publications related statutory changes

Receipts Detail

Reversion Detail

May 8, 2002

For: The Joint Appropriations Subcommittee on General Government

From: The Department of The Secretary of State

Re: Publications related statutory changes

Question: What statutory changes are recommended to reduce printing costs?

Lobbyist Directory

This publication is available on the web for free. The agency is required by law to publish a directory of registered lobbyists and their principals every 20 days during the legislative session.

Printing costs for a recent edition were $2,259.00 for 600 copies or $3.77 each. Current demand is estimated at approximately 1,000 copies of each edition.

The web version of this publication is updated daily. The statute requires us to publish an update ever 20 days of the legislative session. The agency recommends amending GS120-47.2 (d) to require publication every 30 days of the legislative session.

Estimates savings in a 120 day legislative session are as follows

20 day publication	30 day publication	
1,000 copies	1000 copies	
@ 3.77 ea	@ $3.77 ea	
$3,770.00	$3,770.00	
x 6	x 4	
= $22,620	= $15,080	Savings= $7,540.00 or a cost reduction of 33 %

5/8/02

					Secretary of State			
			Details of Authorized Receipts Budgeted for Fiscal Years Ending					
Description				6/30/1998	6/30/1999	6/30/2000	6/30/2001	3/30/2002
Printing, Binding, & Duplicating				5,500	5500	500	500	500
Sale of Publications				21,350	21,350	21,300	21,300	21,300
Other Sales of Goods				163,681	118,489	164,000	164,000	164,000
Business License Fees*				25,100	84,713	343,764	226,277	211,556
Registration Fees**				1,560	1,856	3,575	3,185	3,645
Fines, Penalties, Assessments**					13,050	8,100	22,500	3,600
Transfer-Disaster Recovery**						169,500		
Prior Fiscal Year Transfer**					451,414	487,245	175,220	74,358
Federal Land Records**					39,886	14,461	2,706	
State Health Plan Reserves**								23,409
Total				217,191	736,258	1,212,445	615,688	502,368

* The Charitable Solicitations Licensing Division was transferred into the department FY 99-00. This program is 100% receipts supported.

** Offsetting expenditures accompany these receipts.

5/8/2002

	Secretary of State
	Estimated Reversions FY 2001-02
Description	Amount
Lapsed Salaries	**$285,000**
Operating Expenses by Division:	
Administration	32,400
Publications	83,000
Corporations	201,900
Universal Commercial Code	48,300
Securities	1,200
Business License Information	24,000
Notary Public	5,900
Land Records	4,100
Charitable Solicitation Licensing	2,500
Total Operating	**403,300**
Receipts:	
Department amounts budgeted but will collect	137,800
Charitable Solicitation Licensing amount	
collected over the budgeted amount*	-253,000
Total Overrealized Receipts	**-115,200**
Total Estimated Reversions	**$803,500**

*This program is 100% receipts supported. This amount represents funds we anticipate collecting in excess of the current budget. However, we believe additional funds are needed in the program to fully carry out the required duties. A request was made in January to use a portion of these funds, but was denied.

Additional information for inclusion in May 8, 2002 package for the Joint Appropriations Subcommittee on General Government

Position Justifications Pages 47 through 55

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Corporation

Position Title: Agency Legal Specialist III

Position Number: 3221-0000-0000-203

Budgeted Salary: $57,003

Fringes: $10,143.00

Date Position Vacated: 02/28/02

Date Position Filled:

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): The Agency Legal Specialist III position under the Corporations Budget serves as a general counsel to the Department. The position's duties include:

- **Daily advising to Corporations Division regarding complex and unusual incorporation issues;**
- **Daily legal/policy advising to the Secretary of State, deputy secretaries and division directors;**
- **Litigation and rulemaking management for the department.**

This position is a member of the department's senior policy-making team, and provides critical objective legal counsel for the policymaking process. Additionally, this position is responsible for the statutory drafting for the Department, working hand in hand with the General Statute Commission,

the Bar Association and other agencies, representing department to the General Assembly, liaison between the Department and the legal community and other interest groups. Most significant is the responsibility of the position to facilitate complex commercial transactions in which the General Statutes are silent as to how the transaction can be perfected. Generally these issues come with short notice, require a blend of policy background as well as legal expertise, and have the potential to impact the revenue of the state by millions of dollars as in the First Union and Wachovia merger.
There is no other position tasked to perform these specific duties. There is no other daily legal support available to the Corporations Division, and other attorneys working in the department either have full workloads including management responsibilities that conflict them from providing the necessary objective perspective, or otherwise have full workloads in other programs. The department is currently work with OSP to enable the department to extend an offer to an already-identified candidate.

General Government Team
April 23, 2002

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Corporations

Position Title: Processing Assistant IV

Position Number: 3221-00000-0000-225

Budgeted Salary: $20,966

Fringes: $5585.00

Date Position Vacated: 03/11/02
Date Position Offered: 04/22/02
Date Position Filled: 05/13/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): This position is a part of the Information Processing Unit that responds to thousand of public inquiries by telephone, fax, email and correspondence each day. Delays in providing the requested information can result in failed business and legal transactions such as loan closings, multi-million dollar mergers, corporate buyouts and relocation of foreign businesses to this state. Additionally, the unit is held to a tough standard of response by the business, legal, law enforcement and banking communities, as well as members of the General Assembly. Failure to retain this position will create an undue burden on the agency in its attempts to timely respond to the needs of the stated communities.

General Government Team
April 23, 2002

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Corporations

Position Title: Processing Assistant IV

Position Number: 3221-00000-0000-231

Budgeted Salary: $20,576

Fringes: $5536.00

Date Position Vacated: 02/09/02
Date Position Offered: 04/18/02
Date Position Filled: 04/19/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is a part of the Information Processing Unit that responds to thousands of public inquiries by telephone, fax, email and correspondence each day. Delays in providing the requested information can result in failed business and legal transactions such as loan closings, multi-million dollar mergers, corporate buyouts and relocation of foreign businesses to this state. Additionally, the unit is held to a tough standard of response by the business, legal, law enforcement and banking communities, as well as members of the General Assembly. Failure to retain this position will create an undue burden on the agency in its attempts to timely respond to the needs of the stated communities.

General Government Team
April 23, 2002

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Corporations

Position Title: Processing Assistant IV

Position Number: 3221-00000-0000-280

Budgeted Salary: $20,576

Fringes: $5536.00

Date Position Vacated: 04/10/02
Date Position Offered: 04/29/02
Date Position Filled: 05/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
This position is a part of the Information Processing Unit that responds to thousands of public inquiries by telephone, fax, email and correspondence each day. Delays in providing the requested information can result in failed business and legal transactions such as loan closings, multi-million dollar mergers, corporate buyouts and relocation of foreign businesses to this state. Additionally, the unit is held to a tough standard of response by the business, legal, law enforcement and banking communities, as well as members of the General Assembly. Failure to retain this position will create an undue burden on the agency in its attempts to timely respond to the needs of the stated communities.

General Government Team
April 23, 2002

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Uniform Commercial Code

Position Title: Processing Assistant V

Position Number: 3222-0000-0000-393

Budgeted Salary: $22,251

Fringes: $5745.00

Date Position Vacated: 02/08/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties):
The UCC Section is only 10 months into implementing North Carolina's part of a nationwide revision of secured transaction law and record processing. In North Carolina, the law change resulted in virtually all UCC records formerly filed at county Register of Deeds offices being consolidated into one central office at the Department of the Secretary of State UCC Section. This law affects essentially all commercial and consumer lending activity, and the speed and accuracy of the UCC Section in processing these loan-related records has a direct impact on lending activity in North Carolina. The law changes are still in a transitional phase, and substantial fluctuations in records filing activity are ongoing. While the Section is currently able to manage its workload while holding this position vacant, filing activity continues to increase and filling this position may soon be required in order to ensure that the

UCC Section meets the statutory 72-hour record processing timeframes.

As an additional consideration, this position was vacated by resignation of a 15-year state employee, who has since initiated litigation against the department seeking reinstatement. While the Department expects to prevail in this litigation, it would be unwise to change this position's status while litigation directly relating to it is pending.

General Government Team
April 23, 2002

POSITION JUSTIFICATION

SECRETARY OF STATE

Division/Section: Securities

Position Title: Securities Examiner I

Position Number: 3223-00000-0000-418

Budgeted Salary: $33,923

Fringes: $7224.00

Date Position Vacated: 04/10/02
Date Position Offered: 04/22/02
Date Position Filled: 05/01/02

Justification for Retaining Position (Explain why existing staff cannot continue performing required duties): In 1996, Congress enacted sweeping changes in the federal laws regulating investment advisers IA's. These amendments split the regulation of investment advisers between the Securities and Exchange Commission, for IA's managing $25 million or more of client assets, and the various state securities agencies, who were given sole authority for regulating the nation's small IA's. The North Carolina Securities Division has the sole responsibility for auditing the approximately 250 IA's managing under $25 million who have their headquarters in this state, and for ensuring compliance with state laws and regulations governing the business practices of these IA's and the safekeeping of their clients' assets. These field audits are

necessary to ensure that these IA's are dealing honestly with the clients who depend on them for investment advice, and to prevent fraud and conflicts of interest by those IA's who have obtained authorization from their clients to make and carry out investment decisions in the client's name. Because of its increased importance in today's economy, the investment adviser profession must be subject to stringent regulation in order to protect the thousands of ordinary citizens who have placed their financial destiny in an IA's hands. The Securities Division now has only one position devoted to this audit function, and it is critical to the protection of the investing public that this audit function be continued, so that an investment adviser license does not become a license to steal.

General Government Team
April 23, 2002

Attach. No. 11

Follow-up items for General Government Appropriations Committee:

!. North Carolina Firemen's and Rescue Squad Workers' Pension Fund: Based on the December 30, 2000 valuation, there will be at least enough undistributed gains to provide for an 11%, or $1,331,525, reduction in the appropriation. The Board of Trustees for the Firemen's and Rescue Squad Workers' Pension Fund is scheduled to meet later this month. Based on their recommendations, there may be additional funds available.

-Accountant II/ Assistant Chief Accountant: This position is a reassignment of position #812, Accounting Clerk IV, in the Retirement Division's Accounting Section. This position was assigned to the Division to assist with the processing of monthly employer contributions. The new position will oversee the entire area of employer contributions and work to reduce the 58,000 errors that were submitted last year alone.

-Policy Development Analyst II: This position is currently filled. It was created by reclassifying position # 337, Processing Assistant III and adding Salary Reserve to the position.

-Cell phones: The Treasurer's office pays $630 per month or $7,568 per year for cell phone expense.

Attach. No. 12

General Government Appropriations Committee
Office of State Personnel – Follow-up Questions

1. **Can the Industrial Hygiene Function be transferred to Occupational & Environmental Epidemiology Division in DHHS or Dept of Labor?**

   Contacted DHHS to see if this function would be more effective in their IH services provided. DHHS plans to abolish 4 of 7 positions in that area. Three of the positions to be abolished are industrial hygiene consultants. The indicated that if they were asked to provide the services OSP currently provides they would need the position and associated operating cost transferred to them.

   Dept. of Labor is required to provide technical and consultative services to public agencies. The currently have a backlog of approximately 6 months. Historically they have expressed concerns that this would be a conflict with their primary function of inspecting work-sites and identifying hazards.

2. **Report on any HR training provided to OSBM?**

   Following training provided by OSP to OSBM during 2001-02:

EEOI – 46	Effective Presentation Skills – 17
Empowering Leader – 7	Managing Meetings – 20
Facilitating Change – 7	Delegating for Productivity – 7
Customer Service – 7	Telephone Etiquette - 7

3. **Does OSP keep training records on the type of training provided and what the agency participation levels are?**

   Yes, OSP maintains training records by name of class and # of participants by agency in most courses. In some courses only the total # of participants is maintained. A roster is maintained by class including the name of the participants.

4. **What would the Office of State Personnel recommend to eliminate any duplication of training services?**

   See Attached Information

A Proposal to Consolidate Training and Development in North Carolina State Government

Consolidating training and development in state government will reduce duplication of programs, focus training efforts on critical skill development, and increase efficiency through an integrated approach that combines classroom and e-learning strategies. A consolidated, integrated approach will maximize resources and reduce overall costs. It will also enhance training effectiveness by emphasizing critical skills needed across state government. The following points outline key steps in the consolidation process.

Centralize Training

- OSP becomes the centralized training function for State Government agencies at this time.
- Requires additional staff from agencies.
- Consolidate all training positions from agencies into OSP.
- Assess training needs of agencies.
- Study current staffing levels and reduce as necessary.
- Will need flexibility to balance the need for trainers vs. technology. This requires a portion of the cost savings to be dedicated to developing technology (software, web authoring tools, web development expertise) for delivering state-specific policy training.

Use Enterprise-Wide Approach

- Utilize enterprise-wide approach to developing and delivering both classroom and e-learning to reduce costs through economies of scale.
- Implement enterprise-wide training management system to administer training statewide. This system manages all training processes (such as class registration), creates and updates student records, and tracks costs. The system also provides management information for planing and monitoring purposes.
- The enterprise training management system provides real-time data on training activities across state government. This improves planning and implementation, reduces cost and improves efficiency.

Offer Regional Training

- Centralize staff to provide training on a regional basis for agencies with statewide scope (such as DOC, DOT, DHHS, and DENR).
- Deliver regional training in western and eastern North Carolina to reduce travel costs and increase training accessibility for state employees.
- Identify existing state facilities to use for regional training.
- Create cooperative agreements with community colleges and universities to make training sites available on their campuses.

Standardize Training Curricula

- Standardize training and development curricula across state government.
- Cross-train instructors to deliver critical skills training and facilitate e-learning.
- Implement occupation-specific certificate programs to and increase individual effectiveness. (Example: Human Resource Professional Certificate; Administrative Specialist Certificate; Customer Service Specialist Certificate).

Deliver Critical Skills Training

- Determine critical skills needed by managers, supervisors and employees.
- Develop or revise e-learning and classroom training to teach these skills.
- Conduct statewide needs assessment to identify skills.
- Develop skills assessment tool linked to competencies.
- Implement a required "Basics of Effective Supervision" training program for managers and supervisors.

Implement E-Leaning

- Implement e-learning through the state government portal.
- Develop online courses and resources and make them available to employees at their desktops.
- Use a "blended learning" approach to training delivery. Introduce content through e-learning courses and use classroom instruction for case studies, skill practice, discussion, and demonstrating competency. This approach reduces travel costs, time away from the work site, and classroom space/time requirements.
- Modify existing successful programs into a "blended learning" approach.

Department of Cultural Resources

BOTH PERSONAL SERVICE AND INFORMATION TECHNOLOGY CONTR

OSBM ID: 0002
Contract Title QAR PROJECT SERVICES
Vendor Name: C ALEXANDER TURNER III
Type of Contract INFORMATION TECHNOLOGY SERVICES
Scope of Work, if given: PROVIDE GIS TECHNICAL SUPPORT TO QAR SHIPWRECK PROJECT

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*
$2.500	$2.489	01 / 2001	04 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Total for.

BOTH PERSONAL SERVICE AND INFORMATION TECHNOLOGY CONTRACTS	***Total # Contracts:***	***Total Contract Value--All Fund Sources***	***Total Paid in Report Period -- All Fund Sources***
	1	**$2,500**	**$2,489**

Attach. No. 13

INFORMATION TECHNOLOGY CONTRACT

OSBM ID: 0087
Contract Title EGRANT AND PEARL SOFTWARE
Vendor Name: BROMELKAMP COMPANY
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: PURCHASE CUSTOMIZATION AND INSTALLATION OF ELECTRONIC GRANT APPLICATION MANAGEMENT SOFTWARE FOR THE NORTH CAROLINA ARTS COUNCIL AND PEARL GRANTS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$75.370	$44.434	04 / 1999	01 / 2001	% Funded Appro	45	281
				% Funded Fed	55	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 8

OSBM ID: 0088
Contract Title EGRANT AND PEARL SOFTWARE
Vendor Name: BROMELKAMP COMPANY
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: CONTINUED CUSTOMIZATION OF EGRANT AND PEARL SOFTWARE APPLICATIONS FOR THE NORTH CAROLINA ARTS COUNCIL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$5.000	$5.000	05 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 8

OSBM ID: 0089
Contract Title MARS DATABASE STUDY
Vendor Name: DATA GENERAL CORP
Type of Contract DATABASE MANAGEMENT SERVICES
Scope of Work, if given: DESIGN FOR WEB INTERFACE FOR ARCHIVES FINDING AIDS SYSTEM

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$22.250	$22.250	05 / 2000	06 / 2000	% Funded Appro	100	80
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0090
Contract Title DATABASE DEVELOPMENT
Vendor Name: TC2
Type of Contract APPLICATION PROGRAMMING SERVICES
Scope of Work, if given: DEVELOPMENT OF CONSOLIDATED DATABASE FOR THE OFFICE OF STATE ARCHAEOLOGY ARTIFACT CATALOG

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$7.000	$7.000	04 / 2000	06 / 2000	% Funded Appro	100	80
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0091
Contract Title SOFTWARE TRAINING
Vendor Name: REDISCOVERY SOFTWARE
Type of Contract IT TRAINING OTHER
Scope of Work, if given: SOFTWARE TRAINING FOR SOFTWARE INSTALLATION AT NC MARITIME MUSEUM

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.600	$1.600	10 / 2000	12 / 2000	% Funded Appro	100	16
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0092
Contract Title MISCELLANEOUS IT SERVICES
Vendor Name: COMPUTER SOLUTIONS
Type of Contract PROFESSIONAL SERVICES-OPERATIONAL
Scope of Work, if given: PROVISION OF MISCELLANEOUS IT RELATED SERVICES FOR ROANOKE ISLAND COMMISSION

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.373	$1.373	07 / 2000	06 / 2001	% Funded Appro	100	31
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0093
Contract Title WEB PORTAL DESIGN
Vendor Name: BLUE ANGEL TECHNOLOGIES
Type of Contract WEB SITE DESIGN SERVICES
Scope of Work, if given: DEVELOPMENT OF SINGLE POINT ACCESS PORTAL FOR CULTURAL INFORMATION DATABASE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$20.000	$18.527	09 /	06 / 2001	% Funded Appro	0	145
				% Funded Fed	100	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 3

OSBM ID: 0094
Contract Title SOFTWARE TRAINING
Vendor Name: BLUE ANGEL TECHNOLOGIES
Type of Contract IT TRAINING OTHER
Scope of Work, if given: SOFTWARE TRAINING FOR STATE LIBRARY ACCESS PROJECT TO SPECIAL COLLECTIONS

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$5.000	$3.352	09 / 2000	03 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	16
				% Funded Fed	100		3
				% Funded Other	0		
				TOTAL % Reported	100		

OSBM ID: 0095
Contract Title SOFTWARE DEVELOPMENT
Vendor Name: INFOMOTIONS INC
Type of Contract DATABASE MANAGEMENT SERVICES
Scope of Work, if given: SOFTWARE DEVELOPMENT PROGRAMMING AND TRAINING STATEWIDE LEADERSHIP PROJECT FOR STATE LIBRARY MY LIBRARY

Total Contract Value--All Fund Sources	*Total Paid in Report Period -- All Fund Sources*	*Contract Start Date (Month/Year)*	*Contract End DAte (Month/Year)*			*Estimated Hours of Contract, if Provided to OSBM:*	
$41.500	$41.500	09 / 2000	05 / 2001	*% Funded Appro*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:*	1
				% Funded Fed	100		
				% Funded Other	0		
				TOTAL % Reported	100		

Total for.

INFORMATION TECHNOLOGY CONTRACT	***Total # Contracts:***	***Total Contract Value--All Fund Sources***	***Total Paid in Report Period -- All Fund Sources***
	9	**$179,093**	**$145,036**

PERSONAL SERVICE CONTRACT

OSBM ID: 0001
Contract Title WORKSHOP SERVICES
Vendor Name: ESTHER S. HALL
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: CONDUCT A WORKSHOP FOR SUPPORT GROUPS WITHIN THE DIVISION OF ARCHIVES AND HISTORY

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$250	$250	09 / 2000	12 / 2000	100	0	0	100		1

OSBM ID: 0003
Contract Title VIDEO SERVICES
Vendor Name: JOHN KLINE
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROVIDE EQUIPMENT AND SOUND RECORDING SERVICES FOR 19 DAYS OF TV PRODUCTION OF REED GOLD MINE AND WOLFE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$6.890	$4.160	09 / 2000	06 / 2001	100	0	0	100		1

OSBM ID: 0004
Contract Title VIDEO SERVICES
Vendor Name: KEITH NYE
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROVIDE EQUIPMENT AND SOUND RECORDING SERVICES FOR 19 DAYS OF TV PRODUCTION OF REED GOLD MINE AND WOLFE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$6.890	$4.160	09 / 2000	06 / 2001	100	0	0	100		1

OSBM ID: 0005
Contract Title NC HISTORICAL REVIEW ARTICLE
Vendor Name: DANIEL R VARAT
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: PUBLICATION RIGHTS FOR ARTICLE TO BE PRINTED IN THE NORTH CAROLINA HISTORICAL REVIEW FOR HISTORICAL PUBLICATIONS SECTION OF ARCHIVES AND HISTORY

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$25	$25	12 / 2000	12 / 2000	100	0	0	100		1

OSBM ID: 0006
Contract Title AUDIO SERVICES
Vendor Name: BILL ALSPAUGH
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: RECORDING OF VOICE OVER NARRATION FOR ONE 60 SECOND PSA FOR THE HISTORIC SITES SECTION

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$400	$400	06 / 2001	07 / 2001	100	0	0	100		1

OSBM ID: 0007
Contract Title ELECTRICAL RECORDS MGMT SERVICES
Vendor Name: TIM SLAVIN
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: ANALYSIS EVALUATION AND RECOMMENDATIONS FOR ELECTRONIC RECORDS MANAGEMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$6.500	$6.500	11 / 2000	03 / 2001	100	0	0	100		1

OSBM ID: 0008
Contract Title AUDIO SERVICES
Vendor Name: KITTY KINNIN
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: RECORDING OF VOICE OVER NARRATION TALENT FOR ONE 30 SECOND PSA FOR HISTORIC SOTES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$300	$300	06 / 2001	07 / 2001	100	0	0	100		1

OSBM ID: 0009
Contract Title AUDIO SERVICES
Vendor Name: TERRI DOLLAR
Type of Contract COMMUNICATIONS AND MEDIA SERVICES
Scope of Work, if given: PROVIDE VOICE OVER NARRATION FOR CALL BACKS AND SAME SECOND PSA

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$300	$300	06 / 2001	07 / 2001

VOICE OVER NARRATION FOR ONE 30

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0010
Contract Title PAINTING SERVICES
Vendor Name: THOMAS ALLEN
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: PAINT AND LABOR SERVICE FOR HISTORIC HALIFAX

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$2.550	$2.550	08 / 2000	03 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0011
Contract Title PAINTING SERVICES
Vendor Name: THOMAS ALLEN
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: PAINT AND LABOR SERVICE FOR HISTORIC HALIFAX HOUSE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$1.250	$1.250	08 / 2000	03 / 2001

INCLUDING EXTERNAL PAINTING OF BURGESS

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0012
Contract Title PAINTING SERVICES
Vendor Name: THOMAS ALLEN
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: PAINT AND LABOR SERVICE FOR HISTORIC HALIFAX DAVIE HOUSE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$6.010	$6.010	08 / 2000	04 / 2001

INCLUDING EXTERNAL PAINTING OF WILLIAM R

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0013
Contract Title PAINTING SERVICES
Vendor Name: THOMAS ALLEN
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: PAINTING AND LABOR SERVICE FOR HISTORIC HALIFAX BILLY HOUSE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$3.790	$3.790	08 / 2000	05 / 2001

INCLUDING EXTERIOR PAINTING OF SALLY

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0014
Contract Title GUTTER CLEANING SERVICES
Vendor Name: ROBERT YATES
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: CLEAN GUTTERS NO MORE THAN 4 TIMES PER YEAR FOR STONE HALL HAWKINS BROWN MEMORIAL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$2.400	$600	11 / 2000	10 / 2001

AND KIMBALL HALL AT CHARLOTTE

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0015
Contract Title MINE SAFETY INSPECTION SVCS
Vendor Name: SAM PHIFER
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: MAKE SAFETY INSPECTIONS OF UNDERGROUND AREAS OF REED GOLD RECOMMENDATIONS FOR ANY NEEDED REPAIRS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$4.680	$3.120	07 / 2001	06 / 2002

MINE AND MAKE

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			
OSBM ID: 0016					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title LITERATURE PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: JENNIFER L BAER	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS PANELIST FOR LITERATURE AND PUBLIC MEDIA PANEL OF NC ARTS COUNCIL							
OSBM ID: 0017					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title VISUAL ARTS PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: PAMELA MYERS	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: GUEST PANELIST FOR VISUAL ARTS PROGRAM AND ATTEND MEETING AT THE CHILD ADVOCACY INSTITUTE							
OSBM ID: 0018					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title VISUAL ARTS PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: DORNE PENTES	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR VISUAL ARTS PROGRAM AND ATTEND MEETING AT CHILD ADVOCACY INSTITUTE							
OSBM ID: 0019					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title DANCE PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: ALAIN CHARRON	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR DANCE PANEL							
OSBM ID: 0020					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title DANCE PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: VALERIE DISCIULLO MIDGETT	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR DANCE PANEL							
OSBM ID: 0021					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title ARTS IN EDUCATION PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: DR TIM BABB	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN EDUCATION PANEL							
OSBM ID: 0022					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title MUSIC PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: GREG GELB	$150	$150	03 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR THE MUSIC PANEL							
OSBM ID: 0023					*% Funded Appro*	100	*Estimated Hours of Contract, if Provided to OSBM:*
Contract Title ARTS IN EDUCATION PANELIST					*% Funded Fed*	0	*Estimated # of Contractors Working on Contract, if provided to OSBM:* 1
Vendor Name: MARY STELTZER YOUNG	$150	$150	05 / 2001	05 / 2001	*% Funded Other*	0	
Type of Contract EDUCATIONAL SERVICES					*TOTAL % Reported*	100	
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN EDUCATION PANEL							

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
OSBM ID: 0024					% Funded Appro	100	
Contract Title MUSIC PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: RICHARD EARLY					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR MUSIC PANEL							
OSBM ID: 0025							
Contract Title SERIES SUPPORT PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: HILARIE BURKE PORTER					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR SERIES SUPPORT PANEL MEETING					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0026							
Contract Title ARTS IN EDUCATION PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: DAWN WOMACK					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN EDUCATION PANEL					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0027							
Contract Title MUSIC PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: JOHN S CANDLER					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR MUSIC PANEL					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0028							
Contract Title ARTS IN EDUCATION PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: THERESA WUEBBELS					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN EDUCATION PANEL MEETING					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0029							
Contract Title LITERATURE PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: PHILLIP SHABAZZ					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR LITERATURE AND PUBLIC MEDIA					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0030					PANEL MEETING		
Contract Title THEATER PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: ED HUNT					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work; if given: SERVE AS GUEST PANELIST FOR THEATER PANEL MEETING					TOTAL % Reported	100	provided to OSBM: 1
OSBM ID: 0031							
Contract Title FOLKLIFE PANELIST	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Vendor Name: KIRSTEN MULLEN					% Funded Fed	0	Estimated # of Contractors
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	% Funded Other	0	Working on Contract, if
Scope of Work, if given: SERVE AS GUEST PANELIST FOR FOLKLIFE PROGRAM					TOTAL % Reported	100	provided to OSBM: 1

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
OSBM ID: 0032					% Funded Appro	100	
Contract Title THEATER PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: MARY LEE PORTERFIELD					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR THEATER PANEL							
OSBM ID: 0033					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title ARTS IN COMMUNITIES PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: DWAINE C COLEY					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$250	$250	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN COMMUNITIES							
OSBM ID: 0034					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title PASC PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: MARK ANDERSON LINGA					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$250	$250	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR PASC PANEL MEETING							
OSBM ID: 0035					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title ARTS IN COMMUNITIES PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: REGINA R SMITH					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$250	$250	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN COMMUNITIES PANEL MTG							
OSBM ID: 0036					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title DANCE PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: ARTHUR S WABER					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$150	$150	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR DANCE PANEL							
OSBM ID: 0037					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title PASC PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: PAMELA PHIFER WHITE					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$250	$250	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR PASC MEETING							
OSBM ID: 0038					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title MUSIC FELLOWSHIP PREVIEW PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: WILLIAM DARGIN					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$500	$500	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS PREVIEW PANELIST FOR MUSIC FELLOWSHIP PANEL							
OSBM ID: 0039					% Funded Appro	100	Estimated Hours of Contract, if Provided to OSBM:
Contract Title PASC PANELIST					% Funded Fed	0	Estimated # of Contractors
Vendor Name: JAMES M FATATA					% Funded Other	0	Working on Contract, if
Type of Contract EDUCATIONAL SERVICES	$250	$250	05 / 2001	05 / 2001	TOTAL % Reported	100	provided to OSBM: 1
Scope of Work, if given: SERVE AS GUEST PANELIST FOR PASC MEETING							

OSBM ID: 0040
Contract Title THEATER PANELIST
Vendor Name: LARRY LEON HAMLIN
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR THEATER PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$150	$150	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0041
Contract Title MUSIC FELLOWSHIP PREVIEW PANELIST
Vendor Name: CLAIRE RITTER
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS PREVIEW PANELIST FOR MUSIC FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$600	$600	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0042
Contract Title THEATER PANELIST
Vendor Name: ROBIN FARQUHAR
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR THEATER PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$150	$150	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0043
Contract Title FOLKLIFE PANELIST
Vendor Name: JILL HEMMING
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR FOLKLIFE PROGRAM MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$150	$150	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0044
Contract Title PASC PANELIST
Vendor Name: SYLVIA B HOFFMIRE
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR PASC PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$250	$250	04 / 2001	04 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0045
Contract Title ARTS IN COMMUNITIES PANELIST
Vendor Name: TERRI MARSHALL
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN COMMUNITIES PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$250	$250	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0046
Contract Title ARTS IN COMMUNITIES PANELIST
Vendor Name: BARRY M RICHARDSON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR ARTS IN COMMUNITIES PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$250	$250	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0047
Contract Title SERIES SUPPORT PANELIST
Vendor Name: SIDNEY S HORTON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS GUEST PANELIST FOR SERIES SUPPORT PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$150	$150	05 / 2001	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

OSBM ID: 0048
Contract Title MUSIC FELLOWSHIP PANELIST
Vendor Name: BILL S ANSCHELL
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS PANELIST FOR MUSIC FELLOWSHIP PANEL MEETING

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$650	$650	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0049
Contract Title MUSIC FELLOWSHIP PANELIST
Vendor Name: DONAL FOX
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: PANELIST FOR MUSIC FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$750	$750	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0050
Contract Title WRITERS FELLOWSHIP PANELIST
Vendor Name: JANE MEAD
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE ON SELECTION PANEL FOR WRITERS FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.500	$1.500	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0051
Contract Title PLAYWRIGHTS SCREENWRITERS PANELIST
Vendor Name: TAZEWELL THOMPSON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE ON SELECTION PANEL FOR PLAYWRIGHTS AND SCREENWRITERS PANEL FOR 2001 TO 2002

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.200	$1.200	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0052
Contract Title WRITERS FELLOWSHIP PANELIST
Vendor Name: AFAA MICHAEL WEAVER
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE ON SELECTION PANEL FOR WRITERS FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.500	$1.500	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0053
Contract Title PLAYWRIGHTS SCREENWRITERS PANELLIS
Vendor Name: JAMES S THOMAS
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE ON SELECTION PANEL FOR PLAYWRIGHTS AND SCREENWRITERS PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.200	$1.200	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0054
Contract Title MUSIC FELLOWSHIP PANELIST
Vendor Name: TOMMY GOLDSMITH
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS PANELIST FOR MUSIC FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$750	$750	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0055
Contract Title MUSIC FELLOWSHIP PANELIST
Vendor Name: DAVID MENCONI
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS PANELIST FOR MUSIC FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$650	$650	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
				% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0056
Contract Title WRITERS FELLOWSHIP PANELIST
Vendor Name: BENJAMINI ALIRE SAENZ
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE ON SELECTION PANEL FOR WRITERS FELLOWSHIP PANEL

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$1.500	$1.500	06 / 2001	06 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0057
Contract Title SITE VISIT EVALUATION
Vendor Name: ELEANORA TATE
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: CONDUCT SITE VISIT TO ALBEMARLE LITERARY CENTER AND SUBMIT REPORT OF SITE VISIT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$300	$300	01 / 2001	02 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0058
Contract Title SITE VISIT EVALUATION
Vendor Name: JENNIFER MOORE
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: HALF DAY SITE EVALUATION AT ARTSPACE IN RALEIGH AND A 2 TO 3 PAGE EVALUATION

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$300	$300	01 / 2001	03 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0059
Contract Title SITE VISIT EVALUATION
Vendor Name: PAMELA MYERS
Type of Contract ARCHITECTURAL SERVICES (PROF, NONPROF)
Scope of Work, if given: HALF DAY EVALUATION OF HICKORY MUSEUM OF ART AND WATERWORKS VISUAL ARTS CENTER PLUS A 2 TO 3 PAGE WRITTEN EVALUATION OF BOTH LOCATIONS

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$600	$600	01 / 2001	03 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0060
Contract Title WRITING GRANT PROPOSAL
Vendor Name: BONNIE PIERCE
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: ASSIST IN PREPARATION OF THE WALLACE READERS DIGEST START GRANT APPLICATION

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$500	$500	01 / 2001	01 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0061
Contract Title SITE VISIT EVALUATION
Vendor Name: JANICE AYCOCK
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SITE VISIT TO DUPLIN COUNTY ARTS COUNCIL AND MAKE WRITTEN RECOMMENDATIONS FOR IMPROVEMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$300	$300	01 / 2001	03 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0062
Contract Title SITE VISIT EVALUATION
Vendor Name: REGINA R SMITH
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: CONDUCT SITE VISIT TO ST JOSEPH HISTORICAL SOCIETY AND MAKE WRITTEN RECOMMENDATIONS FOR IMPROVEMENT

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
$250	$250	01 / 2001	03 / 2001	% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors Working on Contract, if provided to OSBM: 1
				% Funded Other	0	
				TOTAL % Reported	100	

OSBM ID: 0063
Contract Title SITE VISIT EVALUATION
Vendor Name: JOHN MOORE
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$600	$600	01 / 2001	03 / 2001	100	0	0	100		1

Scope of Work, if given: CONDUCT SITE VISIT TO ROCKY MOUNT EDGECOMBE COMMUNITY DEVELOPMENT CORPORATION CULTURAL ARTS PROGRAM AND YMI CULTURAL CENTER WITH BRIEF WRITTEN REPORTS ON EACH SITE

OSBM ID: 0064
Contract Title SITE VISIT EVALUATION
Vendor Name: GREG GELB
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$500	$500	01 / 2001	02 / 2001	100	0	0	100		1

Scope of Work, if given: CONDUCT SITE VISITS TO WINSTON SALEM SYMPHONY AND TO THE SALISBURY ROWAN SYMPHONY AND COMPLETE EVALUATION REPORTS FOR EACH

OSBM ID: 0065
Contract Title SITE VISIT EVALUATION
Vendor Name: ALAIN CHARRON
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$250	$250	01 / 2001	04 / 2001	100	0	0	100		1

Scope of Work, if given: CONDUCT SITE VISIT TO GREENSBORO BALLET AND COMPLETE EVALUATION REPORT

OSBM ID: 0066
Contract Title SITE VISIT EVALUATION
Vendor Name: GERRI HOULIHAN
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$250	$250	01 / 2001	05 / 2001	100	0	0	100		1

Scope of Work, if given: CONDUCT SITE VISIT TO CAROLINA BALLET AND COMPLETE EVALUATION REPORT

OSBM ID: 0067
Contract Title SITE VISIT EVALUATION
Vendor Name: MARY LEE PORTERFIELD
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$250	$250	01 / 2001	03 / 2001	100	0	0	100		1

Scope of Work, if given: CONDUCT SITE VISIT TO NC TOURING THEATER ENSEMBLE AND COMPLETE A SITE EVALUATION REPORT

OSBM ID: 0069
Contract Title BRAILLE PROOFREADING SVCS
Vendor Name: WILLIAM GUPTON
Type of Contract INTERPRETATION SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$500	$500	09 / 2000	06 / 2001	100	0	0	100		1

Scope of Work, if given: PROOFREAD AND MAKE A WRITTEN BRAILLE REPORT OF ANY ERRORS FOUND

OSBM ID: 0070
Contract Title CAMERA READY ARTWORK
Vendor Name: VIRGINIA WRIGHT FRIERSON
Type of Contract COMMUNICATIONS AND MEDIA SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)	% Funded Appro	% Funded Fed	% Funded Other	TOTAL % Reported	Estimated Hours of Contract, if Provided to OSBM:	Estimated # of Contractors Working on Contract, if provided to OSBM:
$5.000	$5.000	03 / 2001	07 / 2001	100	0	0	100		1

Scope of Work, if given: DESIGN AND CREATE CAMERA READY ARTWORK FOR SUMMER READING PROGRAM

OSBM ID: 0071
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: BRENDA MCKEEN
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$200	$200	01 / 2001	01 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: 26TH SOLDIERS BENEVOLENT SOCIETY WILL MODEL WORK DRESSES AND OTHER CLOTHING FROM THE ORGANIZATIONS COLLECTION OF REPRODUCTION CLOTHING

OSBM ID: 0072
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: KATHERINE MELLON CHARRON
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$300	$300	02 / 2001	02 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: WRITERS BLOCK FOR RECOLLECTION OF MY SLAVERY DAYS

OSBM ID: 0073
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: THOMAS C PARRAMORE
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$50	$50	02 / 2001	02 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: HISTORY A LA CARTE MUSLIM SLAVE ARISTROCRATS IN NC

OSBM ID: 0074
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: DENIS TONEY
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$200	$200	06 / 2001	06 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: HE IS THE DESIGNER OF INAUGURAL GOWNS FOR SEVERAL NC FIRST LADIES HE WILL DISCUSS STORIES BEHIND THE DRESSES IN THE COLLECTION AT NC MUSEUM OF HISTORY

OSBM ID: 0075
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: PHIL JOHNSON
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$500	$500	06 / 2001	06 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: SUMMER FAMILY MUSIC SERIES STORYTELLER

OSBM ID: 0076
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: KATHLEEN JUDSON
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$500	$500	06 / 2001	06 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: WEEKLONG DAYCAMP PROGRAM ON COASTAL HISTORY OF NC

OSBM ID: 0077
Contract Title ACTOR PERFORMANCES
Vendor Name: MICAH COVER
Type of Contract EDUCATIONAL SERVICES

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)
$2.200	$1.300	10 / 2000	05 / 2001

% Funded Appro	100
% Funded Fed	0
% Funded Other	0
TOTAL % Reported	100

Estimated Hours of Contract, if Provided to OSBM:
Estimated # of Contractors Working on Contract, if provided to OSBM: 1

Scope of Work, if given: GIVE PERFORMANCES AS PART OF MUSEUM OF HISTORY DISCOVERY TOUR

OSBM ID: 0078
Contract Title ACTOR PERFORMANCES
Vendor Name: JOAN MATHIS
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: COSTUME DESIGN AND SCRIPT WRITING IN CONNECTION WITH PRESENTATION IN THE HEALTH AND HEALING EXHIBIT GRACIE SEARS STORYTELLER

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$5.375	$3.700	09 / 2000	06 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0079
Contract Title SUMMER DAY CAMP
Vendor Name: KATHY BUNDY
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: RESEARCH DEVELOP AND IMPLEMENT A WEEK LONG SUMMER DAY CAMP FOR A MAXIMUM OF 12 CHILDREN

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$1.250	$500	12 / 2000	08 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0080
Contract Title SUMMER DAY CAMP
Vendor Name: KATHLEEN JUDSON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: RESEARCH DEVELOP AND IMPLEMENT A WEEK LONG SUMMER DAY CAMP FOR A MAXIMUM OF 15 CHILDREN

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$1.000	$500	09 / 2000	08 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0081
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: SANDRA JOHNSON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS PRESENTER FOR THE SPECIAL EVENT BISCUITS TRACTORS FARM AND CHICKENS FAMILY FUN ON THE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$350	$350	06 / 2001	06 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0082
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: ROBERT WATSON JR
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: SERVE AS A PRESENTER FOR THE SPECIAL EVENT BISCUITS TRACTORS FARM AND CHICKENS FAMILY FUN ON THE

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$375	$375	06 / 2001	06 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0083
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: DAN JUTSON
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: PROVIDE 45 MINUTE LECTURE ABOUT CONFEDERATE SIGNAL CORPS TECHNOLOGY TOUR FOR COMMUNICATION AND

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$50	$50	01 / 2001	01 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

OSBM ID: 0084
Contract Title HISTORY MUSEUM PROGRAM
Vendor Name: CHARLES WILLIS
Type of Contract EDUCATIONAL SERVICES
Scope of Work, if given: PROVIDE ONE HOUR PRESENTATION AND OR LECTURE ABOUT ROLE OF AFRICAN AMERICAN SOLDIERS DURING CIVIL WAR THE 54TH MASSACHUSETTS AND

Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
				% Funded Appro	100	
				% Funded Fed	0	Estimated # of Contractors
$100	$100	02 / 2001	02 / 2001	% Funded Other	0	Working on Contract, if
				TOTAL % Reported	100	provided to OSBM: 1

Personal Service Contract Reporting Period--Jan-June 2001; IT Contract Reporting Period -- July 2000-June 2001

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
OSBM ID: 0085					*% Funded Appro*	0	
Contract Title EDIT SERVICES					*% Funded Fed*	0	*Estimated # of Contractors*
Vendor Name: MAC MCGEE					*% Funded Other*	100	*Working on Contract, if*
Type of Contract EDUCATIONAL SERVICES	$900	$900	03 / 2001	04 / 2001	*TOTAL % Reported*	100	*provided to OSBM:* 1

Scope of Work, if given: EDIT A SMALL BOOK ENTITLED SEARCHING FOR THE ROANOKE COLONIES AND INTERDISCIPLINARY COLLECTION

	Total Contract Value--All Fund Sources	Total Paid in Report Period -- All Fund Sources	Contract Start Date (Month/Year)	Contract End DAte (Month/Year)			Estimated Hours of Contract, if Provided to OSBM:
OSBM ID: 0086					*% Funded Appro*	100	
Contract Title SITE VISIT EVALUATION					*% Funded Fed*	0	*Estimated # of Contractors*
Vendor Name: CARY WORTHY					*% Funded Other*	0	*Working on Contract, if*
Type of Contract EDUCATIONAL SERVICES	$250	$250	01 / 2001	03 / 2001	*TOTAL % Reported*	100	*provided to OSBM:* 1

Scope of Work, if given: CONDUCT SITE VISIT TO HIDDENITE AND MAKE WRITTEN RECOMMENDATIONS OF IMPROVEMENTS

Total for.

PERSONAL SERVICE CONTRACT	***Total # Contracts:***	***Total Contract Value--All Fund Sources***	***Total Paid in Report Period -- All Fund Sources***
	84	**$81,535**	**$68,890**

Total for:

Department of Cultural Resources	***Total # Contracts:***	***Total Contract Value--All Fund Source:***	***Total Paid in Report Period -- All Fund Source***
	94	**$263,128**	**$216,415**

SENATE APPROPRIATIONS SUBCOMMITTEE

ON

GENERAL GOVERNMENT

Minutes

June 11, 2002

The Senate Appropriations Subcommittee on General Government met Tuesday June 11, 2002. The meeting was called to order at 10:05 a.m. in Room 1124 of the Legislative Building. There were four Senate Subcommittee Members present.

Senator Oscar Harris, Co-Chair, chaired the meeting. He recognized the very capable fiscal staff and thanked them for their work. He also recognized the Pages Richard Jones from Greenville, sponsored by Senator Ed Warren, and Jamie Hopkins from Raleigh, sponsored by Senator Marc Basnight. Sgt.-At-Arms were Richard Telfair and Jon Fichett.

Senator Harris opened the business of the meeting with the following comments: "The decision of the chairs of the General Government Subcommittee was to achieve an 8% reduction in spending for General Government agencies. The bottom line is there are few exceptions on either side of that percentage. However, the total percentage of reduction for all General Government agency reductions is 10.54%, which results in 34.2 reduced and 215.06 positions eliminated. In all (or most instances) requests were honored to retain vacant positions for which justification was provided. However, position reductions also include filled positions that were abolished or positions that were transferred to receipt-support." You can see that we have listened to the Departments Secretaries and Department Heads of the Agencies. We have brought together your comments and suggestions and tried to follow those as best we could. In addition to that we looked at the vacant positions before we looked at RIFS and eliminated people. The Agencies submitted a list of prioritized vacancies. We followed that prioritization. The decisions were not easy. We did the best we could to be fair to all agencies. The decisions were not what we wanted to do, but the responsibility on us is to be fair individuals as we developed the General Government Section of the Budget.

Michele Nelson and Marilyn Chism distributed the document Proposed Budget , FY 2002-03, June 11, 2002. (attachment # 1). The Proposed Budget was reviewed line by line by Michele Nelson and Marilyn Chism. Comments, questions, and discussion are enumerated below by corresponding page and line item.

Page J-5, item 20 Sen. Harris comment. " By consolidating we are not eliminating any of the Veteran's service but just consolidating offices."

Page J-9, item 32 Sen. Plyler asked "what money is left in First Flight Centennial Commission"? Michelle Nelson replied that with the reduction from last Session and an additional reduction of $65,339 in this budget, that First Flight has approximately $700,000.

At the end of report on page J-15, Michele Nelson said that this is an 8% reduction to Cultural Resources, which is 3% less than what the Governor recommended.

The Special Provisions begins on page 40 of attachment #1 were reviewed by Marilyn Chism and Michele Nelson. Each change was read. The changes are indicated in the attachment by cross out of old text and insertion of new text.

Sen. Harris: "you have heard the proposed General Budget for the year 2002 and 2003 to be recommended." Motion was made by Sen. Odom to recommend the proposed money section of the budget, and seconded by Sen. Plyler. Motion carried.

Sen. Harris: "you have heard the review of the Special Provisions." Motion was made by Sen. Odom to recommend the Special Provisions section and seconded by Sen. Plyer Motion carried.

The business of the General Government concluded at 11:05 a.m.

Respectfully Submitted

Senator Oscar Harris, Co-Chair

Delores Ledford, Clerk

VISITOR REGISTRATION SHEET

Name of Committee

June 11, 2002
Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK.

NAME	FIRM OR AGENCY AND ADDRESS
Elizabeth Dalton	Bom + Assoc
Donna Rosefield	DCR
Libba Evans	DCR
Pam [illegible]	DCR
Renee Vance	DCR
Dawn Adam	DOR
Andy Basham	DCR
Bruce Humphrey	OSBM (RET.)
Robert Powell	OSC (ACTIVE)
John Morgan	OSC
Wesley Taylor	NCGA
Tony Goldman	NCGA
Dan Lee	NCGA
Thomas Wright	ESP
Becky Brown	Labor
Robert Wilson	S.O.S.

VISITOR REGISTRATION SHEET

Name of Committee

Date

VISITORS: PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK.

NAME	FIRM OR AGENCY AND ADDRESS
George Miller	DOA
Carlton Myrick	DOI
Cameron Hinton	OAH
Robert Bryan	Rules Review
Wanda Taylor	Labor
Angela Y. Houston	OSBM
McKinley Wooten, Jr	DOA
Jim Newman	DO INSURANCE

Attachment # 1

Senate Appropriations Subcommittee
on
General Government

Proposed Budget

FY 2002-03

June 11, 2002

Senate Subcommittee on General Government

Administration

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$61,563,497**

Budget Changes

1111 Secretary's Office

1 Personnel and Operating Budget Reductions ($253,176) R

Eliminate the salary and benefits for the following two vacant positions: -5.00

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following two filled positions:

Comm. Services Con. - 4101-0000-0000-067 - ($47,112)
Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

1121 Fiscal Management

2 Personnel Reductions ($76,018) R

Eliminate the salary and benefits for the following two vacant positions: -2.00

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

1122 Human Resources Management

3 Personnel Reductions ($108,037) R

Eliminate the salary and benefits for the following two filled positions: -2.00

Staff Dev. Spec. III - 4117-0000-0000-103 - ($53,286)
Personnel Analyst II - 4117-0000-0000-102 - ($54,751)

1241 Management Information Systems

4 Operating Budget Reductions ($2,250) R

Reduce the operating budget for other employee education expenses (532942).

1264 Agency for Public Telecommunications

5 Eliminate the NC APT ($1,064,408) R

-18.00

Eliminates the Agency for Public Television as recommended by the Governor. This action eliminates the division's Executive Director, Deputy Director, and the Operations Director. It also eliminates an Administrative Assistant II, a vacant Processing Assistant III, an Information and Communications Specialist I, a Media Technician, four TV Producer Director Is, three TV Producer Director IIs, two TV Producer Director IIIs (one of which is vacant), and a vacant Television Engineer I and one Television Engineer III. The division's receipts and operating budget will also be eliminated.

Requirements	($1,569,266)
Receipts	$504,858
Appropriation	($1,064,408)

1280 Mail Service Center

6 Operating Budget Reductions ($18,368) R

Reduce the operating budget for information technology services (532140).

1311 Office of State Personnel

7 Personnel and Operating Budget Reductions ($680,814) R

-11.50

Eliminate salary and benefits for nine vacant and 2.50 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner, PT-#4000-0100-0004-005 - ($37,369)
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner-#4000-0500-0004-630 - ($48,321)

531511 Social Security Contributions - ($39,199)
531521 Reg Retirement Contributions - ($25,621)
531561 Med Insurance Contributions - ($32,263)
532700 Travel - ($500)
532500 Rent/Lease - ($3,454)
536905 Model Co-op Program - ($30,000)

1411 State Construction

8 Personnel and Operating Budget Reductions ($343,099) R

Eliminate the salary and benefits for the following three vacant positions: -5.00

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget for computer/data processing expenses (532821) and miscellaneous contractual services (532199) by $24,418

1412 State Property

9 Personnel and Operating Budget Reductions ($88,911) R

Eliminate the salary and benefits for the following two vacant positions: -2.00

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $10,000 in the following line items:

534522 Computer Equipment ($6,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

1416 Building Commission

10 Operating Budget Reductions ($18,000) R

Reduce the frequency of the meetings per year to quarterly, thereby reducing the operating budget in the following line items:

531651 Bd. Member - Per Diem ($5,000)
532731 Bd. Member - Transportation ($6,450)
532732 Bd. Member - Subsist.($4,000)
532430 Maint. Agreement - Equip ($285)
532840 Postage ($476)
532850 Printing ($618)
532930 Registration Fees ($500)
533110 Office Supplies ($271)
533190 Other Supplies ($200)
535900 Other Expenses ($200).

Currently, the Commission meets monthly. Reducing the meetings to quarterly is consistent with the statutory requirement in G.S. § 143-135.25(d) that they meet at least four times per year.

1421 Facilities Management

11 Operating Budget Reductions ($1,115,798) R

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,000,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

12 Personnel Reductions ($294,401) R

Eliminate the salary and benefits for the following 10 vacant positions: -10.00

HVAC Mechanic - 4151-0000-0008-428 - ($39,398)
Electrician II - 4151-0000-0008-462 - ($31,967)
Office Asst. - 4151-0000-0013-043 - ($32,265)
Plumber II - 4151-0000-0013-056 ($33,210)
Housekeeper - 4151-0304-0008-418 - ($22,863)
Electrician I - 4151-0304-0008-420 ($26,765)
Carpenter - 4151-0305-0008-486 - ($33,519)
Hskg. Supv. - 4151-0400-0009-335 ($25,913)
Housekeeper - 4151-0400-0009-376 ($23,825)
Housekeeper - 4151-0400-0009-405 ($24,676)

1511 Purchase and Contract

13 Personnel and Operating Budget Reductions ($406,067) R

Eliminates the salary and benefits for five vacant positions as follows: -5.00

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303) Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $120,900 as follows:
532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534522 Computer Equipment ($40,000)
534521 Office Equipment ($10,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

1731 Council for Women

14 Personnel Reductions ($45,953) R
Eliminate the salary and benefits for one filled Social Research Associate I position (4116-0800-0014-060). -1.00

1732 Displaced Homemakers

15 Personnel Reductions and Changes in Funding Source ($69,657) R
Eliminate the salary and benefits for the following filled position: -1.00

Soc. Research Assoc. - 4116-0000-0014-023 - ($43,149).

The reduction also converts $26,508 of the operating budget for other expenses (535900) to receipt-support.

1741 Human Relations

16 Personnel Reductions ($31,618) R
Eliminate the salary and benefits for one vacant Program Assistant V position (4135-0300-0011-901). -1.00

1742 MLK Commission

17 Operating Budget Reductions ($5,234) R
Reduce the operating budget for office equipment (534521).

1761 Youth Involvement Office

18 Personnel Reductions ($35,505) R
Eliminate the salary and benefits for a vacant Office Assistant V position (4138-0000-0000-571). -1.00

19 Youth Internship Program Reduction ($75,051) R
Reduce the funding for the summer internship program by 25%.

1771 Veterans Affairs

20 Close Veteran Services Offices ($359,135) R
Reduce the number of veterans affairs district offices from 15 to 12, thereby reducing the leasing and operating cost by ($39,765). In reducing the district offices, the offices in Greensboro and Clemmons will be combined into one office in Kernersville. The offices in Hickory and Morganton will be combined into one office in Morganton. The offices in Kinston and Greenville will be combined into one office in Kinston. Consolidation of offices will allow for the elimination of $319,370 in salaries and benefits for the following 8 vacant positions: -8.00

Office Assistant - 4127-0606-0107-500 - ($32,817)
Proc. Assistant III - 4127-0606-0307-610 - ($26,247)
Vet. Serv. Off. - 4127-0606-307-665 - ($53,250)
Vet. Serv. Off. - 4127-0606-0307-644 - ($40,801)
Proc. Assist. IV - 4127-0606-0207-808 - ($27,128)

Vet. Serv. Off. - 4127-0606-0207-616 - ($44,860)
Vet. Serv. Off. 4127-0606-0307-670 - ($43,254)
Vet. Serv. Off. 4127-0606-0307-668 - ($51,013)

21 Reduction in Veterans' Scholarship Program ($689,205) R

Reduce the number of available scholarship awards and also reduce the amount allowed for room and board for the awards.

1781 Domestic Violence Program

22 Personnel Reductions ($50,317) R

Eliminate the salary and benefits for a Community Development Specialist I position (4148-0000-0014-127), which is filled. -1.00

1810 Ethics Board

23 Operating Budget Reductions ($11,000) R

Reduce the operating budget for other expenses line item (535900).

1811 GACPD

24 Personnel Reductions ($62,643) R

Eliminate the salary and benefits for one vacant Attorney II position (4140-1540-0000-439). -1.00

1861 Indian Affairs

25 Personnel Reductions ($29,779) R

Eliminate the salary and benefits for one vacant Processing Assistant III position (4110-0903-0014-323). -1.00

Departmentwide

26 Personnel Reductions ($413,634) R

Eliminate the salary and benefits for 13.5 vacant positions throughout the department. -13.50

1111 Secretary's Office
Gov. Pub. Mgmt Fellow - 4101-0000-0000-135 - ($40,479)
Admin. Secretary - 4101-0000-0000-137 - ($28,964)

1264 Agency for Public Telecommunication
Processing Asst. III - 4141-0000-0011-676 - ($25,118)
TV Engr. I - 4141-0000-0011-652 - ($47,253)

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)

HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

Budget Changes	**($6,348,078)**	R
Total Position Changes	-89.00	
Revised Total Budget	**$55,215,419**	

Auditor

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$11,864,673**	
Budget Changes		
1120 General Services		
27 Operating Budget Reduction Reduce the budget for printing the Single Audit reports ($7,000) and for staff training ($21,830).	($28,830)	R
1210 Field Audit		
28 Operating Budget Reduction Reduce the budget for the replacement of computer equipment.	($20,995)	R
29 Reduce Contract Audit Funds Eliminates the Smart Start Contract Services ($360,606) and reduces contract services ($500,000) for financial, performance, investigative and information system audits. The audit cycle for Smart Start audits will change from annually to not less frequently than every two years.	($860,606)	R
30 Personnel Reduction Eliminate the salary and benefits for one vacant Processing Assistant IV position (3300-0000-0000-180).	($37,283) -1.00	R
Budget Changes	**($947,714)**	R
Total Position Changes	-1.00	
Revised Total Budget	**$10,916,959**	

Cultural Resources

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$59,427,419**

Budget Changes

1110 Office of the Secretary

31 Reduce Personnel ($199,475) R

Eliminate salary and benefits for two (2) vacant positions, a position that will be vacant as of 6/30/02, and miscellaneous contractual services: -3.00

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683)
(6/30/02)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($11,853)

1210 Historical Resources - Administration

32 Operating Budget Reductions ($95,111) R

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($5,900)
531511 Social Security Contributions/Approp - ($452)
532199 Miscellaneous Contractual Services - ($19,500)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($65,339)

1220 Scholarly Publications

33 Personnel and Operating Budget Reductions ($59,096) R

Eliminate salary and benefits for one vacant position and reduce the following line items: -1.00

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)

532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($10,135)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

1230 Archives and Records Management

34 Personnel and Operating Budget Reductions ($269,192) R

Eliminate salary and benefits for vacant positions - three (3) full time and one part-time, and the following line items: -3.17

Archivist Supv-#4802-0302-0002-110 - ($45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - ($4,948)
Processing Asst IV-#4802-0303-0002-177 - ($22,316)
Processing Asst IV-#4802-0304-0002-227 - ($25,000)

531311 Reg. Temporary Salaries/Approp - ($32,366)
531511 Social Security Contributions/Approp - ($9,927)
531521 Reg. Retirement Contributions/Approp - ($4,623)
531561 Med Insurance Contributions/Approp - ($8,799)
532185 Waste Removal - ($172)
532199 Miscellaneous Contractual Services - ($150)
532230 Water and Sewer - ($1,300)
532490 Maintenance Agreement - ($1,500)
532512 Rent/Lease Buildings/Office - ($5,235)
532590 Rent/Lease Other Prop. - ($1,017)
532712 Transportation Air/Out of State - ($2,700)
532714 Transportation Ground/In State - $4,708)
532715 Transportation Ground/Out of State - ($704)
532721 Lodging/In State - ($5,048)
532722 Lodging/Out of State - ($3,346)
532724 Meals/In State - ($4,042)
532725 Meals/Out of State - ($1,519)
532727 Miscellaneous Subsistence/In State - ($1,210)
532728 Miscellaneous Subsistence/Out of State - ($2,540)
532731 Board/Non Employee Transportation - ($200)
532732 Board/Non Employee Subsistence - ($100)
532821 Computer/Data - ($4,135)
532860 Advertising - ($500)
532942 Other Equipment - ($2,440)
533110 General Office Supplies - ($1,034)
533900 Other Materials and Supplies - ($29,773)
534511 Office Furniture - ($3,000)
534522 Computers - ($7,000)
534539 Other Equipment - ($26,775)
534630 Library Learning Resources - ($1,410)
534710 Computer Software - ($1,088)
535830 Membership dues and Subscriptions - ($3,426)

1241 State Historic Sites

35 Personnel and Operating Budget Reductions ($586,197) R

Eliminate salary and benefits for three (3) vacant positions and the following line items: -3.00

Hist. Sites Specialist I-#4802-0401-0002-327 - ($32,163)
Historic Interpreter I-#4802-0415-0002-424 - ($20,125)
Historic Interpreter II-#4802--0421-0002-459 - ($31,384)

531311 Reg. Temporary Salaries/Approp - ($369,001)
531511 Social Security Contribution - ($34,630)
531521 Regular Retirement Contribution - ($4,183)
531561 Medical Insurance Contribution - ($8,799)
532185 Waste Removal - ($225)
532199 Miscellaneous Contractual Service - ($280)
532210 Electrical- ($1,000)
532220 Natural Gas/Propane - ($900)
532390 Repairs-Other - ($1,500)
532490 Maintenance Agreement - ($219)
532714 Transportation Ground/In State - ($3,000)
532721 Lodging/In State - ($200)
532724 Meals/In State - ($100)
532811 Telephone - ($2,000)
532812 Data Charge - ($224)
532840 Postage, Freight, Delivery - ($300)
532850 Print, Bind, Duplicate - ($17,000)
532860 Advertising - ($2,000)
533110 General Office Supplies - ($200)
533310 Gasoline - (35)
533320 Diesel Fuel - ($50)
533350 Motor Vehicle Replacement Part - ($50)
533900 Other Materials and Supplies - (6,129)
534610 Art and Artifacts - ($50,000)
534539 Other Equipment - ($500)

1242 Tryon Palace

36 Personnel and Operating Budget Reductions ($141,657) R

Eliminate salary and benefits of three (3) vacant positions, a position that will be vacant as of 6/29/02, and reduce the following line items: -4.00

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
General Utility Worker-#4802-0500-0002-524 - ($19,127) (6/29/02)

531511 Social Security Contributions/ Approp - ($7,278)
531521 Reg Retirement Contributions/ Approp - ($4,757)
531561 Med Insurance Contributions/Approp - ($11,732)
532490 Maintenance Agreement-Other - ($27)
534539 Other Equipment - ($4,363)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

1243 Capitol/Visitor Center

37 Personnel and Operating Budget Reductions

($39,850) R

-0.25

Eliminate salary and benefits for one-quarter of a filled Museum Specialist position and reduce the following line items:

Museum Specialist-#4802-0600-0002-561 - ($7,375)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($2,347)
531521 Retirement Contributions - ($369)
532513 Rent of Conference Room - ($734)
532811 Telephone Service - ($903)
532850 Printing - ($1,627)
533900 Other Materials and Supplies - ($2,847)
534522 Equipment/Computers - ($350)

1245 NC Maritime Museum

38 Personnel and Operating Budget Reductions

($87,042) R

-1.25

Eliminate salary and benefits of vacant positions - (1) full time, one reduced by one-quarter, and adjust line items as follows:

Nat. Sci. Curator I (.25)-#4802-1000-0002-896 - ($9,049)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($3,716)
531521 Reg Retirement Contributions/ Approp - ($2,429)
531561 Med Insurance Contributions/ Approp - ($2,933)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,295)
534522 Computers - ($7,000)
534539 Other Equipment - ($6,356)
535900 Other Expenses - ($3,000)

1250 Historic Preservation

39 Personnel and Operating Budget Reductions

($118,192) R

-2.00

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position and one filled Historic Preservation/Restoration Specialist II position, and reduce line items as follows:

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)

531511 Social Security Contributions/Approp - ($6,607)
531521 Retirement Contributions/Approp - ($4,319)
531561 Medical Insurance Contribution - ($5,866)

532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,826)

1290 Western Office

40 Personnel Reduction ($42,878) R
Eliminate salary and benefits for one vacant position: -1.00

Hist. Pres/Rest. Spec I-#4802-0900-0002-854 - ($35,459)

531511 Social Security Contribution/Approp - ($2,713)
531521 Reg Retirement Contributions/Approp - ($1,773)
531561 Med Insurance Contributions/- Approp - ($2,933)

1320 Museum of Art

41 Personnel and Operating Budget Reductions ($314,431) R
Eliminate salary and benefits for 6.5 vacant positions and reduce the following line items: -6.50

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)

531511 Social Security Contributions/Approp - ($14,122)
531521 Reg. Retirement Contributions/Approp - ($5,316)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($17,598)

534610 Art & Artifacts - ($85,965)

1330 NC Arts Council

42 Operating Budget Adjustments ($495,177) R
Reduce funds in the following line items and grant programs:

532714 Transportation Ground/In State - ($5,000)
532721 Lodging/In State - ($4,744)
532840 Postage, Freight & Delivery - ($16,000)
532850 Print, Bind, Duplicate - ($14,000)
536990 Basic Grants Program/Approp - ($284,309)
536996 Grassroots Arts Program - ($130,500)
536948 Lost Colony - ($20,312)
536971 Shakespeare Festival - ($20,312)

1340 NC Symphony

43 Personnel Reduction ($29,284) R
Eliminate salary and benefits for one vacant position: -1.00

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

1360 Grants in Aid to the Arts

44 Operating Budget Reductions ($168,402) R

Reduce grant budgets next fiscal year for:

536932 Vagabond School of Drama - ($3,788)
536935 NC State Art Society - ($606)
536937 NC Symphony Society, Inc - ($164,008)

1410 State Library Services

45 Personnel and Operating Budget Reductions ($373,882) R

Eliminate salary and benefits of vacant positions - four (4) full time and one (1) part-time, and reduce the following line items: -4.95

Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($10,217)
531521 Retirement Contributions - ($6,001)
531561 Medical Contribution - ($14,665)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,166)

1480 State Library Statewide Programs

46 Operating Budget Reductions ($1,329,173) R

Reduce the following accounts:

532812 Telecommunications Data Charges - ($144,720)
536960 Aid to Counties - ($1,184,453)

1500 Museum of History

47 Personnel and Operating Budget Reductions ($445,627) R

Eliminate salary and benefits for vacant positions - four (4) full time and three (3) part-time, and reduce the following line items: -4.32

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($62,254)
531511 Social Security Contribution/Approp - ($13,232)
531521 Retirement Contributions/Approp - ($5,536)
531561 Medical Insurance Contributions - ($20,531)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532490 Maintenance Agreements - ($7,000)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($16,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($15,624)
532850 Print, Bind, Duplicate - ($17,745)
532860 Advertising - ($31,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($10,000)
533900 Other Materials and Supplies - ($44,000)
534511 Furniture-Office - ($8,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($4,000)
534528 Communications Equipment - ($12,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($15,000)
534610 Art and Artifacts - ($8,291)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Budget Changes	**($4,794,666)**	**R**
Total Position Changes	-35.45	
Revised Total Budget	**$54,632,753**	

Cultural Resources - Roanoke Island Commission

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$1,859,463**	
Budget Changes		
2584 Roanoke Island Commission		
48 Operating Budget Reductions	($151,222)	R
Reduce amount of funding transferred to Special Fund.		
Budget Changes	**($151,222)**	R
Total Position Changes		
Revised Total Budget	**$1,708,241**	

General Assembly

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$39,553,848**

Budget Changes

Departmentwide

49 Personnel and Operating Budget Reductions ($1,514,904) R

Eliminate salary and benefits for six vacant positions, eliminate two additional vacant positions in the President Pro Tempore Office, and reduce line items. -8.00

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

Member Subsistence Days - ($495,040):
Senate 1110-532727 Misc./In State - ($145,600)

House 1120-532727 Misc./In State - ($349,440)

Member and Staff travel - ($79,410):
Senate
1110-532714 Transp Air/Out State - ($15,669)

House
1120-532714 Transp-Ground/In-State - ($39,429)

Administrative
1211-532712 Transp Air/Out State - ($950)
1211-532714 Transp-Ground/In-State - ($1,131)
1211-532724 Meal/In State - ($50)
1211-532725 Meals/Out of State - ($1,033)
1211-532727 Miscellaneous Travel - ($2,217)

Bill Drafting
1212-532712 Transp Air/Out State - ($850)
1212-532714 Transp-Ground/In-State - ($500))
1212-532722 Lodging/out of State - ($633)
1212-532724 Meal/In State - ($250)
1212-532725 Meals/Out of State - ($500)

General Research
1213-532712 Transp Air/Out State - ($2,350)
1213-532714 Transp-Ground/In-State - ($500)
1213-532722 Lodging/out of State - ($1,000)
1213-532724 Meal/In State - ($400)
1213-532725 Meals/Out of State - ($1,033)

Fiscal Research
1214-532712 Transp Air/Out State - ($3,450)
1214-532714 Transp-Ground/In-State - ($1,800)
1214-532722 Lodging/out of State - ($1000)
1214-532724 Meal/In State - ($850)
1214-532725 Meals/Out of State - ($1,283)

Information Systems
1217-532712 Transp Air/Out State - ($1,250))
1217-532714 Transp-Ground/In-State - ($250)
1217-532724 Meal/In State - ($250)
1217-532725 Meals/Out of State - ($783)

50 Operating Budget Reductions ($574,450) R

Additional reductions based upon 24 weeks of session:

Member Subsistence Days - ($495,040):
Senate 1110-532727 Misc./In State - ($145,600)

House 1120-532727 Misc./In State - ($349,440)

Member and Staff travel - ($79,410):
Senate
1110-532714 Transp Air/Out State - ($15,669)

House

1120-532714 Transp-Ground/In-State - ($39,429)

Administrative
1211-532712 Transp Air/Out State - ($950)
1211-532714 Transp-Ground/In-State - ($1,131)
1211-532724 Meal/In State - ($50)
1211-532725 Meals/Out of State - ($1,033)
1211-532727 Miscellaneous Travel - ($2,217)

Bill Drafting
1212-532712 Transp Air/Out State - ($850)
1212-532714 Transp-Ground/In-State - ($500))
1212-532722 Lodging/out of State - ($633)
1212-532724 Meal/In State - ($250)
1212-532725 Meals/Out of State - ($500)

General Research
1213-532712 Transp Air/Out State - ($2,350)
1213-532714 Transp-Ground/In-State - ($500)
1213-532722 Lodging/out of State - ($1,000)
1213-532724 Meal/In State - ($400)
1213-532725 Meals/Out of State - ($1,033)

Fiscal Research
1214-532712 Transp Air/Out State - ($3,450)
1214-532714 Transp-Ground/In-State - ($1,800)
1214-532722 Lodging/out of State - ($1000)
1214-532724 Meal/In State - ($850)
1214-532725 Meals/Out of State - ($1,283)

Information Systems
1217-532712 Transp Air/Out State - ($1,250))
1217-532714 Transp-Ground/In-State - ($250)
1217-532724 Meal/In State - ($250)
1217-532725 Meals/Out of State - ($783)

51 Additional Budget Reductions ($1,720,797) R

Temp Staff Work Schedule - ($1,155,917):
Senate
1110-531311 Regular Temporary Wages - ($374,924)
1110-531511 Social Security Contributions - ($28,682)
1110-531521 Reg Retirement Contributions - ($18,746)

House
1120-531311 Regular Temporary Wages - ($651,194)
1120-531511 Social Security Contributions - ($49,813)
1120-531521 Reg Retirement Contributions - ($32,558)

Central Temp Staff Work Schedule - ($157,608):
Administrative
1211-531311 Regular Temporary Wages - ($114,544)
1211-531511 Social Security Contributions - ($8,762)
1211-531521 Reg Retirement Contributions - ($5,727)

Fiscal Research
1214-531311 Regular Temporary Wages - ($907)

1214-531511 Social Security Contributions - ($69)
1214-531521 Reg Retirement Contributions - ($45)

Building Maintenance
1215-531311 Regular Temporary Wages - ($24,460)
1215-531511 Social Security Contributions - ($1,817)
1215-531521 Reg Retirement Contributions - ($1,223)

All Budgeted Agency Reserves - ($407,272):
Senate 1110-537195 Reserves - ($74,272)
House 1120-537195 Reserves - ($66,621)
Food Service 1216-537195 Reserves - ($1,000)
Legislative Res 1220-537195 Reserves - ($68,754)
Res and Transfers 1900-537195 Reserves - ($187,625)

Budget Changes	**($3,810,151)**	R
Total Position Changes	-8.00	
Revised Total Budget	**$35,743,697**	

Governor

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$5,442,905**	
Budget Changes		
1110 Administration		
52 Personnel Reductions	($206,585)	R
Eliminate the following vacant positions:	-5.00	
Executive Assistant - 3000-0000-0000-641 -($40,422) 2 Admin. Assist. - 3000-0000-0000-066/907s - ($86,966) Pub. Info. Assist. IV - 3000-0000-0000-072 - ($29,547) Policy Assistant - 3000-0000-0000-332 - ($49,650).		
1120 Dues to National Associations		
53 Reduction in Dues	($168,001)	R
Reduce the dues paid to national associations. The Governor's Office will continue to pays dues to NASBO-National Association of State Budget Officers, the Southern Governors Association, the National Governors Association, and the Uniform State Laws Commission. The Governor's Office will no longer pay dues for the Council of State Governments or the Southern Growth Policies Board.		
1130 Intergovernmental Relations		
54 Personnel Reductions	($97,817)	R
Eliminate salary and benefits for the following vacant positions:	-2.00	
Admin. Assist.- 3000-0000-0000-207 - ($32,058) Military Liaison - 3000-0000-0000-205 - ($65,759).		
1631 Raleigh Executive Residence		
55 Personnel Reduction	($32,192)	R
Eliminate the salary and benefits for one vacant Receptionist position (3000-0000-0000-408).	-1.00	
Budget Changes	**($504,595)**	R
Total Position Changes	-8.00	
Revised Total Budget	**$4,938,310**	

Insurance

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$23,527,552**

Budget Changes

1100 Administration

56 Personnel and Operating Budget Reductions ($34,124) R

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). -0.10
Also reduces the operating budget by $29,953 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($17,500)
535800 Other Administrative Expense ($10,000)

1200 Company Services

57 Personnel and Operating Budget Reductions ($431,415)

Eliminate the salary and benefits for the following two full-time positions: -2.23

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. 1 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $310,370 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($89,719)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

1300 Technical Services

58 Personnel and Operating Budget Reductions ($572,303) R

Eliminate the salary and benefits for the following full-time position: -1.20

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $514,665 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($203,519)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

1400 Public Services

59 Operating Budget Reductions ($87,556) R

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items: -0.03

534500 Equipment/Furniture ($11,353)
532700 Travel ($50,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

1500 Office of State Fire Marshall

60 Personnel and Operating Budget Reductions ($325,968) R

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $271,554 in the following line items: -1.00

534500 Equipment/Furniture ($23,386)
532700 Travel ($70,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

Budget Changes	**($1,451,366)**	R
Total Position Changes	-4.56	
Revised Total Budget	**$22,076,186**	

Insurance - Workers' Compensation for Volunteer Firemen

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$4,500,000**
Budget Changes	
1900 Reserves and Transfers	
61 Volunteer Safety Worker's Compensation Fund	
Reduce the General Fund Appropriation to the Volunteer Safety Worker's Compensation Fund.	($2,500,000) NR
Budget Changes	**($2,500,000) NR**
Total Position Changes	
Revised Total Budget	**$2,000,000**

Lieutenant Governor

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$669,545**
Budget Changes	
1110 Administration	
62 Personnel Reduction	($53,280) R
Eliminate salary and benefits for one vacant position and reduce the salary of another vacant position as follows:	-1.00
Asst for Res & Policy-#3100-0000-0016-034 - ($40,625) Asst for Constituent Affr-#3100-0000-0016-020 - ($4,068)	
531511 Social Security Contributions - ($3,419) 531521 Reg. Retirement Contributions - ($2,235) 531561 Medical Insurance Contributions - ($2,933)	
Budget Changes	**($53,280) R**
Total Position Changes	-1.00
Revised Total Budget	**$616,265**

Office of Administrative Hearings

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$2,795,155**
Budget Changes	
1100 Administration & Operations	
63 Personnel and Operating Budget Reductions	($212,519) R
Eliminate salary and benefits for three vacant positions and reduce the following line items:	-3.00
Administrative Asst-#8210-1100-0000-005 - (39,164) Administrative Officer-#8210-1100-0000-031 - ($44,031) Admin Law Judge-#8210-1100-0000-051 - ($82,718)	
531511 Social Security Contributions - ($12,692) 531521 Reg Retirement Contributions/Approp - ($8,296) 531561 Med Insurance Contributions/Approp - ($8,799)	
532850 Printing - ($12,200) 534600 Library and Learning Resources - ($4,619)	
1100 Administration & Operations	
64 432101 Receipts - Federal Reimbursement	($10,000) R
Increase federal receipts.	
Budget Changes	**($222,519)** R
Total Position Changes	-3.00
Revised Total Budget	**$2,572,636**

Revenue

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$77,955,704**

Budget Changes

1605 Information Technology Services

65 Operating Budget Reductions ($805,000) R

Reduce the following accounts in FY 02-03:

532140 Information Technology Services (USUB Contractors) - ($105,000)

532821 Computer/Data Processing Services/ITS Storage - ($500,000))

532821 Computer/Data Processing Services - ($200,000)
(ITS Efficiency Processing)

1643 Taxpayer Assistance

66 Personnel and Operating Budget Adjustments ($579,295)

Eliminate salary, benefits, and operating cost for seven vacant positions: -7.00

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531311 Reg Temporary Wages - ($326,057)
531511 Social Security Contributions/Approp - ($39,052)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

1660 Examination & Collection

67 Operating Budget Reductions ($615,300) R

Adjust the following line items in the division's budget:

531311 Regular Temporary Wages/Approp - ($200,000)
531511 Social Security Contribution/Approp - ($15,300)
532714 Transportation Ground/In State - ($100,000)
532715 Transportation Ground/Out of State - ($100,000)
532721 Lodging/In State - ($100,000)
532722 Lodging/Out of State - ($100,000)

1661 Project Collect Tax

68 Operating Budget Reductions ($600,000) R

Adjust information technology services (532140).

1670 Unauthorized Substance Tax

69 Personnel and Operating Budget Reductions ($781,683) R

Transfer seventy percent (70%) of the division's personnel and operating budget to receipt-support from local Sales and Use Tax revenue. The collections reflected in this center shall be drawn down quarterly or in applicable intervals in the same year the expenditures occur. The receipt-supported requirements may not exceed 70% of the amount authorized by the General Assembly. -14.00

1681 Administrative Services

70 Operating Budget Reductions ($836,150) R

Adjust the following accounts in FY 02-03:

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery - Postal Meters (Forms) - ($200,000)

532840003 Postage, Freight & Delivery - Postal Meters - ($100,000)

532850001 Forms (Tax Returns) - ($500,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

1685

71 Personnel and Operating Budget Reductions ($1,558,317) R

Eliminate salary, benefits, and operating cost for ten vacant positions: -10.00

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

531311 Reg Temporary Wages/Approp - ($1,140,463)
531511 Social Security Contribution/Approp - ($107,762)
531521 Reg Retirement Contributions/Approp - ($13,410)
531561 Med Insurance Contributions/Approp - ($29,330)

16XX Utilities Franchise

72 Personnel and Operating Budget Reduction	($83,663)	R
Transfer two (2) positions and operating budget responsible for collection and distribution of taxes collected on utilities for municipalities in the Examination and Collection Division from the General Fund to receipt-support in a division to be established - Utilities Franchise.	-2.00	
Revenue Tax Auditor I-#4784-0000-0076-526 - ($36,144) Inform Processing Tech-#4784-0000-0076-549 - ($32,917)		
531511 Social Security Contributions/ Approp - ($5,283) 531521 Reg Retirement Contributions/ - Approp - ($3,453) 531561 Med Insurance Contributions/Approp - ($5,866)		
Budget Changes	**($5,859,408)**	R
Total Position Changes	-33.00	
Revised Total Budget	**$72,096,296**	

Rules Review Commission

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$325,795**

Budget Changes

1100 Administration

73 Operating Budget Reductions ($25,981) R

Reduce funds for FY 02-03 in the following accounts:

531651 Compensation to Board Members - ($12,000)
532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532731 Bd/Non-Employee Transportation - ($3300)
532732 Bd/Non-Employee Subsistence - ($700)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

Budget Changes	**($25,981)**	**R**
Total Position Changes		
Revised Total Budget	**$299,814**	

Secretary of State

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$8,286,850**

Budget Changes

1110 Administration

74 Operating Budget Reduction ($29,649) R

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

75 Personnel and Operating Budget Reductions ($64,478) R

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000. -1.00

1210 Corporations

76 Personnel and Operating Budget Reductions ($52,224) R

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions. -2.00

77 Personnel Reduction ($137,147) R

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621. -1.00

1220 Uniform Commercial Code

78 Personnel and Operating Budget Reductions ($55,817) R

Eliminate the salary and benefits for the following positions: -2.00

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

1240 Business License Information Office

79 Program Elimination ($376,574) R

Eliminate the Business License Information Office. With the elimination of this program, the salaries and benefits ($306,118) for seven filled positions including the -7.00

Director, a Processing Assistant IV, and 5 Business License Consultants, will be eliminated as well as the operating cost ($70,456) for the program.

531211 Salaries - ($247,127)
531461 Longevity - (5,236)
531511 Social Security - ($20,004)
531521 Retirement - ($12,618)
531561 Medical - ($21,132)
532140 Systems Implementation ($28,897)
532333 Repairs-Other Equip ($100)
532430 Maintenance-Equip ($1,000)
532490 Maintenance-Other ($500)
532512 Rent/Lease Bldings($250)
532714 Transp-Grnd-In-State ($400)
532721 Lodging-In-State ($100)
532724 Meals -In-State ($50)
532811 Telephone Service ($17,264)
532821 Computer/Data Proc Serv ($7,000)
532840 Postage ($862)
532850 Printing & Binding ($8,933)
532930 Registration Fees ($1,000)
533110 General Office Supplies ($2,000)
533900 Other Materials & Supplies ($1,000)
534521 Office Equipment ($300)
535830 Membership Dues & Subscrip ($900)
434310 Sale of Publications ($100)

1300 Notary Public

80 Operating Budget Reduction ($5,766) R

Reduce the operating budget for computer/data processing services (532821).

1400 Land Records

81 Operating Budget Reduction ($200) R

Reduce operating budget for computer/data processing (532821).

Budget Changes	**($721,855)**	R
Total Position Changes	-13.00	
Revised Total Budget	**$7,564,995**	

State Board of Elections

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$3,186,269**	
Budget Changes		
1100 Information Systems		
82 Personnel Reduction		
Eliminate the salary and benefits for one filled Elections Investigator position (8025-0000-0000-010).	($40,378)	R
	-1.00	
1200 Campaign Reporting		
83 Operating Budget Adjustment		
Provide funds for one-stop voting.	$250,000	NR
Budget Changes	**($40,378)**	
	$250,000	
Total Position Changes	-1.00	
Revised Total Budget	**$3,395,891**	

State Budget & Management

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$5,354,938**	
Budget Changes		
1310 State Budget and Management		
84 Personnel Reductions Eliminate salary and benefits for the following vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for two filled positions with a total cost of $102,576.	($282,836) -5.00	R
85 Operating Budget Reductions Reduce the operating budget for contractual services and equipment.	($60,000)	R
Budget Changes	**($342,836)**	R
Total Position Changes	-5.00	
Revised Total Budget	**$5,012,102**	

State Controller

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$11,523,868**

Budget Changes

86 Personnel and Operating Budget Reductions ($919,891) R

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items: -5.00

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:
531211 Salaries - $ 26,675
531461 Longevity - $ 1,561
531511 Social Security Contributions - $ 2,160
531521 Reg Retirement Contributions - $ 1,412
532140 Information Technology Svs -($110,963)

Line Items:
532199 Misc Contractual Services - ($1,600)
532332 Repairs to Computer Equipment - ($500)
532390 Repairs - Other - ($375)
532811 Telephone Service - ($5,000)
532812 Telecommun Data Chg - ($28,200)
532840003 Postage, Fr & Del - Postal Meter - ($2,000)
532850 Print, Bind, Duplicate - ($9,000)
532860 Advertising - ($1,400)
532930 Registration Fees - ($5,000)
532941 Emp Education Assist Prog - ($500)
532942 Other Employee Educational Exp - ($4,500)
533110 Office Supplies - ($10,000)
533120 Data Processing Supplies - ($1,500)
534521 Office Equipment - ($7,500)
534522 Equip-Computers - ($19,874)
534710 Computer Software - ($14,000)
535830 Membership Dues & Subscriptions - ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($178,425)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($56,000)

Budget Changes	**($919,891)**	R
Total Position Changes	-5.00	
Revised Total Budget	**$10,603,977**	

Treasurer

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$7,216,817**	
Budget Changes		
1210 Investment Management		
87 Personnel Reduction	($436,422)	R
Eliminate the salary and benefits for seven positions that are responsible for evaluating the performance of the Department's external managers. The seven positions are:	-7.00	
Inv. Analyst 3410-2611-2100-107 - ($47,072) Inv. Analyst 3410-2611-2100-114 - ($45,484) Inv. Analyst 3410-2611-2100-116 - ($45,484) Inv. Analyst 3410-2611-2100-130 - ($47,108) Inv. Trader 3410-2611-2100-119 - ($60,524) Inv. Assist. 3410-2611-2200-132 - ($40,678) Office Assist. 3410-2611-2200-158 - ($30,072) The total salary and benefits for the positions is $316,422.		
Also reduces travel ($5,000) and computer data processing expenses ($50,000), other admin. expenses ($10,000), general admin expenses ($5,000), and administrative services ($50,000) by a total of $120,000.		
1510 Banking		
88 Personnel Reduction	($25,384)	R
Eliminate the salary and benefits for a vacant Accounting Clerk III position (3410-2611-2200-145).	-1.00	
Budget Changes	**($461,806)**	R
Total Position Changes	-8.00	
Revised Total Budget	**$6,755,011**	

Treasurer - Retirement for Fire and Rescue Squad Workers

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$12,379,780**	
Budget Changes		
1412 Gen Fund Contribution to Fire Pension Fund		
89 Reduce Contribution to Fire Pension Fund Reduces the General Fund contribution to the Firemen's Pension Fund. Based on the fund's valuation report, the fund can sustain a reduction at this level and also support a benefit enhancement.	($5,248,601)	R
Budget Changes	**($5,248,601)**	R
Total Position Changes		
Revised Total Budget	**$7,131,179**	

SPECIAL PROVISIONS

PART XIX. DEPARTMENT OF ADMINISTRATION

Special Provision 2002-ADMIN-S1-P [v8], Modified 6/8/02 7:04 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
EXPAND DEFINITION OF HUB BUSINESS

SECTION #. G.S. 143-128.2(g) reads as rewritten:

"(g) As used in this section:

(1) The term 'minority business' means a ~~business:~~ business which either meets the tests of subparagraphs a. and b. of this subdivision, or meets the test of subparagraph c. of this subdivision:

a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged ~~individuals; and~~ individuals.

b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

c. Which is a 'HUBZone small business concern' as defined by the Small Business Administration.

(2) The term 'minority person' means a person who is a citizen or lawful permanent resident of the United States and who is:

a. Black, that is, a person having origins in any of the black racial groups in Africa;

b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;

c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;

d. American Indian, that is, a person having origins in any of the original Indian peoples of North America; or

e. Female.

(3) The term 'socially and economically disadvantaged individual' means the same as defined in 15 U.S.C. 637."

Special Provision 2002-ADMIN-S2A-P [v10], Modified 6/8/02 6:18 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
INCREASE EFFICIENCY OF MAIL SERVICE CENTER

SECTION #. G.S. 143-341(8)g. reads as rewritten:

"g. To establish and operate a central mailing system for all State agencies, and in connection therewith and in the discretion of

the Secretary, to make application for and procure a post-office substation for that purpose, and to do all things necessary in connection with the maintenance of the central mailing system. The Secretary may allocate and charge against the respective departments and agencies their proportionate parts of the cost of the maintenance of the central mailing system. The Secretary shall develop a plan for the efficient operation of the center that meets the needs of State agencies and ensures timely delivery of mail, and shall present that plan to the Office of State Budget and Management and the General Assembly no later than the convening date of the 2003 General Assembly."

Special Provision 2002-ADMIN-S3-P [v11], Modified 6/8/02 6:55 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee

SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS AMENDMENTS

SECTION #. Article 4 of Chapter 165 of the General Statutes reads as rewritten:

"Article 4.
"Scholarships for Children of War Veterans.

"**§ 165-19. Purpose.**

In appreciation for the service and sacrifices of North Carolina's war veterans and as evidence of this State's concern for their children, there is hereby continued a revised program of scholarships for said children as set forth in this Article.

"**§ 165-20. Definitions.**

As used in this Article the terms defined in this section shall have the following meaning:

(1) "Active federal service" means full-time duty in the armed forces other than active duty for training; however, if disability or death occurs while on active duty for training (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, such active duty for training shall be considered as active federal service.

(2) "Armed forces" means the army, navy, marine corps, air force and coast guard, including their reserve components.

(3) "Child" means a person: (i) under 26 years of age at the time of application for such scholarship, ~~(i)~~ (ii) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, and ~~(ii)~~ (iii) ~~who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person~~ who has completed high school or its equivalent, prior to receipt of a scholarship as may be awarded under this Article, and ~~(iii)~~(iv) who has complied with the requirements of the Selective Service System, if applicable, and ~~(iv)~~(v) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has ~~lived in~~ been a resident of North Carolina continuously since birth. ~~Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.~~

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years.

(4) "Period of war" and "wartime" shall mean any of the periods or circumstances as defined below:

a. World War I, meaning (i) the period beginning on April 6, 1917 and ending on November 11, 1918, and (ii) in the case of a veteran who served with the United States armed forces in Russia, the period beginning on April 6, 1917 and ending on April 1, 1920.

b. World War II, meaning the period beginning on December 7, 1941 and ending on December 31, 1946.

c. Korean Conflict, meaning the period beginning on June 27, 1950 and ending on January 31, 1955.

d. Vietnam era, meaning the period beginning on August 5, 1964, and ending on May 7, 1975.

d1. Persian Gulf War, meaning the period beginning on August 2, 1990, and ending on the date prescribed by Presidential proclamation or concurrent resolution of the United States Congress.

e. Any period of service in the armed forces during which the veteran parent of an applicant for a scholarship under this Article suffered death or disability (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war.

(5) "Private educational institution" means any junior college, senior college or university which is operated and governed by private interests not under the control of the federal, State or any local government, which is located within the State of North Carolina,

which does not operate for profit, whose curriculum is primarily directed toward the awarding of associate, baccalaureate or graduate degrees, which agrees to the applicable administration and funding provisions of G.S. 165-22.1, of this Article, and which is otherwise approved by the State Board of Veterans Affairs.

(6) "State educational institution" means any educational institution of higher learning which is owned and operated by the State of North Carolina, or any community college operated under the provisions of Chapter 115A and Article 3 of Chapter 116 of the General Statutes of North Carolina, or the college program of the North Carolina School of the Arts, or any technical institute operated under the provisions of Chapter 115A of the General Statutes of North Carolina.

(7) "Veteran" means a person who served as a member of the armed forces of the United States in active federal service during a period of war and who was separated from the armed forces under conditions other than dishonorable. A person who was separated from the armed forces under conditions other than dishonorable and whose death or disability was incurred (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, shall also be deemed a "veteran" and such death or disability shall be considered wartime service-connected.

"**§ 165-21. Scholarship.**

~~(a)~~ A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:

a. Tuition,

b. A reasonable board allowance,

c. A reasonable room allowance,

d. Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluding charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of ~~a 10-year~~an eight-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, ~~1999.~~2010. Whenever a child is enrolled in an

educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years.

~~(b) If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child.~~

"§ 165-22. Classes or categories of eligibility under which scholarships may be awarded.

A child, as defined in this Article, who falls within the provisions of any eligibility class described below shall, upon proper application be considered for a scholarship, subject to the provisions and limitations set forth for the class under which he is considered:

(1) Class I-A: Under this class a scholarship shall be awarded to any child whose veteran parent

a. Was killed in action or died from wounds or other causes not due to his own wilful misconduct while a member of the armed forces during a period of war, or

b. Has died of service-connected injuries, wounds, illness or other causes incurred or aggravated during wartime service in the armed forces, as rated by the United States Department of Veterans Affairs.

(2) Class I-B: Under this class a limited scholarship providing only those benefits set forth in G.S. 165-21(1)a and d and 165-21(2) of this Article, shall be awarded to any child whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of, is or was at the time of his death receiving compensation for a wartime service-connected disability of one hundred percent (100%) as rated by the United States Department of Veterans Affairs. Provided, that if the veteran parent of a recipient under this class should die of his wartime service-connected condition before the recipient shall have utilized all of his scholarship eligibility time, then the North Carolina Department of Administration shall amend the recipient's award from Class I-B to Class I-A for the remainder of the recipient's eligibility time. The effective date of such an amended award shall be determined by the Department of Administration, but, in no event shall it predate the date of the veteran parent's death.

(3) Class II: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death receiving compensation for a wartime service-connected disability of twenty percent (20%) or more, but less than one hundred percent (100%), as rated by the United States Department of Veterans Affairs, or

~~b. Is or was at the time of his death receiving wartime compensation for a statutory award for arrested pulmonary tuberculosis, as rated by the United States Department of Veterans Affairs.~~

b. Was awarded the Purple Heart for wounds received as a result of an act of any opposing armed force, as a result of an international terrorist attack, or as a result of military operations while serving as part of a peacekeeping force.

(4) Class III: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran ~~parent, parent at the time the benefits pursuant to this Article are sought to be availed of:~~ served in the United States armed forces during a period of war, as specified by G.S. 165-20(4) of this Article, and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), nor (5).

~~a. Is or was at the time of his death drawing pension for permanent and total disability, nonservice-connected, as rated by the United States Department of Veterans Affairs, or~~

~~b. Is deceased and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), (4)a., nor (5) provided such child is less than 23 years of age at the time of application for such scholarship.~~

(5) Class IV: Under this class a scholarship as defined in G.S. 165-21 shall be awarded to any child whose parent, while serving honorably as a member of the armed forces of the United States in active federal service during a period of war, as defined in G.S. 165-20(4), was listed by the United States government as (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power.

"**§ 165-22.1. Administration and funding.**

(a) The administration of the scholarship program shall be vested in the Department of Administration, and the disbursing and accounting activities required shall be a responsibility of the Department of Administration. The Veterans Affairs Commission shall determine the eligibility of applicants, select the scholarship recipients, establish the effective date of scholarships, and may suspend or revoke scholarships if the said Veterans Affairs Commission finds that the recipient does not comply with the registration requirements of the Selective Service System or does not maintain an adequate academic status, or if the recipient engages in riots, unlawful demonstrations, the seizure of educational buildings, or otherwise engages in disorderly conduct, breaches of the peace or unlawful assemblies. The Department of Administration shall maintain the primary and necessary records, and the Veterans Affairs Commission shall promulgate such rules and regulations not inconsistent with the other provisions of this Article as it deems necessary for the orderly administration of the program. It may require of State or private educational institutions, as defined in

this Article, such reports and other information as it may need to carry out the provisions of this Article. The Department of Administration shall disburse scholarship payments for recipients certified eligible by the Department of Administration upon certification of enrollment by the enrolling institution.

(b) Funds for the support of this program shall be appropriated to the Department of Administration as a reserve for payment of the allocable costs for room, board, tuition, and other charges, and shall be placed in a separate budget code from which disbursements shall be made. In the event the said appropriation for any year is insufficient to pay the full amounts allocable under the provisions of this Article, such supplemental sums as may be necessary shall be allocated from the Contingency and Emergency Fund. The method of disbursing and accounting for funds allocated for payments under the provisions of this section shall be in accordance with those standards and procedures prescribed by the Director of the Budget, pursuant to the Executive Budget Act.

(c) Allowances for room and board in State educational institutions shall be at such rate as ~~the Director of the Budget may determine to be reasonable.~~ established by the Secretary of the Department of Administration.

(d) Scholarship recipients electing to attend a private educational institution shall be granted a monetary allowance for each term or other academic period attended under their respective scholarship awards. All recipients under Class I-B scholarship shall receive an allowance at one rate, irrespective of course or institution; all recipients under Classes I-A, II, III and IV shall receive a uniform allowance at a rate higher than for Class I-B, irrespective of course or institution. The amount of said allowances shall be determined by the Director of the Budget and made known prior to the beginning of each fall quarter or semester; provided that the Director of the Budget may change the allowances at intermediate periods when in his judgment such changes are necessary. Disbursements by the State shall be to the private institution concerned, for credit to the account of each recipient attending said institution. The manner of payment to any private institution shall be as prescribed by the Department of Administration. The participation by any private institution in the program shall be subject to the applicable provisions of this Article and to examination by State auditors of the accounts of scholarship recipients attending or having attended private institutions. The Veterans Affairs Commission may defer making an award or may suspend an award in any private institution which does not comply with the provisions of this Article relating to said institutions.

(e) Irrespective of other provisions of this Article, the Veterans Affairs Commission may prescribe special procedures for adjusting the accounts of scholarship recipients who for reasons of illness, physical inability to attend class or for other valid reason satisfactory to the Veterans Affairs Commission may withdraw from State or private educational institutions prior to the completion of the term, semester, quarter or other academic period being attended at the time of withdrawal. Such procedures may include, but shall not be limited to, paying the recipient the dollar value of his unused entitlements for the academic period being attended, with a corresponding deduction of this period from his remaining scholarship eligibility time."

Special Provision 2002-ADMIN-S5A-P [v7], Modified 6/8/02 4:04 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
REGIONAL OFFICE CONSOLIDATION PLAN

SECTION #. The Department of Administration, State Property Office, shall identify regional offices established throughout the State in all State agencies and shall develop a plan that provides for the consolidation of the individual regional offices into a central facility in each region, giving consideration to sharing space and utilizing vacant space, and to availability of space in all agencies, including university and community college campuses. The Department shall report its findings and recommendations to the Chairs of the Appropriations Committees of the Senate and House of Representatives and to the Fiscal Research Division by November 1, 2002.

Special Provision 2002-ADMIN-S6-P [v7], Modified 6/8/02 6:25 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
REPEAL NORTH CAROLINA AGENCY FOR PUBLIC TELECOMMUNICATIONS

SECTION #.(a) Part 22 of Article 9 of Chapter 143B of the General Statutes is repealed.

SECTION #.(b) G.S. 147-33.91(13) is repealed.

PART XX. OFFICE OF THE STATE AUDITOR

Special Provision 2002-AUD-S1-P [v6], Modified 5/24/02 11:22 AM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
AUDIT OF SMART START PARTNERSHIPS

SECTION #. G.S. 143B-168.14(b) reads as rewritten:

"(b) Each local partnership shall be subject to audit and review by the State Auditor under Article 5A of Chapter 147 of the General Statutes. The State Auditor shall conduct ~~annual~~ financial and compliance audits of the local ~~partnerships.~~ partnerships every two years and more frequently as the State Auditor deems appropriate."

PART XXI. DEPARTMENT OF CULTURAL RESOURCES

Special Provision 2002-CULRES-S1-P [v7], Modified 5/28/02 2:42 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
NC ARTS COUNCIL LIMIT USE OF CONSULTANTS

SECTION #. The North Carolina Arts Council shall limit the use of consultants to evaluate and approve applications for arts and cultural grants for individuals and organizations and shall conduct the grants process with the Division of Arts Council staff.

Special Provision 2002-CULRES-S3-P [v8], Modified 6/8/02 1:26 PM

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

MUSEUM ADMISSION FEE STUDY

SECTION #. The Office of State Budget and Management shall study the feasibility of charging an admission fee to the State's museums and other similar facilities open to the public. The Office of State Budget and Management shall conduct the study in consultation with the Fiscal Research Division of the Legislative Services Office. The Office of State Budget and Management shall complete this study and report to the Chairs of the Senate and House of Representatives Appropriations Committees by November 1, 2002.

PART XXII. DEPARTMENT OF REVENUE

Special Provision 2002-REV-S2-P [v3], Modified 5/23/02 9:48 AM

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

LOCAL SALES TAX ADMINISTRATIVE COSTS

SECTION #. To the extent the Department of Revenue's nonrecurring costs of implementing and administering Article 44 of Chapter 105 of the General Statutes, as amended, exceed funds available in its budget for the 2002-2003 fiscal year, the Department may pay the excess cost by withholding funds from collections under Subchapter VIII of Chapter 105 of the General Statutes.

Special Provision 2002-REV-S3-P [v9], Modified 6/8/02 4:28 PM

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

DOR REPORTS ON DEBT COLLECTION

SECTION #. G.S. 105-243.1(f) reads as rewritten:

"(f) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through ~~November 1, 2002,~~ June 30, 2005, and semiannually thereafter. Each report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel. The report must itemize collections by type of tax. Each report must also include a long-term collection plan, a timeline for implementing each step of the plan, a summary of steps taken since the last report and their results, and any other data requested by the Commission or the Committee."

Special Provision 2002-REV-S4-P [v7], Modified 6/8/02 5:30 PM

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

DOR VACANT POSITIONS

SECTION #. The Department of Revenue shall reclassify vacant positions and allocate up to eight hundred fifty-five thousand forty-seven dollars ($855,047) in recurring funds for the 2002-2003 fiscal year, and up to two hundred thousand one

hundred dollars ($200,100) in nonrecurring funds for the 2002-2003 fiscal year as follows:

(1) To increase staff and provide operating costs in the Criminal Investigations Division to expand fraud investigations.

(2) To support the Department of Justice's personnel and operating expenses for legal services related to the expansion of fraud investigations.

Special Provision 2002-REV-S5-P [v4], Modified 6/8/02 5:07 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
DOR DEBT COLLECTION FUNDS

SECTION #. The Department of Revenue may use up to six hundred thousand dollars ($600,000) each fiscal year from the collection assistance fee account created in G.S. 105-243.1 to be allocated as follows:

(1) Two hundred thousand dollars ($200,000) for contractual services related to system changes for managing and filing bankruptcies.

(2) Four hundred thousand dollars ($400,000) for identifying delinquent taxpayers.

Special Provision 2002-REV-S6 [v3], Modified 6/10/02 4:13 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES

SECTION #. G.S. 105-256 is amended by adding a new subsection to read:

"(e) Local Tax Administration Expenses. – The Secretary must report quarterly to the chairs of the Appropriations Committees and Finance Committees of each house of the General Assembly and to the Fiscal Research Division on its expenditures of funds withheld from distributions to local governments to cover its costs of administering local taxes and local programs. The report must itemize expenditures for personnel, operating expenses, and nonrecurring expenses by division and must specify the source of the withheld funds in each case. The report is due 15 days after the end of each quarter."

PART XXIII. SECRETARY OF STATE

Special Provision 2002-SEC-S1A-P [v5], Modified 6/9/02 1:39 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
ELIMINATE THE BUSINESS LICENSE INFORMATION OFFICE

SECTION #.(a) Article 4B of Chapter 147 of the General Statutes is repealed.

SECTION #.(b) G.S. 105-259(17) is repealed.

SENATE APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

Minutes
June 18, 2002

The Senate Appropriations Subcommittee on General Government met on Tuesday, June 18, 2002. The meeting was called to order at 8:35 a.m. in Room 423 of the Legislative Office Building. Subcommittee member Senator Kinnard was present as well as Senator Plyler, Senator Odom, Senator Lee and Senator Clark. (Senator Warren was absent due to the death of his wife the previous evening and Senator Harris was out of state on business.)

Senator Aaron Plyler, Co-Chair of the Senate Appropriations Committee, chaired the meeting. Senator Plyler asked for a moment of silent prayer for Senator Ed Warren, in the death of his wife Joan.

Senator Plyler asked Michele Nelson to review the subcommittee reports. Michele Nelson and Marilyn Chism distributed the document Proposed Budget FY 2002-03, June 18, 2002. (Attachment #1) The proposed budget was reviewed line by line by Michele Nelson and Marilyn Chism. Comments, questions, and discussion are enumerated below by corresponding page and line item.

Page J-39, Special Provisions 2002-ADMIN-s1-P, item "c": Expands the definition to include a "HUBZone small business concern".

Page J-39, Special Provisions 2002-ADMIN-S2A-P: Secretary of State shall develop a plan to increase efficiency of mail service center and submit such plan to General Assembly no later than the convening date of the 2003 General Assembly.

Page J-45, Special Provisions, lines16-17Amendments to statutes affecting scholarship programs for children of war veterans.

Page J-46, Special Provisions, lines 4 –15: Regional Office Consolidation Plan.

Page J-46, Special Provisions, lines 16-21: repeal N C Agency for Public Telecommunications-this follows a money item that eliminates N C APT.

Page J-46, Special Provisions, lines 22-37: Office of State Auditor-Follows a money item in that it changes the audits of Smart Start Partnerships from annually to every two years.

Page J-46, Special Provisions, lines 38-44: Senator Odom asked "but does not prohibit but seeks to limit the use of consultants?" Michele Nelson replied "yes."

Page J-48, Lines 11-19: related to Item 67 on Page J-28 of the money report.
Lines 37—refers back to Item 71 on Page J-30.

Senator Plyler asked for any questions and comments from the committees or visitors. There being none, Senator Kinnard made the motion to accept the committee report as favorable. Senator Clark seconded the motion; vote was unanimous.

The business of the General Government Subcommittee concluded at 9:10 a.m.

Senator Aaron Plyler, Appropriations Co-Chair

Judy L. Crisp, Acting Clerk

VISITOR REGISTRATION SHEET

GENERAL GOVERNMENT — 6-18-02

Name of Committee — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Laura Harper	SEANC
Keith McCords	DOR
[illegible]	DOI
Jim Newman	DOI
JAR Crooks	DOI
[illegible]	OSC
Gwen Cowdy	OSC
John Harper	OSC
Cindy Gilliam	OSA
[illegible]	
Pam Wortham	Treasurer
Cameron Johnston	OSA
Winfree Jones	Page
Kristen Main	[illegible]
Shawna Waites	intern NCAOV
Johnnie McLean	LBE.
Linda Matlis	SHE
Carlton Myrick	DOA
McKinley Wooten, Jr.	DOA

Senate Appropriations Subcommittee on General Government
Summary of Changes Since June 11, 2002 Subcommittee Meeting
2002 Session

Administration

- The elimination of four positions and an additional reduction to Youth Internship Program were made as a substitution for four positions eliminated in the June 11th recommendation.
- The $689,000 reduction to the Veteran's Scholarship Program was restored.

Revenue

- Changed the approach to receipt-support for the Unauthorized Substance Tax Division. The proposal is to reimburse the General Fund from local Sales and Use Tax that will be transferred to a non-tax GF revenue account for 70% of the division's operating budget ($886,893). Essentially, relieves the GF of a portion of the division's operating expense. With this change 2 positions, instead of 14, are transferred to receipt-support. The reduction in the report for the department changes from $5.9M to $4.9M. However, the total reduction remains 7.51% with the transfer from local Sales and Use Tax to cover 70% of the division's budget.

Rules Review Commission

- The primary change in the agency's budget is the reduction in compensation for board members, which affects the frequency in board meetings. A special provision has been included, which amends the statutes to agree with the budget adjustment. The change indicates that the board is not required to meet monthly, and the board is to allowed to change the rules that affect the meeting schedule, filing procedures, and review schedule and procedures. There is no change in the amount of the agency's reduction.

State Controller

- Added a special provision, which continues the overpayments project that has been in effect since 1999. It is anticipated that FY 02-03 will be the final year of the project. There is no change in the amount of the agency's reduction.

State Treasurer

- Substituted the reduction of the 6 filled positions in Investment Management and the operating budget items with a reduction to the operating budget for market research, rent, and computer/data processing services.

Attachment #1

Senate Appropriations Subcommittee
on
General Government

Proposed Budget

FY 2002-03

June 18, 2002

Administration

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$61,563,497**

Budget Changes

1111 Secretary's Office

1 Personnel and Operating Budget Reductions ($253,176) R

Eliminate the salary and benefits for the following two vacant positions: -5.00

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following two filled positions:

Comm. Services Con. - 4101-0000-0000-067 - ($47,112)
Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

1121 Fiscal Management

2 Personnel Reductions ($76,018) R

Eliminate the salary and benefits for the following two vacant positions: -2.00

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

1122 Human Resources Management

3 Personnel Reductions ($108,037) R

Eliminate the salary and benefits for the following two filled positions: -2.00

Staff Dev. Spec. III - 4117-0000-0000-103 - ($53,286)
Personnel Analyst II - 4117-0000-0000-102 - ($54,751)

1241 Management Information Systems

4 Operating Budget Reductions ($2,250) R

Reduce the operating budget for other employee education expenses (532942).

1264 Agency for Public Telecommunications

5 Eliminate the NC APT

($1,064,408) R

-18.00

Eliminates the Agency for Public Television as recommended by the Governor. This action eliminates the division's Executive Director, Deputy Director, and the Operations Director. It also eliminates an Administrative Assistant II, a vacant Processing Assistant III, an Information and Communications Specialist I, a Media Technician, four TV Producer Director Is, three TV Producer Director IIs, two TV Producer Director IIIs (one of which is vacant), and a vacant Television Engineer I and one Television Engineer III. The division's receipts and operating budget will also be eliminated.

Requirements	($1,569,266)
Receipts	$504,858
Appropriation	($1,064,408)

1280 Mail Service Center

6 Operating Budget Reductions

($18,368) R

Reduce the operating budget for information technology services (532140).

1311 Office of State Personnel

7 Personnel and Operating Budget Reductions

($680,814) R

-11.50

Eliminate salary and benefits for nine vacant and 2.50 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369)

531511 Social Security Contributions - ($39,199)
531521 Reg Retirement Contributions - ($25,621)
531561 Med Insurance Contributions - ($32,263)
532700 Travel - ($500)
532500 Rent/Lease - ($3,454)
536905 Model Co-op Program - ($30,000)

1411 State Construction

8 Personnel and Operating Budget Reductions ($343,099) R

Eliminate the salary and benefits for the following three vacant positions: -5.00

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget for computer/data processing expenses (532821) and miscellaneous contractual services (532199) by $24,418

1412 State Property

9 Personnel and Operating Budget Reductions ($88,911) R

Eliminate the salary and benefits for the following two vacant positions: -2.00

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $10,000 in the following line items:

534522 Computer Equipment ($6,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

1416 Building Commission

10 Operating Budget Reductions ($18,000) R

Reduce the frequency of the meetings per year to quarterly, thereby reducing the operating budget in the following line items:

531651 Bd. Member - Per Diem ($5,000)
532731 Bd. Member - Transportation ($6,450)
532732 Bd. Member - Subsist.($4,000)
532430 Maint. Agreement - Equip ($285)
532840 Postage ($476)
532850 Printing ($618)
532930 Registration Fees ($500)
533110 Office Supplies ($271)
533190 Other Supplies ($200)
535900 Other Expenses ($200).

Currently, the Commission meets monthly. Reducing the meetings to quarterly is consistent with the statutory requirement in G.S. § 143-135.25(d) that they meet at least four times per year.

1421 Facilities Management

11 Personnel Reductions ($294,401) R

Eliminate the salary and benefits for the following 10 vacant positions: -10.00

HVAC Mechanic - 4151-0000-0008-428 - ($39,398)
Electrician II - 4151-0000-0008-462 - ($31,967)
Office Asst. - 4151-0000-0013-043 - ($32,265)
Plumber II - 4151-0000-0013-056 ($33,210)
Housekeeper - 4151-0304-0008-418 - ($22,863)
Electrician I - 4151-0304-0008-420 ($26,765)
Carpenter - 4151-0305-0008-486 - ($33,519)
Hskg. Supv. - 4151-0400-0009-335 ($25,913)
Housekeeper - 4151-0400-0009-376 ($23,825)
Housekeeper - 4151-0400-0009-405 ($24,676)

12 Operating Budget Reductions ($1,115,798) R

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,000,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

1511 Purchase and Contract

13 Personnel and Operating Budget Reductions ($406,067) R

Eliminates the salary and benefits for five vacant positions as follows: -5.00

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303) Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $120,900 as follows:
532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534522 Computer Equipment ($40,000)
534521 Office Equipment ($10,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

1731 Council for Women

14 Personnel Reductions ($45,953) R

Eliminate the salary and benefits for one filled Social Research Associate I position (4116-0800-0014-060). -1.00

1732 Displaced Homemakers

15 Personnel Reductions and Changes in Funding Source ($69,657) R

Eliminate the salary and benefits for the following filled position: -1.00

Soc. Research Assoc. - 4116-0000-0014-023 - ($43,149).

The reduction also converts $26,508 of the operating budget for other expenses (535900) to receipt-support.

1741 Human Relations

16 Personnel Reductions ($31,618) R

Eliminate the salary and benefits for one vacant Program Assistant V position (4135-0300-0011-901). -1.00

1742 MLK Commission

17 Operating Budget Reductions ($5,234) R

Reduce the operating budget for office equipment (534521).

1761 Youth Involvement Office

18 Personnel Reductions ($35,505) R

Eliminate the salary and benefits for a vacant Office Assistant V position (4138-0000-0000-571). -1.00

19 Youth Internship Program Reduction ($81,403) R

Reduce the funding for the summer internship program by 25%.

1771 Veterans Affairs

20 Close Veteran Services Offices ($359,135) R

Reduce the number of veterans affairs district offices from 15 to 12, thereby reducing the leasing and operating cost by ($39,765). In reducing the district offices, the offices in Greensboro and Clemmons will be combined into one office in Kernersville. The offices in Hickory and Morganton will be combined into one office in Morganton. The offices in Kinston and Greenville will be combined into one office in Kinston. Consolidation of offices will allow for the elimination of $319,370 in salaries and benefits for the following 8 vacant positions: -8.00

Office Assistant - 4127-0606-0107-500 - ($32,817)
Proc. Assistant III - 4127-0606-0307-610 - ($26,247)
Vet. Serv. Off. - 4127-0606-307-665 - ($53,250)
Vet. Serv. Off. - 4127-0606-0307-644 - ($40,801)
Proc. Assist. IV - 4127-0606-0207-808 - ($27,128)

Vet. Serv. Off. - 4127-0606-0207-616 - ($44,860)
Vet. Serv. Off. 4127-0606-0307-670 - ($43,254)
Vet. Serv. Off. 4127-0606-0307-668 - ($51,013)

1781 Domestic Violence Program

21 Personnel Reductions ($50,317) R

Eliminate the salary and benefits for a Community Development Specialist I position (4148-0000-0014-127), which is filled. -1.00

1810 Ethics Board

22 Operating Budget Reductions ($11,000) R

Reduce the operating budget for other expenses line item (535900).

1811 GACPD

23 Personnel Reductions ($62,643) R

Eliminate the salary and benefits for one vacant Attorney II position (4140-1540-0000-439). -1.00

1861 Indian Affairs

24 Personnel Reductions ($29,779)

Eliminate the salary and benefits for one vacant Processing Assistant III position (4110-0903-0014-323). -1.00

Departmentwide

25 Personnel Reductions ($407,282) R

Eliminate the salary and benefits for 13.5 vacant positions throughout the department. -13.50

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Plant. Maint. Supv I 4151-0303-0008-101- ($53,502)
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)
HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

1623 State Capitol Police
Property Guard 4133-0700-0010-813 - ($23,239)
Property Guard 4133-0700-0010-793 - ($22,863)

1781 Domestic Violence Program
Human Serv. Coord .II 4116-0800-0014-097 - ($35,858)

Budget Changes	**($5,658,873)**	R
Total Position Changes	-89.00	
Revised Total Budget	**$55,904,624**	

Auditor

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$11,864,673**	
Budget Changes		
1120 General Services		
26 Operating Budget Reduction Reduce the budget for printing the Single Audit reports ($7,000) and for staff training ($21,830).	($28,830)	R
1210 Field Audit		
27 Operating Budget Reduction Reduce the budget for the replacement of computer equipment.	($20,995)	R
28 Reduce Contract Audit Funds Eliminates the Smart Start Contract Services ($360,606) and reduces contract services ($500,000) for financial, performance, investigative and information system audits. The audit cycle for Smart Start audits will change from annually to not less frequently than every two years.	($860,606)	R
29 Personnel Reduction Eliminate the salary and benefits for one vacant Processing Assistant IV position (3300-0000-0000-180).	($37,283) -1.00	R
Budget Changes	**($947,714)**	R
Total Position Changes	-1.00	
Revised Total Budget	**$10,916,959**	

Cultural Resources

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$59,427,419**

Budget Changes

1110 Office of the Secretary

30 Reduce Personnel ($199,475) R

Eliminate salary and benefits for two (2) vacant positions, a position that will be vacant as of 6/30/02, and miscellaneous contractual services: -3.00

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683) (6/30/02)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($11,853)

1210 Historical Resources - Administration

31 Operating Budget Reductions ($95,111) R

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($5,900)
531511 Social Security Contributions/Approp - ($452)
532199 Miscellaneous Contractual Services - ($19,500)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($65,339)

1220 Scholarly Publications

32 Personnel and Operating Budget Reductions ($59,096) R

Eliminate salary and benefits for one vacant position and reduce the following line items: -1.00

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)

532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($10,135)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

1230 Archives and Records Management

33 Personnel and Operating Budget Reductions ($269,192) R

Eliminate salary and benefits for vacant positions - three (3) full time and one part-time, and the following line items: -3.17

Archivist Supv-#4802-0302-0002-110 - ($45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - ($4,948)
Processing Asst IV-#4802-0303-0002-177 - ($22,316)
Processing Asst IV-#4802-0304-0002-227 - ($25,000)

531311 Reg. Temporary Salaries/Approp - ($32,366)
531511 Social Security Contributions/Approp - ($9,927)
531521 Reg. Retirement Contributions/Approp - ($4,623)
531561 Med Insurance Contributions/Approp - ($8,799)
532185 Waste Removal - ($172)
532199 Miscellaneous Contractual Services - ($150)
532230 Water and Sewer - ($1,300)
532490 Maintenance Agreement - ($1,500)
532512 Rent/Lease Buildings/Office - ($5,235)
532590 Rent/Lease Other Prop. - ($1,017)
532712 Transportation Air/Out of State - ($2,700)
532714 Transportation Ground/In State - $4,708)
532715 Transportation Ground/Out of State - ($704)
532721 Lodging/In State - ($5,048)
532722 Lodging/Out of State - ($3,346)
532724 Meals/In State - ($4,042)
532725 Meals/Out of State - ($1,519)
532727 Miscellaneous Subsistence/In State - ($1,210)
532728 Miscellaneous Subsistence/Out of State - ($2,540)
532731 Board/Non Employee Transportation - ($200)
532732 Board/Non Employee Subsistence - ($100)
532821 Computer/Data - ($4,135)
532860 Advertising - ($500)
532942 Other Equipment - ($2,440)
533110 General Office Supplies - ($1,034)
533900 Other Materials and Supplies - ($29,773)
534511 Office Furniture - ($3,000)
534522 Computers - ($7,000)
534539 Other Equipment - ($26,775)
534630 Library Learning Resources - ($1,410)
534710 Computer Software - ($1,088)
535830 Membership dues and Subscriptions - ($3,426)

1241 State Historic Sites

34 Personnel and Operating Budget Reductions ($586,197) R

Eliminate salary and benefits for three (3) vacant positions and the following line items: -3.00

Hist. Sites Specialist I-#4802-0401-0002-327 - ($32,163)
Historic Interpreter I-#4802-0415-0002-424 - ($20,125)
Historic Interpreter II-#4802--0421-0002-459 - ($31,384)

531311 Reg. Temporary Salaries/Approp - ($369,001)
531511 Social Security Contribution - ($34,630)
531521 Regular Retirement Contribution - ($4,183)
531561 Medical Insurance Contribution - ($8,799)
532185 Waste Removal - ($225)
532199 Miscellaneous Contractual Service - ($280)
532210 Electrical- ($1,000)
532220 Natural Gas/Propane - ($900)
532390 Repairs-Other - ($1,500)
532490 Maintenance Agreement - ($219)
532714 Transportation Ground/In State - ($3,000)
532721 Lodging/In State - ($200)
532724 Meals/In State - ($100)
532811 Telephone - ($2,000)
532812 Data Charge - ($224)
532840 Postage, Freight, Delivery - ($300)
532850 Print, Bind, Duplicate - ($17,000)
532860 Advertising - ($2,000)
533110 General Office Supplies - ($200)
533310 Gasoline - (35)
533320 Diesel Fuel - ($50)
533350 Motor Vehicle Replacement Part - ($50)
533900 Other Materials and Supplies - (6,129)
534610 Art and Artifacts - ($50,000)
534539 Other Equipment - ($500)

1242 Tryon Palace

35 Personnel and Operating Budget Reductions ($141,657) R

Eliminate salary and benefits of three (3) vacant positions, a position that will be vacant as of 6/29/02, and reduce the following line items: -4.00

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
General Utility Worker-#4802-0500-0002-524 - ($19,127)
(6/29/02)

531511 Social Security Contributions/ Approp - ($7,278)
531521 Reg Retirement Contributions/ Approp - ($4,757)
531561 Med Insurance Contributions/Approp - ($11,732)
532490 Maintenance Agreement-Other - ($27)
534539 Other Equipment - ($4,363)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

1243 Capitol/Visitor Center

36 Personnel and Operating Budget Reductions ($39,850) R

Eliminate salary and benefits for one-quarter of a filled Museum Specialist position and reduce the following line items: -0.25

Museum Specialist-#4802-0600-0002-561 - ($7,375)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($2,347)
531521 Retirement Contributions - ($369)
532513 Rent of Conference Room - ($734)
532811 Telephone Service - ($903)
532850 Printing - ($1,627)
533900 Other Materials and Supplies - ($2,847)
534522 Equipment/Computers - ($350)

1245 NC Maritime Museum

37 Personnel and Operating Budget Reductions ($87,042) R

Eliminate salary and benefits of vacant positions - (1) full time, one reduced by one-quarter, and adjust line items as follows: -1.25

Nat. Sci. Curator I (.25)-#4802-1000-0002-896 - ($9,049)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($3,716)
531521 Reg Retirement Contributions/ Approp - ($2,429)
531561 Med Insurance Contributions/ Approp - ($2,933)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,295)
534522 Computers - ($7,000)
534539 Other Equipment - ($6,356)
535900 Other Expenses - ($3,000)

1250 Historic Preservation

38 Personnel and Operating Budget Reductions ($118,192) R

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position and one filled Historic Preservation/Restoration Specialist II position, and reduce line items as follows: -2.00

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)

531511 Social Security Contributions/Approp - ($6,607)
531521 Retirement Contributions/Approp - ($4,319)
531561 Medical Insurance Contribution - ($5,866)

532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,826)

1290 Western Office

39 Personnel Reduction ($42,878) R

Eliminate salary and benefits for one vacant position: -1.00

Hist. Pres/Rest. Spec I-#4802-0900-0002-854 - ($35,459)

531511 Social Security Contribution/Approp - ($2,713)
531521 Reg Retirement Contributions/Approp - ($1,773)
531561 Med Insurance Contributions/- Approp - ($2,933)

1320 Museum of Art

40 Personnel and Operating Budget Reductions ($314,431) R

Eliminate salary and benefits for 6.5 vacant positions and reduce the following line items: -6.50

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)

531511 Social Security Contributions/Approp - ($14,122)
531521 Reg. Retirement Contributions/Approp - ($5,316)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($17,598)

534610 Art & Artifacts - ($85,965)

1330 NC Arts Council

41 Operating Budget Adjustments ($495,177) R

Reduce funds in the following line items and grant programs:

532714 Transportation Ground/In State - ($5,000)
532721 Lodging/In State - ($4,744)
532840 Postage, Freight & Delivery - ($16,000)
532850 Print, Bind, Duplicate - ($14,000)
536990 Basic Grants Program/Approp - ($284,309)
536996 Grassroots Arts Program - ($130,500)
536948 Lost Colony - ($20,312)
536971 Shakespeare Festival - ($20,312)

1340 NC Symphony

42 Personnel Reduction ($29,284) R

Eliminate salary and benefits for one vacant position: -1.00

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

1360 Grants in Aid to the Arts

43 Operating Budget Reductions ($168,402) R

Reduce grant budgets next fiscal year for:

536932 Vagabond School of Drama - ($3,788)
536935 NC State Art Society - ($606)
536937 NC Symphony Society, Inc - ($164,008)

1410 State Library Services

44 Personnel and Operating Budget Reductions ($373,882) R

Eliminate salary and benefits of vacant positions - four (4) full time and one (1) part-time, and reduce the following line items: -4.95

Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($10,217)
531521 Retirement Contributions - ($6,001)
531561 Medical Contribution - ($14,665)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,166)

1480 State Library Statewide Programs

45 Operating Budget Reductions ($1,329,173) R

Reduce the following accounts:

532812 Telecommunications Data Charges - ($144,720)
536960 Aid to Counties - ($1,184,453)

1500 Museum of History

46 Personnel and Operating Budget Reductions ($445,627) R

Eliminate salary and benefits for vacant positions - four (4) full time and three (3) part-time, and reduce the following line items: -4.32

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($62,254)
531511 Social Security Contribution/Approp - ($13,232)
531521 Retirement Contributions/Approp - ($5,536)
531561 Medical Insurance Contributions - ($20,531)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532490 Maintenance Agreements - ($7,000)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($16,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($15,624)
532850 Print, Bind, Duplicate - ($17,745)
532860 Advertising - ($31,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($10,000)
533900 Other Materials and Supplies - ($44,000)
534511 Furniture-Office - ($8,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($4,000)
534528 Communications Equipment - ($12,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($15,000)
534610 Art and Artifacts - ($8,291)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Budget Changes	**($4,794,666)**	R
Total Position Changes	-35.45	
Revised Total Budget	**$54,632,753**	

Cultural Resources - Roanoke Island Commission

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$1,859,463**	
Budget Changes		
2584 Roanoke Island Commission		
47 Operating Budget Reduction	($151,222)	R
Reduce amount of funding transferred to Special Fund.		
Budget Changes	**($151,222)**	**R**
Total Position Changes		
Revised Total Budget	**$1,708,241**	

General Assembly

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$39,553,848**

Budget Changes

Departmentwide

48 Personnel and Operating Budget Reductions ($1,514,904) R

Eliminate salary and benefits for six vacant positions, eliminate two additional vacant positions in the President Pro Tempore Office, and reduce line items. -8.00

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

49 Operating Budget Reductions ($574,450) R

Additional reductions based upon 24 weeks of session:

Member Subsistence Days - ($495,040):

Senate 1110-532727 Misc./In State - ($145,600)

House 1120-532727 Misc./In State - ($349,440)

Member and Staff travel - ($79,410):
Senate
1110-532714 Transp Air/Out State - ($15,669)

House
1120-532714 Transp-Ground/In-State - ($39,429)

Administrative
1211-532712 Transp Air/Out State - ($950)
1211-532714 Transp-Ground/In-State - ($1,131)
1211-532724 Meal/In State - ($50)
1211-532725 Meals/Out of State - ($1,033)
1211-532727 Miscellaneous Travel - ($2,217)

Bill Drafting
1212-532712 Transp Air/Out State - ($850)
1212-532714 Transp-Ground/In-State - ($500))
1212-532722 Lodging/out of State - ($633)
1212-532724 Meal/In State - ($250)
1212-532725 Meals/Out of State - ($500)

General Research
1213-532712 Transp Air/Out State - ($2,350)
1213-532714 Transp-Ground/In-State - ($500)
1213-532722 Lodging/out of State - ($1,000)
1213-532724 Meal/In State - ($400)
1213-532725 Meals/Out of State - ($1,033)

Fiscal Research
1214-532712 Transp Air/Out State - ($3,450)
1214-532714 Transp-Ground/In-State - ($1,800)
1214-532722 Lodging/out of State - ($1000)
1214-532724 Meal/In State - ($850)
1214-532725 Meals/Out of State - ($1,283)

Information Systems
1217-532712 Transp Air/Out State - ($1,250))
1217-532714 Transp-Ground/In-State - ($250)
1217-532724 Meal/In State - ($250)
1217-532725 Meals/Out of State - ($783)

50 Additional Budget Reductions ($1,720,797) R

Temp Staff Work Schedule - ($1,155,917):
Senate
1110-531311 Regular Temporary Wages - ($374,924)
1110-531511 Social Security Contributions - ($28,682)
1110-531521 Reg Retirement Contributions - ($18,746)

House
1120-531311 Regular Temporary Wages - ($651,194)
1120-531511 Social Security Contributions - ($49,813)
1120-531521 Reg Retirement Contributions - ($32,558)

Central Temp Staff Work Schedule - ($157,608):
Administrative
1211-531311 Regular Temporary Wages - ($114,544)
1211-531511 Social Security Contributions - ($8,762)
1211-531521 Reg Retirement Contributions - ($5,727)

Fiscal Research
1214-531311 Regular Temporary Wages - ($907)
1214-531511 Social Security Contributions - ($69)
1214-531521 Reg Retirement Contributions - ($45)

Building Maintenance
1215-531311 Regular Temporary Wages - ($24,460)
1215-531511 Social Security Contributions - ($1,817)
1215-531521 Reg Retirement Contributions - ($1,223)

All Budgeted Agency Reserves - ($407,272):
Senate 1110-537195 Reserves - ($74,272)
House 1120-537195 Reserves - ($66,621)
Food Service 1216-537195 Reserves - ($1,000)
Legislative Res 1220-537195 Reserves - ($68,754)
Res and Transfers 1900-537195 Reserves - ($187,625)

Budget Changes	**($3,810,151)**	R
Total Position Changes	-8.00	
Revised Total Budget	**$35,743,697**	

Governor

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$5,442,905**	
Budget Changes		
1110 Administration		
51 Personnel Reductions	($206,585)	R
Eliminate the following vacant positions:	-5.00	
Executive Assistant - 3000-0000-0000-641 -($40,422) 2 Admin. Assist. - 3000-0000-0000-066/907s - ($86,966) Pub. Info. Assist. IV - 3000-0000-0000-072 - ($29,547) Policy Assistant - 3000-0000-0000-332 - ($49,650).		
1120 Dues to National Associations		
52 Reduction in Dues	($168,001)	R
Reduce the dues paid to national associations. The Governor's Office will continue to pays dues to NASBO-National Association of State Budget Officers, the Southern Governors Association, the National Governors Association, and the Uniform State Laws Commission. The Governor's Office will no longer pay dues for the Council of State Governments or the Southern Growth Policies Board.		
1130 Intergovernmental Relations		
53 Personnel Reductions	($97,817)	R
Eliminate salary and benefits for the following vacant positions:	-2.00	
Admin. Assist.- 3000-0000-0000-207 - ($32,058) Military Liaison - 3000-0000-0000-205 - ($65,759).		
1631 Raleigh Executive Residence		
54 Personnel Reduction	($32,192)	R
Eliminate the salary and benefits for one vacant Receptionist position (3000-0000-0000-408).	-1.00	
Budget Changes	**($504,595)**	R
Total Position Changes	-8.00	
Revised Total Budget	**$4,938,310**	

Insurance

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$23,527,552**

Budget Changes

1100 Administration

55 Personnel and Operating Budget Reductions ($34,124) R

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). -0.10
Also reduces the operating budget by $29,953 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($17,500)
535800 Other Administrative Expense ($10,000)

1200 Company Services

56 Personnel and Operating Budget Reductions ($431,415) R

Eliminate the salary and benefits for the following two full-time positions: -2.23

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. 1 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $310,370 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($89,719)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

1300 Technical Services

57 Personnel and Operating Budget Reductions ($572,303) R

-1.20

Eliminate the salary and benefits for the following full-time position:

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $514,665 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($203,519)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

1400 Public Services

58 Operating Budget Reductions ($87,556)

-0.03

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items:

534500 Equipment/Furniture ($11,353)
532700 Travel ($50,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

1500 Office of State Fire Marshall

59 Personnel and Operating Budget Reductions ($325,968) R

-1.00

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $271,554 in the following line items:

534500 Equipment/Furniture ($23,386)
532700 Travel ($70,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

Budget Changes	**($1,451,366)**	**R**
Total Position Changes	-4.56	
Revised Total Budget	**$22,076,186**	

Insurance - Workers' Compensation for Volunteer Firemen

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$4,500,000**	
Budget Changes		
1900 Reserves and Transfers		
60 Volunteer Safety Worker's Compensation Fund		
Reduce the General Fund Appropriation to the Volunteer Safety Worker's Compensation Fund.	($2,500,000)	NR
Budget Changes	**($2,500,000)**	**NR**
Total Position Changes		
Revised Total Budget	**$2,000,000**	

Lieutenant Governor

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$669,545**	
Budget Changes		
1110 Administration		
61 Personnel Reduction	($53,280)	R
Eliminate salary and benefits for one vacant position and reduce the salary of another vacant position as follows:	-1.00	
Asst for Res & Policy-#3100-0000-0016-034 - ($40,625)		
Asst for Constituent Affr-#3100-0000-0016-020 - ($4,068)		
531511 Social Security Contributions - ($3,419)		
531521 Reg. Retirement Contributions - ($2,235)		
531561 Medical Insurance Contributions - ($2,933)		
Budget Changes	**($53,280)**	R
Total Position Changes	-1.00	
Revised Total Budget	**$616,265**	

Office of Administrative Hearings

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$2,795,155**	
Budget Changes		
1100 Administration & Operations		
62 Personnel and Operating Budget Reductions	($212,519)	R
Eliminate salary and benefits for three vacant positions and reduce the following line items:	-3.00	
Administrative Asst-#8210-1100-0000-005 - (39,164)		
Administrative Officer-#8210-1100-0000-031 - ($44,031)		
Admin Law Judge-#8210-1100-0000-051 - ($82,718)		
531511 Social Security Contributions - ($12,692)		
531521 Reg Retirement Contributions/Approp - ($8,296)		
531561 Med Insurance Contributions/Approp - ($8,799)		
532850 Printing - ($12,200)		
534600 Library and Learning Resources - ($4,619)		
1100 Administration & Operations		
63 432101 Receipts - Federal Reimbursement	($10,000)	R
Increase federal receipts.		
Budget Changes	**($222,519)**	R
Total Position Changes	-3.00	
Revised Total Budget	**$2,572,636**	

Revenue

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$77,955,704**

Budget Changes

1605 Information Technology Services

64 Operating Budget Reductions ($700,000) R

Reduce the following accounts in FY 02-03:

532821 Computer/Data Processing Services/ITS Storage - ($500,000))

532821 Computer/Data Processing Services - ($200,000)
(ITS Efficiency Processing)

1643 Taxpayer Assistance

65 Personnel and Operating Budget Adjustments ($579,295) R

Eliminate salary, benefits, and operating cost for seven vacant positions: -7.00

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531311 Reg Temporary Wages - ($326,057)
531511 Social Security Contributions/Approp - ($39,052)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

1660 Examination & Collection

66 Operating Budget Reductions ($615,300) R

Adjust the following line items in the division's budget:

531311 Regular Temporary Wages/Approp - ($200,000)
531511 Social Security Contribution/Approp - ($15,300)
532714 Transportation Ground/In State - ($100,000)
532715 Transportation Ground/Out of State - ($100,000)
532721 Lodging/In State - ($100,000)
532722 Lodging/Out of State - ($100,000)

1661 Project Collect Tax

67 Operating Budget Reductions ($600,000) R

Adjust information technology services (532140).

1681 Administrative Services

68 Operating Budget Reductions ($836,150) R

Adjust the following accounts in FY 02-03:

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery - Postal Meters
(Forms) - ($200,000)

532840003 Postage, Freight & Delivery - Postal
Meters - ($100,000)

532850001 Forms (Tax Returns) - ($500,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

1685 Documents and Payments Processing

69 Personnel and Operating Budget Reductions ($1,558,317) R

Eliminate salary, benefits, and operating cost for ten vacant positions: -10.00

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

531311 Reg Temporary Wages/Approp - ($1,140,463)
531511 Social Security Contribution/Approp - ($107,762)
531521 Reg Retirement Contributions/Approp - ($13,410)
531561 Med Insurance Contributions/Approp - ($29,330)

16XX Utilities Franchise

70 Personnel and Operating Budget Reduction ($83,663) R

Transfer two (2) positions and operating budget responsible for collection and distribution of taxes collected on utilities for municipalities in the Examination and Collection Division from the General Fund to receipt- -2.00

support in a division to be established - Utilities Franchise.

Revenue Tax Auditor I-#4784-0000-0076-526 - ($36,144)
Inform Processing Tech-#4784-0000-0076-549 - ($32,917)

531511 Social Security Contributions/ Approp - ($5,283)
531521 Reg Retirement Contributions/ - Approp - ($3,453)
531561 Med Insurance Contributions/Approp - ($5,866)

Budget Changes	**($4,972,725)**	**R**
Total Position Changes	-19.00	
Revised Total Budget	**$72,982,979**	

Rules Review Commission

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$325,795**

Budget Changes

1100 Administration

71 Operating Budget Reductions ($25,981) R

Reduce funds for FY 02-03 in the following accounts:

531651 Compensation to Board Members - ($12,000)
532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532731 Bd/Non-Employee Transportation - ($3300)
532732 Bd/Non-Employee Subsistence - ($700)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

Budget Changes	**($25,981)**	**R**
Total Position Changes		
Revised Total Budget	**$299,814**	

Secretary of State

GENERAL FUND

	FY 02-03
Total Budget Approved 2001 Session	**$8,286,850**

Budget Changes

1110 Administration

72 Operating Budget Reduction ($29,649) R

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

73 Personnel and Operating Budget Reductions ($64,478) R

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000. -1.00

1210 Corporations

74 Personnel and Operating Budget Reductions ($52,224) R

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions. -2.00

75 Personnel Reduction ($137,147) R

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621. -1.00

1220 Uniform Commercial Code

76 Personnel and Operating Budget Reductions ($55,817) R

Eliminate the salary and benefits for the following positions: -2.00

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

1240 Business License Information Office

77 Program Elimination ($376,574) R

Eliminate the Business License Information Office. With the elimination of this program, the salaries and benefits ($306,118) for seven filled positions including the -7.00

Director, a Processing Assistant IV, and 5 Business License Consultants, will be eliminated as well as the operating cost ($70,456) for the program.

531211 Salaries - ($247,127)
531461 Longevity - (5,236)
531511 Social Security - ($20,004)
531521 Retirement - ($12,618)
531561 Medical - ($21,132)
532140 Systems Implementation ($28,897)
532333 Repairs-Other Equip ($100)
532430 Maintenance-Equip ($1,000)
532490 Maintenance-Other ($500)
532512 Rent/Lease Bldings($250)
532714 Transp-Grnd-In-State ($400)
532721 Lodging-In-State ($100)
532724 Meals -In-State ($50)
532811 Telephone Service ($17,264)
532821 Computer/Data Proc Serv ($7,000)
532840 Postage ($862)
532850 Printing & Binding ($8,933)
532930 Registration Fees ($1,000)
533110 General Office Supplies ($2,000)
533900 Other Materials & Supplies ($1,000)
534521 Office Equipment ($300)
535830 Membership Dues & Subscrip ($900)
434310 Sale of Publications ($100)

1300 Notary Public

78 Operating Budget Reduction ($5,766) R

Reduce the operating budget for computer/data processing services (532821).

1400 Land Records

79 Operating Budget Reduction ($200) R

Reduce operating budget for computer/data processing (532821).

Budget Changes	**($721,855)**	R
Total Position Changes	-13.00	
Revised Total Budget	**$7,564,995**	

State Board of Elections

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$3,186,269**	
Budget Changes		
1100 Information Systems		
80 Personnel Reduction	($40,378)	R
Eliminate the salary and benefits for one filled Elections Investigator position (8025-0000-0000-010).	-1.00	
1200 Campaign Reporting		
81 Operating Budget Adjustment		
Provide funds for one-stop voting.	$250,000	NR
Budget Changes	**($40,378)**	R
	$250,000	NR
Total Position Changes	-1.00	
Revised Total Budget	**$3,395,891**	

State Budget & Management

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$5,354,938**	
Budget Changes		
1310 State Budget and Management		
82 Personnel Reductions	($282,836)	R
Eliminate salary and benefits for the following vacant positions:	-5.00	
Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483)		
Also eliminates the salary and benefits for two filled positions with a total cost of $102,576.		
83 Operating Budget Reductions	($60,000)	R
Reduce the operating budget for contractual services and equipment.		
Budget Changes	**($342,836)**	R
Total Position Changes	-5.00	
Revised Total Budget	**$5,012,102**	

State Controller

GENERAL FUND

FY 02-03

Total Budget Approved 2001 Session **$11,523,868**

Budget Changes

1000 Departmentwide

84 Personnel and Operating Budget Reductions ($919,891) R

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items: -5.00

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:
531211 Salaries - ($ 26,675)
531461 Longevity - ($ 1,561)
531511 Social Security Contributions - ($ 2,160)
531521 Reg Retirement Contributions - ($ 1,412)
532140 Information Technology Svs - ($110,963)

Line Items:
532199 Misc Contractual Services - ($1,600)
532332 Repairs to Computer Equipment - ($500)
532390 Repairs - Other - ($375)
532811 Telephone Service - ($5,000)
532812 Telecommun Data Chg - ($28,200)
532840003 Postage, Fr & Del - Postal Meter - ($2,000)
532850 Print, Bind, Duplicate - ($9,000)
532860 Advertising - ($1,400)
532930 Registration Fees - ($5,000)
532941 Emp Education Assist Prog - ($500)
532942 Other Employee Educational Exp - ($4,500)
533110 Office Supplies - ($10,000)
533120 Data Processing Supplies - ($1,500)
534521 Office Equipment - ($7,500)
534522 Equip-Computers - ($19,874)
534710 Computer Software - ($14,000)
535830 Membership Dues & Subscriptions - ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($178,425)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($56,000)

Budget Changes	**($919,891)**	**R**
Total Position Changes	-5.00	
Revised Total Budget	**$10,603,977**	

Treasurer

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$7,216,817**	
Budget Changes		
1210 Investment Management		
85 Personnel Reduction	($361,073)	R
Eliminate the salary and benefits for a vacant position and reduce Market Research funds:	-1.00	
Office Assist. 3410-2611-2200-158 - ($30,073)		
532120130 Market Research - ($331,000)		
1310 Local Government		
86 Operating Budget Reductions	($75,413)	R
Reduce the following line items:		
532512 Rent - ($50,000)		
532821 Computer/Data Processing Svcs - ($25,413)		
1510 Banking		
87 Personnel Reduction	($25,384)	R
Eliminate the salary and benefits for a vacant Accounting Clerk III position (3410-2611-2200-145).	-1.00	
Budget Changes	**($461,870)**	R
Total Position Changes	-2.00	
Revised Total Budget	**$6,754,947**	

Treasurer - Retirement for Fire and Rescue Squad Workers

GENERAL FUND

	FY 02-03	
Total Budget Approved 2001 Session	**$12,379,780**	
Budget Changes		
1412 Gen Fund Contribution to Fire Pension Fund		
88 Reduce Contribution to Fire Pension Fund Reduces the General Fund contribution to the Firemen's Pension Fund. Based on the fund's valuation report, the fund can sustain a reduction at this level and also support a benefit enhancement.	($5,248,601)	R
Budget Changes	**($5,248,601)**	**R**
Total Position Changes		
Revised Total Budget	**$7,131,179**	

SPECIAL PROVISIONS

PART XIX. DEPARTMENT OF ADMINISTRATION

Special Provision 2002-ADMIN-S1-P [v8], Modified 6/8/02 7:04 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
EXPAND DEFINITION OF HUB BUSINESS

SECTION #. G.S. 143-128.2(g) reads as rewritten:

"(g) As used in this section:

(1) The term 'minority business' means a ~~business:~~ business which either meets the tests of subparagraphs a. and b. of this subdivision, or meets the test of subparagraph c. of this subdivision:

a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged ~~individuals; and~~ individuals.

b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

c. Which is a 'HUBZone small business concern' as defined by the Small Business Administration.

(2) The term 'minority person' means a person who is a citizen or lawful permanent resident of the United States and who is:

a. Black, that is, a person having origins in any of the black racial groups in Africa;

b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;

c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;

d. American Indian, that is, a person having origins in any of the original Indian peoples of North America; or

e. Female.

(3) The term 'socially and economically disadvantaged individual' means the same as defined in 15 U.S.C. 637."

Special Provision 2002-ADMIN-S2A-P [v10], Modified 6/8/02 6:18 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
INCREASE EFFICIENCY OF MAIL SERVICE CENTER

SECTION #. G.S. 143-341(8)g. reads as rewritten:

"g. To establish and operate a central mailing system for all State agencies, and in connection therewith and in the discretion of

the Secretary, to make application for and procure a post-office substation for that purpose, and to do all things necessary in connection with the maintenance of the central mailing system. The Secretary may allocate and charge against the respective departments and agencies their proportionate parts of the cost of the maintenance of the central mailing system. The Secretary shall develop a plan for the efficient operation of the center that meets the needs of State agencies and ensures timely delivery of mail, and shall present that plan to the Office of State Budget and Management and the General Assembly no later than the convening date of the 2003 General Assembly."

Special Provision 2002-ADMIN-S3-P [v11], Modified 6/8/02 6:55 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee

SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS AMENDMENTS

SECTION #. Article 4 of Chapter 165 of the General Statutes reads as rewritten:

"Article 4.
"Scholarships for Children of War Veterans.

"§ 165-19. Purpose.

In appreciation for the service and sacrifices of North Carolina's war veterans and as evidence of this State's concern for their children, there is hereby continued a revised program of scholarships for said children as set forth in this Article.

"§ 165-20. Definitions.

As used in this Article the terms defined in this section shall have the following meaning:

(1) "Active federal service" means full-time duty in the armed forces other than active duty for training; however, if disability or death occurs while on active duty for training (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, such active duty for training shall be considered as active federal service.

(2) "Armed forces" means the army, navy, marine corps, air force and coast guard, including their reserve components.

(3) "Child" means a person: (i) under 26 years of age at the time of application for such scholarship, ~~(i)~~ (ii) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, and ~~(ii)~~ (iii) ~~who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person~~ who has completed high school or its equivalent, prior to receipt of a scholarship as may be awarded under this Article, and ~~(iii)~~(iv) who has complied with the requirements of the Selective Service System, if applicable, and ~~(iv)~~(v) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has ~~lived in~~ been a resident of North Carolina continuously since birth. ~~Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.~~

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years.

(4) "Period of war" and "wartime" shall mean any of the periods or circumstances as defined below:

a. World War I, meaning (i) the period beginning on April 6, 1917 and ending on November 11, 1918, and (ii) in the case of a veteran who served with the United States armed forces in Russia, the period beginning on April 6, 1917 and ending on April 1, 1920.

b. World War II, meaning the period beginning on December 7, 1941 and ending on December 31, 1946.

c. Korean Conflict, meaning the period beginning on June 27, 1950 and ending on January 31, 1955.

d. Vietnam era, meaning the period beginning on August 5, 1964, and ending on May 7, 1975.

d1. Persian Gulf War, meaning the period beginning on August 2, 1990, and ending on the date prescribed by Presidential proclamation or concurrent resolution of the United States Congress.

e. Any period of service in the armed forces during which the veteran parent of an applicant for a scholarship under this Article suffered death or disability (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war.

(5) "Private educational institution" means any junior college, senior college or university which is operated and governed by private interests not under the control of the federal, State or any local government, which is located within the State of North Carolina,

which does not operate for profit, whose curriculum is primarily directed toward the awarding of associate, baccalaureate or graduate degrees, which agrees to the applicable administration and funding provisions of G.S. 165-22.1, of this Article, and which is otherwise approved by the State Board of Veterans Affairs.

(6) "State educational institution" means any educational institution of higher learning which is owned and operated by the State of North Carolina, or any community college operated under the provisions of Chapter 115A and Article 3 of Chapter 116 of the General Statutes of North Carolina, or the college program of the North Carolina School of the Arts, or any technical institute operated under the provisions of Chapter 115A of the General Statutes of North Carolina.

(7) "Veteran" means a person who served as a member of the armed forces of the United States in active federal service during a period of war and who was separated from the armed forces under conditions other than dishonorable. A person who was separated from the armed forces under conditions other than dishonorable and whose death or disability was incurred (i) as a direct result of armed conflict or (ii) while engaged in extra-hazardous service, including such service under conditions simulating war, shall also be deemed a "veteran" and such death or disability shall be considered wartime service-connected.

"§ 165-21. Scholarship.

~~(a)~~ A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:
   a. Tuition,
   b. A reasonable board allowance,
   c. A reasonable room allowance,
   d. Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluding charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of ~~a 10-year~~an eight-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, ~~1999.~~2010. Whenever a child is enrolled in an

educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years.

~~(b) If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child.~~

"§ 165-22. Classes or categories of eligibility under which scholarships may be awarded.

A child, as defined in this Article, who falls within the provisions of any eligibility class described below shall, upon proper application be considered for a scholarship, subject to the provisions and limitations set forth for the class under which he is considered:

(1) Class I-A: Under this class a scholarship shall be awarded to any child whose veteran parent

a. Was killed in action or died from wounds or other causes not due to his own willful misconduct while a member of the armed forces during a period of war, or

b. Has died of service-connected injuries, wounds, illness or other causes incurred or aggravated during wartime service in the armed forces, as rated by the United States Department of Veterans Affairs.

(2) Class I-B: Under this class a limited scholarship providing only those benefits set forth in G.S. 165-21(1)a and d and 165-21(2) of this Article, shall be awarded to any child whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of, is or was at the time of his death receiving compensation for a wartime service-connected disability of one hundred percent (100%) as rated by the United States Department of Veterans Affairs. Provided, that if the veteran parent of a recipient under this class should die of his wartime service-connected condition before the recipient shall have utilized all of his scholarship eligibility time, then the North Carolina Department of Administration shall amend the recipient's award from Class I-B to Class I-A for the remainder of the recipient's eligibility time. The effective date of such an amended award shall be determined by the Department of Administration, but, in no event shall it predate the date of the veteran parent's death.

(3) Class II: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death receiving compensation for a wartime service-connected disability of twenty percent (20%) or more, but less than one hundred percent (100%), as rated by the United States Department of Veterans Affairs, or

~~b. Is or was at the time of his death receiving wartime compensation for a statutory award for arrested pulmonary tuberculosis, as rated by the United States Department of Veterans Affairs.~~

b. Was awarded the Purple Heart for wounds received as a result of an act of any opposing armed force, as a result of an international terrorist attack, or as a result of military operations while serving as part of a peacekeeping force.

(4) Class III: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran ~~parent, parent at the time the benefits pursuant to this Article are sought to be availed of:~~ served in the United States armed forces during a period of war, as specified by G.S. 165-20(4) of this Article, and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), nor (5).

~~a. Is or was at the time of his death drawing pension for permanent and total disability, nonservice-connected, as rated by the United States Department of Veterans Affairs, or~~

~~b. Is deceased and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), (4)a., nor (5) provided such child is less than 23 years of age at the time of application for such scholarship.~~

(5) Class IV: Under this class a scholarship as defined in G.S. 165-21 shall be awarded to any child whose parent, while serving honorably as a member of the armed forces of the United States in active federal service during a period of war, as defined in G.S. 165-20(4), was listed by the United States government as (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power.

"§ 165-22.1. Administration and funding.

(a) The administration of the scholarship program shall be vested in the Department of Administration, and the disbursing and accounting activities required shall be a responsibility of the Department of Administration. The Veterans Affairs Commission shall determine the eligibility of applicants, select the scholarship recipients, establish the effective date of scholarships, and may suspend or revoke scholarships if the said Veterans Affairs Commission finds that the recipient does not comply with the registration requirements of the Selective Service System or does not maintain an adequate academic status, or if the recipient engages in riots, unlawful demonstrations, the seizure of educational buildings, or otherwise engages in disorderly conduct, breaches of the peace or unlawful assemblies. The Department of Administration shall maintain the primary and necessary records, and the Veterans Affairs Commission shall promulgate such rules and regulations not inconsistent with the other provisions of this Article as it deems necessary for the orderly administration of the program. It may require of State or private educational institutions, as defined in

this Article, such reports and other information as it may need to carry out the provisions of this Article. The Department of Administration shall disburse scholarship payments for recipients certified eligible by the Department of Administration upon certification of enrollment by the enrolling institution.

(b) Funds for the support of this program shall be appropriated to the Department of Administration as a reserve for payment of the allocable costs for room, board, tuition, and other charges, and shall be placed in a separate budget code from which disbursements shall be made. In the event the said appropriation for any year is insufficient to pay the full amounts allocable under the provisions of this Article, such supplemental sums as may be necessary shall be allocated from the Contingency and Emergency Fund. The method of disbursing and accounting for funds allocated for payments under the provisions of this section shall be in accordance with those standards and procedures prescribed by the Director of the Budget, pursuant to the Executive Budget Act.

(c) Allowances for room and board in State educational institutions shall be at such rate as ~~the Director of the Budget may determine to be reasonable.~~ established by the Secretary of the Department of Administration.

(d) Scholarship recipients electing to attend a private educational institution shall be granted a monetary allowance for each term or other academic period attended under their respective scholarship awards. All recipients under Class I-B scholarship shall receive an allowance at one rate, irrespective of course or institution; all recipients under Classes I-A, II, III and IV shall receive a uniform allowance at a rate higher than for Class I-B, irrespective of course or institution. The amount of said allowances shall be determined by the Director of the Budget and made known prior to the beginning of each fall quarter or semester; provided that the Director of the Budget may change the allowances at intermediate periods when in his judgment such changes are necessary. Disbursements by the State shall be to the private institution concerned, for credit to the account of each recipient attending said institution. The manner of payment to any private institution shall be as prescribed by the Department of Administration. The participation by any private institution in the program shall be subject to the applicable provisions of this Article and to examination by State auditors of the accounts of scholarship recipients attending or having attended private institutions. The Veterans Affairs Commission may defer making an award or may suspend an award in any private institution which does not comply with the provisions of this Article relating to said institutions.

(e) Irrespective of other provisions of this Article, the Veterans Affairs Commission may prescribe special procedures for adjusting the accounts of scholarship recipients who for reasons of illness, physical inability to attend class or for other valid reason satisfactory to the Veterans Affairs Commission may withdraw from State or private educational institutions prior to the completion of the term, semester, quarter or other academic period being attended at the time of withdrawal. Such procedures may include, but shall not be limited to, paying the recipient the dollar value of his unused entitlements for the academic period being attended, with a corresponding deduction of this period from his remaining scholarship eligibility time."

Special Provision 2002-ADMIN-S5A-P [v7], Modified 6/8/02 4:04 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
REGIONAL OFFICE CONSOLIDATION PLAN

SECTION #. The Department of Administration, State Property Office, shall identify regional offices established throughout the State in all State agencies and shall develop a plan that provides for the consolidation of the individual regional offices into a central facility in each region, giving consideration to sharing space and utilizing vacant space, and to availability of space in all agencies, including university and community college campuses. The Department shall report its findings and recommendations to the Chairs of the Appropriations Committees of the Senate and House of Representatives and to the Fiscal Research Division by November 1, 2002.

Special Provision 2002-ADMIN-S6-P [v7], Modified 6/8/02 6:25 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
REPEAL NORTH CAROLINA AGENCY FOR PUBLIC TELECOMMUNICATIONS

SECTION #.(a) Part 22 of Article 9 of Chapter 143B of the General Statutes is repealed.

SECTION #.(b) G.S. 147-33.91(13) is repealed.

PART XX. OFFICE OF THE STATE AUDITOR

Special Provision 2002-AUD-S1-P [v6], Modified 5/24/02 11:22 AM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
AUDIT OF SMART START PARTNERSHIPS

SECTION #. G.S. 143B-168.14(b) reads as rewritten:

"(b) Each local partnership shall be subject to audit and review by the State Auditor under Article 5A of Chapter 147 of the General Statutes. The State Auditor shall conduct ~~annual~~ financial and compliance audits of the local ~~partnerships.~~ partnerships every two years and more frequently as the State Auditor deems appropriate."

PART XXI. DEPARTMENT OF CULTURAL RESOURCES

Special Provision 2002-CULRES-S1-P [v7], Modified 5/28/02 2:42 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
NC ARTS COUNCIL LIMIT USE OF CONSULTANTS

SECTION #. The North Carolina Arts Council shall limit the use of consultants to evaluate and approve applications for arts and cultural grants for individuals and organizations and shall conduct the grants process with the Division of Arts Council staff.

Special Provision 2002-CULRES-S3-P [v8], Modified 6/8/02 1:26 PM

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

MUSEUM ADMISSION FEE STUDY

SECTION #. The Office of State Budget and Management shall study the feasibility of charging an admission fee to the State's museums and other similar facilities open to the public. The Office of State Budget and Management shall conduct the study in consultation with the Fiscal Research Division of the Legislative Services Office. The Office of State Budget and Management shall complete this study and report to the Chairs of the Senate and House of Representatives Appropriations Committees by November 1, 2002.

PART XXII. DEPARTMENT OF REVENUE

Special Provision 2002-REV-S2-P **[v3], Modified 5/23/02 9:48 AM**

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

LOCAL SALES TAX ADMINISTRATIVE COSTS

SECTION #. To the extent the Department of Revenue's nonrecurring costs of implementing and administering Article 44 of Chapter 105 of the General Statutes, as amended, exceed funds available in its budget for the 2002-2003 fiscal year, the Department may pay the excess cost by withholding funds from collections under Subchapter VIII of Chapter 105 of the General Statutes.

Special Provision 2002-REV-S3-P **[v9], Modified 6/8/02 4:28 PM**

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

DOR REPORTS ON DEBT COLLECTION

SECTION #. G.S. 105-243.1(f) reads as rewritten:

"(f) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through ~~November 1, 2002,~~ June 30, 2005, and semiannually thereafter. Each report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel. The report must itemize collections by type of tax. Each report must also include a long-term collection plan, a timeline for implementing each step of the plan, a summary of steps taken since the last report and their results, and any other data requested by the Commission or the Committee."

Special Provision 2002-REV-S4-P **[v7], Modified 6/8/02 5:30 PM**

Requested by: Senators Warren, Harris, Plyler, Odom, Lee

DOR VACANT POSITIONS

SECTION #. The Department of Revenue shall reclassify vacant positions and allocate up to eight hundred fifty-five thousand forty-seven dollars ($855,047) in recurring funds for the 2002-2003 fiscal year, and up to two hundred thousand one

hundred dollars ($200,100) in nonrecurring funds for the 2002-2003 fiscal year as follows:

(1) To increase staff and provide operating costs in the Criminal Investigations Division to expand fraud investigations.

(2) To support the Department of Justice's personnel and operating expenses for legal services related to the expansion of fraud investigations.

Special Provision 2002-REV-S5-P [v4], Modified 6/8/02 5:07 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
DOR DEBT COLLECTION FUNDS

SECTION #. The Department of Revenue may use up to six hundred thousand dollars ($600,000) each fiscal year from the collection assistance fee account created in G.S. 105-243.1 to be allocated as follows:

(1) Two hundred thousand dollars ($200,000) for contractual services related to system changes for managing and filing bankruptcies.

(2) Four hundred thousand dollars ($400,000) for identifying delinquent taxpayers.

Special Provision 2002-REV-S6-P [v5], Modified 6/11/02 4:16 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES

SECTION #. G.S. 105-256 is amended by adding a new subsection to read:

"(e) Local Tax Administration Expenses. – The Secretary must report quarterly to the chairs of the Appropriations Committees and Finance Committees of each house of the General Assembly and to the Fiscal Research Division on its expenditures of funds withheld from distributions to local governments to cover its costs of administering local taxes and local programs. The report must itemize expenditures for personnel, operating expenses, and nonrecurring expenses by division and must specify the source of the withheld funds in each case. The report is due 15 days after the end of each quarter."

PART XXIII. RULES REVIEW COMMISSION

Special Provision 2002-OAH-S1-P [v5], Modified 6/11/02 5:00 PM
Requested by: Senator Warren, Harris, Plyler, Odom, Lee
RULES REVIEW COMMISSION MEETING SCHEDULE

SECTION #. G.S. 143B-30.1 reads as rewritten:

"**§ 143B-30.1. Rules Review Commission created.**

(a) The Rules Review Commission is created. The Commission shall consist of 10 members to be appointed by the General Assembly, five upon the recommendation of the President Pro Tempore of the Senate, and five upon the recommendation of the Speaker of the House of Representatives. These appointments shall be made in accordance with G.S. 120-121, and vacancies in these appointments shall be filled in

accordance with G.S. 120-122. Except as provided in subsection (b) of this section, all appointees shall serve two-year terms.

(b) In 1990, two of the appointments made by the General Assembly upon the recommendation of the President of the Senate shall expire June 30, 1991, and two shall expire June 30, 1992. In 1990, two of the appointments made by the General Assembly upon the recommendation of the Speaker of the House of Representatives shall expire June 30, 1992, and two shall expire June 30, 1993. Subsequent terms shall be for two years.

(c) Any appointment to fill a vacancy on the Commission created by the resignation, dismissal, ineligibility, death, or disability of any member shall be for the balance of the unexpired term. The chairman shall be elected by the Commission, and he shall designate the times and places at which the Commission shall meet. ~~The Commission shall meet at least once a month.~~ A quorum of the Commission shall consist of six members of the Commission. The Commission is an independent agency under Article III, Section 11 of the Constitution.

(d) Members of the Commission who are not officers or employees of the State shall receive compensation of two hundred dollars ($200.00) for each day or part of a day of service plus reimbursement for travel and subsistence expenses at the rates specified in G.S. 138-5. Members of the Commission who are officers or employees of the State shall receive reimbursement for travel and subsistence at the rate set out in G.S. 138-6.

(e) Any other provision of the General Statutes notwithstanding, the appointment of employees of the Commission shall be made by the Commission. Nothing in this Article shall be construed to exempt employees of the Commission from the State Personnel Act.

(f) The Commission ~~shall prescribe procedures and forms to be used in submitting rules to the Commission for review.~~ may make rules concerning its meeting schedule, filing procedures, and review schedule and procedures. The Commission may have computer access to the North Carolina Administrative Code to enable the Commission and its staff to view and copy rules in the Code."

PART XXIV. SECRETARY OF STATE

Special Provision 2002-SEC-S1A-P [v5], Modified 6/9/02 1:39 PM
Requested by: Senators Warren, Harris, Plyler, Odom, Lee
ELIMINATE THE BUSINESS LICENSE INFORMATION OFFICE

SECTION #.(a) Article 4B of Chapter 147 of the General Statutes is repealed.

SECTION #.(b) G.S. 105-259(b)(17) is repealed.

PART XXV. OFFICE OF THE STATE CONTROLLER

Special Provision 2002-CONT-S2-P [v4], Modified 6/11/02 5:00 PM
Requested by: Senator Warren, Harris, Plyler, Odom, Lee

Requested by: Senator Warren, Harris, Plyler, Odom, Lee

OVERPAYMENTS AUDIT

SECTION 25.1.(a) During the 2002-2003 fiscal year, receipts generated by the collection of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors as required by G.S.147-86.22(c) are to be deposited in the Special Reserve Account 24172.

SECTION 25.1.(b) For the 2002-2003 fiscal year, two hundred thousand dollars ($200,000) of the funds transferred from the Special Reserve Account 24172 shall be used by the Office of the State Controller for data processing, debt collection, or other information technology initiatives.

SECTION 25.1.(c) All funds available in the Special Reserve Account 24172 on July 1, 2002, are transferred to the General Fund on that date.

SECTION 25.1.(d) Any unobligated funds in the Special Reserve Account 24172 that are realized above the allowance in subsection (b) of this section are subject to appropriation by the General Assembly in the 2003 Regular Session of the General Assembly.

SECTION 25.1.(e) The State Controller shall report quarterly to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on the revenue deposited into the Special Reserve Account and the disbursement of that revenue.

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Tuesday, July 23, 2002

1:30 P. M.

The APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT met on Tuesday, July 23, 2002 at l:30 p.m. in Room 422 of the Legislative Office Building, House members present were: Representatives Wilma Sherrill, Chair; Maggie Jeffus, Chair; Alma Adams; Daniel Barefoot; Marvin Lucas; Mitchell Setzer; and Gene Wilson. Counsel present: Michele Nelson and Marilyn Chism. (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, and welcomed those in attendance. She then introduced the pages serving.

Staff submitted House/Senate Comparison Report and Governor's Recommended Reductions for FY 2002-03 to the General Government Committee. (Attachment l)

Following some discussion, Representative Sherrill informed the Committee that General Government did not have a balanced budget and that she wanted to flag two items: Governor's Budget – Page 35J and Secretary of State's Budget – Page 51J. She announced that the Committee needed to find approximately $290,000. She asked the members to come back with any recommendations in order to meet this amount.

There being no further business, the meeting adjourned at 3:25 p.m.

Respectfully submitted,

Representative Wilma Sherrill, Chair

Rosa S. Kelley, Committee Assistant

VISITOR REGISTRATION SHEET

Gen. Gov. — Name of Committee

7-22-02 — Date

VISITORS:. PLEASE SIGN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Tabaro	~~DOR~~
Mc Combs	~~DOR~~
David Bar	OSBM
Brooks Skinner	DOA
McKinley Wooten, Jr.	~~DOA~~
Carolyn Mayo	DOA
George Milligan	DOA
Carl Goodwin	OSBM
Donna Rosefield	DCR
Renee Vance	DCR
Rodney Maddox	SOS
Ann Harris	SOS
Robert Wilson	SOS
Susan Rabon	GO
Charlie Smith	NCDVA
Shayna Waites	INTERN
Vicky Young	OSA
Willie Riddick	

Attachment No. 1

General Government

House/Senate Comparison Report
And
Governor's Recommended Reductions

FY 2002-03

July 22, 2002

House/Senate Comparison Report

Administration

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1111 Secretary's Office

1 Personnel and Operating Budget Reductions — ($253,176) -5.00 — ($253,176) -5

Eliminate the salary and benefits for the following two vacant positions:

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following two filled positions:

Comm. Services Con. - 4101-0000-0000-067 - ($47,112)
Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

2 Personnel and Operating Budget Reductions — ($206,064) -4.00

Eliminate the salary and benefits for the following two vacant positions:

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following filled position:

Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

Administration

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1121 Fiscal Management

3	Personnel Reductions		($76,018) -2.00	

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

4	Personnel and Operating Reductions	($77,857) -2.00		($77,857) -2

Reduces the operating budget for office supplies (533110) by $1,839. Also eliminates the salary and benefits for the following two vacant positions:

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

1122 Human Resources Management

5	Personnel Reductions	($108,037) -2.00	($108,037) -2.00	($108,037) -2

Eliminate the salary and benefits for the following two filled positions:

Staff Dev. Spec. III - 4117-0000-0000-103 - ($53,286) Personnel Analyst II - 4117-0000-0000-102 - ($54,751)

1241 Management Information Systems

6	Operating Budget Reductions	($2,250)	($2,250)	($2,250)

Reduce the operating budget for other employee education expenses (532942).

1264 Agency for Public Telecommunications

7	Transfer Personnel to Receipt Support	($107,573) -3.00		

Transfer salaries and benefits for three positions to receipt-support. Budgeted receipts will be increased by a corresponding amount.

8	Operating Budget Reductions	($158,529)		

Reduce budget for equipment, travel, communications and supplies.

Eliminate the NC APT — ($1,064,408) -18.00 ($1,066,448) -18

Eliminates the Agency for Public Television as recommended by the Governor. This action eliminates the division's Executive Director, Deputy Director, and the Operations Director. It also eliminates an Administrative Assistant II, a vacant Processing Assistant III, an Information and Communications Specialist I, a Media Technician, four TV Producer Director Is, three TV Producer Director IIs, two TV Producer Director IIIs (one of which is vacant), and a vacant Television Engineer I and one Television Engineer III. The division's receipts and operating budget will also be eliminated.

Requirements	($1,569,266)
Receipts	$504,858
Appropriation	($1,064,408)

1280 Mail Service Center

10 Operating Budget Reductions — ($18,368) — ($18,368) ($18,368)

Reduce the operating budget for information technology services (532140).

1 Office of State Personnel

11 Personnel and Operating Budget Reductions — ($680,814) -11.50

8%

Eliminate salary and benefits for nine vacant and 2.50 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369)

531511 Social Security Contributions - ($39,199)
531521 Reg Retirement Contributions - ($25,621)
531561 Med Insurance Contributions - ($32,263)
532700 Travel - ($500)
532500 Rent/Lease - ($3,454)
536905 Model Co-op Program - ($30,000)

Personnel and Operating Budget Reductions — House: ($827,853) -15.30 — 9.82% — Governor: ($927,302) -17.00 — 11%

Eliminate salary and benefits for nine vacant and 6.3 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-320 - ($35,535)
HR Partner-#4000-0500-0004-629 - ($48,321)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369)
HR Partner-#4000-0500-0004-946 - ($36,396)
HR Partner, PT (.80)-#4000-0500-0004-984 - ($42,935)

531511 Social Security Contributions - ($51,683)
531521 Reg Retirement Contributions - ($33,780)
531561 Med Insurance Contributions - ($43,995)
532500 Rent/Lease - ($8,117)
532942 Other Services/Training - $30,000
536905 Model Co-op Program - ($8,118)

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13 Program and Personnel Transfer — ($69,949) -1.00

Transfer the HR Partner for Industrial Hygiene position and employee with salary, related benefits, and operating costs to the Department of Labor to consolidate industrial hygiene services to state agencies/universities.

1411 State Construction

14 Personnel and Operating Budget Reductions — ($361,033) -5.00 — ($361,033) -5

Eliminate the salary and benefits for the following three vacant positions:

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget by $42,352 in the following line items:
532140 Information Technology Services ($5,000)
532821 Computer/Data Processing ($10,000)
532199 Miscellaneous contractual services ($27,352).

15 Personnel and Operating Budget Reductions — ($343,099) -5.00

Eliminate the salary and benefits for the following three vacant positions:

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget for computer/data processing expenses (532821) and miscellaneous contractual services (532199) by $24,418

1412 State Property

16 Personnel and Operating Budget Reductions — ($90,911) -2.00 — ($90,911) -2

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $12,000 in the following line items:

534522 Computer Equipment ($8,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

Personnel and Operating Budget Reductions — ($88,911) -2.00

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $10,000 in the following line items:

534522 Computer Equipment ($6,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

1416 Building Commission

18 Operating Budget Reductions — ($18,000) — ($18,000) (818,000)

Reduce the frequency of the meetings per year to quarterly, thereby reducing the operating budget in the following line items:

531651 Bd. Member - Per Diem ($5,000)
532731 Bd. Member - Transportation ($6,450)
532732 Bd. Member - Subsist.($4,000)
532430 Maint. Agreement - Equip ($285)
532840 Postage ($476)
532850 Printing ($618)
532930 Registration Fees ($500)
533110 Office Supplies ($271)
533190 Other Supplies ($200)
535900 Other Expenses ($200).

Currently, the Commission meets monthly. Reducing the meetings to quarterly is consistent with the statutory requirement in G.S. § 143-135.25(d) that they meet at least four times per year.

1421 Facilities Management

19 Operating Budget Reductions — ($1,115,798)

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,000,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

Operating Budget Reductions — ($1,430,860) — ($1,230,860)

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,090,000)
532220 Gas ($50,000)
532310 Repairs ($125,062)
532333 Repairs-Other Equipment ($50,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

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21 Personnel Reductions — ($294,401) -10.00 — ($294,401) -10.00 — ($294,401) -10

Eliminate the salary and benefits for the following 10 vacant positions:

HVAC Mechanic - 4151-0000-0008-428 - ($39,398)
Electrician II - 4151-0000-0008-462 - ($31,967)
Office Asst. - 4151-0000-0013-043 - ($32,265)
Plumber II - 4151-0000-0013-056 ($33,210)
Housekeeper - 4151-0304-0008-418 - ($22,863)
Electrician I - 4151-0304-0008-420 ($26,765)
Carpenter - 4151-0305-0008-486 - ($33,519)
Hskg. Supv. - 4151-0400-0009-335 ($25,913)
Housekeeper - 4151-0400-0009-376 ($23,825)
Housekeeper - 4151-0400-0009-405 ($24,676)

1 Purchase and Contract

22 Personnel and Operating Budget Reductions — ($428,303) -5.00 — ($428,303) -5

Eliminates the salary and benefits for five vacant positions as follows:

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303)
Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $143,136 as follows:

532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534511 Office Furniture ($4,000)
534522 Computer Equipment ($55,236)
534521 Office Equipment ($10,000)
534539 Other Equipment ($3,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

23 Personnel and Operating Budget Reductions — ($406,067) -5.00

Eliminates the salary and benefits for five vacant positions as follows:

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303)
Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $120,900 as follows:
532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534522 Computer Equipment ($40,000)
534521 Office Equipment ($10,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

		House FY 02-03	Senate FY 02-03	Governor FY 02-03
1731 Council for Women				
24	Personnel Reductions	($45,953) -1.00	($45,953) -1.00	($45,953) -1
	Eliminate the salary and benefits for one filled Social Research Associate I position (4116-0800-0014-060).			
1732 Displaced Homemakers				
25	Personnel Reductions and Changes in Funding Source	($69,657) -1.00	($69,657) -1.00	($69,657) -1
	Eliminate the salary and benefits for the following filled position: Soc. Research Assoc. - 4116-0000-0014-023 - ($43,149). The reduction also converts $26,508 of the operating budget for other expenses (535900) to receipt-support.			
1741 Human Relations				
26	Personnel Reductions	($31,618) -1.00	($31,618) -1.00	($31,618) -1
	Eliminate the salary and benefits for one vacant Program Assistant V position (4135-0300-0011-901).			
1742 MLK Commission				
27	Operating Budget Reductions	($5,234)	($5,234)	($5,234)
	Reduce the operating budget for office equipment (534521).			
1761 Youth Involvement Office				
28	Youth Internship Program Reduction	($81,403)	($81,403)	($839,955 -11
	Reduce the funding for the summer internship program by 25%.			
29	Personnel Reductions	($35,505) -1.00	($35,505) -1.00	
	Eliminate the salary and benefits for a vacant Office Assistant V position (4138-0000-0000-571).			

		House FY 02-03	Senate FY 02-03	Governa FY 02-03
1771 Veterans Affairs				
30	Reduction in Veterans' Scholarship Program	($250,000)	($188,888)	($250,000)
	Reduce the funding for the scholarship program.			
31	Personnel Reductions	($170,247) -5.00	($170,247) -5.00	($0)
	Eliminates the salary and benefits for the following five vacant positions: Office Assistant - 4127-0606-0107-500 - ($32,817) Proc. Assistant III - 4127-0606-0307-610 - ($26,247) Vet. Serv. Off. - 4127-0606-0307-644 - ($40,801) Proc. Assist. IV - 4127-0606-0207-808 - ($27,128) Vet. Serv. Off. 4127-0606-0307-670 - ($43,254)			
1781 Domestic Violence Program				
32	Personnel Reductions		($50,317) -1.00	($50,317) -1
	Eliminate the salary and benefits for a Community Development Specialist I position (4148-0000-0014-127), which is filled.			
1810 Ethics Board				
33	Operating Budget Reductions	($11,000)	($11,000)	($11,000)
	Reduce the operating budget for other expenses line item (535900).			
1811 GACPD				
34	Personnel Reductions	($62,643) -1.00	($62,643) -1.00	($62,643) -1
	Eliminate the salary and benefits for one vacant Attorney II position (4140-1540-0000-439).			
1861 Indian Affairs				
35	Personnel Reductions	($29,779) -1.00	($29,779) -1.00	($29,779) -1
	Eliminate the salary and benefits for one vacant Processing Assistant III position (4110-0903-0014-323).			

Departmentwide

36 Personnel Reductions ($361,180) -11.50 (80)

Eliminate the salary and benefits for 11.5 vacant positions throughout the department.

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Plant. Maint. Supv I 4151-0303-0008-101- ($53,502)
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)
HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

1781 Domestic Violence Program
Human Serv. Coord. II - 4116-0800-0014-097 - ($35,858).

37 Personnel Reductions ($407,282) -13.50

Eliminate the salary and benefits for 13.5 vacant positions throughout the department.

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Plant. Maint. Supv I 4151-0303-0008-101- ($53,502)
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)
HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

1623 State Capitol Police
Property Guard 4133-0700-0010-813 - ($23,239)
Property Guard 4133-0700-0010-793 - ($22,863)

1781 Domestic Violence Program
Human Serv. Coord .II 4116-0800-0014-097 - ($35,858)

Administration

	House FY 02-03	Senate FY 02-03	Governor FY02-03
Department Totals	($5,354,207) -71.80	($5,658,873) -86.00	($6,272,837) -84.00
OSP	($827,853) -15.30 9.82%	($680,814) -11.50 8%	($927,302) -17.00 11%
OSP Position Transfer to Dept. of Labor	($ 69,949) -1.00		
DOA	($4,456,405) -55.50 8.3%	($4,978,059) -74.50 9.27%	($5,345,535) -67.00 9.96%

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1120 General Services

38	Operating Budget Reduction	($28,830)	($28,830)	($28,830)

Reduce the budget for printing the Single Audit reports ($7,000) and for staff training ($21,830).

1210 Field Audit

39	Reduce Contract Audit Funds	($500,000)	($500,000)	($860,606) includes contract funding for 315 Audits

Reduces funding for contract services for financial, performance, investigative and information system audits.

40	Operating Budget Reduction	($20,995)	($20,995)	($20,995)

Reduce the budget for the replacement of computer equipment.

41	Personnel Reduction		($37,283) -1.00	

Eliminate the salary and benefits for one vacant Processing Assistant IV position (3300-0000-0000-180).

42	Personnel Reductions	($434,083) -9.00		($381,878) -9

Eliminate the salary and benefits for the following nine vacant positions:

Processing Asst.IV - 3300-0000-0000-180 ($37,283)
Asst. State Aud. II - 3300-0000-0000-217 ($63,285)
Asst. State Aud. II - 3300-0000-0000-115 ($56,784)
Asst. State Aud. II - 3300-0000-0000-182 ($50,405)
Asst. State Aud. II - 3300-0000-0000-185 ($50,240)
Asst. State Aud. I - 3300-0000-0000-216 ($44,403)
Asst. State Aud. I - 3300-0000-0000-228 ($44,385)
Asst. State Aud. I - 3300-0000-0000-265 ($43,649)
Asst. State Aud. I - 3300-0000-0000-310 ($43,649)

Department Totals	**($983,908)** **-9.00** 8.33%	**($587,108)** **-1.00** 4.97%	($1,299,099) -9 11%

1110 Office of the Secretary

43 Reduce Personnel — ($199,475) -3.00

($143,276) -3.75 [Vacant] Discont NC Awards Pgm

Eliminate salary and benefits for two (2) vacant positions, a position that will be vacant as of 6/30/02, and miscellaneous contractual services:

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683)
(6/30/02)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($11,853)

44 Personnel and Operating Budget Reductions — ($207,622) -3.00

Eliminate salary and benefits for three (3) vacant positions, and miscellaneous contractual services:

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($20,000)

1120 Administrative Services

45 Operating Budget Reductions — ($66,657)

($131,001) -1.00 [Vacant] Reduce purchase of computers, software & servers.

Reduce funds for computer equipment (534522).

10 Historical Resources - Administration

46 Operating Budget Reductions ($95,111) ($168,944) -1.00 [Filled] and Reduce FFC by $89,839

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($5,900)
531511 Social Security Contributions/Approp - ($452)
532199 Miscellaneous Contractual Services - ($19,500)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($65,339)

47 Operating Budget Reductions ($141,186)

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($13,400)
531511 Social Security Contributions/Approp - ($1,025)
532199 Miscellaneous Contractual Services - ($33,000)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($89,841)

20 Scholarly Publications

48 Personnel and Operating Budget Reductions ($59,096) -1.00

Eliminate salary and benefits for one vacant position and reduce the following line items:

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)
532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($10,135)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

Personnel and Operating Budget Reductions	($81,257) -1.00		($81,257) -1.00

Eliminate salary and benefits for one vacant position and reduce the following line items:

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)
532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($32,296)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

4802 Archives and Records Management

50 Personnel and Operating Budget Reductions ($269,192)
-3.17

Eliminate salary and benefits for vacant positions - three (3) full time and one part-time, and the following line items:

Archivist Supv-#4802-0302-0002-110 - ($45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - ($4,948)
Processing Asst IV-#4802-0303-0002-177 - ($22,316)
Processing Asst IV-#4802-0304-0002-227 - ($25,000)

531311 Reg. Temporary Salaries/Approp - ($32,366)
531511 Social Security Contributions/Approp - ($9,927)
531521 Reg. Retirement Contributions/Approp - ($4,623)
531561 Med Insurance Contributions/Approp - ($8,799)
532185 Waste Removal - ($172)
532199 Miscellaneous Contractual Services - ($150)
532230 Water and Sewer - ($1,300)
532490 Maintenance Agreement - ($1,500)
532512 Rent/Lease Buildings/Office - ($5,235)
532590 Rent/Lease Other Prop. - ($1,017)
532712 Transportation Air/Out of State - ($2,700)
532714 Transportation Ground/In State - $4,708)
532715 Transportation Ground/Out of State - ($704)
532721 Lodging/In State - ($5,048)
532722 Lodging/Out of State - ($3,346)
532724 Meals/In State - ($4,042)
532725 Meals/Out of State - ($1,519)
532727 Miscellaneous Subsistence/In State - ($1,210)
532728 Miscellaneous Subsistence/Out of State - ($2,540)
532731 Board/Non Employee Transportation - ($200)
532732 Board/Non Employee Subsistence - ($100)
532821 Computer/Data - ($4,135)
532860 Advertising - ($500)
532942 Other Equipment - ($2,440)
533110 General Office Supplies - ($1,034)
533900 Other Materials and Supplies - ($29,773)
534511 Office Furniture - ($3,000)
534522 Computers - ($7,000)
534539 Other Equipment - ($26,775)
534630 Library Learning Resources - ($1,410)
534710 Computer Software - ($1,088)
535830 Membership dues and Subscriptions - ($3,426)

Personnel and Operating Budget Reductions	($370,139) -6.17		($370,139) -7.00 [4 Vacant] [3 Filled]

Eliminate salary and benefits for vacant positions - four (4) full time and one part-time; two (2) filled positions; and the following line items:

Vacant
Archivist Supv-#4802-0302-0002-110 - ($45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - ($4,948)
Processing Asst IV-#4802-0303-0002-177 - ($22,316)
Processing Asst IV-#4802-0304-0002-227 - ($25,000)

Filled
Processing Asst III-#4802-0304-0002-222 - ($20,672)
Processing Asst III-#4802-0304-0002-224 - ($20,672)

531311 Reg. Temporary Salaries/Approp - ($32,366)
531511 Social Security Contributions/Approp - ($15,114)
531521 Reg. Retirement Contributions/Approp - ($8,013)
531561 Med Insurance Contributions/Approp - ($17,598)
532185 Waste Removal - ($170)
532199 Miscellaneous Contractual Services - ($150)
532230 Water and Sewer - ($1,300)
532490 Maintenance Agreement - ($1,500)
532512 Rent/Lease Buildings/Office - ($9,235)
532590 Rent/Lease Other Prop. - ($1,017)
532712 Transportation Air/Out of State - ($2,700)
532714 Transportation Ground/In State - $7,708)
532715 Transportation Ground/Out of State - ($704)
532721 Lodging/In State - ($5,048)
532722 Lodging/Out of State - ($3,346)
532724 Meals/In State - ($4,042)
532725 Meals/Out of State - ($1,519)
532727 Miscellaneous Subsistence/In State - ($1,210)
532728 Miscellaneous Subsistence/Out of State - ($3,540)
532731 Board/Non Employee Transportation - ($200)
532732 Board/Non Employee Subsistence - ($100)
532821 Computer/Data - ($4,135)
532860 Advertising - ($500)
532942 Other Equipment - ($3,364)
533110 General Office Supplies - ($1,034)
533900 Other Materials and Supplies - ($31,631)
534511 Office Furniture - ($3,000)
534522 Computers - ($9,000)
534539 Other Equipment - ($29,775)
534630 Library Learning Resources - ($1,410)
534710 Computer Software - ($1,088)
535830 Membership dues and Subscriptions - ($3,426)

41 State Historic Sites

52 Personnel and Operating Budget Reductions (\$586,197) -3.00 (\$767,855) -10.00

[3 Vacant]
[7 filled]

Eliminate salary and benefits for three (3) vacant positions and the following line items:

Hist. Sites Specialist I-#4802-0401-0002-327 - (\$32,163)
Historic Interpreter I-#4802-0415-0002-424 - (\$20,125)
Historic Interpreter II-#4802--0421-0002-459 - (\$31,384)

531311 Reg. Temporary Salaries/Approp - (\$369,001)
531511 Social Security Contribution - (\$34,630)
531521 Regular Retirement Contribution - (\$4,183)
531561 Medical Insurance Contribution - (\$8,799)
532185 Waste Removal - (\$225)
532199 Miscellaneous Contractual Service - (\$280)
532210 Electrical- (\$1,000)
532220 Natural Gas/Propane - (\$900)
532390 Repairs-Other - (\$1,500)
532490 Maintenance Agreement - (\$219)
532714 Transportation Ground/In State - (\$3,000)
532721 Lodging/In State - (\$200)
532724 Meals/In State - (\$100)
532811 Telephone - (\$2,000)
532812 Data Charge - (\$224)
532840 Postage, Freight, Delivery - (\$300)
532850 Print, Bind, Duplicate - (\$17,000)
532860 Advertising - (\$2,000)
533110 General Office Supplies - (\$200)
533310 Gasoline - (35)
533320 Diesel Fuel - (\$50)
533350 Motor Vehicle Replacement Part - (\$50)
533900 Other Materials and Supplies - (6,129)
534610 Art and Artifacts - (\$50,000)
534539 Other Equipment - (\$500)

Personnel and Operating Budget Reductions	($652,839) -4.00		

Eliminate salary and benefits for four (4) vacant positions and the following line items:

Hist. Sites Specialist I-#4802-0401-0002-327 - ($32,163)
Hist. Sites Mgr.II-#4802-0403-0002-346 - ($40,352)
Historic Interpreter I-#4802-0415-0002-424 - ($20,125)
Historic Interpreter II-#4802--0421-0002-459 - ($31,384)

531311 Reg. Temporary Salaries/Approp - ($369,011)
531511 Social Security Contribution - ($48,639)
531521 Regular Retirement Contribution - ($6,201)
531561 Medical Insurance Contribution - ($11,732)
532185 Waste Removal - ($225)
532199 Miscellaneous Contractual Service - ($280)
532210 Electrical- ($1,755)
532220 Natural Gas/Propane - ($900)
532390 Repairs-Other - ($1,500)
532490 Maintenance Agreement - ($238)
532714 Transportation Ground/In State - ($3,546)
532721 Lodging/In State - ($200)
532724 Meals/In State - ($100)
532811 Telephone - ($2,300)
532812 Data Charge - ($224)
532840 Postage, Freight, Delivery - ($300)
532850 Print, Bind, Duplicate - ($17,588)
532860 Advertising - ($2,000)
533110 General Office Supplies - ($200)
533310 Gasoline - (35)
533320 Diesel Fuel - ($5,000)
533350 Motor Vehicle Replacement Part - ($50)
533900 Other Materials and Supplies - (6,219)
534610 Art and Artifacts - ($50,000)
534539 Other Equipment - ($500)

42 Tryon Palace

54 Personnel and Operating Budget Reductions — ($141,657) -4.00

Eliminate salary and benefits of three (3) vacant positions, a position that will be vacant as of 6/29/02, and reduce the following line items:

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
General Utility Worker-#4802-0500-0002-524 - ($19,127) (6/29/02)

531511 Social Security Contributions/ Approp - ($7,278)
531521 Reg Retirement Contributions/ Approp - ($4,757)
531561 Med Insurance Contributions/Approp - ($11,732)
532490 Maintenance Agreement-Other - ($27)
534539 Other Equipment - ($4,363)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

55 Personnel and Operating Budget Reductions — ($194,778) -5.00

($194,778) -7.00 [4 Vacant] [3 Filled]

Eliminate salary and benefits of five (5) vacant positions, and reduce the following line items:

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
Museum Guard Coord-#4802-0500-0002-515 - ($28,979)
General Utility Worker-#4802-0500-0002-524 - ($19,127)

531511 Social Security Contributions/ Approp - ($9,496)
531521 Reg Retirement Contributions/ Approp - ($6.206)
531561 Med Insurance Contributions/Approp - ($14,665)
532333 Repairs/Other Equipment - ($2,426)
532390 Repairs/Other - ($4,344)
532490 Maintenance Agreement-Other - ($5,810)
532714 Transportation/Grd-In State - ($4,687)
532912 Motor Vehicle Insurance - ($450)
533110 General Office Supplies - ($680)
533350 Motor Vehicle Replacement Parts - ($259)
534539 Other Equipment - ($3,276)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

43 Capitol/Visitor Center

56 Personnel and Operating Budget Reductions — ($39,850) -0.25

Eliminate salary and benefits for one-quarter of a filled Museum Specialist position and reduce the following line items:

Museum Specialist-#4802-0600-0002-561 - ($7,375)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($2,347)
531521 Retirement Contributions - ($369)
532513 Rent of Conference Room - ($734)
532811 Telephone Service - ($903)
532850 Printing - ($1,627)
533900 Other Materials and Supplies - ($2,847)
534522 Equipment/Computers - ($350)

57 Personnel and Operating Budget Reductions — ($53,378) -0.75 — ($53,380) -1.0 [Filled]

Eliminate salary and benefits for three-quarters of a filled Museum Specialist position and reduce the following line items:

Museum Specialist-#4802-0600-0002-561 - ($22,125)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($3,475)
531521 Retirement Contributions - ($1,107)
531561 Med Insurance Contributions - ($2,933))
532850 Printing - ($440)

45 NC Maritime Museum

58 Personnel and Operating Budget Reductions — ($87,042) -1.25

Eliminate salary and benefits of vacant positions - (1) full time, one reduced by one-quarter, and adjust line items as follows:

Nat. Sci. Curator I (.25)-#4802-1000-0002-896 - ($9,049)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($3,716)
531521 Reg Retirement Contributions/ Approp - ($2,429)
531561 Med Insurance Contributions/ Approp - ($2,933)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,295)
534522 Computers - ($7,000)
534539 Other Equipment - ($6,356)
535900 Other Expenses - ($3,000)

Personnel and Operating Budget Reductions — ($119,683) -2.00 — ($119,682) -2.00 [1 Vacant] [1 Filled]

Eliminate salary and benefits of two (2) vacant positions, and adjust line items as follows:

Nat. Sci. Curator I-#4802-1000-0002-896 - ($36,196)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($5,793)
531521 Reg Retirement Contributions/ Approp - ($3,786)
531561 Med Insurance Contributions/ Approp - ($5,866)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,293)
534522 Computers - ($7,000)
534539 Other Equipment - ($5,485)
535900 Other Expenses - ($3,000)

1250 Historic Preservation

60 Personnel and Operating Budget Reductions — Senate FY 02-03: ($118,192) -2.00

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position and one filled Historic Preservation/Restoration Specialist II position, and reduce line items as follows:

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)

531511 Social Security Contributions/Approp - ($6,607)
531521 Retirement Contributions/Approp - ($4,319)
531561 Medical Insurance Contribution - ($5,866)
532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,826)

61 Personnel and Operating Budget Reductions — House FY 02-03: ($162,514) -3.00

($162,514) -9.00 [filled]

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position, and two filled Historic Preservation/Restoration Specialist II positions, and reduce line items as follows:

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)
Hist Pres/Rest Spec II-#4802-0702-0002-622 - ($37,350)

531511 Social Security Contributions/Approp - ($9,464)
531521 Retirement Contributions/Approp - ($6,187)
531561 Medical Insurance Contribution - ($8,799)
532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,140)

1290 Western Office

62 Personnel Reduction — House FY 02-03: ($42,878) -1.00; Senate FY 02-03: ($42,878) -1.00

($37,554) -1.00 [Vacant]

Eliminate salary and benefits for one vacant position:

Hist. Pres/Rest. Spec I-#4802-0900-0002-854 - ($35,459)

531511 Social Security Contribution/Approp - ($2,713)
531521 Reg Retirement Contributions/Approp - ($1,773)
531561 Med Insurance Contributions/- Approp - ($2,933)

20 Museum of Art

63 Personnel and Operating Budget Reductions — ($432,343) -9.50 — ($432,343) -10.00

[6 Vacant] [4 Filled]

Eliminate salary and benefits for 9.5 vacant positions and reduce the following line items:

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Office Asst IV-#4803-0200-0003-199 - ($26,176)
Volunteer Services Coord-#4803-0200-0003-147 - ($28,289)
Public Info Assistant-#4803-0200-0003-350 - ($25,000)

531511 Social Security Contributions/Approp - ($20,202)
531521 Reg. Retirement Contributions/Approp - ($9,290)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($26,394)

532199 Misc Contractual Services - ($13,753)
532390 Other Repairs - ($132)
532722 Lodging-Out of State - ($1,202)
532723 Lodging-Out of Country - ($61)
532728 Misc Travel/Out of State - ($500)
534522 Computer Equipment - ($1,000)
534539 Other Equipment - ($500)
534610 Art & Artifacts - ($87,000)
534630 Library & Learning Resources - ($1,414)

64 Personnel and Operating Budget Reductions — ($314,431) -6.50

Eliminate salary and benefits for 6.5 vacant positions and reduce the following line items:

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)

531511 Social Security Contributions/Approp - ($14,122)
531521 Reg. Retirement Contributions/Approp - ($5,316)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($17,598)

534610 Art & Artifacts - ($85,965)

1320 NC Arts Council

65	Operating Budget Adjustments	($495,177)	($495,177)	($680,868)

Reduce funds in the following line items and grant programs:

532714 Transportation Ground/In State - ($5,000)
532721 Lodging/In State - ($4,744)
532840 Postage, Freight & Delivery - ($16,000)
532850 Print, Bind, Duplicate - ($14,000)
536990 Basic Grants Program/Approp - ($284,309) ($400,809)
536996 Grassroots Arts Program - ($130,500) ($184,000)
536948 Lost Colony - ($20,312) ($27,929)
536971 Shakespeare Festival - ($20,312) ($27,529)

1340 NC Symphony

66	Personnel Reduction		($29,284) -1.00	

Eliminate salary and benefits for one vacant position:

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

67	Personnel and Operating Budget Reduction	($37,378) -1.00		($37,852) -1.00 [Vacant]

Eliminate salary and benefits for one vacant position, and adjust a line item as follows:

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

532840 Postage/Freight and Delivery - ($8,094)

1360 Grants in Aid to the Arts

68	Operating Budget Reductions	($168,402)	($168,402)	($231,552)

Reduce grant budgets next fiscal year for:

536932 Vagabond School of Drama - ($3,788) ($ 5,209)
536935 NC State Art Society - ($606) ($ 833)
536937 NC Symphony Society, Inc - ($164,008) ($225,511)

1410 State Library Services

69 Personnel and Operating Budget Reductions — ($411,266) -5.95 — ($514,087) -9.00

Eliminate salary and benefits of vacant positions - five (5) full time and one (1) part-time, and reduce the following line items:

[6 Vacant]
[3 Filled]

Librarian II-#4804-0200-0004-152 - ($30,582)
Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($12,556)
531521 Retirement Contributions - ($7,530)
531561 Medical Contribution - ($17,598)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,167)

70 Personnel and Operating Budget Reductions — ($373,882) -4.95

Eliminate salary and benefits of vacant positions - four (4) full time and one (1) part-time, and reduce the following line items:

Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($10,217)
531521 Retirement Contributions - ($6,001)
531561 Medical Contribution - ($14,665)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,166)

1480 State Library Statewide Programs

71 Operating Budget Reductions — ($1,329,173) ($1,827,614)

Reduce the following accounts:

($301,811)*
($1,628,624)

532812 Telecommunications Data Charges - ($144,720)
536960 Aid to Counties - ($1,184,453)

Operating Budget Reductions ($409,804)

Reduce the following accounts:

532812 Telecommunications Data Charges - ($301,811) *
536960 Aid to Counties - ($107,993)

1500 Museum of History

73 Personnel and Operating Budget Reductions ($445,627)
-4.32

Eliminate salary and benefits for vacant positions - four (4) full time and three (3) part-time, and reduce the following line items:

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($62,254)
531511 Social Security Contribution/Approp - ($13,232)
531521 Retirement Contributions/Approp - ($5,536)
531561 Medical Insurance Contributions - ($20,531)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532490 Maintenance Agreements - ($7,000)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($16,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($15,624)
532850 Print, Bind, Duplicate - ($17,745)
532860 Advertising - ($31,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($10,000)
533900 Other Materials and Supplies - ($44,000)
534511 Furniture-Office - ($8,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($4,000)
534528 Communications Equipment - ($12,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($15,000)
534610 Art and Artifacts - ($8,291)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Cultural Resources

	House FY 02-03	Senate FY 02-03	Governor FY 02-03
Personnel and Operating Budget Reductions	($612,738) -5.33		($612,736) -8.00 [Vacant]

Eliminate salary and benefits for vacant positions - five (5) full time and three (3) part-time, and reduce the following line items:

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Museum Specialist-#4808-0804-0002-842 - ($27,038)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($71,254)
531511 Social Security Contribution/Approp - ($15,989)
531521 Retirement Contributions/Approp - ($6,888)
531561 Medical Insurance Contributions - ($23,464)
532192 Honorariums - ($15,000)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532390 Other Repairs - ($12,000)
532490 Maintenance Agreements - ($7,760)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($30,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($25,329)
532850 Print, Bind, Duplicate - ($25,000)
532860 Advertising - ($36,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($14,000)
533900 Other Materials and Supplies - ($60,000)
534511 Furniture-Office - ($10,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($8,000)
534528 Communications Equipment - ($32,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($20,000)
534610 Art and Artifacts - ($17,602)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Department Totals	($4,660,039) -47.70 7.81%	($4,794,666) -35.45 8%	($6,567,429) -71.75 11%

	House FY 02-03	Senate FY 02-03	Governor 1-Y02-03

2584 Roanoke Island Commission

75	Operating Budget Reduction		($151,222)	($207,930)
	Reduce amount of funding transferred to Special Fund.			
76	Operating Budget reduction	($401,222)		
	Reduce amount of funding transferred to Special Fund.			
	Department Totals	**($401,222)**	**($151,222)**	**($207,930)**
		21.23%	8%	11%

Departmentwide

77 Personnel and Operating Budget Reductions ($1,514,904)
-8.00

Eliminate salary and benefits for six vacant positions, eliminate two additional vacant positions in the President Pro Tempore Office, and reduce line items.

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

Personnel and Operating Budget Reductions ($1,514,904)
-10.00

Eliminate salary and benefits for six vacant positions, eliminate four additional vacant positions in the President Pro Tempore Office and in the House, and reduce line items.

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

Operating Budget Reductions	($574,450)	($574,450)	

Additional reductions based upon 24 weeks of session:

Member Subsistence Days - ($495,040):
Senate 1110-532727 Misc./In State - ($145,600)

House 1120-532727 Misc./In State - ($349,440)

Member and Staff travel - ($79,410):
Senate
1110-532714 Transp Air/Out State - ($15,669)

House
1120-532714 Transp-Ground/In-State - ($39,429)

Administrative
1211-532712 Transp Air/Out State - ($950)
1211-532714 Transp-Ground/In-State - ($1,131)
1211-532724 Meal/In State - ($50)
1211-532725 Meals/Out of State - ($1,033)
1211-532727 Miscellaneous Travel - ($2,217)

Bill Drafting
1212-532712 Transp Air/Out State - ($850)
1212-532714 Transp-Ground/In-State - ($500))
1212-532722 Lodging/out of State - ($633)
1212-532724 Meal/In State - ($250)
1212-532725 Meals/Out of State - ($500)

General Research
1213-532712 Transp Air/Out State - ($2,350)
1213-532714 Transp-Ground/In-State - ($500)
1213-532722 Lodging/out of State - ($1,000)
1213-532724 Meal/In State - ($400)
1213-532725 Meals/Out of State - ($1,033)

Fiscal Research
1214-532712 Transp Air/Out State - ($3,450)
1214-532714 Transp-Ground/In-State - ($1,800)
1214-532722 Lodging/out of State - ($1000)
1214-532724 Meal/In State - ($850)
1214-532725 Meals/Out of State - ($1,283)

Information Systems
1217-532712 Transp Air/Out State - ($1,250))
1217-532714 Transp-Ground/In-State - ($250)
1217-532724 Meal/In State - ($250)
1217-532725 Meals/Out of State - ($783)

Additional Budget Reductions	($1,720,797)	($1,720,797)	

Temp Staff Work Schedule - ($1,155,917):
Senate
1110-531311 Regular Temporary Wages - ($374,924)
1110-531511 Social Security Contributions - ($28,682)
1110-531521 Reg Retirement Contributions - ($18,746)

House
1120-531311 Regular Temporary Wages - ($651,194)
1120-531511 Social Security Contributions - ($49,813)
1120-531521 Reg Retirement Contributions - ($32,558)

Central Temp Staff Work Schedule - ($157,608):
Administrative
1211-531311 Regular Temporary Wages - ($114,544)
1211-531511 Social Security Contributions - ($8,762)
1211-531521 Reg Retirement Contributions - ($5,727)

Fiscal Research
1214-531311 Regular Temporary Wages - ($907)
1214-531511 Social Security Contributions - ($69)
1214-531521 Reg Retirement Contributions - ($45)

Building Maintenance
1215-531311 Regular Temporary Wages - ($24,460)
1215-531511 Social Security Contributions - ($1,817)
1215-531521 Reg Retirement Contributions - ($1,223)

All Budgeted Agency Reserves - ($407,272):
Senate 1110-537195 Reserves - ($74,272)
House 1120-537195 Reserves - ($66,621)
Food Service 1216-537195 Reserves - ($1,000)
Legislative Res 1220-537195 Reserves - ($68,754)
Res and Transfers 1900-537195 Reserves - ($187,625)

Department Totals	**($3,810,151)**	**($3,810,151)**	($4,342,870)
	-10.00	-8.00	
	9.61%	9.61%	11%

1110 Administration

81	Personnel Reductions	($206,585) -5.00	($206,585) -5.00	($286,879) -6

Eliminate the following vacant positions:

Executive Assistant - 3000-0000-0000-641 -($40,422)
2 Admin. Assist. - 3000-0000-0000-066/907s - ($86,966)
Pub. Info. Assist. IV - 3000-0000-0000-072 - ($29,547) Policy Assistant - 3000-0000-0000-332 - ($49,650).

1120 Dues to National Associations

82	Reduction in Dues	($168,001)		($181,131)

Reduce the dues paid to national associations.

83	Reduction in Dues		($168,001)	

Reduce the dues paid to national associations. The Governor's Office will continue to pays dues to NASBO-National Association of State Budget Officers, the Southern Governors Association, the National Governors Association, and the Uniform State Laws Commission. The Governor's Office will no longer pay dues for the Council of State Governments or the Southern Growth Policies Board.

1130 Intergovernmental Relations

84	Personnel Reductions	($97,817) -2.00	($97,817) -2.00	($97,817) -2

Eliminate salary and benefits for the following vacant positions:

Admin. Assist.- 3000-0000-0000-207 - ($32,058)
Military Liaison - 3000-0000-0000-205 - ($65,759).

1631 Raleigh Executive Residence

85	Personnel Reduction	($32,192) -1.00	($32,192) -1.00	($32,192) -1

Eliminate the salary and benefits for one vacant Receptionist position (3000-0000-0000-408).

Department Totals	**($504,595)** **-8.00** 12.3%	**($504,595)** **-8.00** 9.28%	($598,019) -9 10.9%

1100 Administration

No Reductions

86 Personnel and Operating Budget Reductions — ($34,124) -0.10

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). Also reduces the operating budget by $29,953 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($17,500)
535800 Other Administrative Expense ($10,000)

87 Personnel and Operating Budget Reductions — ($51,624) -0.10

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). Also reduces the operating budget by $47,453 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($35,000)
535800 Other Administrative Expense ($10,000)

1200 Company Services

88 Personnel and Operating Budget Reductions — ($431,415) -2.23

Eliminate the salary and benefits for the following two full-time positions:

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. I 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $310,370 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($89,719)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

Personnel and Operating Budget Reductions ($521,134)
-2.23

Eliminate the salary and benefits for the following two full-time positions:

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. 1 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $400,089 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($179,438)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

1300 Technical Services

90 Personnel and Operating Budget Reductions ($572,303)
-1.20

Eliminate the salary and benefits for the following full-time position:

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $514,665 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($203,519)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

Personnel and Operating Budget Reductions ($775,822)
-1.20

Eliminate the salary and benefits for the following full-time position:

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $718,184 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($407,038)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

1400 Public Services

Operating Budget Reductions ($87,556)
-0.03

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items:

534500 Equipment/Furniture ($11,353)
532700 Travel ($50,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

1400 Public Services

93 Personnel and Operating Budget Reductions ($137,556)
-0.03

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items:

534500 Equipment/Furniture ($11,353)
532700 Travel ($100,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

1500 Office of State Fire Marshall

Personnel and Operating Budget Reductions ($395,968)
-1.00

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $341,554 in the following line items:

534500 Equipment/Furniture ($23,386)
532700 Travel ($140,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

95 Personnel and Operating Budget Reductions ($325,968)
-1.00

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $271,554 in the following line items:

534500 Equipment/Furniture ($23,386)
532700 Travel ($70,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

Department Totals	($1,882,104)	($1,451,366)	(80)
	-4.56	-4.56	0
	8.02%	6.18%	0%

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

0 Reserves and Transfers

		House FY 02-03	Senate FY 02-03	Governor FY 02-03
96	Volunteer Safety Worker's Compensation Fund			
	Reduce the General Fund Appropriation to the Volunteer Safety Worker's Compensation Fund.	($2,500,000) NR	($2,500,000) NR	($2,500,000) NR
	Department Totals	**($2,500,000) NR**	**($2,500,000) NR**	**($2,500,000) NR**

0 Administration

97 Personnel Reduction — ($72,367) -2.00 — ($72,149) -1.50 [Vacant]

Eliminate salary and benefits for two vacant positions as follows:

Asst for Constituent Svs-#3100-0000-0016-020 - ($30,625)
Asst for Res & Policy-#3100-0000-0016-044 - ($28,408)

531511 Social Security Contributions - ($4,516)
531521 Reg. Retirement Contributions - ($2,952)
531561 Medical Insurance Contributions - ($5,866)

1110 Administration

98 Personnel Reduction — ($53,280) -1.00

Eliminate salary and benefits for one vacant position and reduce the salary of another vacant position as follows:

Asst for Res & Policy-#3100-0000-0016-034 - ($40,625)
Asst for Constituent Affr-#3100-0000-0016-020 - ($4,068)

531511 Social Security Contributions - ($3,419)
531521 Reg. Retirement Contributions - ($2,235)
531561 Medical Insurance Contributions - ($2,933)

Department Totals	House FY 02-03	Senate FY 02-03	Governor FY 02-03
	($72,367) -2.00	($53,280) -1.00	($72,149) -1.50
	10.87%	8%	10.83%

Office of Administrative Hearings

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

0 Administration & Operations

99 Personnel and Operating Budget Reductions — ($212,519) -3.00

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($44,031)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532850 Printing - ($12,200)
534600 Library and Learning Resources - ($4,619)

100 Personnel and Operating Budget Reductions — ($283,463) -3.00 — ($283,463) -4.00 [Vacant]

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($40,807)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532199 Misc Contractual Svs - ($12,500)
532700 Travel - ($28,871)
532900 Education Expense - ($5,069)
532850 Printing - ($23,257)
534500 Off. Furn, Equip & Computer Equip - ($8,790)
534600 Library and Learning Resources - ($12,500)

1100 Administration & Operations

101 432101 Receipts - Federal Reimbursement — ($10,000)

Increase federal receipts.

102 432101 Receipts - Federal Reimbursement — ($22,500) — ($22,500)

Increase federal receipts.

Department Totals	($305,963) -3.00	($222,519) -3.00	($305,963) -4.00
	11%	8%	11%

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

5 Information Technology Services

103	Operating Budget Reductions	($700,000)	($700,000)	($700,000)

Reduce the following accounts in FY 02-03:

532821 Computer/Data Processing Services/ITS Storage - ($500,000))

532821 Computer/Data Processing Services - ($200,000) (ITS Efficiency Processing)

1643 Taxpayer Assistance

104	Personnel Reductions	($228,295) -7.00		(8 0)

Eliminate salary, benefits, and operating cost for seven vacant positions:

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531511 Social Security Contributions/Approp - ($14,109)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

105 Personnel and Operating Budget Adjustments — ($579,295) -7.00

Eliminate salary, benefits, and operating cost for seven vacant positions:

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531311 Reg Temporary Wages - ($326,057)
531511 Social Security Contributions/Approp - ($39,052)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

1660 Examination & Collection

106 Operating Budget Reductions — ($615,300) (60)

Adjust the following line items in the division's budget:

531311 Regular Temporary Wages/Approp - ($200,000)
531511 Social Security Contribution/Approp - ($15,300)
532714 Transportation Ground/In State - ($100,000)
532715 Transportation Ground/Out of State - ($100,000)
532721 Lodging/In State - ($100,000)
532722 Lodging/Out of State - ($100,000)

1661 Project Collect Tax

107 Operating Budget Reductions — ($600,000) — ($600,000)

Adjust information technology services (532140).

1681 Administrative Services

108 Operating Budget Reductions ($386,150)

Adjust the following accounts in FY 02-03:

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery -
Postal Meters - ($100,000)

532850001 Forms (Tax Returns) - ($250,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

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109 Operating Budget Reductions ($836,150)

Adjust the following accounts in FY 02-03:

($20,000)

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery - Postal Meters
(Forms) - ($200,000)

532840003 Postage, Freight & Delivery -
Postal Meters - ($100,000)

532850001 Forms (Tax Returns) - ($500,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

85 Documents and Payments Processing

110 Personnel and Operating Budget Reductions ($384,592)
-12.00

Eliminate salary, benefits, and operating cost for twelve vacant positions:

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0090-852 - ($19,105)
Data Entry Specialist-#4787-0000-0090-899 - ($23,609)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

531511 Social Security Contribution/Approp - ($23,727)
531521 Reg Retirement Contributions/Approp - ($15,508)
531561 Med Insurance Contributions/Approp - ($35,196)

Personnel and Operating Budget Reductions — ($1,558,317) -10.00

Eliminate salary, benefits, and operating cost for ten vacant positions:

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

($1,000,000)

531311 Reg Temporary Wages/Approp - ($1,140,463)
531511 Social Security Contribution/Approp - ($107,762)
531521 Reg Retirement Contributions/Approp - ($13,410)
531561 Med Insurance Contributions/Approp - ($29,330)

16XX Utilities Franchise

112 Personnel and Operating Budget Reduction — ($83,663) -2.00 — ($83,663) -2.00

Transfer two (2) positions and operating budget responsible for collection and distribution of taxes collected on utilities for municipalities in the Examination and Collection Division from the General Fund to receipt- support in a division to be established - Utilities Franchise.

Revenue Tax Auditor I-#4784-0000-0076-526 - ($36,144)
Inform Processing Tech-#4784-0000-0076-549 - ($32,917)

531511 Social Security Contributions/ Approp - ($5,283)
531521 Reg Retirement Contributions/ - Approp - ($3,453)
531561 Med Insurance Contributions/Approp - ($5,866)

Department Totals	($2,382,700) -21.00	($4,972,725) -19.00	($1,720,000)
	2.98%	6.37%	2.20%

Rules Review Commission

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1100 Administration

113 Operating Budget Reductions ($9,981) ($35,724) −0.10 [Filled]

Reduce funds for FY 02-03 in the following accounts:

532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

Operating Budget Reductions ($25,981)

Reduce funds for FY 02-03 in the following accounts:

531651 Compensation to Board Members - ($12,000)
532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532731 Bd/Non-Employee Transportation - ($3300)
532732 Bd/Non-Employee Subsistence - ($700)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

Department Totals	($9,981)	($25,981)	($35,724) −0.10
	3.07%	8%	11%

1110 Administration

No Reductions

115	Operating Budget Reduction	($29,649)	($29,649)

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

116	Personnel and Operating Budget Reductions	($64,478) -1.00	($64,478) -1.00

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000.

1210 Corporations

117	Personnel Reduction	($137,147) -1.00	($137,147) -1.00

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621.

118	Personnel and Operating Budget Reductions	($52,224) -2.00	($52,224) -2.00

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions.

1220 Uniform Commercial Code

119	Personnel and Operating Budget Reductions	($55,817) -2.00	($55,817) -2.00

Eliminate the salary and benefits for the following positions:

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

10 Administration

No Reduction

115	Operating Budget Reduction	($29,649)	($29,649)

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

116	Personnel and Operating Budget Reductions	($64,478) -1.00	($64,478) -1.00

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000.

1210 Corporations

117	Personnel and Operating Budget Reductions	($52,224) -2.00	($52,224) -2.00

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions.

118	Personnel Reduction	($137,147) -1.00	($137,147) -1.00

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621.

1220 Uniform Commercial Code

119	Personnel and Operating Budget Reductions	($55,817) -2.00	($55,817) -2.00

Eliminate the salary and benefits for the following positions:

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

1240 Business License Information Office

120	Program Elimination	($376,574) -7.00	

Eliminate the Business License Information Office. With the elimination of this program, the salaries and benefits ($306,118) for seven filled positions including the Director, a Processing Assistant IV, and 5 Business License Consultants, will be eliminated as well as the operating cost ($70,456) for the program.

531211 Salaries - ($247,127)
531461 Longevity - (5,236)
531511 Social Security - ($20,004)
531521 Retirement - ($12,618)
531561 Medical - ($21,132)
532140 Systems Implementation ($28,897)
532333 Repairs-Other Equip ($100)
532430 Maintenance-Equip ($1,000)
532490 Maintenance-Other ($500)
532512 Rent/Lease Bldings($250)
532714 Transp-Grnd-In-State ($400)
532721 Lodging-In-State ($100)
532724 Meals -In-State ($50)
532811 Telephone Service ($17,264)
532821 Computer/Data Proc Serv ($7,000)
532840 Postage ($862)
532850 Printing & Binding ($8,933)
532930 Registration Fees ($1,000)
533110 General Office Supplies ($2,000)
533900 Other Materials & Supplies ($1,000)
534521 Office Equipment ($300)
535830 Membership Dues & Subscrip ($900)
434310 Sale of Publications ($100)

1300 Notary Public

121	Operating Budget Reduction	($5,766)	($5,766)

Reduce the operating budget for computer/data processing services (532821).

1400 Land Records

122	Operating Budget Reduction	($200)	($200)

Reduce operating budget for computer/data processing (532821).

Department Totals	**($345,281)** **-6.00**	**($721,855)** **-13.00**
	4.13%	8.62% 0

Governor's Recommended Budget = $971,355 in addl revenue
① Authentication Rate Decrease ($30,000)
② Corporations Division Rate Inc $175,000
③ Securities Rate Increase $426,355 ④ Notary Public Comm $400,000

State Board of Elections

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1100 Administration

123 Operating Budget Reductions — ($40,378) — ($95,514) operating budget

Reduce operating budget for other admin. supplies (533190).

1100 Information Systems

124 Personnel Reduction — ($40,378) -1.00

Eliminate the salary and benefits for one filled Elections Investigator position (8025-0000-0000-010).

1200 Campaign Reporting

125 Operating Budget Adjustment

Provide funds for one-stop voting. — $250,000 NR — $250,000 NR

Department Totals			
	($40,378)	($40,378) -1.00	(95,514) 0
	$250,000 NR	$250,000 NR	30%

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1910 State Budget and Management

		House FY 02-03	Senate FY 02-03	Governor FY02-03
126	Operating Budget Reductions Reduce the operating budget for contractual services and equipment.	($60,000)	($60,000)	($100,000) add'l reduction in ABC Tours
127	Personnel Reductions Eliminate salary and benefits for the following three vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for five additional positions with a total cost of $246,140.	($426,400) -8.00		($426,400) -8
128	Personnel Reductions Eliminate salary and benefits for the following vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for two filled positions with a total cost of $102,576.		($282,836) -5.00	
	Department Totals	**($486,400)** **-8.00** 10.16%	**($342,836)** **-5.00** 7.16%	($526,400) -8 11%

1000 Departmentwide

129 Personnel and Operating Budget Reductions — ($919,891) -5.00 — ($1,034,877) -5.00 [Vacant]

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items:

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:

531211	Salaries	- $ 26,675
531461	Longevity	- $ 1,561
531511	Social Security Contributions	- $ 2,160
531521	Reg Retirement Contributions	- $ 1,412
532140	Information Technology Svs	- ($110,963)

Line Items:

532199	Misc Contractual Services	- ($1,600)
532332	Repairs to Computer Equipment	- ($500)
532390	Repairs - Other	- ($375)
532811	Telephone Service	- ($5,000)
532812	Telecommun Data Chg	- ($28,200)
532840003	Postage, Fr & Del - Postal Meter	- ($2,000)
532850	Print, Bind, Duplicate	- ($9,000)
532860	Advertising	- ($1,400)
532930	Registration Fees	- ($5,000)
532941	Emp Education Assist Prog	- ($500)
532942	Other Employee Educational Exp	- ($4,500)
533110	Office Supplies	- ($10,000)
533120	Data Processing Supplies	- ($1,500)
534521	Office Equipment	- ($7,500)
534522	Equip-Computers	- ($19,874)
534710	Computer Software	- ($14,000)
535830	Membership Dues & Subscriptions	- ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($178,425)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($56,000)

Personnel and Operating Budget Reductions — ($1,101,040) -5.00

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items:

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:

531211 Salaries	- $ 26,675
531461 Longevity	- $ 1,561
531511 Social Security Contributions	- $ 2,160
531521 Reg Retirement Contributions	- $ 1,412
532140 Information Technology Svs	- ($110,963)

Line Items:

532140	Information Technology Services - ($150,000)
532332	Repairs to Computer Equipment - ($500)
532390	Repairs - Other - ($375)
532811	Telephone Service - ($5,000)
532812	Telecommun Data Chg - ($28,200)
532840003	Postage, Fr & Del - Postal Meter - ($2,000)
532850	Print, Bind, Duplicate - ($9,000)
532860	Advertising - ($1,400)
532930	Registration Fees - ($5,000)
532941	Emp Education Assist Prog - ($500)
532942	Other Employee Educational Exp - ($4,500)
533110	Office Supplies - ($10,000)
533120	Data Processing Supplies - ($1,500)
534521	Office Equipment - ($7,500)
534710	Computer Software - ($14,000)
535830	Membership Dues & Subscriptions - ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($251,989)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($35,059)

	House FY 02-03	Senate FY 02-03	Governor FY 02-03
Department Totals	($1,101,040) -5.00 9.58%	($919,891) -5.00 8%	($1,034,877) -5.00 9%

Treasurer

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1210 Investment Management

No Reduction

131	Personnel and Operating Budget Reductions	($476,548) -1.00	

Eliminates the salary and benefits for a vacant position and reduces the operating budget for financial/audit services.

Office Assist. 3410-2611-2200-158 - ($30,073)
532120130 Market Research - ($331,000)
532120 Financial/Audit Services - ($115,475)

132	Personnel Reduction		($361,073) -1.00

Eliminate the salary and benefits for a vacant position and reduce Market Research funds:

Office Assist. 3410-2611-2200-158 - ($30,073)

532120130 Market Research - ($331,000)

1310 Local Government

	Operating Budget Reductions	($75,413)	($75,413)

Reduce the following line items:

532512 Rent - ($50,000)
532821 Computer/Data Processing Svcs - ($25,413)

1510 Banking

134	Personnel Reduction	($25,384) -1.00	($25,384) -1.00

Eliminate the salary and benefits for a vacant Accounting Clerk III position (3410-2611-2200-145).

Department Totals	**($577,345)** **-2.00** 8%	**($461,870)** **-2.00** 6.4%	($0) 0

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1412 Gen Fund Contribution to Fire Pension Fund

135	Reduce Contribution to Fire Pension Fund	($5,248,601)	($5,248,601)	($4,200,000)

Reduces the General Fund contribution to the Firemen's Pension Fund. Based on the fund's valuation report, the fund can sustain a reduction at this level and also support a benefit enhancement.

Department Totals	**($5,248,601)**	**($5,248,601)**	**($4,200,000)**
	42.49%	42.49%	33.93%

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

July 24, 2002
12:00 Noon

MINUTES

The Joint Appropriations Subcommittee on General Government met Wednesday, July 24, 2002, at 12:00 Noon in room 425 of the Legislative Office Building. The following Representatives were in attendance: Chairs Maggie Jeffus and Wilma Sherrill, Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson. A visitor registration list is attached and made part of the minutes.

Representative Jeffus, presiding chair, welcomed the pages, Ms. Catherine Trottmann and Ms. Allison Jessup of Wake County and sponsored by Representative Bill Culpepper.

Representative Jeffus asked the committee to keep in mind that now is the time to offer any amendments, as long as they are kept within the General Government area and have the votes. If you move something around you have to replace it with something else to make sure to balance. Rep. Sherrill announced that she is working on some amendments that are not ready. She would like to reserve the right to submit them at a later meeting.

The Committee will be working with the same handout from the July 23rd meeting, House/Senate Comparison Report and Governor's Recommended Reductions, FY 2002-03, July 22, 2002. (Attachment 1)

ADMINISTRATION: (Pages 1J-12J)

Representative Jeffus called for questions. Ms. Michele Nelson, Staff, called their attention to Page 4J

Representative Jeffus asked that all those in favor of accepting the Department of Administration recommendation say "I", opposed "No". The "I,s" have it.

Ms. Michele Nelson, Staff, called their attention to Page 4J, the recommended adjustment was under number 12, the filled position category, HR Partner, Parttime, change the salary level there to $76, 565. Then make an adjustment in Social Security and Retirement and that would be $96.40. To keep the reduction in the same amount, $804 difference and the $96.40 difference, they will increase the reduction in the Model

Coop Program which is now $8, 118.00 and that will be adjusted to $9,018. That would be a 9.92 percent reduction.

Representative Sherrill moved that they accept the change. Motion carried.

Representative Jeffus stated that since a change was made, will have to revote on the total package. Vote passed.

AUDITOR: (Page 13J)

Representative Jeffus called for questions on changes or amendments. Representative Adams made a motion to accept the House recommendation. Motion carried.

CULTURAL RESOURCES: (Pages 14J-29J)

Will skip until next meeting when the amendments will be ready.

CULTURAL RESOURCES – ROANOKE ISLAND COMMISSION: (Page 30J)

Representative Jeffus called for comments. Representative Sherrill moved that they accept the House version of the budget. Motion carried.

GENERAL ASSEMBLY: (Pages 31J-34J)

Ms. Michele Nelson stated that the only changes are in Items 77 and 78, first paragraph. The Senate eliminates salary and benefits for six vacant positions, eliminates two additional vacant positions in the President Pro Tempore Office, and reduces line items. The House eliminates salary and benefits for six vacant positions, eliminates four additional vacant positions in the President Pro Tempore Office and in the House, and reduce line items. Representative Setzer made the motion to accept the House version of the General Assembly budget. Motion carried.

GOVERNOR: (Page 35J)

Will skip this budget today.

INSURANCE: (Page 36 J)

Representative Setzer moved that they accept the House recommended budget. Motion carried.

INSURANCE – WORKERS' COMPENSATION FOR VOLUNTEERS: (Page 40J)

Representative Wilson moved to accept. Motion carried.

LIEUTENANT GOVERNOR: (Page 41J)

Representative Setzer moves that they accept the House recommendation for the Lieutenant Governor's Office. Motion carried.

OFFICE OF ADMINISTRATIVE HEARINGS: (Page 42 J)

Representative Setzer moves that they accept the House's recommendation for the Office of Administrative Hearings. Motion carried.

REVENUE: (Pages 43 J – 47 J)

Ms. Michele Nelson stated that on Page 47 J the total has changed a little The change is a reduction on Page J 45, Telephone Service. The total on Page J 47 would be $2,384,400 instead of $2,382,700.

Ms. Nelson continued that on page 47J under Utilities Franchise has been changed. The sub-total is changed from $83,663 to $83,860.

Rep. Lucas made the motion for the changes to be accepted. Motion carried.

RULES REVIEW COMMISSION: (Page 48 J)

Representative Wilson moves that they accept the House's recommendation for the Rules Review Commission. Motion carried.

SECRETARY OF STATE: (Pages 49 J- 51 J)

Representative Sherrill stated that she would like to withdraw her hold on the Secretary of State and move forward.

Representative Adams moves that they accept the House's recommendation for the Secretary of State. Motion carried.

BOARD OF ELECTIONS: (Page 52 J)

They skipped Board of Elections until later.

STATE BUDGET & MANAGEMENT: (Page 53 J)

Representative Sherrill moved that they accept the House's recommendation for State Budget & Management. Motion carried.

STATE CONTROLLER: (Pages 54 J-55 J)

Representative Wilson moved to accept the House's recommendation for the State Controller. Motion carried.

TREASURER: (Page 56 J)

Representative Lucas moved to accept the House's recommendation for the Treasurer. Motion carried.

TREASURER – RETIREMENT FOR FIRE AND RESCUE S: (Page 57 J)

Representative Sherrill moved to accept the House's recommendation. Motion carried.

The Committee will do Cultural Resources, Board of Elections, and the Governor's Office at their next meeting.

Representative Jeffus asked the committee members to watch their e-mails for the announcement of the next meeting date and time.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

Rep. Maggie Jeffus
Representative Margaret (Maggie) M. Jeffus
Chair

Mary Lee Robinson
Mary Lee Robinson
Committee Assistant

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on Gen'l Gov't — Wednesday, July 24, 2002

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Margaret McNary	Intern
Islam	DOR
Willie Riddick	DOR
Vicky Young	OSA
Donna Rosfield	DCR
Renee Vance	DCR
Carl Goodwin	OSA
Stella McKenney	DOI
Dave Brown	OSBM
Carolyn Myrick	DOT
George Milsaps	DOA

Attachment 1

General Government

House/Senate Comparison Report
And
Governor's Recommended Reductions

FY 2002-03

July 22, 2002

House/Senate Comparison Report

Administration

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1111 Secretary's Office

1 Personnel and Operating Budget Reductions — ($253,176) -5.00 — ($253,176) -5

Eliminate the salary and benefits for the following two vacant positions:

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following two filled positions:

Comm. Services Con. - 4101-0000-0000-067 - ($47,112)
Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

2 Personnel and Operating Budget Reductions — ($206,064) -4.00

Eliminate the salary and benefits for the following two vacant positions:

Info. Comm. Spec. II - 4101-0000-0000-094 - ($31,161)
Statician - New position - ($47,247).

Eliminate the salary and benefits for the following filled position:

Admin. Assistant - 4101-0000-0000-087 - ($38,507).

The reduction will also transfer the salaries and benefits ($73,020) for the Chief of Local Regional Affairs position (4101-0000-0000-086) to a receipt-support.

The operating budget reduction in miscellaneous contractual services (532199)is $16,129.

1121 Fiscal Management

3	Personnel Reductions		($76,018) -2.00	

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

4	Personnel and Operating Reductions	($77,857) -2.00		($77,857) -2

Reduces the operating budget for office supplies (533110) by $1,839. Also eliminates the salary and benefits for the following two vacant positions:

Proc. Assistant V - 4118-0000-0000-341 - ($40,296)
Accounting Clerk V - 4118-0400-0000-328 - ($35,722).

1122 Human Resources Management

5	Personnel Reductions	($108,037) -2.00	($108,037) -2.00	($108,037) -2

Eliminate the salary and benefits for the following two filled positions:

Staff Dev. Spec. III - 4117-0000-0000-103 - ($53,286) Personnel Analyst II - 4117-0000-0000-102 - ($54,751)

1241 Management Information Systems

6	Operating Budget Reductions	($2,250)	($2,250)	($2,250)

Reduce the operating budget for other employee education expenses (532942).

1264 Agency for Public Telecommunications

7	Transfer Personnel to Receipt Support	($107,573) -3.00		

Transfer salaries and benefits for three positions to receipt-support. Budgeted receipts will be increased by a corresponding amount.

8	Operating Budget Reductions	($158,529)		

Reduce budget for equipment, travel, communications and supplies.

9 Eliminate the NC APT — ($1,064,408) -18.00 — ($1,066,448) -18

Eliminates the Agency for Public Television as recommended by the Governor. This action eliminates the division's Executive Director, Deputy Director, and the Operations Director. It also eliminates an Administrative Assistant II, a vacant Processing Assistant III, an Information and Communications Specialist I, a Media Technician, four TV Producer Director Is, three TV Producer Director IIs, two TV Producer Director IIIs (one of which is vacant), and a vacant Television Engineer I and one Television Engineer III. The division's receipts and operating budget will also be eliminated.

Requirements	($1,569,266)
Receipts	$504,858
Appropriation	($1,064,408)

1280 Mail Service Center

10 Operating Budget Reductions — ($18,368) — ($18,368) — ($18,368)

Reduce the operating budget for information technology services (532140).

[redacted] Office of State Personnel

11 Personnel and Operating Budget Reductions — ($680,814) -11.50

8%

Eliminate salary and benefits for nine vacant and 2.50 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369)

531511 Social Security Contributions - ($39,199)
531521 Reg Retirement Contributions - ($25,621)
531561 Med Insurance Contributions - ($32,263)
532700 Travel - ($500)
532500 Rent/Lease - ($3,454)
536905 Model Co-op Program - ($30,000)

Administration

	House FY 02-03	Senate FY 02-03	Governor FY 02-03
12 Personnel and Operating Budget Reductions	($827,853) -15.30 9.82%		($927,302) -17.00 11%

Eliminate salary and benefits for nine vacant and 6.3 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-320 - ($35,535)
HR Partner-#4000-0500-0004-629 - ($48,321)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369)
HR Partner-#4000-0500-0004-946 - ($36,396)
HR Partner, PT (.80)-#4000-0500-0004-984 - ($42,935)

531511 Social Security Contributions - ($51,683)
531521 Reg Retirement Contributions - ($33,780)
531561 Med Insurance Contributions - ($43,995)
532500 Rent/Lease - ($8,117)
532942 Other Services/Training - $30,000
536905 Model Co-op Program - ($8,118)

13 Program and Personnel Transfer	($69,949) -1.00	

Transfer the HR Partner for Industrial Hygiene position and employee with salary, related benefits, and operating costs to the Department of Labor to consolidate industrial hygiene services to state agencies/universities.

1411 State Construction

14 Personnel and Operating Budget Reductions — ($361,033) -5.00 — ($361,033) -5

Eliminate the salary and benefits for the following three vacant positions:

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget by $42,352 in the following line items:
532140 Information Technology Services ($5,000)
532821 Computer/Data Processing ($10,000)
532199 Miscellaneous contractual services ($27,352).

15 Personnel and Operating Budget Reductions — ($343,099) -5.00

Eliminate the salary and benefits for the following three vacant positions:

Office Assistant IV - 4149-0000-0006-161 - ($28,757)
Bldg System Eng. III - 4149-0000-0006-029 - ($72,396)
Chief Design Review - 4149-0102-0006-080 - ($89,288)

The reduction also eliminates two new, vacant Building System Engineer positions for $128,240 in salaries and benefits and the operating budget for computer/data processing expenses (532821) and miscellaneous contractual services (532199) by $24,418

1412 State Property

16 Personnel and Operating Budget Reductions — ($90,911) -2.00 — ($90,911) -2

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $12,000 in the following line items:

534522 Computer Equipment ($8,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

17	Personnel and Operating Budget Reductions		($88,911) -2.00	

Eliminate the salary and benefits for the following two vacant positions:

Proc. Assistant IV - 4150-0000-0006-271 - ($29,908)
Applications Prog.II - 4150-0000-0006-288 - ($49,003).

Also reduces the operating budget by $10,000 in the following line items:

534522 Computer Equipment ($6,000)
534710 Computer Software ($2,000)
532942 Employee Education Expense ($2,000)

1416 Building Commission

18	Operating Budget Reductions	($18,000)	($18,000)	($18,000)

Reduce the frequency of the meetings per year to quarterly, thereby reducing the operating budget in the following line items:

531651 Bd. Member - Per Diem ($5,000)
532731 Bd. Member - Transportation ($6,450)
532732 Bd. Member - Subsist.($4,000)
532430 Maint. Agreement - Equip ($285)
532840 Postage ($476)
532850 Printing ($618)
532930 Registration Fees ($500)
533110 Office Supplies ($271)
533190 Other Supplies ($200)
535900 Other Expenses ($200).

Currently, the Commission meets monthly. Reducing the meetings to quarterly is consistent with the statutory requirement in G.S. § 143-135.25(d) that they meet at least four times per year.

1421 Facilities Management

19	Operating Budget Reductions		($1,115,798)	

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,000,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

20 Operating Budget Reductions — ($1,430,860) — ($1,230,860)

Reduce the utilities budget, due to energy saving efficiency measures that have been implemented, and the operating budget as follows:

532210 Electricity ($1,090,000)
532220 Gas ($50,000)
532310 Repairs ($125,062)
532333 Repairs-Other Equipment ($50,000)
534522 Computer Equipment ($20,000)
534539 Other Equipment ($30,000)
534541 Vehicles - Trucks ($16,000)
535900 Other Expenses ($42,673)
532140 Information Tech. Services ($5,000)
532942 Employee Education Expense $(2,125)

21 Personnel Reductions — ($294,401) -10.00 — ($294,401) -10.00 — ($294,401) -10

Eliminate the salary and benefits for the following 10 vacant positions:

HVAC Mechanic - 4151-0000-0008-428 - ($39,398)
Electrician II - 4151-0000-0008-462 - ($31,967)
Office Asst. - 4151-0000-0013-043 - ($32,265)
Plumber II - 4151-0000-0013-056 ($33,210)
Housekeeper - 4151-0304-0008-418 - ($22,863)
Electrician I - 4151-0304-0008-420 ($26,765)
Carpenter - 4151-0305-0008-486 - ($33,519)
Hskg. Supv. - 4151-0400-0009-335 ($25,913)
Housekeeper - 4151-0400-0009-376 ($23,825)
Housekeeper - 4151-0400-0009-405 ($24,676)

1511 Purchase and Contract

22 Personnel and Operating Budget Reductions — ($428,303) -5.00 — ($428,303) -5

Eliminates the salary and benefits for five vacant positions as follows:

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303)
Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $143,136 as follows:

532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534511 Office Furniture ($4,000)
534522 Computer Equipment ($55,236)
534521 Office Equipment ($10,000)
534539 Other Equipment ($3,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

23 Personnel and Operating Budget Reductions — ($406,067) -5.00

Eliminates the salary and benefits for five vacant positions as follows:

Proc. Spec. III - 4108-0201-0006-564 - ($73,273)
2 Proc. Spec. II - 4108-0402-0006-735/746 - ($95,249)
Chief of Purchasing - 4108-0406-0006-743 - ($89,303)
Proc. Assistant IV - 4108-0503-0006-947 - ($27,342).

Also reduces the operating budget by $120,900 as follows:
532140 Information Tech. Services- ($15,000)
532310 Repairs ($4,000)
532333 Repairs ($3,000)
532522 Rent/Lease DP Equipment ($3,000)
533720 Education Supplies ($1,400)
532860 Advertising ($5,500)
532513 Rent/Lease Other Facilities ($301)
534522 Computer Equipment ($40,000)
534521 Office Equipment ($10,000)
533110 Office Supplies ($10,000)
532140 Information Tech. Services ($18,699)
532714 Travel - Ground Trans. ($5,000)
532721 Travel - Lodging ($5,000)

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1731 Council for Women

24	Personnel Reductions	($45,953) -1.00	($45,953) -1.00	($45,953) -1

Eliminate the salary and benefits for one filled Social Research Associate I position (4116-0800-0014-060).

1732 Displaced Homemakers

25	Personnel Reductions and Changes in Funding Source	($69,657) -1.00	($69,657) -1.00	($69,657) -1

Eliminate the salary and benefits for the following filled position:

Soc. Research Assoc. - 4116-0000-0014-023 - ($43,149).

The reduction also converts $26,508 of the operating budget for other expenses (535900) to receipt-support.

1741 Human Relations

26	Personnel Reductions	($31,618) -1.00	($31,618) -1.00	($31,618) -1

Eliminate the salary and benefits for one vacant Program Assistant V position (4135-0300-0011-901).

1742 MLK Commission

27	Operating Budget Reductions	($5,234)	($5,234)	($5,234)

Reduce the operating budget for office equipment (534521).

1761 Youth Involvement Office

28	Youth Internship Program Reduction	($81,403)	($81,403)	($839,955 -11

Reduce the funding for the summer internship program by 25%.

29	Personnel Reductions	($35,505) -1.00	($35,505) -1.00	

Eliminate the salary and benefits for a vacant Office Assistant V position (4138-0000-0000-571).

Administration

		House FY 02-03	Senate FY 02-03	Governo FY 02-03
1771 Veterans Affairs				
30	Reduction in Veterans' Scholarship Program	($250,000)	($188,888)	($250,000)
	Reduce the funding for the scholarship program.			
31	Personnel Reductions	($170,247) -5.00	($170,247) -5.00	($0)
	Eliminates the salary and benefits for the following five vacant positions: Office Assistant - 4127-0606-0107-500 - ($32,817) Proc. Assistant III - 4127-0606-0307-610 - ($26,247) Vet. Serv. Off. - 4127-0606-0307-644 - ($40,801) Proc. Assist. IV - 4127-0606-0207-808 - ($27,128) Vet. Serv. Off. 4127-0606-0307-670 - ($43,254)			
1781 Domestic Violence Program				
32	Personnel Reductions		($50,317) -1.00	($50,317) -1
	Eliminate the salary and benefits for a Community Development Specialist I position (4148-0000-0014-127), which is filled.			
1[redacted] Ethics Board				
33	Operating Budget Reductions	($11,000)	($11,000)	($11,000)
	Reduce the operating budget for other expenses line item (535900).			
1811 GACPD				
34	Personnel Reductions	($62,643) -1.00	($62,643) -1.00	($62,643) -1
	Eliminate the salary and benefits for one vacant Attorney II position (4140-1540-0000-439).			
1861 Indian Affairs				
35	Personnel Reductions	($29,779) -1.00	($29,779) -1.00	($29,779) -1
	Eliminate the salary and benefits for one vacant Processing Assistant III position (4110-0903-0014-323).			

Departmentwide

36 Personnel Reductions — ($361,180) -11.50 (80)

Eliminate the salary and benefits for 11.5 vacant positions throughout the department.

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Plant. Maint. Supv I 4151-0303-0008-101- ($53,502)
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)
HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

1781 Domestic Violence Program
Human Serv. Coord. II - 4116-0800-0014-097 - ($35,858).

37 Personnel Reductions — ($407,282) -13.50

Eliminate the salary and benefits for 13.5 vacant positions throughout the department.

1280 Mail Service Center
.5 Admin. Secretary II 4131-0000-0010-900 - ($16,290)

1421 Facility Management
Plant. Maint. Supv I 4151-0303-0008-101- ($53,502)
Gen. Utility Wkr. - 4157-0200-0008-150 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-012 - ($23,008)
Gen. Utility Wkr. - 4157-1100-0013-011 - ($23,008)
Gen. Utility Wkr. - 4157-0200-0008-144 - ($23,387)
Plumber II - 4151-0000-0013-058 - ($31,848)
HVAC Mechanic - 4151-0305-0008-104 - ($35,108)
HVAC Mechanic - 4151-0000-0013-033 - ($32,186)
HVAC Technician - 4151-0000-0009-443 - ($34,695)

1511 Purchase and Contract
Processing Assistant IV 6826 ($29,282)

1623 State Capitol Police
Property Guard 4133-0700-0010-813 - ($23,239)
Property Guard 4133-0700-0010-793 - ($22,863)

1781 Domestic Violence Program
Human Serv. Coord .II 4116-0800-0014-097 - ($35,858)

Administration

	House FY 02-03	Senate FY 02-03	Governor FY02-03
Department Totals	($5,354,207) -71.80	($5,658,873) -86.00	($6,272,837) -84.00
OSP	($827,853) -15.30 9.82%	($680,814) -11.50 8%	($927,302) -17.00 11%
OSP Position Transfer to Dept. of Labor	($ 69,949) -1.00		
DOA	($4,456,405) -55.50 8.3%	($4,978,059) -74.50 9.27%	($5,345,535) -67.00 9.96%

	House FY 02-03	Senate FY 02-03	Governor FY02-03

[redacted] General Services

38	Operating Budget Reduction	($28,830)	($28,830)	($28,830)

Reduce the budget for printing the Single Audit reports ($7,000) and for staff training ($21,830).

1210 Field Audit

39	Reduce Contract Audit Funds	($500,000)	($500,000)	($860,606) includes contract funding for 3/5 Audits

Reduces funding for contract services for financial, performance, investigative and information system audits.

40	Operating Budget Reduction	($20,995)	($20,995)	($20,995)

Reduce the budget for the replacement of computer equipment.

41	Personnel Reduction		($37,283) -1.00	

[redacted]liminate the salary and benefits for one vacant Processing Assistant IV position (3300-0000-0000-180).

42	Personnel Reductions	($434,083) -9.00		($381,878) -9

Eliminate the salary and benefits for the following nine vacant positions:

Processing Asst.IV - 3300-0000-0000-180 ($37,283)
Asst. State Aud. II - 3300-0000-0000-217 ($63,285)
Asst. State Aud. II - 3300-0000-0000-115 ($56,784)
Asst. State Aud. II - 3300-0000-0000-182 ($50,405)
Asst. State Aud. II - 3300-0000-0000-185 ($50,240)
Asst. State Aud. I - 3300-0000-0000-216 ($44,403)
Asst. State Aud. I - 3300-0000-0000-228 ($44,385)
Asst. State Aud. I - 3300-0000-0000-265 ($43,649)
Asst. State Aud. I - 3300-0000-0000-310 ($43,649)

	House FY 02-03	Senate FY 02-03	Governor FY02-03
Department Totals	($983,908) -9.00	($587,108) -1.00	($1,299,099) -9
	8.33%	4.97%	11%

Office of the Secretary

43 Reduce Personnel — ($199,475) -3.00

($143,276) -3.75 [Vacant] Discont NC Awards Pgm

Eliminate salary and benefits for two (2) vacant positions, a position that will be vacant as of 6/30/02, and miscellaneous contractual services:

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683)
(6/30/02)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($11,853)

44 Personnel and Operating Budget Reductions — ($207,622) -3.00

Eliminate salary and benefits for three (3) vacant positions, and miscellaneous contractual services:

Administrative Officer-#4801-0100-0001-049 - ($42,625)
Admin Officer II-#4801-0100-0001-014 - ($54,434)
Personnel Supervisor I-#4801-0100-0001-029 - ($61,683)

531511 Social Security Contributions/Approp - ($12,144)
531521 Reg Retirement Contributions/Approp - ($7,937)
531561 Med Insurance Contributions/Approp - ($8,799)
532199 Misc. Contractual Services - ($20,000)

1120 Administrative Services

45 Operating Budget Reductions — ($66,657)

($131,001) -1.00 [Vacant] Reduce purchase of computers, Software & Servers.

Reduce funds for computer equipment (534522).

1210 Historical Resources - Administration

46 Operating Budget Reductions ($95,111) ($168,944) -1.00 [Filled] and reduce FFC by $89,839

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($5,900)
531511 Social Security Contributions/Approp - ($452)
532199 Miscellaneous Contractual Services - ($19,500)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($65,339)

47 Operating Budget Reductions ($141,186)

Reduce the following line items in the division budget:

531311 Regular Temporary Salaries/Approp - ($13,400)
531511 Social Security Contributions/Approp - ($1,025)
532199 Miscellaneous Contractual Services - ($33,000)
532390 Repairs-Other - ($1,000)
534522 Computer Equipment - ($2,920)
536901 First Flight Centennial Commission - ($89,841)

Scholarly Publications

48 Personnel and Operating Budget Reductions ($59,096) -1.00

Eliminate salary and benefits for one vacant position and reduce the following line items:

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)
532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($10,135)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

Cultural Resources

	House FY 02-03	Senate FY 02-03	Governor 1-11-03
49 Personnel and Operating Budget Reductions	($81,257) -1.00		($81,257) -1.00

Eliminate salary and benefits for one vacant position and reduce the following line items:

Accounting Clerk III-#4802-0200-0002-083 - ($20,672)

531311 Regular Temporary Salaries/Approp - ($3,424)
531511 Social Security Contribution/ Approp - ($1,843)
531521 Reg. Retirement Contributions/Approp - ($1,034)
531561 Med Insurance Contributions/ Approp - ($2,933)
532199 Miscellaneous Contractual Services - ($578)
532712 Transportation Air/Out of State - ($500)
532715 Transportation Ground/Out of State - ($295)
532721 Lodging/In State - ($100)
532722 Lodging/Out of State - ($800)
532725 Meals/Out of State - ($498)
532728 Miscellaneous Subsistence Out of State - ($100)
532840 Postage, Freight, Delivery - ($14,218)
532850 Print, Bind, Duplicate - ($32,296)
532860 Advertising - ($440)
534511 Furniture-Office - ($1,406)
534710 Computer Software - ($120)

1230 Archives and Records Management

50 Personnel and Operating Budget Reductions (\$269,192)
-3.17

Eliminate salary and benefits for vacant positions - three (3) full time and one part-time, and the following line items:

Archivist Supv-#4802-0302-0002-110 - (\$45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - (\$4,948)
Processing Asst IV-#4802-0303-0002-177 - (\$22,316)
Processing Asst IV-#4802-0304-0002-227 - (\$25,000)

531311 Reg. Temporary Salaries/Approp - (\$32,366)
531511 Social Security Contributions/Approp - (\$9,927)
531521 Reg. Retirement Contributions/Approp - (\$4,623)
531561 Med Insurance Contributions/Approp - (\$8,799)
532185 Waste Removal - (\$172)
532199 Miscellaneous Contractual Services - (\$150)
532230 Water and Sewer - (\$1,300)
532490 Maintenance Agreement - (\$1,500)
532512 Rent/Lease Buildings/Office - (\$5,235)
532590 Rent/Lease Other Prop. - (\$1,017)
532712 Transportation Air/Out of State - (\$2,700)
532714 Transportation Ground/In State - \$4,708)
532715 Transportation Ground/Out of State - (\$704)
532721 Lodging/In State - (\$5,048)
532722 Lodging/Out of State - (\$3,346)
532724 Meals/In State - (\$4,042)
532725 Meals/Out of State - (\$1,519)
532727 Miscellaneous Subsistence/In State - (\$1,210)
532728 Miscellaneous Subsistence/Out of State - (\$2,540)
532731 Board/Non Employee Transportation - (\$200)
532732 Board/Non Employee Subsistence - (\$100)
532821 Computer/Data - (\$4,135)
532860 Advertising - (\$500)
532942 Other Equipment - (\$2,440)
533110 General Office Supplies - (\$1,034)
533900 Other Materials and Supplies - (\$29,773)
534511 Office Furniture - (\$3,000)
534522 Computers - (\$7,000)
534539 Other Equipment - (\$26,775)
534630 Library Learning Resources - (\$1,410)
534710 Computer Software - (\$1,088)
535830 Membership dues and Subscriptions - (\$3,426)

51 Personnel and Operating Budget Reductions — ($370,139) -6.17

($370,139) -7.00 [4 Vacant] [3 Filled]

Eliminate salary and benefits for vacant positions - four (4) full time and one part-time; two (2) filled positions; and the following line items:

Vacant
Archivist Supv-#4802-0302-0002-110 - ($45,141)
Archivist, PT (.175)-#4802-0302-0002-149 - ($4,948)
Processing Asst IV-#4802-0303-0002-177 - ($22,316)
Processing Asst IV-#4802-0304-0002-227 - ($25,000)

Filled
Processing Asst III-#4802-0304-0002-222 - ($20,672)
Processing Asst III-#4802-0304-0002-224 - ($20,672)

531311 Reg. Temporary Salaries/Approp - ($32,366)
531511 Social Security Contributions/Approp - ($15,114)
531521 Reg. Retirement Contributions/Approp - ($8,013)
531561 Med Insurance Contributions/Approp - ($17,598)
532185 Waste Removal - ($170)
532199 Miscellaneous Contractual Services - ($150)
532230 Water and Sewer - ($1,300)
532490 Maintenance Agreement - ($1,500)
532512 Rent/Lease Buildings/Office - ($9,235)
532590 Rent/Lease Other Prop. - ($1,017)
532712 Transportation Air/Out of State - ($2,700)
532714 Transportation Ground/In State - $7,708)
532715 Transportation Ground/Out of State - ($704)
532721 Lodging/In State - ($5,048)
532722 Lodging/Out of State - ($3,346)
532724 Meals/In State - ($4,042)
532725 Meals/Out of State - ($1,519)
532727 Miscellaneous Subsistence/In State - ($1,210)
532728 Miscellaneous Subsistence/Out of State - ($3,540)
532731 Board/Non Employee Transportation - ($200)
532732 Board/Non Employee Subsistence - ($100)
532821 Computer/Data - ($4,135)
532860 Advertising - ($500)
532942 Other Equipment - ($3,364)
533110 General Office Supplies - ($1,034)
533900 Other Materials and Supplies - ($31,631)
534511 Office Furniture - ($3,000)
534522 Computers - ($9,000)
534539 Other Equipment - ($29,775)
534630 Library Learning Resources - ($1,410)
534710 Computer Software - ($1,088)
535830 Membership dues and Subscriptions - ($3,426)

1241 State Historic Sites

52 Personnel and Operating Budget Reductions ($586,197) -3.00 ($767,855) -10.00

[3 Vacant]
[7 filled]

Eliminate salary and benefits for three (3) vacant positions and the following line items:

Hist. Sites Specialist I-#4802-0401-0002-327 - ($32,163)
Historic Interpreter I-#4802-0415-0002-424 - ($20,125)
Historic Interpreter II-#4802--0421-0002-459 - ($31,384)

531311 Reg. Temporary Salaries/Approp - ($369,001)
531511 Social Security Contribution - ($34,630)
531521 Regular Retirement Contribution - ($4,183)
531561 Medical Insurance Contribution - ($8,799)
532185 Waste Removal - ($225)
532199 Miscellaneous Contractual Service - ($280)
532210 Electrical- ($1,000)
532220 Natural Gas/Propane - ($900)
532390 Repairs-Other - ($1,500)
532490 Maintenance Agreement - ($219)
532714 Transportation Ground/In State - ($3,000)
532721 Lodging/In State - ($200)
532724 Meals/In State - ($100)
532811 Telephone - ($2,000)
532812 Data Charge - ($224)
532840 Postage, Freight, Delivery - ($300)
532850 Print, Bind, Duplicate - ($17,000)
532860 Advertising - ($2,000)
533110 General Office Supplies - ($200)
533310 Gasoline - (35)
533320 Diesel Fuel - ($50)
533350 Motor Vehicle Replacement Part - ($50)
533900 Other Materials and Supplies - (6,129)
534610 Art and Artifacts - ($50,000)
534539 Other Equipment - ($500)

53 Personnel and Operating Budget Reductions ($652,839) -4.00

Eliminate salary and benefits for four (4) vacant positions and the following line items:

Hist. Sites Specialist I-#4802-0401-0002-327 - ($32,163)
Hist. Sites Mgr.II-#4802-0403-0002-346 - ($40,352)
Historic Interpreter I-#4802-0415-0002-424 - ($20,125)
Historic Interpreter II-#4802--0421-0002-459 - ($31,384)

531311 Reg. Temporary Salaries/Approp - ($369,011)
531511 Social Security Contribution - ($48,639)
531521 Regular Retirement Contribution - ($6,201)
531561 Medical Insurance Contribution - ($11,732)
532185 Waste Removal - ($225)
532199 Miscellaneous Contractual Service - ($280)
532210 Electrical- ($1,755)
532220 Natural Gas/Propane - ($900)
532390 Repairs-Other - ($1,500)
532490 Maintenance Agreement - ($238)
532714 Transportation Ground/In State - ($3,546)
532721 Lodging/In State - ($200)
532724 Meals/In State - ($100)
532811 Telephone - ($2,300)
532812 Data Charge - ($224)
532840 Postage, Freight, Delivery - ($300)
532850 Print, Bind, Duplicate - ($17,588)
532860 Advertising - ($2,000)
533110 General Office Supplies - ($200)
533310 Gasoline - (35)
533320 Diesel Fuel - ($5,000)
533350 Motor Vehicle Replacement Part - ($50)
533900 Other Materials and Supplies - (6,219)
534610 Art and Artifacts - ($50,000)
534539 Other Equipment - ($500)

1242 Tryon Palace

54 Personnel and Operating Budget Reductions — ($141,657) -4.00

Eliminate salary and benefits of three (3) vacant positions, a position that will be vacant as of 6/29/02, and reduce the following line items:

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
General Utility Worker-#4802-0500-0002-524 - ($19,127) (6/29/02)

531511 Social Security Contributions/ Approp - ($7,278)
531521 Reg Retirement Contributions/ Approp - ($4,757)
531561 Med Insurance Contributions/Approp - ($11,732)
532490 Maintenance Agreement-Other - ($27)
534539 Other Equipment - ($4,363)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

55 Personnel and Operating Budget Reductions — ($194,778) -5.00

($194,778) -7.00 [4 Vacant] [3 Filled]

Eliminate salary and benefits of five (5) vacant positions, and reduce the following line items:

Museum Security Guard-#4802-0500-0002-503 - ($21,420)
Museum Specialist/Hort.-#4802-0500-0002-504 - ($27,555)
Museum Specialist-#4802-0500-0002-531 - ($27,038)
Museum Guard Coord-#4802-0500-0002-515 - ($28,979)
General Utility Worker-#4802-0500-0002-524 - ($19,127)

531511 Social Security Contributions/ Approp - ($9,496)
531521 Reg Retirement Contributions/ Approp - ($6.206)
531561 Med Insurance Contributions/Approp - ($14,665)
532333 Repairs/Other Equipment - ($2,426)
532390 Repairs/Other - ($4,344)
532490 Maintenance Agreement-Other - ($5,810)
532714 Transportation/Grd-In State - ($4,687)
532912 Motor Vehicle Insurance - ($450)
533110 General Office Supplies - ($680)
533350 Motor Vehicle Replacement Parts - ($259)
534539 Other Equipment - ($3,276)
534610 Art and Artifacts - ($14,975)
534630 Library and Learning Resources - ($2,085)
535830 Membership Dues and Subscriptions - ($1,300)

1243 Capitol/Visitor Center

56 Personnel and Operating Budget Reductions — ($39,850) -0.25

Eliminate salary and benefits for one-quarter of a filled Museum Specialist position and reduce the following line items:

Museum Specialist-#4802-0600-0002-561 - ($7,375)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($2,347)
531521 Retirement Contributions - ($369)
532513 Rent of Conference Room - ($734)
532811 Telephone Service - ($903)
532850 Printing - ($1,627)
533900 Other Materials and Supplies - ($2,847)
534522 Equipment/Computers - ($350)

57 Personnel and Operating Budget Reductions — ($53,378) -0.75 (Governor: ($53,380) -1.0 [Filled])

Eliminate salary and benefits for three-quarters of a filled Museum Specialist position and reduce the following line items:

Museum Specialist-#4802-0600-0002-561 - ($22,125)

531311 Temporary Salaries - ($23,298)
531511 Social Security Contribution - ($3,475)
531521 Retirement Contributions - ($1,107)
531561 Med Insurance Contributions - ($2,933))
532850 Printing - ($440)

1245 NC Maritime Museum

58 Personnel and Operating Budget Reductions ($87,042)
-1.25

Eliminate salary and benefits of vacant positions - (1) full time, one reduced by one-quarter, and adjust line items as follows:

Nat. Sci. Curator I (.25)-#4802-1000-0002-896 - ($9,049)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($3,716)
531521 Reg Retirement Contributions/ Approp - ($2,429)
531561 Med Insurance Contributions/ Approp - ($2,933)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,295)
534522 Computers - ($7,000)
534539 Other Equipment - ($6,356)
535900 Other Expenses - ($3,000)

5[redacted] Personnel and Operating Budget Reductions ($119,683)
-2.00

($119,682)
-2.00
[1 Vacant]
[1 Filled]

Eliminate salary and benefits of two (2) vacant positions, and adjust line items as follows:

Nat. Sci. Curator I-#4802-1000-0002-896 - ($36,196)
Curator/Boatbuilding Tech-#4802-1000-0002-901- ($39,532)

531511 Social Security Contributions/Approp - ($5,793)
531521 Reg Retirement Contributions/ Approp - ($3,786)
531561 Med Insurance Contributions/ Approp - ($5,866)
532320 Repairs-Other Structures - ($3,000)
532331 Repairs-Motor Vehicles - ($2,045)
533240 Carpentry/Hardware - ($687)
533310 Gas - ($1,000)
533350 Motor Vehicle Parts - ($1,000)
533410 Food Supplies - ($2,000)
533900 Other Materials and Supplies - ($3,293)
534522 Computers - ($7,000)
534539 Other Equipment - ($5,485)
535900 Other Expenses - ($3,000)

1250 Historic Preservation

60 Personnel and Operating Budget Reductions — ($118,192) -2.00

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position and one filled Historic Preservation/Restoration Specialist II position, and reduce line items as follows:

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)

531511 Social Security Contributions/Approp - ($6,607)
531521 Retirement Contributions/Approp - ($4,319)
531561 Medical Insurance Contribution - ($5,866)
532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,826)

61 Personnel and Operating Budget Reductions — ($162,514) -3.00

($162,514) -9.00 [filled]

Eliminate salary and benefits for one vacant Historic Preservation/Restoration Supervisor position, and two filled Historic Preservation/Restoration Specialist II positions, and reduce line items as follows:

Hist Pres/Rest Supv-#4802-0701-0002-601 - ($54,434)
Hist Pres/Rest Spec II-#4802-0702-0002-615 - ($31,940)
Hist Pres/Rest Spec II-#4802-0702-0002-622 - ($37,350)

531511 Social Security Contributions/Approp - ($9,464)
531521 Retirement Contributions/Approp - ($6,187)
531561 Medical Insurance Contribution - ($8,799)
532188 Lawns and Grounds - ($2,200)
534522 Computers - ($12,140)

1290 Western Office

62 Personnel Reduction — ($42,878) -1.00 — ($42,878) -1.00

($37,554) -1.00 [Vacant]

Eliminate salary and benefits for one vacant position:

Hist. Pres/Rest. Spec I-#4802-0900-0002-854 - ($35,459)

531511 Social Security Contribution/Approp - ($2,713)
531521 Reg Retirement Contributions/Approp - ($1,773)
531561 Med Insurance Contributions/- Approp - ($2,933)

1320 Museum of Art

63 Personnel and Operating Budget Reductions — ($432,343) -9.50 — ($432,343) -10.00

[6 Vacant] [4 Filled]

Eliminate salary and benefits for 9.5 vacant positions and reduce the following line items:

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Office Asst IV-#4803-0200-0003-199 - ($26,176)
Volunteer Services Coord-#4803-0200-0003-147 - ($28,289)
Public Info Assistant-#4803-0200-0003-350 - ($25,000)

531511 Social Security Contributions/Approp - ($20,202)
531521 Reg. Retirement Contributions/Approp - ($9,290)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($26,394)

532199 Misc Contractual Services - ($13,753)
532390 Other Repairs - ($132)
532722 Lodging-Out of State - ($1,202)
532723 Lodging-Out of Country - ($61)
532728 Misc Travel/Out of State - ($500)
534522 Computer Equipment - ($1,000)
534539 Other Equipment - ($500)
534610 Art & Artifacts - ($87,000)
534630 Library & Learning Resources - ($1,414)

64 Personnel and Operating Budget Reductions — ($314,431) -6.50

Eliminate salary and benefits for 6.5 vacant positions and reduce the following line items:

Curator-#4803-0200-0003-095 - ($54,523)
Office Asst II(.50)-#4803-0200-0003-186 - ($9,991)
Security Officer I-#4803-0200-0003-242 - ($21,377)
Security Officer I-#4803-0200-0003-256 - ($22,365)
Computer Support Tech-#4803-0200-0003-259 - ($29,810)
Security Officer I-#4803-0200-0003-265 - ($24,551)
Museum Security Guard-#4803-0200-0003-292 - ($21,984)

531511 Social Security Contributions/Approp - ($14,122)
531521 Reg. Retirement Contributions/Approp - ($5,316)
531531 LEO Retirement/Approp - ($6,829)
531561 Medical Insurance Cont/Approp - ($17,598)

534610 Art & Artifacts - ($85,965)

1330 NC Arts Council

65	Operating Budget Adjustments	($495,177)	($495,177)	($680,868)

Reduce funds in the following line items and grant programs:

532714 Transportation Ground/In State - ($5,000)
532721 Lodging/In State - ($4,744)
532840 Postage, Freight & Delivery - ($16,000)
532850 Print, Bind, Duplicate - ($14,000)
536990 Basic Grants Program/Approp - ($284,309) ($400,809)
536996 Grassroots Arts Program - ($130,500) ($184,000)
536948 Lost Colony - ($20,312) ($27,929)
536971 Shakespeare Festival - ($20,312) ($27,529)

1340 NC Symphony

66	Personnel Reduction		($29,284) -1.00	

Eliminate salary and benefits for one vacant position:

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

67	Personnel and Operating Budget Reduction	($37,378) -1.00		($37,852) -1.00 [Vacant]

Eliminate salary and benefits for one vacant position, and adjust a line item as follows:

Office Assistant III-#4807-0400-0003-640 - ($23,392)

531511 Social Security Contributions/Approp - ($1,789)
531521 Reg Retirement Contributions/ Approp - ($1,170)
531561 Med Insurance Contributions/Approp - ($2,933)

532840 Postage/Freight and Delivery - ($8,094)

1360 Grants in Aid to the Arts

68	Operating Budget Reductions	($168,402)	($168,402)	($231,552)

Reduce grant budgets next fiscal year for:

536932 Vagabond School of Drama - ($3,788) ($ 5,209)
536935 NC State Art Society - ($606) ($ 833)
536937 NC Symphony Society, Inc - ($164,008) ($225,511)

1410 State Library Services

69 Personnel and Operating Budget Reductions — ($411,266) -5.95 — ($514,087) -9.00

[6 Vacant]
[3 Filled]

Eliminate salary and benefits of vacant positions - five (5) full time and one (1) part-time, and reduce the following line items:

Librarian II-#4804-0200-0004-152 - ($30,582)
Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($12,556)
531521 Retirement Contributions - ($7,530)
531561 Medical Contribution - ($17,598)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,167)

70 Personnel and Operating Budget Reductions — ($373,882) -4.95

Eliminate salary and benefits of vacant positions - four (4) full time and one (1) part-time, and reduce the following line items:

Library Assistant-#4804-0200-0004-180 - ($26,266)
Lib Clerk II, PT (.950)-#4804-0200-0004-196 - ($17,692)
Library Assistant-#4804-0400-0004-680 - ($25,326)
Processing Unit Supv V-#4804-0400-0004-694 - ($31,471)
Processing Assistant II-#4804-0400-0004-722 - ($19,210)

531311 Temporary Salaries - ($13,580)
531511 Social Security Contributions - ($10,217)
531521 Retirement Contributions - ($6,001)
531561 Medical Contribution - ($14,665)
532850 Printing and Binding - ($8,288)
534630 Library Learning Resources - ($201,166)

1480 State Library Statewide Programs

71 Operating Budget Reductions — ($1,329,173) — ($1,827,614)

Reduce the following accounts:

($301,811)*
($1,628,624)

532812 Telecommunications Data Charges - ($144,720)
536960 Aid to Counties - ($1,184,453)

72 Operating Budget Reductions ($409,804)

Reduce the following accounts:

532812 Telecommunications Data Charges - ($301,811)
536960 Aid to Counties - ($107,993)

1500 Museum of History

73 Personnel and Operating Budget Reductions ($445,627)
-4.32

Eliminate salary and benefits for vacant positions - four (4) full time and three (3) part-time, and reduce the following line items:

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($62,254)
531511 Social Security Contribution/Approp - ($13,232)
531521 Retirement Contributions/Approp - ($5,536)
531561 Medical Insurance Contributions - ($20,531)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532490 Maintenance Agreements - ($7,000)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($16,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($15,624)
532850 Print, Bind, Duplicate - ($17,745)
532860 Advertising - ($31,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($10,000)
533900 Other Materials and Supplies - ($44,000)
534511 Furniture-Office - ($8,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($4,000)
534528 Communications Equipment - ($12,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($15,000)
534610 Art and Artifacts - ($8,291)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Cultural Resources

	House FY 02-03	Senate FY 02-03	Governor FY 02-03
74 Personnel and Operating Budget Reductions	($612,738) -5.33		($612,736) -8.00 [Vacant]

Eliminate salary and benefits for vacant positions - five (5) full time and three (3) part-time, and reduce the following line items:

Museum Curator, PT (.025)-#4808-0801-0002-760 - ($1)
Associate Museum Curator-#4808-0801-0002-769 - ($31,998)
Office Asst IV,PT (.275)-#4808-0801-0002-798 - ($7,871)
Assoc Museum Curator-#4808-0802-0002-804 - ($29,354)
Housekeeper, PT (.025)-#4808-0802-0002-819 - ($418)
Museum Specialist-#4808-0804-0002-842 - ($27,038)
Office Assistant IV-#4808-0804-0002-845 - ($23,178)
General Utility Worker-#4808-0804-0002-848 - ($18,321)

531311 Reg Temporary Salary/Approp - ($71,254)
531511 Social Security Contribution/Approp - ($15,989)
531521 Retirement Contributions/Approp - ($6,888)
531561 Medical Insurance Contributions - ($23,464)
532192 Honorariums - ($15,000)
532310 Repairs-Buildings - ($4,583)
532331 Repairs-Motor Vehicles - ($2,500)
532390 Other Repairs - ($12,000)
532490 Maintenance Agreements - ($7,760)
532712 Transportation Air/Out of State - ($5,000)
532714 Transportation Ground/In State - ($30,000)
532722 Lodging/Out of State - ($5,000)
532840 Postage, Freight, Delivery - ($25,329)
532850 Print, Bind, Duplicate - ($25,000)
532860 Advertising - ($36,735)
532942 Other Employee Educational Expenses - ($4,545)
533110 General Office Supplies - ($14,000)
533900 Other Materials and Supplies - ($60,000)
534511 Furniture-Office - ($10,000)
534521 Office Equipment - ($4,500)
534522 Computers - ($8,000)
534528 Communications Equipment - ($32,000)
534539 Other Equipment - ($7,130)
534549 Other Motorized Vehicles - ($20,000)
534610 Art and Artifacts - ($17,602)
534630 Library Learning Resources Collections - ($6,160)
534710 Computer Software - ($2,120)
535830 Membership Dues - ($2,000)

Department Totals	($4,660,039) -47.70 7.81%	($4,794,666) -35.45 8%	($6,567,429) -71.75 11%

	House FY 02-03	Senate FY 02-03	Governor 7-1-02-03

Roanoke Island Commission

75	Operating Budget Reduction		($151,222)	($207,930)
	Reduce amount of funding transferred to Special Fund.			
76	Operating Budget reduction	($401,222)		
	Reduce amount of funding transferred to Special Fund.			
	Department Totals	**($401,222)**	**($151,222)**	**($207,930)**
		21.23%	8%	11%

Departmentwide

77 Personnel and Operating Budget Reductions ($1,514,904)
-8.00

Eliminate salary and benefits for six vacant positions, eliminate two additional vacant positions in the President Pro Tempore Office, and reduce line items.

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

78 Personnel and Operating Budget Reductions — ($1,514,904) / -10.00

Eliminate salary and benefits for six vacant positions, eliminate four additional vacant positions in the President Pro Tempore Office and in the House, and reduce line items.

Personnel - ($253,037):
531111 Regular Salaries/Approp - ($209,000)
531511 Social Security/Approp - ($15,989)
531521 Retirement - ($10,450)
531561 Med Insurance Contribution/Approp - ($17,598)

The following line items are reduced based upon an allowance for 24 weeks rather than 28 weeks of session:

Temporary Labor - ($1,261,867):
Senate
1110-531311 Regular Temporary Wages - ($339,006)
1110-531511 Social Security Contributions - ($25,937)
1110-531521 Reg Retirement Contributions - ($16,950)

House
1120-531311 Regular Temporary Wages - ($588,818)
1120-531511 Social Security Contributions - ($45,041)
1120-531521 Reg Retirement Contributions - ($29,439)

Administrative
1211-531311 Regular Temporary Wages - ($157,471)
1211-531511 Social Security Contributions - ($12,047)
1211-531521 Reg Retirement Contributions - ($7,874)

Fiscal Research
1214-531311 Regular Temporary Wages - ($1,247)
1214-531311 Regular Security Contributions - ($95)
1214-531521 Reg Retirement Contributions - ($62)

Building Maintenance
1215-531311 Regular Temporary Wages - ($33,629)
1215-531311 Regular Security Contributions - ($2,573)
1215-531521 Reg Retirement Contributions - ($1,681)

79	Operating Budget Reductions	($574,450)	($574,450)

Additional reductions based upon 24 weeks of session:

Member Subsistence Days - ($495,040):
Senate 1110-532727 Misc./In State - ($145,600)

House 1120-532727 Misc./In State - ($349,440)

Member and Staff travel - ($79,410):
Senate
1110-532714 Transp Air/Out State - ($15,669)

House
1120-532714 Transp-Ground/In-State - ($39,429)

Administrative
1211-532712 Transp Air/Out State - ($950)
1211-532714 Transp-Ground/In-State - ($1,131)
1211-532724 Meal/In State - ($50)
1211-532725 Meals/Out of State - ($1,033)
1211-532727 Miscellaneous Travel - ($2,217)

Bill Drafting
1212-532712 Transp Air/Out State - ($850)
1212-532714 Transp-Ground/In-State - ($500))
1212-532722 Lodging/out of State - ($633)
1212-532724 Meal/In State - ($250)
1212-532725 Meals/Out of State - ($500)

General Research
1213-532712 Transp Air/Out State - ($2,350)
1213-532714 Transp-Ground/In-State - ($500)
1213-532722 Lodging/out of State - ($1,000)
1213-532724 Meal/In State - ($400)
1213-532725 Meals/Out of State - ($1,033)

Fiscal Research
1214-532712 Transp Air/Out State - ($3,450)
1214-532714 Transp-Ground/In-State - ($1,800)
1214-532722 Lodging/out of State - ($1000)
1214-532724 Meal/In State - ($850)
1214-532725 Meals/Out of State - ($1,283)

Information Systems
1217-532712 Transp Air/Out State - ($1,250))
1217-532714 Transp-Ground/In-State - ($250)
1217-532724 Meal/In State - ($250)
1217-532725 Meals/Out of State - ($783)

General Assembly

	House FY 02-03	Senate FY 02-03	Governor 7-1-02-03
80 Additional Budget Reductions	($1,720,797)	($1,720,797)	

Temp Staff Work Schedule - ($1,155,917):
Senate
1110-531311 Regular Temporary Wages - ($374,924)
1110-531511 Social Security Contributions - ($28,682)
1110-531521 Reg Retirement Contributions - ($18,746)

House
1120-531311 Regular Temporary Wages - ($651,194)
1120-531511 Social Security Contributions - ($49,813)
1120-531521 Reg Retirement Contributions - ($32,558)

Central Temp Staff Work Schedule - ($157,608):
Administrative
1211-531311 Regular Temporary Wages - ($114,544)
1211-531511 Social Security Contributions - ($8,762)
1211-531521 Reg Retirement Contributions - ($5,727)

Fiscal Research
1214-531311 Regular Temporary Wages - ($907)
1214-531511 Social Security Contributions - ($69)
1214-531521 Reg Retirement Contributions - ($45)

Building Maintenance
1215-531311 Regular Temporary Wages - ($24,460)
1215-531511 Social Security Contributions - ($1,817)
1215-531521 Reg Retirement Contributions - ($1,223)

All Budgeted Agency Reserves - ($407,272):
Senate 1110-537195 Reserves - ($74,272)
House 1120-537195 Reserves - ($66,621)
Food Service 1216-537195 Reserves - ($1,000)
Legislative Res 1220-537195 Reserves - ($68,754)
Res and Transfers 1900-537195 Reserves - ($187,625)

Department Totals	**($3,810,151)**	**($3,810,151)**	($4,362,870)
	-10.00	-8.00	
	9.61%	9.61%	11%

1 Administration

		House FY 02-03	Senate FY 02-03	Governa FY02-03
81	Personnel Reductions	($206,585) -5.00	($206,585) -5.00	($286,879) -6

Eliminate the following vacant positions:

Executive Assistant - 3000-0000-0000-641 -($40,422)
2 Admin. Assist. - 3000-0000-0000-066/907s - ($86,966)
Pub. Info. Assist. IV - 3000-0000-0000-072 - ($29,547) Policy Assistant - 3000-0000-0000-332 - ($49,650).

1120 Dues to National Associations

82	Reduction in Dues	($168,001)		($181,131)

Reduce the dues paid to national associations.

83	Reduction in Dues		($168,001)	

Reduce the dues paid to national associations. The Governor's Office will continue to pays dues to NASBO-National Association of State Budget Officers, the Southern Governors Association, the National Governors Association, and the Uniform State Laws Commission. The Governor's Office will no longer pay dues for the Council of State Governments or the Southern Growth Policies Board.

1130 Intergovernmental Relations

84	Personnel Reductions	($97,817) -2.00	($97,817) -2.00	($97,817) -2

Eliminate salary and benefits for the following vacant positions:

Admin. Assist.- 3000-0000-0000-207 - ($32,058)
Military Liaison - 3000-0000-0000-205 - ($65,759).

1631 Raleigh Executive Residence

85	Personnel Reduction	($32,192) -1.00	($32,192) -1.00	($32,192) -1

Eliminate the salary and benefits for one vacant Receptionist position (3000-0000-0000-408).

Department Totals	**($504,595)** **-8.00** 12.3%	**($504,595)** **-8.00** 9.28%	($598,019) -9 10.9%

Administration

No Reductions

86 Personnel and Operating Budget Reductions — ($34,124) -0.10

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). Also reduces the operating budget by $29,953 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($17,500)
535800 Other Administrative Expense ($10,000)

87 Personnel and Operating Budget Reductions — ($51,624) -0.10

Eliminate the salary and benefits ($4,171) for a partial Insurance Regulatory Analyst position (3902-0000-0000-104). Also reduces the operating budget by $47,453 in the following line items:

534500 Equipment/Furniture ($2,453)
532700 Travel ($35,000)
535800 Other Administrative Expense ($10,000)

Company Services

88 Personnel and Operating Budget Reductions — ($431,415) -2.23

Eliminate the salary and benefits for the following two full-time positions:

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. 1 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $310,370 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($89,719)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

89 Personnel and Operating Budget Reductions ($521,134)
-2.23

Eliminate the salary and benefits for the following two full-time positions:

Ins Company Ex. I 3905-0000-0005-329 ($59,258)
Ins Company Ex. 1 3924-0000-0024-304 ($54,254)

Eliminate the salary and benefits for the following partial positions which are equivalent to .23 positions:

Ins Company Ex. I 3905-0000-0005-341 ($1,254)
Computer Trng Spec. 3922-0000-0004-073 ($1,523)
Ins Company Ex. I 3924-0000-0024-302 ($1,146)
Ins Company Ex. I 3924-0000-0024-303 ($1,163)
Ins Company Ex. I 3924-0000-0024-455 ($1,146)
Admin. Sec. III 3929-0000-0029-202 ($1,301)

Reduces the operating budget by $400,089 in the following line items:

534500 Equipment/Furniture ($80,651)
532700 Travel ($179,438)
535800 Other Administrative Expense ($20,000)
532900 Other Services ($75,000)
532800 Communication and Data Processing ($30,000)
533100 General Administrative Expense ($15,000)

1300 Technical Services

90 Personnel and Operating Budget Reductions ($572,303)
-1.20

Eliminate the salary and benefits for the following full-time position:

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $514,665 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($203,519)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

91 Personnel and Operating Budget Reductions ($775,822)
-1.20

Eliminate the salary and benefits for the following full-time position:

Ins Reg. Anal. I 3920-0000-0002-026 ($51,495)

Eliminate the salary and benefits for the following partial positions which are equivalent to .2 positions:

Proc. Assist. IV 3904-0000-0000-261 ($1,159)
Ins Reg. Anal. I 3913-0000-0001-222 ($1,954)
Ins Reg. Anal. I 3928-0100-0000-036 ($1,954)
Proc. Assist. III 3928-0200-0000-023 ($1,076)

Reduces the operating budget by $718,184 in the following line items:

534500 Equipment/Furniture ($142,854)
532700 Travel ($407,038)
535800 Other Administrative Expense ($13,196)
532800 Communication and Data Processing ($135,096)
533100 General Admin. Supplies ($20,000)

1400 Public Services

92 Operating Budget Reductions ($87,556)
-0.03

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items:

534500 Equipment/Furniture ($11,353)
532700 Travel ($50,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

1400 Public Services

93 Personnel and Operating Budget Reductions ($137,556)
-0.03

Eliminate the salary and benefits for a partial Investigator position (3908-0000-0008-946) at $901. Also reduces the operating budget in the following line items:

534500 Equipment/Furniture ($11,353)
532700 Travel ($100,000)
535800 Other Administrative Expense ($8,302)
533100 General Admin. Supplies ($17,000)

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1500 Office of State Fire Marshall

94	Personnel and Operating Budget Reductions	($395,968) -1.00	

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $341,554 in the following line items:

534500 Equipment/Furniture ($23,386)
532700 Travel ($140,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

95	Personnel and Operating Budget Reductions	($325,968) -1.00	

Eliminate the salary and benefits for a vacant Fire & Rescue Training Supervisor position (3901-0000-0001-070). Also reduces the operating budget by $271,554 in the following line items:

534500 Equipment/Furniture ($23,386)
532700 Travel ($70,000)
535800 Other Administrative Expense ($4,000)
532800 Communication & Data Processing ($144,168)
534700 Intangible Assets ($30,000).

	House	Senate	Governor
Department Totals	($1,882,104) -4.56 8.02%	($1,451,366) -4.56 6.18%	($0) 0 0%

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

Reserves and Transfers

96 Volunteer Safety Worker's Compensation Fund

Reduce the General Fund Appropriation to the Volunteer Safety Worker's Compensation Fund.	($2,500,000) NR	($2,500,000) NR	($2,500,000) NR

Department Totals

($2,500,000) NR	**($2,500,000) NR**	**($2,500,000) NR**

1 Administration

97 Personnel Reduction — ($72,367) -2.00 — ($72,149) -1.50 [Vacant]

Eliminate salary and benefits for two vacant positions as follows:

Asst for Constituent Svs-#3100-0000-0016-020 - ($30,625)
Asst for Res & Policy-#3100-0000-0016-044 - ($28,408)

531511 Social Security Contributions - ($4,516)
531521 Reg. Retirement Contributions - ($2,952)
531561 Medical Insurance Contributions - ($5,866)

1110 Administration

98 Personnel Reduction — ($53,280) -1.00

Eliminate salary and benefits for one vacant position and reduce the salary of another vacant position as follows:

Asst for Res & Policy-#3100-0000-0016-034 - ($40,625)
Asst for Constituent Affr-#3100-0000-0016-020 - ($4,068)

531511 Social Security Contributions - ($3,419)
531521 Reg. Retirement Contributions - ($2,235)
531561 Medical Insurance Contributions - ($2,933)

Department Totals	($72,367) -2.00 10.87%	($53,280) -1.00 8%	($72,149) -1.50 10.83%

Office of Administrative Hearings

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1100 Administration & Operations

99 Personnel and Operating Budget Reductions — ($212,519) -3.00

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($44,031)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532850 Printing - ($12,200)
534600 Library and Learning Resources - ($4,619)

100 Personnel and Operating Budget Reductions — ($283,463) -3.00 — ($283,463) -4.00 [Vacant]

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($40,807)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532199 Misc Contractual Svs - ($12,500)
532700 Travel - ($28,871)
532900 Education Expense - ($5,069)
532850 Printing - ($23,257)
534500 Off. Furn, Equip & Computer Equip - ($8,790)
534600 Library and Learning Resources - ($12,500)

1100 Administration & Operations

101 432101 Receipts - Federal Reimbursement — ($10,000)

Increase federal receipts.

102 432101 Receipts - Federal Reimbursement — ($22,500) — ($22,500)

Increase federal receipts.

Department Totals	($305,963) -3.00 11%	($222,519) -3.00 8%	($305,963) -4.00 11%

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

Information Technology Services

103	Operating Budget Reductions	($700,000)	($700,000)	($700,000)

Reduce the following accounts in FY 02-03:

532821 Computer/Data Processing Services/ITS Storage - ($500,000))

532821 Computer/Data Processing Services - ($200,000) (ITS Efficiency Processing)

1643 Taxpayer Assistance

104	Personnel Reductions	($228,295) -7.00		(80)

Eliminate salary, benefits, and operating cost for seven vacant positions:

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531511 Social Security Contributions/Approp - ($14,109)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

Governor FY 02-03

105	Personnel and Operating Budget Adjustments		($579,295) -7.00

Eliminate salary, benefits, and operating cost for seven vacant positions:

Processing Assistant III-#4782-0000-0065-738 - ($20,795)
Revenue Tax Auditor I-#4782-0000-0065-746 - ($39,267)
Processing Assistant IV-#4782-0000-0065-751 - ($23,031)
Processing Assistant III-#4782-0000-0065-765 - ($19,105)
Revenue Tax Auditor I-#4782-0000-0065-798 - ($36,789)
Processing Assistant III-#4782-0000-0065-816 - ($20,207)
Processing Assistant V-#4782-0000-0065-820 - ($25,239)

531311 Reg Temporary Wages - ($326,057)
531511 Social Security Contributions/Approp - ($39,052)
531521 Reg Retirement Contributions/Approp - ($9,222)
531561 Med Insurance Contributions/Approp - ($20,531)

1660 Examination & Collection

106	Operating Budget Reductions	($615,300)	(60)

Adjust the following line items in the division's budget:

531311 Regular Temporary Wages/Approp - ($200,000)
531511 Social Security Contribution/Approp - ($15,300)
532714 Transportation Ground/In State - ($100,000)
532715 Transportation Ground/Out of State - ($100,000)
532721 Lodging/In State - ($100,000)
532722 Lodging/Out of State - ($100,000)

1661 Project Collect Tax

107	Operating Budget Reductions	($600,000)	($600,000)

Adjust information technology services (532140).

1681 Administrative Services

108 Operating Budget Reductions ($386,150)

Adjust the following accounts in FY 02-03:

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery -
Postal Meters - ($100,000)

532850001 Forms (Tax Returns) - ($250,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

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109 Operating Budget Reductions ($836,150)

Adjust the following accounts in FY 02-03:

($20,000)

532512 Rents/Lease-Building - ($20,000)

532811 Telephone Service @$350/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

532840003 Postage, Freight & Delivery - Postal Meters
(Forms) - ($200,000)

532840003 Postage, Freight & Delivery -
Postal Meters - ($100,000)

532850001 Forms (Tax Returns) - ($500,000)

533110 Gen Office Supplies @ $500/position X 19:
Fund 1643 (7), Fund 1685 (10), and
Fund 16XX (2)

1685 Documents and Payments Processing

110 Personnel and Operating Budget Reductions ($384,592)
-12.00

Eliminate salary, benefits, and operating cost for twelve vacant positions:

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0090-852 - ($19,105)
Data Entry Specialist-#4787-0000-0090-899 - ($23,609)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

531511 Social Security Contribution/Approp - ($23,727)
531521 Reg Retirement Contributions/Approp - ($15,508)
531561 Med Insurance Contributions/Approp - ($35,196)

Revenue

	House FY 02-03	Senate FY 02-03	Governor FY 02-03
111 Personnel and Operating Budget Reductions		($1,558,317) -10.00	

Eliminate salary, benefits, and operating cost for ten vacant positions:

Revenue Admin Off III-#4787-0000-0090-006 - ($71,674)
Processing Assistant III-#4787-0000-0090-130 - ($19,105)
Processing Assistant III-#4787-0000-0090-170 - ($19,967)
Data Entry Specialist-#4787-0000-0090-725 - ($27,101)
Processing Assistant III-#4787-0000-0091-205 - ($21,598)
Processing Assistant III-#4787-0000-0095-110 - ($19,467)
Processing Assistant III-#4787-0000-0095-115 - ($19,467)
Processing Assistant III-#4787-0000-0095-120 - ($20,973)
Processing Assistant III-#4787-0000-0095-121 - ($20,994)
Processing Assistant III-#4787-0000-0095-122 - ($27,101)

($1,000,000)

531311 Reg Temporary Wages/Approp - ($1,140,463)
531511 Social Security Contribution/Approp - ($107,762)
531521 Reg Retirement Contributions/Approp - ($13,410)
531561 Med Insurance Contributions/Approp - ($29,330)

16XX Utilities Franchise

112 Personnel and Operating Budget Reduction	($83,663) -2.00	($83,663) -2.00	

Transfer two (2) positions and operating budget responsible for collection and distribution of taxes collected on utilities for municipalities in the Examination and Collection Division from the General Fund to receipt- support in a division to be established - Utilities Franchise.

Revenue Tax Auditor I-#4784-0000-0076-526 - ($36,144)
Inform Processing Tech-#4784-0000-0076-549 - ($32,917)

531511 Social Security Contributions/ Approp - ($5,283)
531521 Reg Retirement Contributions/ - Approp - ($3,453)
531561 Med Insurance Contributions/Approp - ($5,866)

4,400

Department Totals	($2,382,700) -21.00	($4,972,725) -19.00	($1,720,000)
	2.98%	6.37%	2.20%

Rules Review Commission

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1 Administration

113 Operating Budget Reductions ($9,981) ($35,724) −0.10 [Filled]

Reduce funds for FY 02-03 in the following accounts:

532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

1 Operating Budget Reductions ($25,981)

Reduce funds for FY 02-03 in the following accounts:

531651 Compensation to Board Members - ($12,000)
532712 Transportation Air/Out of State - ($100)
532714 Transportation/In State - ($75)
532715 Transportation/Out of State - ($50)
532722 Lodging out of State - ($400)
532725 Meals/Out of State - ($70)
532731 Bd/Non-Employee Transportation - ($3300)
532732 Bd/Non-Employee Subsistence - ($700)
532811 Telephone - ($270)
532821 Computer/Data Processing - ($406)
532840 Postage, Freight, Delivery - ($250)
532850 Printing, Binding, Duplicate - ($250)
532930 Registration Fees - ($500)
532942 Other Employee Ed Expense - ($400)
534511 Office Furniture - ($3000)
534521 Office Equipment - ($500)
534522 Equipment/Computers - ($2000)
534630 Library and Learning - ($1000)
534710 Computer Software - ($510)
535830 Membership Dues & Subscription - ($200)
534521 Office Equipment - ($500)

Department Totals	($9,981)	($25,981)	($35,724) −0.10
	3.07%	8%	11%

1100 Administration

No Reductions

115	Operating Budget Reduction	($29,649)	($29,649)

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

116	Personnel and Operating Budget Reductions	($64,478) -1.00	($64,478) -1.00

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000.

1210 Corporations

117	Personnel Reduction	($137,147) -1.00	($137,147) -1.00

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621.

118	Personnel and Operating Budget Reductions	($52,224) -2.00	($52,224) -2.00

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions.

1220 Uniform Commercial Code

119	Personnel and Operating Budget Reductions	($55,817) -2.00	($55,817) -2.00

Eliminate the salary and benefits for the following positions:

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

Secretary of State

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1100 Administration

No Reduction

115	Operating Budget Reduction	($29,649)	($29,649)

Reduce the operating budget for systems implementation (532140) by $29,053 and for computer/data processing services (532821) by $596.

1120 Publications

116	Personnel and Operating Budget Reductions	($64,478) -1.00	($64,478) -1.00

Eliminate the salary and benefits ($24,478) for a filled Mail Clerk II position (3212-0000-0000-124). Also reduces the operating budget for printing and binding (532850) by $40,000.

1210 Corporations

117	Personnel and Operating Budget Reductions	($52,224) -2.00	($52,224) -2.00

Eliminate the salary and benefits for 2 filled Processing Assistant IV positions.

118	Personnel Reduction	($137,147) -1.00	($137,147) -1.00

Eliminate the salary and benefits ($26,112) for one Data Control Clerk IV. Also reduces the operating budget for systems implementation (532140) by $39,414 and computer/data processing (532821) by $71,621.

1220 Uniform Commercial Code

119	Personnel and Operating Budget Reductions	($55,817) -2.00	($55,817) -2.00

Eliminate the salary and benefits for the following positions:

Proc. Assist.V (vacant) - 3222-0000-0000-393 - ($27,999)
Mail Clerk II (filled)- 3222-0000-0000-411 - ($25,084).

Also reduces the operating budget for communication and data processing by $2,734.

1240 Business License Information Office

120	Program Elimination	($376,574) -7.00	

Eliminate the Business License Information Office. With the elimination of this program, the salaries and benefits ($306,118) for seven filled positions including the Director, a Processing Assistant IV, and 5 Business License Consultants, will be eliminated as well as the operating cost ($70,456) for the program.

531211 Salaries - ($247,127)
531461 Longevity - (5,236)
531511 Social Security - ($20,004)
531521 Retirement - ($12,618)
531561 Medical - ($21,132)
532140 Systems Implementation ($28,897)
532333 Repairs-Other Equip ($100)
532430 Maintenance-Equip ($1,000)
532490 Maintenance-Other ($500)
532512 Rent/Lease Bldings($250)
532714 Transp-Grnd-In-State ($400)
532721 Lodging-In-State ($100)
532724 Meals -In-State ($50)
532811 Telephone Service ($17,264)
532821 Computer/Data Proc Serv ($7,000)
532840 Postage ($862)
532850 Printing & Binding ($8,933)
532930 Registration Fees ($1,000)
533110 General Office Supplies ($2,000)
533900 Other Materials & Supplies ($1,000)
534521 Office Equipment ($300)
535830 Membership Dues & Subscrip ($900)
434310 Sale of Publications ($100)

1300 Notary Public

121	Operating Budget Reduction	($5,766)	($5,766)

Reduce the operating budget for computer/data processing services (532821).

1400 Land Records

122	Operating Budget Reduction	($200)	($200)

Reduce operating budget for computer/data processing (532821).

Department Totals	**($345,281)** **-6.00**	**($721,855)** **-13.00**
	4.13%	8.62% 0

Governor's Recommended Budget = $971,355 in add'l revenue
① Authentication Rate Decrease ($30,000)
② Corporations Division Rate Inc $175,000
③ Securities Rate Increase $426,355 ④ Notary Public Comm $400,000

State Board of Elections

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

1000 Administration

123 Operating Budget Reductions — ($40,378)

Reduce operating budget for other admin. supplies (533190).

($95,514) operating budget

1100 Information Systems

124 Personnel Reduction — ($40,378) -1.00

Eliminate the salary and benefits for one filled Elections Investigator position (8025-0000-0000-010).

1200 Campaign Reporting

125 Operating Budget Adjustment

Provide funds for one-stop voting. — $250,000 NR — $250,000 NR

Department Totals			
	($40,378)	($40,378) -1.00	(95,514) 0
	$250,000 NR	$250,000 NR	3%

	House FY 02-03	Senate FY 02-03	Governor FY02-03

State Budget and Management

126	Operating Budget Reductions Reduce the operating budget for contractual services and equipment.	($60,000)	($60,000)	($100,000) add'l reduction in ABC Taxes
127	Personnel Reductions Eliminate salary and benefits for the following three vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for five additional positions with a total cost of $246,140.	($426,400) -8.00		($426,400) -8
128	Personnel Reductions Eliminate salary and benefits for the following vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for two filled positions with a total cost of $102,576.		($282,836) -5.00	
	Department Totals	**($486,400)** **-8.00** 10.16%	**($342,836)** **-5.00** 7.16%	($526,400) -8 11%

Departmentwide

129 Personnel and Operating Budget Reductions — ($919,891) -5.00 ($1,034,871) -5.00 [Vacant]

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items:

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:

531211 Salaries	- $ 26,675
531461 Longevity	- $ 1,561
531511 Social Security Contributions	- $ 2,160
531521 Reg Retirement Contributions	- $ 1,412
532140 Information Technology Svs	- ($110,963)

Line Items:

532199 Misc Contractual Services - ($1,600)
532332 Repairs to Computer Equipment - ($500)
532390 Repairs - Other - ($375)
532811 Telephone Service - ($5,000)
532812 Telecommun Data Chg - ($28,200)
532840003 Postage, Fr & Del - Postal Meter - ($2,000)
532850 Print, Bind, Duplicate - ($9,000)
532860 Advertising - ($1,400)
532930 Registration Fees - ($5,000)
532941 Emp Education Assist Prog - ($500)
532942 Other Employee Educational Exp - ($4,500)
533110 Office Supplies - ($10,000)
533120 Data Processing Supplies - ($1,500)
534521 Office Equipment - ($7,500)
534522 Equip-Computers - ($19,874)
534710 Computer Software - ($14,000)
535830 Membership Dues & Subscriptions - ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($178,425)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($56,000)

130 Personnel and Operating Budget Reductions — ($1,101,040) / -5.00

Eliminate five vacant positions, convert an ITS position to OSC responsibilities, and reduce the following line items:

Processing Asst III-#5001-0000-0000-007 - ($26,000)
State Mgmt Analyst-#5008-0000-0000-034 - ($48,215)
Accounting Specialist-#5008-0000-0000-054 - ($31,387)
Applic Analyst Prog I-#5008-0000-0000-088 - ($52,049)
State Mgmt Analyst-#5009-0000-0000-113 - ($35,519)

531511 Social Security Contributions - (14,777)
531521 Reg Retirement Contributions - ($9,658)
531561 Med Insurance Contributions - ($14,665)

Convert IT Position:
531211 Salaries - $ 26,675
531461 Longevity - $ 1,561
531511 Social Security Contributions - $ 2,160
531521 Reg Retirement Contributions - $ 1,412
532140 Information Technology Svs - ($110,963)

Line Items:
532140 Information Technology Services - ($150,000)
532332 Repairs to Computer Equipment - ($500)
532390 Repairs - Other - ($375)
532811 Telephone Service - ($5,000)
532812 Telecommun Data Chg - ($28,200)
532840003 Postage, Fr & Del - Postal Meter - ($2,000)
532850 Print, Bind, Duplicate - ($9,000)
532860 Advertising - ($1,400)
532930 Registration Fees - ($5,000)
532941 Emp Education Assist Prog - ($500)
532942 Other Employee Educational Exp - ($4,500)
533110 Office Supplies - ($10,000)
533120 Data Processing Supplies - ($1,500)
534521 Office Equipment - ($7,500)
534710 Computer Software - ($14,000)
535830 Membership Dues & Subscriptions - ($2,000)

532821 Data Processing Cost:
Increase Efficiency in System - ($251,989)
Data Warehouse Conversion - ($261,092)
Limit Daily Production of NCAS - ($35,059)

Department Totals	($1,101,040) -5.00 9.58%	($919,891) -5.00 8%	($1,034,877) -5.00 9%

Treasurer

	House FY 02-03	Senate FY 02-03	Governor FY 02-03

Investment Management

No Reduction

131	Personnel and Operating Budget Reductions	($476,548) -1.00	

Eliminates the salary and benefits for a vacant position and reduces the operating budget for financial/audit services.

Office Assist. 3410-2611-2200-158 - ($30,073)
532120130 Market Research - ($331,000)
532120 Financial/Audit Services - ($115,475)

132	Personnel Reduction		($361,073) -1.00

Eliminate the salary and benefits for a vacant position and reduce Market Research funds:

Office Assist. 3410-2611-2200-158 - ($30,073)

532120130 Market Research - ($331,000)

1310 Local Government

1	Operating Budget Reductions	($75,413)	($75,413)

Reduce the following line items:

532512 Rent - ($50,000)
532821 Computer/Data Processing Svcs - ($25,413)

1510 Banking

134	Personnel Reduction	($25,384) -1.00	($25,384) -1.00

Eliminate the salary and benefits for a vacant Accounting Clerk III position (3410-2611-2200-145).

	Department Totals	**($577,345)** **-2.00**	**($461,870)** **-2.00**
		8%	6.4%

($0) 0

1 Gen Fund Contribution to Fire Pension Fund

135	Reduce Contribution to Fire Pension Fund	($5,248,601)	($5,248,601)	($4,200,000)

Reduces the General Fund contribution to the Firemen's Pension Fund. Based on the fund's valuation report, the fund can sustain a reduction at this level and also support a benefit enhancement.

Department Totals	**($5,248,601)**	**($5,248,601)**	**($4,200,000)**
	42.49%	42.49%	33.93%

APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Monday, July 29, 2002

5:00 P. M.

The APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT met on Monday, July 29, 2002 at 5:00 p.m. in Room 425 of the Legislative Office Building, House members present were: Representatives Wilma Sherrill, Chair; Maggie Jeffus, Chair; Alma Adams; Marvin Lucas; and Gene Wilson. Counsel present: Michele Nelson (Visitor Registration list is attached for the record.)

Representative Wilma Sherrill chaired the meeting. She called the meeting to order, and welcomed those in attendance. She announced there was a quorum present.

Representative Jeffus made a motion that the Committee recall the Treasurer's office, which would be discussed at the next meeting. Motion carried unanimously.

There were two items which had been flagged at a previous meeting. The first amendment to be considered was Cultural Resources. Michele Nelson explained the amendment as set out in attachment No. 1.

Representative Wilson moved to approve the amendment. The motion carried unanimously.

The next item which had been flagged was the Governor's Office. Michele Nelson explained the amendment as set out in Attachment No. 2.

A motion was made by Representative Lucas to approve the amendment. The motion carried unanimously.

There being no further business, the meeting adjourned at 5:30 P. M.

Respectfully submitted,

Representative Wilma Sherrill, Chair

Rosa S. Kelley, Committee Assistant

House Appropriations Subcommittee on General Government

Special Provisions

July 31, 2002

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H1B

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Insko, Hackney, Jeffus, Sherrill**

OCCANEECHI BAND OF THE SAPONI NATION ON THE NORTH CAROLINA STATE COMMISSION OF INDIAN AFFAIRS

SECTION #.(a) G.S. 143B-407 reads as rewritten:

"**§ 143B-407. North Carolina State Commission of Indian Affairs - membership; term of office; chairman; compensation.**

(a) The State Commission of Indian Affairs shall consist of two persons appointed by the General Assembly, the Secretary of Health and Human Services, the Director of the State Employment Security Commission, the Secretary of Administration, the Secretary of Environment and Natural Resources, the Commissioner of Labor or their designees and ~~20~~ 21 representatives of the Indian community. These Indian members shall be selected by tribal or community consent from the Indian groups that are recognized by the State of North Carolina and are principally geographically located as follows: the Coharie of Sampson and Harnett Counties; the Eastern Band of Cherokees; the Haliwa Saponi of Halifax, Warren, and adjoining counties; the Lumbees of Robeson, Hoke and Scotland Counties; the Meherrin of Hertford County; the Waccamaw-Siouan from Columbus and Bladen Counties; the Indians of Person County; the Occaneechi Band of the Saponi Nation of Alamance and Orange Counties, and the Native Americans located in Cumberland, Guilford, Johnston, Mecklenburg, Orange, and Wake Counties. The Coharie shall have two members; the Eastern Band of Cherokees, two; the Haliwa Saponi, two; the Lumbees, three; the Meherrin, one; the Waccamaw-Siouan, two; the Indians of Person County, one; the Cumberland County Association for Indian People, two; the Guilford Native Americans, two; the Metrolina Native Americans, two; the Occaneechi Band of the Saponi Nation, one, the Triangle Native American Society, one. Of the two appointments made by the General Assembly, one shall be made upon the recommendation of the Speaker, and one shall be made upon recommendation of the President Pro Tempore of the Senate. Appointments by the General Assembly shall be made in accordance with G.S. 120-121 and vacancies shall be filled in accordance with G.S. 120-122.

(b) Members serving by virtue of their office within State government shall serve so long as they hold that office. Members representing Indian tribes and groups shall be elected by the tribe or group concerned and shall serve for three-year terms except that at the first election of Commission members by tribes and groups one member from each tribe or group shall be elected to a one-year term, one member from each tribe or group to a two-year term, and one member from the Lumbees to a three-year term. The

initial appointment from the Indians of Person County shall expire on June 30, 1999. The initial appointment from the Triangle Native American Society shall expire June 30, 2003. The initial appointment of the Occaneechi Band of the Saponi Nation shall expire June 30, 2005. Thereafter, all Commission members will be elected to three-year terms. All members shall hold their offices until their successors are appointed and qualified. Vacancies occurring on the Commission shall be filled by the tribal council or governing body concerned. Any member appointed to fill a vacancy shall be appointed for the remainder of the term of the member causing the vacancy. The Governor shall appoint a chairman of the Commission from among the Indian members of the Commission, subject to ratification by the full Commission. The initial appointments by the General Assembly shall expire on June 30, 1983. Thereafter, successors shall serve for terms of two years.

(c) Commission members who are seated by virtue of their office within the State government shall be compensated at the rate specified in G.S. 138-6. Commission members who are members of the General Assembly shall be compensated at the rate specified in G.S. 120-3.1. Indian members of the commission shall be compensated at the rate specified in G.S. 138-5."

SECTION #.(a) Any expenses incurred under this section shall be paid by the Department of Administration out of existing appropriations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H2(S19.2)i

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

INCREASE EFFICIENCY OF MAIL SERVICE CENTER

SECTION 19.2. G.S. 143-341(8)g. reads as rewritten:

"g. To establish and operate a central mailing system for all State agencies, and in connection therewith and in the discretion of the Secretary, to make application for and procure a post-office substation for that purpose, and to do all things necessary in connection with the maintenance of the central mailing system. The Secretary may allocate and charge against the respective departments and agencies their proportionate parts of the cost of the maintenance of the central mailing system. The Secretary shall develop a plan for the efficient operation of the center that meets the needs of State agencies and ensures timely delivery of mail, and shall present that plan to the Office of State Budget and Management and the General Assembly no later than the convening date of the 2003 General Assembly."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H3A(S19.4)

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

REGIONAL OFFICE CONSOLIDATION PLAN

SECTION 19.4. The Department of Administration, State Property Office, in consultation with all other state agencies, shall identify regional offices established throughout the State in all State agencies and shall develop a plan that provides for the consolidation of the individual regional offices into a central facility in each region, giving consideration to sharing space and utilizing vacant space, and to availability of space in all agencies, including university and community college campuses. The Department shall report its findings and recommendations to the Chairs of the Appropriations Committees of the Senate and House of Representatives and to the Fiscal Research Division by November 1, 2002.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H6

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

PETROLEUM OVERCHARGE FUNDS ALLOCATION

SECTION #. There is appropriated from funds and interest thereon received from the case of United States v. Exxon that remain in the Special Reserve for Oil Overcharge Funds to the Department of Health and Human Services the sum of one million dollars ($1,000,000) for the 2002-2003 fiscal year. The Department shall allocate these funds to the Weatherization Assistance Program.

SECTION #. Any funds remaining in the Special Reserve for Oil Overcharge funds after the allocation is made pursuant to subsection (a) of this section may be expended only as authorized by the General Assembly. All interest or income accruing from all deposits or investments of cash balances shall be credited to the Special Reserve for Oil Overcharge Funds.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H7(S19.3)

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS AMENDMENTS

SECTION 19.3. G.S. 165-20(3) reads as rewritten:

"**§ 165-20. Definitions.**

As used in this Article the terms defined in this section shall have the following meaning:

...

(3) 'Child' means a person: (i) under 25 years of age at the time of application for a scholarship, (ii) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, ~~(ii) who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person~~ (iii) who has completed high school or its ~~equivalent, (iii)~~ equivalent prior to receipt of a scholarship awarded under this Article, (iv) who has complied with the requirements of the Selective Service System, if applicable, and ~~(iv)~~(v) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has ~~lived in~~ been a resident of North Carolina continuously since birth. ~~Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.~~

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years."

SECTION 19.3.(b) G.S. 165-21 reads as rewritten:

"**§ 165-21. Scholarship.**

~~(a)~~ A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:

a. Tuition,

b. A reasonable board allowance,

c. A reasonable room allowance,

d. Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluding charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of ~~a 10-year~~ an eight-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, ~~1999.~~ 2010. Whenever a child is enrolled in an educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years.

~~(b) If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child.~~"

SECTION 19.3.(c) G.S. 165-22 reads as rewritten:

"**§ 165-22. Classes or categories of eligibility under which scholarships may be awarded.**

A child, as defined in this Article, who falls within the provisions of any eligibility class described below shall, upon proper application be considered for a scholarship, subject to the provisions and limitations set forth for the class under which he is considered:

(1) Class I-A: Under this class a scholarship shall be awarded to any child whose veteran parent

a. Was killed in action or died from wounds or other causes not due to his own ~~wilful~~ willful misconduct while a member of the armed forces during a period of war, or

b. Has died of service-connected injuries, wounds, illness or other causes incurred or aggravated during wartime service in the armed forces, as rated by the United States Department of Veterans Affairs.

(2) Class I-B: Under this class a limited scholarship providing only those benefits set forth in G.S. 165-21(1)a and d and 165-21(2) of this Article, shall be awarded to any child whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of, is or was at the time of his death receiving compensation for a wartime service-connected disability of one hundred percent (100%) as rated by the United States Department of Veterans Affairs. Provided, that if the veteran parent of a recipient under this class should die of his wartime service-connected condition before the recipient shall have utilized all of his scholarship eligibility time, then the North Carolina Department of Administration shall amend the recipient's award from Class I-B to Class I-A for the remainder of the recipient's eligibility time. The effective date of such an amended award shall be determined by the Department of Administration, but, in no event shall it predate the date of the veteran parent's death.

(3) Class II: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death receiving compensation for a wartime service-connected disability of twenty percent (20%) or more, but less than one hundred percent (100%), as rated by the United States Department of Veterans Affairs, or

b. ~~Is or was at the time of his death receiving wartime compensation for a statutory award for arrested pulmonary tuberculosis, as rated by the United States Department of Veterans Affairs.~~Was awarded a Purple Heart for wounds received as a result of an act of any opposing armed force, as a result of an international terrorist attack, or as a result of military operations while serving as part of a peacekeeping force.

(4) Class III: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death drawing pension for permanent and total disability, nonservice-connected, as rated by the United States Department of Veterans ~~Affairs, or~~ Affairs.

b. Is deceased and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), (4)a., nor ~~(5) provided such child is less than 23 years of age at the time of application for such scholarship.~~(5).

c. Served in a combat zone, or waters adjacent to a combat zone, or any other campaign, expedition, or engagement for which the United States Department of Defense authorizes a campaign badge or medal, who does not fall within the provisions of any other class described in G.S. 165-22(1), (2), (3), (4)a., or (5).

(5) Class IV: Under this class a scholarship as defined in G.S. 165-21 shall be awarded to any child whose parent, while serving honorably as a member of the armed forces of the United States in active federal service during a period of war, as defined in G.S. 165-20(4), was listed by the United States government as (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power."

SECTION 19.3.(d) G.S. 165-22.1(c) reads as rewritten:"

"(c) Allowances for room and board in State educational institutions shall be at such rate as ~~the Director of the Budget may determine to be reasonable.~~ Established by the Secretary of the Department of Administration."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CULRES-H1(S21.1)i

Department of Cultural Resources
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

NC ARTS COUNCIL LIMIT USE OF CONSULTANTS

SECTION 21.1. The North Carolina Arts Council shall limit the use of consultants to evaluate and approve applications for arts and cultural grants for individuals and organizations and shall conduct the grants process with the Division of Arts Council staff.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CULRES-H2(S21.2)i

Department of Cultural Resources
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

MUSEUM ADMISSION FEE STUDY

SECTION 21.2. The Office of State Budget and Management shall study the feasibility of charging an admission fee to the State's museums and other similar facilities open to the public. The Office of State Budget and Management shall conduct the study in consultation with the Fiscal Research Division of the Legislative Services Office. The Office of State Budget and Management shall complete this study and report to the Chairs of the Senate and House of Representatives Appropriations Committees by November 1, 2002.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-OAH-H1

Office of Administrative Hearings
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

CONFORMING APA AMENDMENTS

SECTION #. G.S. 150B-21.24 reads as rewritten:

"**§ 150B-21.24. ~~Free copies of~~ Access to Register and Code.**

(a) Register. – The Codifier of Rules must ~~distribute copies of the North Carolina Register as soon after publication as practical, without charge, to the following:~~

~~(1) A person who receives a free copy of the North Carolina Administrative Code.~~

~~(2) Upon request, one copy to each member of the General Assembly.~~ make available the North Carolina Register on the Internet at no charge. The Codifier must provide a free copy of the current volume of the Register to any person who receives a free copy of the North Carolina Administrative Code or any member of the General Assembly, only upon request.

(b) Code. – The Codifier of Rules must make available the North Carolina Administrative Code on the Internet at no charge. The Codifier must distribute copies of the North Carolina Administrative Code as soon after publication as practical, without charge, to the following:

(1) One copy to the board of commissioners of each ~~county,~~ county that specifically requests a printed copy, to be placed at the county clerk of court's office or at another place selected by the board of commissioners. The Codifier of Rules is not required to provide a copy of the Administrative Code to any board of county commissioners unless a request is made.

(2) One copy to the Commission.

(3) One copy to the Clerk of the Supreme Court and to the Clerk of the Court of Appeals of North Carolina.

(4) One copy to the Supreme Court Library and one copy to the library of the Court of Appeals.

(5) One copy to the Administrative Office of the Courts.

(6) One copy to the Governor.

(7) ~~Five copies~~ One copy to the Legislative Services Commission for the use of the General Assembly.

~~(8) Upon request, one copy to each State official or department to whom or to which copies of the appellate division reports are furnished under G.S. 7A-343.1.~~

(9) ~~Five copies~~ One copy to the Division of State Library of the Department of Cultural Resources pursuant to G.S. 125-11.7."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H6(S22.1)

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

LOCAL SALES TAX ADMINISTRATIVE COSTS

SECTION 22.1. To the extent the Department of Revenue's nonrecurring costs of implementing and administering Article 44 of Chapter 105 of the General Statutes, as amended, exceed funds available in its budget for the 2002-2003 fiscal year, the Department may pay the excess cost by withholding up to two hundred seventy-five thousand dollars ($275,000) from collections under Subchapter VIII of Chapter 105 of the General Statutes.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H2(S22.2)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR REPORTS ON DEBT COLLECTION

SECTION 22.2. G.S. 105-243.1(f) reads as rewritten:

"(f) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through ~~November 1, 2002,~~ June 30, 2005, and semiannually thereafter. Each report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel. The report must itemize collections by type of tax. Each report must also include a long-term collection plan, a timeline for implementing each step of the plan, a summary of steps taken since the last report and their results, and any other data requested by the Commission or the Committee."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H3(S22.3)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR VACANT POSITIONS

SECTION 22.3. The Department of Revenue shall reclassify vacant positions and allocate up to eight hundred fifty-five thousand forty-seven dollars ($855,047) in recurring funds for the 2002-2003 fiscal year, and up to two hundred thousand one hundred dollars ($200,100) in nonrecurring funds for the 2002-2003 fiscal year as follows:

(1) To increase staff and provide operating costs in the Criminal Investigations Division to expand fraud investigations.

(2) To support the Department of Justice's personnel and operating expenses for legal services related to the expansion of fraud investigations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H4A(S22.4)

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR DEBT COLLECTION FUNDS

SECTION 22.4. The Department of Revenue may use up to six hundred thousand dollars ($600,000) during the 2002-2003 fiscal year from the collection assistance fee account created in G.S. 105-243.1 to be allocated as follows:

(1) Two hundred thousand dollars ($200,000) for contractual services related to system changes for managing and filing bankruptcies.

(2) Four hundred thousand dollars ($400,000) for identifying delinquent taxpayers.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H5(S22.5)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES

SECTION 22.5. G.S. 105-256 is amended by adding a new subsection to read:

"(e) Local Tax Administration Expenses. – The Secretary must report quarterly to the chairs of the Appropriations Committees and Finance Committees of each house of the General Assembly and to the Fiscal Research Division on its expenditures of funds withheld from distributions to local governments to cover its costs of administering local taxes and local programs. The report must itemize expenditures for personnel, operating expenses, and nonrecurring expenses by division and must specify the source of the withheld funds in each case. The report is due 15 days after the end of each quarter."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H7

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representative

DOR TAXPAYER TELECOMMUNICATIONS SERVICE

SECTION #. The Department of Revenue may draw up to three million dollars ($3,000,000) through June 30, 2004, from the collection assistance fee account created in G.S. 105-243.1 in order to pay for the costs of establishing and equipping a central taxpayer telecommunications service center for collections and assistance, and for the costs associated with aligning local field offices with the new center. Before any funds may be expended for these purposes, the Secretary of Revenue must present a detailed plan with proposed costs to the Joint Legislative Commission on Governmental Operations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CONT-H1(S25.1)i

Department of State Controller
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

OVERPAYMENTS AUDIT

SECTION 25.1.(a) During the 2002-2003 fiscal year, receipts generated by the collection of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors as required by G.S.147-86.22(c) are to be deposited in the Special Reserve Account 24172.

SECTION 25.1.(b) For the 2002-2003 fiscal year, two hundred thousand dollars ($200,000) of the funds transferred from the Special Reserve Account 24172 shall be used by the Office of the State Controller for data processing, debt collection, or other information technology initiatives.

SECTION 25.1.(c) All funds available in the Special Reserve Account 24172 on July 1, 2002, are transferred to the General Fund on that date.

SECTION 25.1.(d) Any unobligated funds in the Special Reserve Account 24172 that are realized above the allowance in subsection (b) of this section are subject to appropriation by the General Assembly in the 2003 Regular Session of the General Assembly.

SECTION 25.1.(e) The State Controller shall report quarterly to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on the revenue deposited into the Special Reserve Account and the disbursement of that revenue.

APPROPRIATIONS SUBCOMMITTEE
ON
GENERAL GOVERNMENT

Wednesday, July 31, 2002
1:30 P. M.

MINUTES

The Joint Appropriations Subcommittee on General Government met Wednesday, July 31, 2002, at 1:30 p.m. in room 425 of the Legislative Office Building. The following Representatives were in attendance: Chairs Maggie Jeffus and Wilma Sherrill, Alma Adams, Daniel Barefoot, Marvin Lucas, Mitchell Setzer and Gene Wilson. The two staff persons present were: Ms. Michele Nelson and Marilyn Chism. A visitor registration list is attached and made part of the minutes.

Representative Jeffus, presiding chair, welcomed the pages: Ms. Nicole Moore sponsored by Representative Gordan Allen, Mr. Elliot Seeger sponsored by Representative Trudi Walend, and Mr. Thomas Parker sponsored by Representative Gene Arnold.

ADMINISTRATION: (Attachment 1)

Representative Jeffus recognized Ms. Nelson for a clarification. Ms. Nelson referred the committee to the document, General Government, House/Senate Comparison Report and Governor's Recommended Reductions, FY 2002-03, July 22, Page 4 J, Item 12. When the committee met Monday, July 22, 2002, they talked about making some changes because one position had an incorrect salary level. It is under the filled position category, (HR Partner, PT (.50)-#4000-0600-0004-779-$37,369). The correction for the salary is $36,565. This changes nothing else so the reduction would remain as the House recommends it as $827,853 and a reduction of 15.3 positions.

GOVERNOR'S OFFICE: (Attachment 2)

Representative Jeffus stated that at the July 29 meeting, the committee voted on an amendment for the Governor's office and it needs to be recalled and she recognized Representative Sherrill. Representative Sherrill made a motion to recall that amendment for further consideration. Motion carried. She stated that the amendment would increase the deductions in the Governor's office and this amendment to correct that on Page 35J, 81 Personnel Reductions, a vacant assistant press secretary position and restore the Community School money and restore the operating budget reduction. Therefore, the total recommended cut in addition to what has been already presented is $59,168. Representative Sherrill made a motion that they accept this amendment. Motion carried.

Representative Sherrill made a motion to accept the House's recommended budget for the Governor's office as amended. Motion carried.

OFFICE OF ADMINISTRATIVE HEARINGS: (Attachment 3)

The next amendment is for Office of Administrative Hearings on Page 42J, #100 Personnel and Operating Budget Reductions. Representative Sherrill was recognized to make the motion to recall the package for Office of Administrative Hearings budget. Motion carried. Ms. Nelson was recognized to explain the amendment. It would change the reduction for Office of Administrative Hearings to bring it more in line with the Senate package. It would be $11,223 more than the reductions in the Senate. The amendment changes the salary for the Administrative Officer to remain at $40,897 as recommended in the House recommended budget but will change the reduction by increasing funds for the Library and Learning Resources. The Senate package is for $4,619 and the House package will be $6,566. The House will retain the level of Federal Receipts at $22,500. So the total reduction for Office of Administrative Hearings will be $233,742 and that will still remain in the eight percent level of reduction. Representative Sherrill moved to accept. Motion carried. Representative Sherrill moves to accept the package for Office of Administrative Hearings. Motion carried.

STATE BUDGET & MANAGEMENT: (Attachment 4)

Representative Sherrill was recognized for a motion. She moved that the committee recall the budget for State Budget and Management for an amendment. Motion carried.

Representative Sherrill stated that the amendment restores two positions that they removed that are filled. Ms. Chism stated that the amount that you are reducing your reduction items is $102.576. Therefore, item number 127, Personnel Reductions, would total $323,824 and a reduction of six positions. The total reduction would be $383,824 and that would be approximately eight percent. Motion carried in favor of the amendment.

Representative Adams moved to accept the House package for State Budget & Management as amended. Motion carried.

TREASURER: (Attachment 5)

Representative Sherrill moved to recall the budget for the Treasurer's office. Motion carried.

Ms. Chism explained the amendment.

Representative Sherrill moved that the amendment be accepted. Motion carried.

Representative Lucas moved to accept the package for the Treasurer's office as amended. Motion carried.

Representative Jeffus stated that this finishes the money items and she would accept a motion to accept the total House Budget. Representative Sherrill moved to accept. Motion carried.

SPECIAL PROVISIONS, JULY 31, 2002: (Attachment 6)

Department of Administration: OCCANEECHI BAND OF THE SAPONI NATION ON THE NORTH CAROLINA STATE COMMISSION OF INDIAN AFFAIRS. Pages 1-2. Ms. Chism.

It adds a member to the North Carolina State Commission of Indian Affairs. On page 2, lines 18-19, states that expenses incurred shall be paid out of existing appropriations.

Department of Administration: INCREASE EFFICIENCY OF MAIL SERVICE CENTER. Page 3. Ms. Chism.

This provision is identical to a Senate provision.

Department of Administration: REGIONAL OFFICE CONSOLIDATION PLAN. Page 4. Ms. Chism.

This provision is slightly different from the Senate's provision. It directs the Department of Administration to identify regional offices established throughout the state and all state agencies and develop a plan to provide for consolidation of the individual regional offices into a central facility in each region and report is due by November 1, 2002. The difference from the Senate is on line 3, adds in all State agencies, in developing the plan.

Department of Administration: PETROLEUM OVERCHARGE FUNDS ALLOCATION. Page 5. Ms. Chism.

This is a House only provision and it appropriates money for the petroleum overcharge fund.

Department of Administration: SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS AMENDMENTS. Page 6-9. Ms. Chism.

This provision is slightly different from the Senate's provision. It adds an age limit of 25 years at the time of application for a scholarship. On page 7, line 19, limits educational assistance to eight-year period instead of ten-year period. On page 8, lines 28-30, and 41-45, changes the eligibility classification is expanded. On page 9, lines 11-

12, allows the Secretary of the Department of Administration to determine what the budget is for room and board as opposed to the Director of the Budget

FLAGGED ITEM:

Representative Lucas and Adams had questions regarding eligibility of certain persons for scholarships. Since there was not anyone present to answer the specific questions. The committee moved on and will visit this item later.

Department of Cultural Resources: N. C. ARTS COUNCIL LIMIT USE OF CONSULTANTS: Page 10. Ms. Nelson.

The provision directs the Arts Council to limit, not eliminate, consultants to evaluate and approve applications for arts and cultural grants.

Department of Cultural Resources: MUSEUM ADMISSION FEE STUDY: Page 11. Ms. Nelson.

This provision is the same as in the Senate package. It directs the Office of State Budget and Management to study the feasibility of an admission fee to the State's museums and other similar facilities open to the public and this is due November l, 2002.

Office of Administrative Hearings: CONFORMING APA AMENDMENTS: Pages 12-13. Ms. Nelson.

This is a House only provision. It should have been in the Senate's package as it follows the reduction in printing in the Office of Administrative Hearings. This makes the *Register* and *Code* available on the internet and these are the conforming changes to the Statutes.

Representative Sherrill stated that the Senate had a bill covering this that had passed the Senate to the House. Therefore, the House has placed it in a special provision for the budget.

Department of Revenue: LOCAL SALES TAX ADMINISTRATIVE COSTS: Page 14. Ms. Nelson

This is similar to the one in the Senate package. On line 6, the House identifies an amount of $275,000. The Senate did not identify an amount.

Department of Revenue: DOR REPORTS ON DEBT COLLECTION: Page 15. Ms. Nelson.

The change from the Senate provision is on line 6. The date was changed to June 30, 2005 from November 1, 2002. On line 10, identifies that the report must itemize collections by type of tax.

Department of Revenue: DOR VACANT POSITIONS: Page 16. Ms. Nelson.

The language is the same as in the Senate package.

Department of Revenue: DOR DEBT COLLECTION FUNDS: page 17. Ms. Nelson.

This is similar to the one in the Senate package. On line 3, the difference is that the House's position would indicate that this funding is available up to six hundred thousand dollars ($600,000) during the 2002-2003 fiscal year. If additional funding is needed in that year, it can be revisited in a later Session.

Department of Revenue: DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES: Page 18. Ms. Nelson.

This is the same language as in the Senate package.

*A motion made.

Department of Revenue: DOR TAXPAYER TELECOMMUNICATIONS SERVICE: Page 19. Ms. Nelson.

This is a new provision by the House.

Representative Sherrill made a motion to leave the provision as it is written but amend the provision by inserting on line 9 a date of October 31, 2002, for reporting to Governmental Operations. Motion carried.

Department of State Controller: OVERPAYMENTS AUDIT: Page 20. Ms. Nelson.

Ms. Nelson reported that this provision is the same as the Senate package.

Representative Jeffus stated that this concluded the special provisions. Are there any questions, etc? A discussion on the special provision, page 18, DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES. Representative Sherrill made a motion that on line 10 that number of days be changed from 15 to 20 days. Motion carried.*

Representative Adams had questions regarding the N. C. Arts Council limited use of consultants. Ms. Nelson and Ms. Donna Rosefield from the Department of Cultural Resources answered her questions.

On scholarships for children of war veterans, Representative Lucas referred to page 6, line 17. Mr. Brooks Skinner from the Department of Administration explained who was eligible for the scholarships.

Representative Jeffus asked if there were any other questions or anything to discuss before the vote.

Representative Adams moves that we accept the special provisions as amended. Motion carried.

Representative Jeffus stated that she thinks this will be their last committee meeting and she thanked all the members for attending regularly, all the staff, and the agencies for their assistance.

The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Rep. Maggie Jeffus
Representative Margaret (Maggie) M. Jeffus
Chair

Mary Lee Robinson
Mary Lee Robinson
Committee Assistant

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on Gen'l Gov't — Wednesday, July 31, 2002

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Johnnie McLean	St. Bd of Elections
Judie Mathis	"
Gary O. Bartlett	"
Vicky Young	OSA
Starla McKenna	DOI
Robert Wilson	~~Sec. of State office~~
Shayna Watkins	intern
Anne Dixon	NCCAT
Keith McCandless	DOR
Carl Goodwin	OSP
Wes Taylor	NCGA

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on Gen'l Gov't — Wednesday, July 31, 2002

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
George Millsaps	DOA
Pam Wortham	Treasurer
Mike Barham	"
Renne' Vance	DCR
Donna Rosefield	DCR
Pam Young	DCR
Carlton Myrick	DOA
Carmeen Hinton	OAH
John Morgan	OSC
McKinley Wooten, Jr.	DOA
Rhodes Stanwick	DOA

VISITOR REGISTRATION SHEET

APPROPRIATIONS Subcommittee on Gen'l Gov't — Wednesday, July 31, 2002

Name of Committee — **Date**

VISITORS: PLEASE SIGN IN BELOW AND RETURN TO COMMITTEE CLERK

NAME	FIRM OR AGENCY AND ADDRESS
Tony Goldman	NCGA
Laura Harper	SEANC
Ardis Watkins	SEANC
Willie Riddick	DOR
Celia Cox	RRC
Bobby Bryan	RRC
Thomas Check	OSBM

12 Personnel and Operating Budget Reductions — ($827,853) Same; -15.30 Same; 9.82% | ($927,302); -17.00; 11%

Eliminate salary and benefits for nine vacant and 6.3 filled positions:

Vacant Positions
Executive Assistant I-#4000-0100-0004-005 - ($39,789)
Apps Anal Programmer II-#4000-0301-0004-150 - ($59,000)
Office Assistant IV-#4000-1002-0404-521 - ($24,185)
HR Media Prog Consultant-#4000-0600-0004-617 - ($58,567)
Office Assistant V-#4000-0500-0004-730 - ($29,176)
HR Partner-#4000-0600-0004-731 - ($61,264)
HR Partner-#4000-0301-0004-781 - ($59,313)
Apps Anal Programmer I-#4000-0202-0004-948 - ($59,000)
Personnel Assistant IV-#4000-0301-0005-002 - ($26,461)

Filled
HR Partner-#4000-0500-0004-320 - ($35,535)
HR Partner-#4000-0500-0004-629 - ($48,321)
HR Partner-#4000-0500-0004-630 - ($48,321)
HR Partner-#4000-0500-0004-692 - ($47,332)
HR Partner, PT (.50)-#4000-0600-0004-779 - ($37,369) change ($36,565)
HR Partner-#4000-0500-0004-946 - ($36,396)
HR Partner, PT (.80)-#4000-0500-0004-984 - ($42,935)

531511 Social Security Contributions - ($51,683)
531521 Reg Retirement Contributions - ($33,780)
531561 Med Insurance Contributions - ($43,995)
532500 Rent/Lease - ($8,117)
532942 Other Services/Training - $30,000
536905 Model Co-op Program - ($8,118)

13 Program and Personnel Transfer — ($69,949); -1.00

Transfer the HR Partner for Industrial Hygiene position and employee with salary, related benefits, and operating costs to the Department of Labor to consolidate industrial hygiene services to state agencies/universities.

Attachment 2

NORTH CAROLINA GENERAL ASSEMBLY
AMENDMENT
Senate Bill 1115

AMENDMENT NO. _____
(to be filled in by
Principal Clerk)

S1115-ALL-30 [v.1]

Date _____,2002

Comm. Sub. [NO]
Amends Title [NO]
Third Edition

Representative

moves to amend the House General Government Comparison Report on page 35J by changing the House figures in item 81 to "($265,753)" and "-6.00"; and by adding to that item the following:

"Deputy Press Secretary - 3000-0000-0000-754 – ($59, 168) "

and by adjusting the appropriate totals accordingly.

SIGNED _____
Amendment Sponsor

SIGNED _____
Committee Chair if Senate Committee Amendment

ADOPTED _____ FAILED _____ TABLED _____

Administration

		House FY 02-03	Senate FY 02-03	Governor FY02-03
81	Personnel Reductions	($206,585) -5.00	($206,585) -5.00	($286,879) -6

Eliminate the following vacant positions:

Executive Assistant - 3000-0000-0000-641 -($40,422)
2 Admin. Assist. - 3000-0000-0000-066/907s - ($86,966)
Pub. Info. Assist. IV - 3000-0000-0000-072 - ($29,547) Policy Assistant - 3000-0000-0000-332 - ($49,650).

1120 Dues to National Associations

82	Reduction in Dues	($168,001)		($181,131)

Reduce the dues paid to national associations.

83	Reduction in Dues		($168,001)	

Reduce the dues paid to national associations. The Governor's Office will continue to pays dues to NASBO-National Association of State Budget Officers, the Southern Governors Association, the National Governors Association, and the Uniform State Laws Commission. The Governor's Office will no longer pay dues for the Council of State Governments or the Southern Growth Policies Board.

1130 Intergovernmental Relations

84	Personnel Reductions	($97,817) -2.00	($97,817) -2.00	($97,817) -2

Eliminate salary and benefits for the following vacant positions:

Admin. Assist.- 3000-0000-0000-207 - ($32,058)
Military Liaison - 3000-0000-0000-205 - ($65,759).

1631 Raleigh Executive Residence

85	Personnel Reduction	($32,192) -1.00	($32,192) -1.00	($32,192) -1

Eliminate the salary and benefits for one vacant Receptionist position (3000-0000-0000-408).

	House FY 02-03	Senate FY 02-03	Governor FY02-03
Department Totals	($504,595) -8.00	($504,595) -8.00	($598,019) -9
	12.3%	9.28%	10.99%

attachment 3

NORTH CAROLINA GENERAL ASSEMBLY
AMENDMENT
Senate Bill 1115

AMENDMENT NO. _____
(to be filled in by
Principal Clerk)

S1115-ALB-206 [v.1]

Date _____,2002

Comm. Sub. [NO]
Amends Title [NO]
Third Edition

Representative

moves to amend the House General Government Subcommittee Report on page 42J, Item #100 by revising the House recommendation to reduce the salary eliminated for the Administrative Officer to $40,897 and increasing the reduction for (534600) Library and Learning Resources to $6,566.

SIGNED _____
Amendment Sponsor

SIGNED _____
Committee Chair if Senate Committee Amendment

ADOPTED _____ FAILED _____ TABLED _____

Administration & Operations

99 Personnel and Operating Budget Reductions — ($212,519) -3.00

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($44,031)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532850 Printing - ($12,200)
534600 Library and Learning Resources - ($4,619)

100 Personnel and Operating Budget Reductions — ($283,463) -3.00 — ($283,463) -4.00 [Vacant]

Eliminate salary and benefits for three vacant positions and reduce the following line items:

Administrative Asst-#8210-1100-0000-005 - (39,164)
Administrative Officer-#8210-1100-0000-031 - ($40,807)
Admin Law Judge-#8210-1100-0000-051 - ($82,718)

531511 Social Security Contributions - ($12,692)
531521 Reg Retirement Contributions/Approp - ($8,296)
531561 Med Insurance Contributions/Approp - ($8,799)

532199 Misc Contractual Svs - ($12,500)
532700 Travel - ($28,871)
532900 Education Expense - ($5,069)
532850 Printing - ($23,257)
534500 Off. Furn, Equip & Computer Equip - ($8,790)
534600 Library and Learning Resources - ($12,500)

1100 Administration & Operations

101 432101 Receipts - Federal Reimbursement — ($10,000)

Increase federal receipts.

102 432101 Receipts - Federal Reimbursement — ($22,500) — ($22,500)

Increase federal receipts.

Department Totals	House	Senate	Governor
	($305,963) -3.00 11%	($222,519) -3.00 8%	($305,963) -4.00 11%

attachment 4

NORTH CAROLINA GENERAL ASSEMBLY
AMENDMENT
Senate Bill 1115

AMENDMENT NO. _____
(to be filled in by
Principal Clerk)

S1115-ALB-208 [v.1]

Date _____,2002

Comm. Sub. [NO]
Amends Title [NO]
Third Edition

Representative

moves to amend the House General Government Subcommittee report on page 53J to reduce the reduction by $102,576 to $323,824, to reduce the position reduction from 8 to 6, and

further moves to replace the last paragraph in item # 138 with the following language: "Also eliminates the salary and benefits for three additional positions with a total cost of $143,564."

SIGNED _____
Amendment Sponsor

SIGNED _____
Committee Chair if Senate Committee Amendment

ADOPTED _____ FAILED _____ TABLED _____

	House FY 02-03	Senate FY 02-03	Governor FY02-03

[redacted] State Budget and Management

126	Operating Budget Reductions	($60,000)	($60,000)	($100,000) add'l reduction in ABC Tours
	Reduce the operating budget for contractual services and equipment.			
127	Personnel Reductions	($426,400) -8.00		($426,400) -8
	Eliminate salary and benefits for the following three vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for five additional positions with a total cost of $246,140.			
128	Personnel Reductions		($282,836) -5.00	
	Eliminate salary and benefits for the following vacant positions: Economist II - 3004-0000-0000-665 - ($51,624) Appl. Anal. Prog. 3004-0403-0000-701 ($83,153) Mgmt. Analyst - 3004-0404-0200-540 ((45,483) Also eliminates the salary and benefits for two filled positions with a total cost of $102,576.			
	Department Totals	**($486,400)** **-8.00** 10.16%	**($342,836)** **-5.00** 7.16%	($526,400) -8 11%

attachment 5

NORTH CAROLINA GENERAL ASSEMBLY
AMENDMENT
Senate Bill 1115

AMENDMENT NO. _____
(to be filled in by
Principal Clerk)

S1115-ALB-207 [v.1]

Date _____,2002

Comm. Sub. [NO]
Amends Title [NO]
Third Edition

Representative

moves to amend the House General Government Subcommittee report on page 56J to insert a new record after Fund 1510 Banking, item 135 to adjust the budgets for administrative services (532170) and computer/data processing (532800) to the amounts needed to fund the requirements in the Department's three internal service funds (Fund 1110 - General Administration, Fund 1520 - Financial Operations-Accounting, and Budget Code 73410 - Computer Center). The three internal service funds provide services to the five operating funds (Investment Management, Local Government Operations, Banking, Escheats Fund Administration, and Retirement Operations) and are supported by receipts from those funds. In prior years, continuation budget and expansion adjustments were made in the requirements and receipts for the internal services funds without the necessary adjustments being made in the five operating funds, cumulatively causing an imbalance of $2,048,671 between the budgeted requirements/receipts in the three internal service funds and the funding available in the five operating funds to pay the internal service funds for billed services. The adjustments below align the requirements in the operating funds with the receipts budgeted in the internal service funds.

General Fund-Supported Operating Funds

Account Code	532800	532170
1210 Investment Management	($66,993)	$485,485
1310 Local Government	$73,196	($215,437)
1510 Banking	$849,732	$122,980
TotalGeneral Fund	$855,935	$393,028

NORTH CAROLINA GENERAL ASSEMBLY
AMENDMENT
Senate Bill 1115

AMENDMENT NO. _____
(to be filled in by
Principal Clerk)

S1115-ALB-207 [v.1]

Receipt-Supported Operating Funds

Account Code	532800	532170
1130 Escheats	($175,959)	($15,793)
1410 Retirement	$837,453	$154,007
Total Receipts	$661,494	$138,214

Nontax revenue will be increased by the amount allocated to the General Fund-Supported operating funds.

SIGNED _____
Amendment Sponsor

SIGNED _____
Committee Chair if Senate Committee Amendment

ADOPTED _____ FAILED _____ TABLED _____

	House FY 02-03	Senate FY 02-03	Governor FY02-03

1210 Investment Management

No Reduction

131 Personnel and Operating Budget Reductions	($476,548) -1.00		

Eliminates the salary and benefits for a vacant position and reduces the operating budget for financial/audit services.

Office Assist. 3410-2611-2200-158 - ($30,073)
532120130 Market Research - ($331,000)
532120 Financial/Audit Services - ($115,475)

132 Personnel Reduction		($361,073) -1.00	

Eliminate the salary and benefits for a vacant position and reduce Market Research funds:

Office Assist. 3410-2611-2200-158 - ($30,073)

532120130 Market Research - ($331,000)

1310 Local Government

Operating Budget Reductions	($75,413)	($75,413)	

Reduce the following line items:

532512 Rent - ($50,000)
532821 Computer/Data Processing Svcs - ($25,413)

1510 Banking

134 Personnel Reduction	($25,384) -1.00	($25,384) -1.00	

Eliminate the salary and benefits for a vacant Accounting Clerk III position (3410-2611-2200-145).

Department Totals	**($577,345)** **-2.00** 8%	**($461,870)** **-2.00** 6.4%	(10) 0

Attachment 6

House Appropriations Subcommittee on General Government

Special Provisions

July 31, 2002

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H1B

Department of Administration
Appropriations Subcommittee on General Government

Requested by: Representatives Insko, Hackney, Jeffus, Sherrill

OCCANEECHI BAND OF THE SAPONI NATION ON THE NORTH CAROLINA STATE COMMISSION OF INDIAN AFFAIRS

SECTION #.(a) G.S. 143B-407 reads as rewritten:

"**§ 143B-407. North Carolina State Commission of Indian Affairs - membership; term of office; chairman; compensation.**

(a) The State Commission of Indian Affairs shall consist of two persons appointed by the General Assembly, the Secretary of Health and Human Services, the Director of the State Employment Security Commission, the Secretary of Administration, the Secretary of Environment and Natural Resources, the Commissioner of Labor or their designees and ~~20~~ 21 representatives of the Indian community. These Indian members shall be selected by tribal or community consent from the Indian groups that are recognized by the State of North Carolina and are principally geographically located as follows: the Coharie of Sampson and Harnett Counties; the Eastern Band of Cherokees; the Haliwa Saponi of Halifax, Warren, and adjoining counties; the Lumbees of Robeson, Hoke and Scotland Counties; the Meherrin of Hertford County; the Waccamaw-Siouan from Columbus and Bladen Counties; the Indians of Person County; the Occaneechi Band of the Saponi Nation of Alamance and Orange Counties, and the Native Americans located in Cumberland, Guilford, Johnston, Mecklenburg, Orange, and Wake Counties. The Coharie shall have two members; the Eastern Band of Cherokees, two; the Haliwa Saponi, two; the Lumbees, three; the Meherrin, one; the Waccamaw-Siouan, two; the Indians of Person County, one; the Cumberland County Association for Indian People, two; the Guilford Native Americans, two; the Metrolina Native Americans, two; the Occaneechi Band of the Saponi Nation, one, the Triangle Native American Society, one. Of the two appointments made by the General Assembly, one shall be made upon the recommendation of the Speaker, and one shall be made upon recommendation of the President Pro Tempore of the Senate. Appointments by the General Assembly shall be made in accordance with G.S. 120-121 and vacancies shall be filled in accordance with G.S. 120-122.

(b) Members serving by virtue of their office within State government shall serve so long as they hold that office. Members representing Indian tribes and groups shall be elected by the tribe or group concerned and shall serve for three-year terms except that at the first election of Commission members by tribes and groups one member from each tribe or group shall be elected to a one-year term, one member from each tribe or group to a two-year term, and one member from the Lumbees to a three-year term. The

initial appointment from the Indians of Person County shall expire on June 30, 1999. The initial appointment from the Triangle Native American Society shall expire June 30, 2003. The initial appointment of the Occaneechi Band of the Saponi Nation shall expire June 30, 2005. Thereafter, all Commission members will be elected to three-year terms. All members shall hold their offices until their successors are appointed and qualified. Vacancies occurring on the Commission shall be filled by the tribal council or governing body concerned. Any member appointed to fill a vacancy shall be appointed for the remainder of the term of the member causing the vacancy. The Governor shall appoint a chairman of the Commission from among the Indian members of the Commission, subject to ratification by the full Commission. The initial appointments by the General Assembly shall expire on June 30, 1983. Thereafter, successors shall serve for terms of two years.

(c) Commission members who are seated by virtue of their office within the State government shall be compensated at the rate specified in G.S. 138-6. Commission members who are members of the General Assembly shall be compensated at the rate specified in G.S. 120-3.1. Indian members of the commission shall be compensated at the rate specified in G.S. 138-5."

SECTION #.(a) Any expenses incurred under this section shall be paid by the Department of Administration out of existing appropriations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H2(S19.2)i

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

INCREASE EFFICIENCY OF MAIL SERVICE CENTER

SECTION 19.2. G.S. 143-341(8)g. reads as rewritten:

"g. To establish and operate a central mailing system for all State agencies, and in connection therewith and in the discretion of the Secretary, to make application for and procure a post-office substation for that purpose, and to do all things necessary in connection with the maintenance of the central mailing system. The Secretary may allocate and charge against the respective departments and agencies their proportionate parts of the cost of the maintenance of the central mailing system. The Secretary shall develop a plan for the efficient operation of the center that meets the needs of State agencies and ensures timely delivery of mail, and shall present that plan to the Office of State Budget and Management and the General Assembly no later than the convening date of the 2003 General Assembly."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H3A(S19.4)

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

REGIONAL OFFICE CONSOLIDATION PLAN

SECTION 19.4. The Department of Administration, State Property Office, in consultation with all other state agencies, shall identify regional offices established throughout the State in all State agencies and shall develop a plan that provides for the consolidation of the individual regional offices into a central facility in each region, giving consideration to sharing space and utilizing vacant space, and to availability of space in all agencies, including university and community college campuses. The Department shall report its findings and recommendations to the Chairs of the Appropriations Committees of the Senate and House of Representatives and to the Fiscal Research Division by November 1, 2002.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H6

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

PETROLEUM OVERCHARGE FUNDS ALLOCATION

SECTION #. There is appropriated from funds and interest thereon received from the case of United States v. Exxon that remain in the Special Reserve for Oil Overcharge Funds to the Department of Health and Human Services the sum of one million dollars ($1,000,000) for the 2002-2003 fiscal year. The Department shall allocate these funds to the Weatherization Assistance Program.

SECTION #. Any funds remaining in the Special Reserve for Oil Overcharge funds after the allocation is made pursuant to subsection (a) of this section may be expended only as authorized by the General Assembly. All interest or income accruing from all deposits or investments of cash balances shall be credited to the Special Reserve for Oil Overcharge Funds.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-ADMIN-H7(S19.3)

Department of Administration
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

SCHOLARSHIPS FOR CHILDREN OF WAR VETERANS AMENDMENTS

SECTION 19.3. G.S. 165-20(3) reads as rewritten:

"**§ 165-20. Definitions.**

As used in this Article the terms defined in this section shall have the following meaning:

...

(3) 'Child' means a person: (i) under 25 years of age at the time of application for a scholarship, (ii) who is a domiciliary of North Carolina and is a resident of North Carolina when applying for a scholarship, ~~(ii) who is a senior in high school or its equivalent and who will graduate at the end of the academic year or a person~~ (iii) who has completed high school or its ~~equivalent, (iii)~~ equivalent prior to receipt of a scholarship awarded under this Article, (iv) who has complied with the requirements of the Selective Service System, if applicable, and ~~(iv)~~(v) who further meets one of the following requirements:

a. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22.

b. A veteran's child who was born in North Carolina and has ~~lived in~~ been a resident of North Carolina continuously since birth. ~~Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native-born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continuously.~~

c. A person meeting either of the requirements set forth in subdivision (3)a or b above, and who was legally adopted by the veteran prior to said person's reaching the age of 15 years."

SECTION 19.3.(b) G.S. 165-21 reads as rewritten:

"**§ 165-21. Scholarship.**

~~(a)~~ A scholarship granted pursuant to this Article shall consist of the following benefits in either a State or private educational institution:

(1) With respect to State educational institutions, unless expressly limited elsewhere in this Article, a scholarship shall consist of:

a. Tuition,

b. A reasonable board allowance,

c. A reasonable room allowance,

d. Matriculation and other institutional fees required to be paid as a condition to remaining in said institution and pursuing the course of study selected, excluding charges or fees for books, supplies, tools and clothing.

(2) With respect to private educational institutions, a scholarship shall consist of a monetary allowance as prescribed in G.S. 165-22.1(d).

(3) Only one scholarship may be granted pursuant to this Article with respect to each child and it shall not extend for a longer period than four academic years, which years, however, need not be consecutive.

(4) No educational assistance shall be afforded a child under this Article after the end of ~~a 10-year~~ an eight-year period beginning on the date the scholarship is first awarded. Those persons who have been granted a scholarship under this Article prior to the effective date of this act shall be entitled to the remainder of their period of scholarship eligibility if used prior to August 1, ~~1999.~~ 2010. Whenever a child is enrolled in an educational institution and the period of entitlement ends while enrolled in a term, quarter or semester, such period shall be extended to the end of such term, quarter or semester, but not beyond the entitlement limitation of four academic years.

~~(b) If a child is awarded a scholarship under this Article and the child is a senior in high school or its equivalent, then the scholarship shall be awarded pending the graduation of the child.~~"

SECTION 19.3.(c) G.S. 165-22 reads as rewritten:

"**§ 165-22. Classes or categories of eligibility under which scholarships may be awarded.**

A child, as defined in this Article, who falls within the provisions of any eligibility class described below shall, upon proper application be considered for a scholarship, subject to the provisions and limitations set forth for the class under which he is considered:

(1) Class I-A: Under this class a scholarship shall be awarded to any child whose veteran parent

a. Was killed in action or died from wounds or other causes not due to his own ~~wilful~~ willful misconduct while a member of the armed forces during a period of war, or

b. Has died of service-connected injuries, wounds, illness or other causes incurred or aggravated during wartime service in the armed forces, as rated by the United States Department of Veterans Affairs.

(2) Class I-B: Under this class a limited scholarship providing only those benefits set forth in G.S. 165-21(1)a and d and 165-21(2) of this Article, shall be awarded to any child whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of, is or was at the time of his death receiving compensation for a wartime service-connected disability of one hundred percent (100%) as rated by the United States Department of Veterans Affairs. Provided, that if the veteran parent of a recipient under this class should die of his wartime service-connected condition before the recipient shall have utilized all of his scholarship eligibility time, then the North Carolina Department of Administration shall amend the recipient's award from Class I-B to Class I-A for the remainder of the recipient's eligibility time. The effective date of such an amended award shall be determined by the Department of Administration, but, in no event shall it predate the date of the veteran parent's death.

(3) Class II: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death receiving compensation for a wartime service-connected disability of twenty percent (20%) or more, but less than one hundred percent (100%), as rated by the United States Department of Veterans Affairs, or

b. ~~Is or was at the time of his death receiving wartime compensation for a statutory award for arrested pulmonary tuberculosis, as rated by the United States Department of Veterans Affairs.~~Was awarded a Purple Heart for wounds received as a result of an act of any opposing armed force, as a result of an international terrorist attack, or as a result of military operations while serving as part of a peacekeeping force.

(4) Class III: Under this class a scholarship may be awarded to not more than 100 children yearly, each of whose veteran parent, at the time the benefits pursuant to this Article are sought to be availed of:

a. Is or was at the time of his death drawing pension for permanent and total disability, nonservice-connected, as rated by the United States Department of Veterans ~~Affairs, or~~ Affairs.

b. Is deceased and who does not fall within the provisions of any other eligibility class described in G.S. 165-22(1), (2), (3), (4)a., nor ~~(5) provided such child is less than 23 years of age at the time of application for such scholarship.~~(5).

c. Served in a combat zone, or waters adjacent to a combat zone, or any other campaign, expedition, or engagement for which the United States Department of Defense authorizes a campaign badge or medal, who does not fall within the provisions of any other class described in G.S. 165-22(1), (2), (3), (4)a., or (5).

(5) Class IV: Under this class a scholarship as defined in G.S. 165-21 shall be awarded to any child whose parent, while serving honorably as a member of the armed forces of the United States in active federal service during a period of war, as defined in G.S. 165-20(4), was listed by the United States government as (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power."

SECTION 19.3.(d) G.S. 165-22.1(c) reads as rewritten:"

"(c) Allowances for room and board in State educational institutions shall be at such rate as ~~the Director of the Budget may determine to be reasonable.~~ Established by the Secretary of the Department of Administration."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CULRES-H1(S21.1)i

Department of Cultural Resources
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

NC ARTS COUNCIL LIMIT USE OF CONSULTANTS

SECTION 21.1. The North Carolina Arts Council shall limit the use of consultants to evaluate and approve applications for arts and cultural grants for individuals and organizations and shall conduct the grants process with the Division of Arts Council staff.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CULRES-H2(S21.2)i

Department of Cultural Resources
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

MUSEUM ADMISSION FEE STUDY

SECTION 21.2. The Office of State Budget and Management shall study the feasibility of charging an admission fee to the State's museums and other similar facilities open to the public. The Office of State Budget and Management shall conduct the study in consultation with the Fiscal Research Division of the Legislative Services Office. The Office of State Budget and Management shall complete this study and report to the Chairs of the Senate and House of Representatives Appropriations Committees by November 1, 2002.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-OAH-H1

Office of Administrative Hearings
House Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

CONFORMING APA AMENDMENTS

SECTION #. G.S. 150B-21.24 reads as rewritten:

"**§ 150B-21.24. ~~Free copies of~~ Access to Register and Code.**

(a) Register. – The Codifier of Rules must ~~distribute copies of the North Carolina Register as soon after publication as practical, without charge, to the following:~~

~~(1) A person who receives a free copy of the North Carolina Administrative Code.~~

~~(2) Upon request, one copy to each member of the General Assembly.~~ make available the North Carolina Register on the Internet at no charge. The Codifier must provide a free copy of the current volume of the Register to any person who receives a free copy of the North Carolina Administrative Code or any member of the General Assembly, only upon request.

(b) Code. – The Codifier of Rules must make available the North Carolina Administrative Code on the Internet at no charge. The Codifier must distribute copies of the North Carolina Administrative Code as soon after publication as practical, without charge, to the following:

(1) One copy to the board of commissioners of each ~~county,~~ county that specifically requests a printed copy, to be placed at the county clerk of court's office or at another place selected by the board of commissioners. The Codifier of Rules is not required to provide a copy of the Administrative Code to any board of county commissioners unless a request is made.

(2) One copy to the Commission.

(3) One copy to the Clerk of the Supreme Court and to the Clerk of the Court of Appeals of North Carolina.

(4) One copy to the Supreme Court Library and one copy to the library of the Court of Appeals.

(5) One copy to the Administrative Office of the Courts.

(6) One copy to the Governor.

(7) ~~Five copies~~ One copy to the Legislative Services Commission for the use of the General Assembly.

~~(8) Upon request, one copy to each State official or department to whom or to which copies of the appellate division reports are furnished under G.S. 7A-343.1.~~

(9) ~~Five copies~~ One copy to the Division of State Library of the Department of Cultural Resources pursuant to G.S. 125-11.7."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H6(S22.1)

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

LOCAL SALES TAX ADMINISTRATIVE COSTS

SECTION 22.1. To the extent the Department of Revenue's nonrecurring costs of implementing and administering Article 44 of Chapter 105 of the General Statutes, as amended, exceed funds available in its budget for the 2002-2003 fiscal year, the Department may pay the excess cost by withholding up to two hundred seventy-five thousand dollars ($275,000) from collections under Subchapter VIII of Chapter 105 of the General Statutes.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H2(S22.2)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR REPORTS ON DEBT COLLECTION

SECTION 22.2. G.S. 105-243.1(f) reads as rewritten:

"(f) Reports. – The Department must report to the Joint Legislative Commission on Governmental Operations and to the Revenue Laws Study Committee on its efforts to collect tax debts. Reports must be submitted quarterly beginning November 1, 2001, through ~~November 1, 2002,~~ June 30, 2005, and semiannually thereafter. Each report must include a breakdown of the amount and age of tax debts collected by collection agencies on contract, the amount and age of tax debts collected by the Department through warning letters, and the amount and age of tax debts otherwise collected by Department personnel. The report must itemize collections by type of tax. Each report must also include a long-term collection plan, a timeline for implementing each step of the plan, a summary of steps taken since the last report and their results, and any other data requested by the Commission or the Committee."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H3(S22.3)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR VACANT POSITIONS

SECTION 22.3. The Department of Revenue shall reclassify vacant positions and allocate up to eight hundred fifty-five thousand forty-seven dollars ($855,047) in recurring funds for the 2002-2003 fiscal year, and up to two hundred thousand one hundred dollars ($200,100) in nonrecurring funds for the 2002-2003 fiscal year as follows:

(1) To increase staff and provide operating costs in the Criminal Investigations Division to expand fraud investigations.

(2) To support the Department of Justice's personnel and operating expenses for legal services related to the expansion of fraud investigations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H4A(S22.4)

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR DEBT COLLECTION FUNDS

SECTION 22.4. The Department of Revenue may use up to six hundred thousand dollars ($600,000) during the 2002-2003 fiscal year from the collection assistance fee account created in G.S. 105-243.1 to be allocated as follows:

(1) Two hundred thousand dollars ($200,000) for contractual services related to system changes for managing and filing bankruptcies.

(2) Four hundred thousand dollars ($400,000) for identifying delinquent taxpayers.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H5(S22.5)i

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representatives Jeffus, Sherrill

DOR REPORT ON LOCAL TAX ADMINISTRATION EXPENSES

SECTION 22.5. G.S. 105-256 is amended by adding a new subsection to read:

"(e) Local Tax Administration Expenses. – The Secretary must report quarterly to the chairs of the Appropriations Committees and Finance Committees of each house of the General Assembly and to the Fiscal Research Division on its expenditures of funds withheld from distributions to local governments to cover its costs of administering local taxes and local programs. The report must itemize expenditures for personnel, operating expenses, and nonrecurring expenses by division and must specify the source of the withheld funds in each case. The report is due 15 days after the end of each quarter."

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-REV-H7

Department of Revenue
Appropriations Subcommittee on General Government

Requested by: Representative

DOR TAXPAYER TELECOMMUNICATIONS SERVICE

SECTION #. The Department of Revenue may draw up to three million dollars ($3,000,000) through June 30, 2004, from the collection assistance fee account created in G.S. 105-243.1 in order to pay for the costs of establishing and equipping a central taxpayer telecommunications service center for collections and assistance, and for the costs associated with aligning local field offices with the new center. Before any funds may be expended for these purposes, the Secretary of Revenue must present a detailed plan with proposed costs to the Joint Legislative Commission on Governmental Operations.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

DRAFT
SPECIAL PROVISION

2002-CONT-H1(S25.1)i

Department of State Controller
Appropriations Subcommittee on General Government

Requested by: **Representatives Jeffus, Sherrill**

OVERPAYMENTS AUDIT

SECTION 25.1.(a) During the 2002-2003 fiscal year, receipts generated by the collection of inadvertent overpayments by State agencies to vendors as a result of pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors as required by G.S.147-86.22(c) are to be deposited in the Special Reserve Account 24172.

SECTION 25.1.(b) For the 2002-2003 fiscal year, two hundred thousand dollars ($200,000) of the funds transferred from the Special Reserve Account 24172 shall be used by the Office of the State Controller for data processing, debt collection, or other information technology initiatives.

SECTION 25.1.(c) All funds available in the Special Reserve Account 24172 on July 1, 2002, are transferred to the General Fund on that date.

SECTION 25.1.(d) Any unobligated funds in the Special Reserve Account 24172 that are realized above the allowance in subsection (b) of this section are subject to appropriation by the General Assembly in the 2003 Regular Session of the General Assembly.

SECTION 25.1.(e) The State Controller shall report quarterly to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on the revenue deposited into the Special Reserve Account and the disbursement of that revenue.

2002 PERMANENT SUBCOMMITTEE REPORT
HOUSE OF REPRESENTATIVES

FOR RECOMMENDING BILLS TO STANDING COMMITTEE
The following report(s) from permanent sub committee(s) is/are presented:
By Representatives **Maggie Jeffus and Wilma Sherrill** (Chairs) for the Permanent Subcommittee on **General Government** of the Standing Committee on APPROPRIATIONS.

THE FOLLOWING BILLS ARE RE-REFERRED TO THE STANDING COMMITTEE ON APPROPRIATIONS.

House Bill	Short Title
91	CULTURAL RESOURCES IT EXPANSION FUNDS.
94	QUALITY ASSURANCE PROGRAM.
165	KIDS VOTING NC FUNDS.
207	QUEEN ANNE'S REVENGE FUNDS.
213	DOMESTIC VIOLENCE FUNDS.
224	QUEEN ANNE'S REVENGE FUNDS.
428	AID TO PUBLIC LIBRARIES FUNDS.
459	FUND DEPARTMENT OF REVENUE AUDIT RECOMMENDATIONS
544	CRAVEN COUNCIL ON WOMEN FUNDS.
763	CHINQUA-PENN PLANTATION TRANSFER/FUNDS.
978	EARLY VOTING FUNDS/GRANTS.
981	N C HUMANITIES COUNCIL FUNDS.
1054	N C MILITARY AFFAIRS COUNCIL FUNDS.
1081	VOTING EQUIPMENT FUNDS.
1112	NORTH CAROLINA ARTS COUNCIL FUNDS.
1382	ADVISORY COMMISSION ON MILITARY AFFAIRS-2.
1408	VETERANS AFFAIRS OFFICES FUNDS

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 91*

Short Title:	Cultural Resources IT Expansion Funds.	(Public)
Sponsors:	Representatives Jeffus, Barefoot (Primary Sponsors); Wainwright, Alexander, Buchanan, Insko, and Sherrill.	
Referred to:	Appropriations.	

February 12, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES FOR COMPLETION OF THE INFORMATION TECHNOLOGY EXPANSION PROJECT AND THE INFORMATION RESOURCE MANAGEMENT COMMISSION PROJECT CERTIFICATION.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources the sum of fifty thousand dollars ($50,000) for the 2001-2002 fiscal year to complete the planning for the Information Technology Expansion Project and the Information Resource Management Commission (IRMC) Project Certification. The Department shall not expend any additional funds for information technology expansion prior to review of the IRMC Project Certification by the Joint Select Committee on Information Technology. The results of the IRMC Project Certification should be presented to the Joint Select Committee on Information Technology no later than December 31, 2001.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 94

Short Title:	Quality Assurance Program.	(Public)
Sponsors:	Representative Owens.	
Referred to:	Rules, Calendar, and Operations of the House.	

February 12, 2001

A BILL TO BE ENTITLED

AN ACT TO SET UP A CUSTOMER SERVICE QUALITY ASSURANCE PROGRAM WITHIN THE STATE AUDITOR'S OFFICE, SO AS TO ENSURE THAT PERSONS RECEIVE QUALITY SERVICES FROM STATE AGENCIES.

The General Assembly of North Carolina enacts:

SECTION 1. Article 5A of Chapter 147 of the General Statutes is amended by adding a new section to read:

"**§ 147-64.15. Customer Service Quality Assurance Program.**

There is established within the Office of the State Auditor the Customer Service Quality Assurance Program. The purpose of the program is for the State Auditor to monitor the performance of State agencies from the perspective of the consumer. In such role, the State Auditor's office may act as a consumer of services or permit applicant before State agencies to verify the quality of services. The State Auditor shall report quarterly to the Joint Legislative Commission on Governmental Operations on the positive and negative aspects of the review. In the case of deficiencies, the State Auditor shall note whether the deficiencies are the result of inadequate resources or training being provided to State employees providing the services, or from the performance of the employee. The Auditor shall also report on positive service experiences. Positive or negative information can also be placed in the State employee's personnel file."

SECTION 2. This act is effective when it becomes law.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 165*

Short Title:	Kids Voting NC Funds.	(Public)
Sponsors:	Representatives Sherrill; Cansler, Alexander, Walend, Gulley, Justus, Johnson, and Jeffus.	
Referred to:	Appropriations.	

February 19, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE KIDS VOTING NORTH CAROLINA PROGRAM.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to Kids Voting of North Carolina, Inc., a nonprofit corporation, the sum of two hundred seventy-five thousand dollars ($275,000) for the 2001-2002 fiscal year to be used as follows:

(1) $50,000 to implement new Kids Voting programs in nonparticipating counties across the State.

(2) $225,000 to be equally divided among the nine participating counties of Buncombe, Cabarrus, Catawba, Cumberland, Durham, Guilford, Haywood, Mecklenburg, and Wake to assist those counties with their Kids Voting programs.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 207

Short Title:	Queen Anne's Revenge Funds.	(Public)
Sponsors:	Representatives Smith; Barefoot, Alexander, and Jeffus.	
Referred to:	Appropriations.	

February 22, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Archives and History, the sum of five hundred thousand dollars ($500,000) for the 2001-2002 fiscal year to be used for the continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 213*

Short Title:	Domestic Violence Funds.	(Public)
Sponsors:	Representatives Redwine; Adams, Alexander, Barefoot, Boyd-McIntyre, Cansler, Cox, Goodwin, Hill, Insko, Jeffus, Luebke, McLawhorn, Morris, Nesbitt, Preston, Sherrill, Smith, Weiss, and Womble.	
Referred to:	Appropriations.	

February 22, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR DOMESTIC VIOLENCE PROGRAMS.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Administration the sum of four million seven hundred forty thousand dollars ($4,740,000) for the 2001-2002 fiscal year and for the 2002-2003 fiscal year to be allocated to the North Carolina Council for Women for the continuation of domestic violence programs within the State. Of these funds, the North Carolina Council for Women shall allocate sixty thousand dollars ($60,000) each year of the biennium to each of the 77 existing domestic violence programs and to the North Carolina Coalition Against Domestic Violence, Inc.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 224*

Short Title:	Queen Anne's Revenge Funds.	(Public)
Sponsors:	Representative Preston.	
Referred to:	Appropriations.	

February 22, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE RECOVERY AND CONSERVATION OF ARTIFACTS FROM THE QUEEN ANNE'S REVENGE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Archives and History, the sum of five hundred thousand dollars ($500,000) for the 2001-2002 fiscal year to be used for the continued work on the recovery and conservation of the artifacts from the shipwreck believed to be Blackbeard's flagship, Queen Anne's Revenge.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 428

Short Title:	Aid to Public Libraries Funds.	(Public)
Sponsors:	Representatives Jeffus, Barefoot, McLawhorn; Adams, Alexander, Arnold, Baddour, Boyd-McIntyre, Brubaker, Buchanan, Coates, Cox, Cunningham, Dockham, Easterling, Edwards, Esposito, Fox, Hackney, Haire, Hall, Hill, Howard, Jarrell, Luebke, McAllister, Morris, Nesbitt, Preston, Russell, Sherrill, Thompson, Tolson, Tucker, Underhill, Wainwright, Walend, Warner, Warren, Weiss, Womble, and Yongue.	
Referred to:	Appropriations.	

March 1, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS FOR THE AID TO PUBLIC LIBRARIES FUND.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of State Library, the sum of ten million one hundred thousand dollars ($10,100,000) for the 2001-2002 fiscal year to increase the amount allocated to libraries from the Aid to Public Libraries Fund.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 459*

Short Title:	Fund DOR Audit Recommendations.	(Public)
Sponsors:	Representatives Allen, Luebke, Buchanan, and Wainwright.	
Referred to:	Appropriations.	

March 5, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF REVENUE FOR TECHNOLOGY, EFFICIENCY, AND CUSTOMER SERVICE IMPROVEMENTS RECOMMENDED BY THE STATE AUDITOR'S PERFORMANCE AUDIT.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Revenue the sum of four million four hundred twenty-eight thousand fifty-seven dollars ($4,428,057) for the 2001-2002 fiscal year and the sum of four million four hundred twenty-eight thousand fifty-seven dollars ($4,428,057) for the 2002-2003 fiscal year for salary, benefits, and related expenses for 74 new positions recommended by the Office of the State Auditor in its performance audit of the Department of Revenue, as follows:

Positions	Function	Amount
8 Revenue Tax Auditor I	RAR Processing	$515,761
5 Revenue Admin. Officer I	Correspondence	337,523
9 Revenue Tax Technician	Taxpayer Assist.	407,336
3 Revenue Admin. Officer I	Taxpayer Assist.	202,514
2 Revenue Admin. Officer II	Taxpayer Assist.	147,945
3 Computer Specialist III	Training	169,455
1 Computer Consultant II	Training	61,657
2 Computer Consultant I	Help Desk	112,970
3 Revenue Admin. Officer II	PD&T/PSIC	221,917
12 Revenue Tax Auditor I	Amended Returns	773,641
7 Revenue Tax Technician	Amended Returns	316,817
1 Revenue Field Auditor II	Interstate Auditing	73,972
1 Revenue Field Auditor III	Interstate Auditing	81,144
9 Revenue Field Auditor I	Field Examination	607,541
3 Revenue Field Auditor II	Field Examination	221,917

5 Processing Assistant IV	Post Data Capture	175,947

SECTION 2. There is appropriated from the General Fund to the Department of Revenue the sum of three million six hundred thirty-six thousand three hundred seventy dollars ($3,636,370) for the 2001-2002 fiscal year and the sum of three million one hundred seven thousand sixteen dollars ($3,107,016) for the 2002-2003 fiscal year for information technology improvements as follows:

	FY 01-02	FY 02-03
Data Capture Positions	$218,330	$218,330
Data Capture Maintenance	279,812	293,803
IT Positions (12)	766,183	650,983
Direct Deposit	292,045	18,900
Infrastructure Replacement	1,400,000	1,400,000
Contractual Services	200,000	200,000
Data Warehousing	480,000	325,000

SECTION 3. There is appropriated from the General Fund to the Department of Revenue the sum of two million two hundred forty-two thousand dollars ($2,242,000) for the 2001-2002 fiscal year and the sum of four hundred fifteen thousand dollars ($415,000) for the 2002-2003 fiscal year for automation and telephone technology improvements as follows:

	FY 01-02	FY 02-03
Online Sales and Use Filing	$397,000	$40,000
Online Withholding Filing	685,000	60,000
Online Individual Income Payment	425,000	75,000
Online Refund Status Inquiry	275,000	-0-
Telephone Technology	460,000	240,000

SECTION 4. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 544

Short Title:	Craven Council on Women Funds.	(Public)
Sponsors:	Representatives Wainwright and Underhill.	
Referred to:	Appropriations.	

March 12, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE CRAVEN COUNTY COUNCIL ON WOMEN FOR OPERATING EXPENSES.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to Craven County Council on Women, Inc., a nonprofit corporation, the sum of one hundred thousand dollars ($100,000) for the 2001-2002 fiscal year for operating expenses incurred in providing vital services to women in Craven County.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 2

HOUSE BILL 763
Committee Substitute Favorable 5/9/01

Short Title: Chinqua-Penn Plantation Transfer/Funds. (Public)

Sponsors:

Referred to:

March 26, 2001

A BILL TO BE ENTITLED

AN ACT TRANSFERRING THE CHINQUA-PENN PLANTATION TO THE DEPARTMENT OF CULTURAL RESOURCES AND APPROPRIATING FUNDS TO PROMOTE, MANAGE, AND MAINTAIN THE CHINQUA-PENN PLANTATION.

The General Assembly of North Carolina enacts:

SECTION 1.(a) The Chinqua-Penn Plantation in Rockingham County is transferred from The University of North Carolina to the Department of Cultural Resources. The transfer has all the elements of a Type I transfer as defined by G.S. 143A-6(a).

SECTION 1.(b) Friends of Chinqua-Penn funds on deposit with The University of North Carolina shall be transferred to the Department of Cultural Resources for use at the Chinqua-Penn Plantation at the discretion of the Chinqua-Penn Foundation, Inc.

SECTION 2. There is appropriated from the General Fund to the Chinqua-Penn Foundation, Inc., the sum of three hundred thousand dollars ($300,000) for the 2001-2002 fiscal year to promote, manage, and maintain the Chinqua-Penn Plantation.

SECTION 3. This act becomes effective 1 July 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 978

Short Title:	Early Voting Funds/Grants.	(Public)
Sponsors:	Representatives Nesbitt, Alexander, Michaux (Primary Sponsors); Baddour, Barefoot, Blue, Fitch, Goodwin, Hackney, Haire, Hensley, Insko, Luebke, Miller, Sherrill, Smith, Tolson, Wainwright, and Weiss.	
Referred to:	Appropriations.	

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO AUTHORIZE GRANTS TO REIMBURSE COUNTIES FOR CONDUCTING EARLY VOTING AT SATELLITE LOCATIONS.

The General Assembly of North Carolina enacts:

SECTION 1. The North Carolina State Board of Elections shall make grants as specified in Section 2 of this act to certain counties that provided additional one-stop absentee voting sites in the 2000 General Election at locations other than the county board of elections office or the county courthouse. The funds for such grants shall come from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting sites. Under no circumstances shall any new grants by the State Board, under this act, be funded by any new appropriations. No other grants from funds previously appropriated, but not granted, to the State Board of Elections by S.L. 2000-136, for grants to counties to provide additional one-stop absentee voting shall be made other than those specified in Section 2 of this act, and any remaining funds from that appropriation shall revert to the General Fund on June 30, 2001.

SECTION 2. The State Board of Elections shall make grants to the following county boards of elections in the amounts specified:

(1) Buncombe in the amount of $15,000.
(2) Chatham in the amount of $5,000.
(3) Durham in the amount of $10,000.
(4) Edgecombe in the amount of $5,000.
(5) Lenoir in the amount of $10,000.
(6) Orange in the amount of $5,000.
(7) Wake in the amount of $10,000.

SECTION 3. This act is effective when it becomes law.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 981*

Short Title:	N C Humanities Council Funds.	(Public)
Sponsors:	Representatives Jeffus, Adams, Wainwright (Primary Sponsors); Alexander, Allen, Baddour, Barefoot, Bell, Blue, Bonner, Boyd-McIntyre, Buchanan, Church, Cole, Cox, Crawford, Culpepper, Cunningham, Dedmon, Earle, Easterling, Edwards, Fitch, Fox, Gibson, Gray, Haire, Hall, Hensley, Hurley, Lucas, Luebke, McAllister, McLawhorn, Michaux, Miller, Morris, Nesbitt, Nye, Owens, Redwine, Saunders, Sherrill, Smith, Sutton, Thompson, Tolson, Tucker, Warner, Warren, Warwick, Weiss, Womble, Wright, and Yongue.	
Referred to:	Appropriations.	

April 5, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE NORTH CAROLINA HUMANITIES COUNCIL.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the North Carolina Humanities Council, a nonprofit corporation, the sum of two hundred thousand dollars ($200,000) for the 2001-2002 fiscal year for the programs of the North Carolina Humanities Council.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 1054*

Short Title:	NC Military Affairs Council Funds.	(Public)
Sponsors:	Representatives Baddour; Morris and Wainwright.	
Referred to:	Appropriations.	

April 10, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO SUPPORT THE NORTH CAROLINA MILITARY AFFAIRS COUNCIL.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Office of the Governor the sum of three hundred fifty thousand dollars ($350,000) for the 2001-2002 fiscal year to support the North Carolina Military Affairs Council.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 1081

Short Title:	Voting Equipment Funds.	(Public)
Sponsors:	Representatives Arnold and Rayfield.	
Referred to:	Appropriations.	

April 11, 2001

A BILL TO BE ENTITLED

AN ACT TO PROVIDE FOR FEDERAL AND STATE FUNDING TO REPLACE OUTDATED VOTING EQUIPMENT.

The General Assembly of North Carolina enacts:

SECTION 1. The State Board of Elections is directed to identify the counties with outdated voting equipment that could result in election-day trouble and to rank those counties in terms of the severity of the problem.

SECTION 2. The State Board of Elections is directed to identify and pursue all available federal and other funds that become available for replacing voting equipment.

SECTION 3. There is appropriated from the General Fund to the State Board of Elections for the 2002-2003 fiscal year the sum of one million dollars ($1,000,000) to match federal and other funds that are available for replacing outdated voting equipment.

SECTION 4. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 1112*

Short Title:	NC Arts Council Funds.	(Public)
Sponsors:	Representatives Baddour, Jeffus, Sherrill (Primary Sponsors); Adams, Alexander, Barefoot, Bonner, Bowie, Boyd-McIntyre, Coates, Cox, Cunningham, Easterling, Edwards, Goodwin, Haire, Hall, Hurley, Insko, Luebke, McLawhorn, Redwine, Rogers, Russell, Smith, Sutton, Tolson, Tucker, Underhill, Wainwright, Walend, Warren, Warwick, Weiss, Womble, Wright, and Yongue.	
Referred to:	Appropriations.	

April 11, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO THE DEPARTMENT OF CULTURAL RESOURCES TO SUPPORT THE NORTH CAROLINA ARTS COUNCIL.

Whereas, North Carolina is known throughout the world for its pottery traditions, literary legacy, Southern Appalachian music traditions, jazz, blues and gospel heritage, and an abundance of artists and arts institutions; and

Whereas, North Carolina's arts community is strong and vibrant and it contributes greatly to the rich quality of life and to the healthy economy that this State enjoys; and

Whereas, the North Carolina Arts Council has worked to build a community of artists and arts organizations so that all of our citizens and visitors to our State will have the opportunity to enjoy the arts; and

Whereas, in 2003, the national average for per capita spending by state arts councils will be $1.50; and

Whereas, an additional $6,000,000 appropriation added to the North Carolina Arts Council's recurring appropriation would allow North Carolina to reach the national average; and

Whereas, in each of the years during the 1999-2001 biennium, the North Carolina Arts Council received a nonrecurring appropriation of $2,000,000; and

Whereas, there is precedent in North Carolina's budgeting process for such an appropriation to become part of the recurring budget in the third year; Now, therefore,

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Cultural Resources, Division of Arts Council, the sum of two million dollars ($2,000,000) for the 2001-2002 fiscal year and the sum of four million dollars ($4,000,000) for the 2002-2003 fiscal year to support the programs of the North Carolina Arts Council. These funds shall be in addition to appropriations already in the base budget for the North Carolina Arts Council and shall become part of the North Carolina Arts Council's continuation budget.

SECTION 2. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

HOUSE BILL 1382

Short Title:	Advisory Commission on Military Affairs.	(Public)
Sponsors:	Representative Baddour.	
Referred to:	Military, Veterans and Indian Affairs.	

April 26, 2001

A BILL TO BE ENTITLED

AN ACT TO CREATE THE NORTH CAROLINA ADVISORY COMMISSION ON MILITARY AFFAIRS.

The General Assembly of North Carolina enacts:

SECTION 1. The General Statutes of North Carolina are amended by adding a new Chapter to read:

"Chapter 127C.

"Advisory Commission on Military Affairs.

"**§ 127C-1. Creation of the North Carolina Advisory Commission on Military Affairs.**

There is created in the Office of the Governor the North Carolina Advisory Commission on Military Affairs to advise the Governor and the Secretary of Commerce on protecting the existing military infrastructure in this State and to promote new military missions and economic opportunities for the State and its citizens.

"**§ 127C-2. Membership.**

(a) The North Carolina Advisory Commission on Military Affairs shall consist of 15 voting members appointed by the Governor, who shall serve on the Executive Committee, and eight nonvoting, ex officio members who shall serve by reason of their positions.

(b) The Executive Committee shall consist of:

(1) Three representatives from the Jacksonville community.

(2) Three representatives from the Havelock community.

(3) Three representatives from the Goldsboro community.

(4) Three representatives from the Fayetteville community.

(5) Three representatives at large from across the State.

(c) The following members shall serve ex officio:

(1) Secretary of Commerce, or a designee.

(2) Commanding General 18th Airborne Corps, Fort Bragg.

(3) Commanding General Marine Corps Base, Camp Lejeune.
(4) Commanding General Marine Corps Air Station, Cherry Point.
(5) Commander 4th FW, Seymour Johnson Air Force Base.
(6) Commander 43rd Airlift Wing, Pope Air Force Base.
(7) Commander of the U.S. Coast Guard Support Center, Elizabeth City.
(8) Adjutant General of the North Carolina National Guard.

(d) The Executive Committee appointed pursuant to subsection (a) of this section shall choose a Chairman and four Vice-Chairmen from amongst its membership.

"§ 127C-3. Executive director.

The Governor shall appoint, with the approval of the Executive Committee, an executive director for the Commission who shall serve as the administrative head of the Commission and be responsible for the operations and normal business activities of the Commission, with oversight by the Executive Committee.

"§ 127C-4. Purposes.

The Commission shall have the following responsibilities and duties:

(1) Advise the Governor and Secretary of Commerce on how to strengthen the State's relationship with the military to protect the installations of this State from the results of any future defense budget cuts or military downsizing by providing a sound infrastructure, affordable housing, and affordable education for military members and their families, working to be viewed by national military leaders as the most military-friendly State in the nation.

(2) Develop a strategic plan to provide initiatives to support the long-term viability and prosperity of the military of this State that shall include, at least:

a. A comprehensive Economic Impact Study of Military Activities in North Carolina to be conducted by the North Carolina State University Department of Economics and the East Carolina Office of Regional Development.

b. A Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis by a professional strategic planning group on the current status of the military in North Carolina.

(3) Study ways to improve educational opportunities for military personnel in North Carolina.

(4) Assist in coordinating the State's interests in future activities of the Department of Defense.

(5) Promote initiatives to improve the quality of life for military personnel in this State.

"§ 127C-5. Expenses of the Commission.

(a) The Governor shall include the funding requirements for the Commission in the annual budget for the Department.

(b) Commission members shall receive per diem and travel reimbursements as provided in G.S. 138-5 and G.S. 138-6, as appropriate."

SECTION 2. There is appropriated from the General Fund to the Office of the Governor the sum of ten thousand dollars ($10,000) for the 2001-2002 fiscal year to pay the travel and per diem expenses of the North Carolina Advisory Commission on Military Affairs.

SECTION 3. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 2

HOUSE BILL 1382

Committee Substitute Favorable 5/30/01

Short Title: Advisory Commission on Military Affairs. (Public)

Sponsors:

Referred to:

April 26, 2001

A BILL TO BE ENTITLED

AN ACT TO CREATE THE NORTH CAROLINA ADVISORY COMMISSION ON MILITARY AFFAIRS.

The General Assembly of North Carolina enacts:

SECTION 1. The General Statutes of North Carolina are amended by adding a new Chapter to read:

"Chapter 127C.

"Advisory Commission on Military Affairs.

"**§ 127C-1. Creation of the North Carolina Advisory Commission on Military Affairs.**

There is created in the Office of the Governor the North Carolina Advisory Commission on Military Affairs to advise the Governor and the Secretary of Commerce on protecting the existing military infrastructure in this State and to promote new military missions and economic opportunities for the State and its citizens.

"**§ 127C-2. Membership.**

(a) The North Carolina Advisory Commission on Military Affairs shall consist of 21 voting members, who shall serve on the Executive Committee, and nine nonvoting, ex officio members who shall serve by reason of their positions.

(b) The Executive Committee shall be appointed as follows:

(1) Three members appointed by the General Assembly upon the recommendation of the Speaker of the House of Representatives, one of whom shall be a member of a recognized veterans' organization.

(2) Three members appointed by the General Assembly upon the recommendation of the President Pro Tempore of the Senate, one of whom shall be a member of a recognized veterans' organization.

(3) Fifteen members appointed by the Governor, consisting of:

a. Three representatives from the Jacksonville community.

b. Three representatives from the Havelock community.

c. Three representatives from the Goldsboro community.

d. Three representatives from the Fayetteville community.
e. Three public members from across the State.

(c) The following members shall serve ex officio:
(1) Secretary of Crime Control and Public Safety, or a designee.
(2) Secretary of Commerce, or a designee.
(3) Commanding General 18th Airborne Corps, Fort Bragg.
(4) Commanding General Marine Corps Base, Camp Lejeune.
(5) Commanding General Marine Corps Air Station, Cherry Point.
(6) Commander 4th FW, Seymour Johnson Air Force Base.
(7) Commander 43rd Airlift Wing, Pope Air Force Base.
(8) Commander of the U.S. Coast Guard Support Center, Elizabeth City.
(9) Adjutant General of the North Carolina National Guard.

(d) The Executive Committee appointed pursuant to subsection (b) of this section shall choose a Chairman and four Vice-Chairmen from amongst its membership.

"**§ 127C-3. Executive director.**

The Governor shall appoint, with the approval of the Executive Committee, an executive director for the Commission who shall serve as the administrative head of the Commission and be responsible for the operations and normal business activities of the Commission, with oversight by the Executive Committee.

"**§ 127C-4. Purposes.**

The Commission shall have the following responsibilities and duties:

(1) Advise the Governor and Secretary of Commerce on how to strengthen the State's relationship with the military to protect the installations of this State from the results of any future defense budget cuts or military downsizing by providing a sound infrastructure, affordable housing, and affordable education for military members and their families, working to be viewed by national military leaders as the most military-friendly State in the nation.

(2) Develop a strategic plan to provide initiatives to support the long-term viability and prosperity of the military of this State that shall include, at least:
a. A comprehensive Economic Impact Study of Military Activities in North Carolina to be conducted by the North Carolina State University Department of Economics and the East Carolina Office of Regional Development.
b. A Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis conducted by a professional strategic planning group on the current status of the military in North Carolina.

(3) Study ways to improve educational opportunities for military personnel in North Carolina.

(4) Assist in coordinating the State's interests in future activities of the Department of Defense.

(5) Promote initiatives to improve the quality of life for military personnel in this State.

"**§ 127C-5. Expenses of the Commission.**

(a) The Governor shall include the funding requirements for the Commission in the annual budget for the Office of the Governor.

(b) Commission members shall receive per diem and travel reimbursements as provided in G.S. 138-5 and G.S. 138-6, as appropriate."

SECTION 2. There is appropriated from the General Fund to the Office of the Governor the sum of ten thousand dollars ($10,000) for the 2001-2002 fiscal year to pay the travel and per diem expenses of the North Carolina Advisory Commission on Military Affairs.

SECTION 3. This act becomes effective July 1, 2001.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2001

H 1

HOUSE BILL 1408

Short Title:	Veterans Affairs Offices Funds.	(Public)
Sponsors:	Representative Goodwin.	
Referred to:	Appropriations.	

April 26, 2001

A BILL TO BE ENTITLED

AN ACT TO APPROPRIATE FUNDS TO INCREASE THE ALLOCATION TO EACH VETERANS AFFAIRS OFFICE IN THE STATE.

The General Assembly of North Carolina enacts:

SECTION 1. There is appropriated from the General Fund to the Department of Administration, Division of Veterans Affairs, the sum of two hundred eighty-two thousand dollars ($282,000) for the 2001-2002 fiscal year to increase by three thousand dollars ($3,000) the allocation to each of the Veterans Affairs Offices in the State to assist the offices in providing adequate services to veterans and their families.

SECTION 2. This act becomes effective July 1, 2001.