

Office of Management and Enterprise Services (090)

Lead Administrator: Preston Doerflinger, Secretary of Finance, Administration and Information Technology

FY'16 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
1 Administration	\$3,101,320	\$0	\$0	\$0	\$0	\$3,101,320
2 Budget, Policy & Legislative Affairs	\$1,691,882	\$0	\$1,015,000	\$0	\$0	\$2,706,882
3 Central Accounting and Reporting (CAR)	\$4,486,542	\$0	\$9,729,454	\$0	\$0	\$14,215,996
4 Capital Assets Management (CAM)	\$4,062,691	\$0	\$122,316,752	\$0	\$0	\$126,379,443
5 Central Purchasing (CP)	\$0	\$0	\$6,392,853	\$0	\$0	\$6,392,853
6 Human Capital Management (HCM)	\$3,266,186	\$0	\$6,246,778	\$0	\$0	\$9,512,964
7 Employees Group Insurance Department (EGID)	\$0	\$0	\$52,263,805	\$0	\$0	\$52,263,805
8 Information Services (IS)	\$12,790,326	\$1,705,729	\$148,467,546	\$0	\$0	\$162,963,601
9 Debt Service	\$22,052,733	\$0	\$0	\$0	\$0	\$22,052,733
Total	\$51,451,680	\$1,705,729	\$346,432,188	\$0	\$0	\$399,589,597

*\$7,439,389 is transferred into Fund 24500 for Capital Assets Management as directed by the GA bill.

FY'15 Carryover by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'15 Carryover		\$0	\$0	\$0	\$0	\$0

*Source of "Other" and % of "Other" total for each.

What Changes did the Agency Make between FY'15 and FY'16?
<p>1.) Are there any services no longer provided because of budget cuts? OMES has been able to place non-mission-critical projects on hold, enabling service offerings to remain the same.</p> <p>2.) What services are provided at a higher cost to the user? No fees were increased in FY15 or FY16. OMES continues to subsidize certain fees (specifically CAR and IS).</p> <p>3.) What services are still provided but with a slower response rate? A slower service delivery is not anticipated.</p> <p>4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document. Any increases in pay were statutorily authorized.</p>

FY'17 Requested Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Other	Total	% Change
1 Administration	\$2,791,188	\$0	\$0	\$0	\$2,791,188	-10.00%
2 Budget, Policy & Legislative Affairs	\$1,522,694	\$0	\$1,015,000	\$0	\$2,537,694	-6.25%
3 Central Accounting and Reporting (CAR)	\$4,037,888	\$0	\$9,729,454	\$0	\$13,767,342	-3.16%
4 Capital Assets Management (CAM)	\$3,656,422	\$0	\$122,316,752	\$0	\$125,973,174	-0.32%
5 Central Purchasing (CP)	\$0	\$0	\$6,392,853	\$0	\$6,392,853	0.00%
6 Human Capital Management (HCM)	\$2,939,567	\$0	\$6,246,778	\$0	\$9,186,345	-3.43%
7 Employees Group Insurance Department (EGID)	\$0	\$0	\$52,263,805	\$0	\$52,263,805	0.00%
8 Information Services (IS)	\$11,511,293	\$1,705,729	\$148,467,546	\$0	\$161,684,568	-0.78%
9 Debt Service	\$19,099,165	\$0	\$0	\$0	\$19,099,165	-13.39%
Total	\$45,558,217	\$1,705,729	\$346,432,188	\$0	\$393,696,134	-1.47%

*10% cut in appropriations other than specified for Debt Service is targeted in FY17.

FY'17 Top Five Appropriation Funding Requests	
	\$ Amount
Not Applicable	\$0
Total Increase above FY-17 Request	\$ -

How would the agency handle a 5% appropriation reduction in FY'17?
OMES will be targeting a 10% cut in appropriations in FY17.

How would the agency handle a 7.5% appropriation reduction in FY'17?
OMES will be targeting a 10% cut in appropriations in FY17.

How would the agency handle a 10% appropriation reduction in FY'17?

- Reduction of memberships and non-essential out of state travel
- Reduction or elimination of non-critical services
- A moratorium on personnel changes (specifically raises and reallocation of positions)
- Delayed initiation of IT unification and optimization projects
- Reduction in services provided to State agencies, such as janitorial services
- Adjustment of temperature settings within State buildings
- Reduction in frequency of scheduled building maintenance
- Delayed repairs to buildings
- Delayed progress in shared services projects
- Possible furloughs or terminations

Is the agency seeking any fee increases for FY'16?

	\$ Amount
Increas N/A	\$0

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Not applicable

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

Federal monies received are not tied to a mandate.

2.) Are any of those funds inadequate to pay for the federal mandate?

Not applicable

3.) What would the consequences be of ending all of the federal funded programs for your agency?

If all federally funded programs were ended, the State would lose nearly \$2M dedicated to the Public Safety Broadband Network (PSBN) via the FirstNet grant.

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

Thus far, OMES is not affected by federal budget cuts in the coming FY.

5.) Has the agency requested any additional federal earmarks or increases?

No.

Division and Program Descriptions

Administrative Services

- 1 Performance and Efficiency
 - Works with other divisions to develop and manage performance-informed budgeting, aligning state budget and expenditures to the performance of statewide programs.
 - Manages the audit department responsible for reviewing and auditing procurement functions of state government, ensuring compliance with the State Purchasing Act, policy, rules and procedures.
 - Responsible for financial analysis of the state's self-insurance program including claims accuracy, high-cost drivers, premium levels and liability reserves.
 - Manages varied strategic business projects for the agency to increase efficiency and streamline internal processes. Provides independent oversight of privacy and security procedures, working with the embedded privacy and security officers within the agency responsible for these functions.
- 2 General Administrative
 - Legal
 - Public Affairs

Budget, Policy & Legislative Affairs

- 1 Budget, Policy & Legislative Affairs
 - Prepares the Governor's budget and assists in drafting supporting legislation for the Governor's proposals;
 - Makes recommendations based on the division's research and analysis on the effectiveness of state management and fiscal systems, focusing on areas where state programs can be operated more efficiently, lowering the cost and size of state government;
 - Manages the state's budget system making appropriate allotments and transfers as authorized by law.
- 2 Gaming Compliance
 - Carries out the State's oversight responsibilities under the Tribal Gaming Compact

Central Accounting and Reporting (CAR)

- 1 Central Accounting and Reporting
 - Establishes the policies and procedures for state financial transactions and for executing those transactions in accordance with the various state statutes, federal regulations, and governmental accounting and reporting standards;
 - Production of the State's Comprehensive Annual Financial Report;
 - Production of the Statewide Cost Allocation Plan
 - Statewide payroll tax reporting;
 - Provides the internal financial and budgeting support for OMES.
- 2 Agency Business Services
 - Provides shared financial services to State agencies
- 3 OMES Finance
 - Manages fiscal operations for the agency

4 Emergency and Transportation

- Administers the financial functions of the Emergency and Transportation Revolving fund in accordance with the Oklahoma Cooperative Circuit Engineering Districts Board.

Capital Assets Management (CAM)

- 1 Real Estate and Leasing Services (REALS)
 - Plan, program and deliver construction and real estate services to support the current and long range facility needs of state agencies;
 - Maintain and operate state-owned facilities;
 - Responsible for assigning all space in facilities used by the State, authorizing the amount of space to be acquired by agencies, and executing all leasing contracts on behalf of the agencies.
 - 2 Central Printing & Interagency Mail
 - Provide professional printing, mailing and distribution services to agency and governmental entities of the State.
 - 3 Fleet Management
 - Provide motor vehicle services to state agencies including policy oversight, leasing, maintenance management, reporting, and educating, training and promoting alternative fuel usage in both the public and private sectors.
 - 4 Risk Management
 - Protects the assets of the State and political subdivisions through effective programs in risk management including self-insurance and third-party insurance programs for property and liability.
- Program State & Federal Surplus
- Obtains and manages federal surplus property;
 - Obtains and manages State surplus property.

Central Purchasing (CP)

- 1 Central Purchasing
 - Establish policies for statewide procurement;
 - Uphold the Central Purchasing act;
 - Obtain and maintain vendor relationships.

Human Capital Management (HCM)

- 1 Human Resources Services
 - Provides HR support for all executive level agencies;
 - Screens and recruits applicants for state employment;
 - Researches and makes recommendations regarding state compensation.
- 2 Benefits Administration
 - Contract with HMOs to offer benefits;
 - Facilitate the insurance enrollment process.
- 3 Payroll Processing
 - Process payroll for OMES and other state agencies under shared services agreements;
 - Functional management and support of the state's payroll system.

Employees Group Insurance Department (EGID)

- 1 Health Choice Administration
 - Administers self-insured health, dental, life, and disability plans for state, education, and local government employees;
 - Maintains contract with Medicare as an employer-direct Medicare Part D Prescription Drug Plan.
- 2 Outside Medicare Plans
 - Contract with outside Medicare health plans to offer choice for retiree health insurance.

Information Services (IS)

- 1 Shared Information Technology
 - Provide comprehensive information technology to appropriated agencies, boards and commissions within the executive branch
 - Provide comprehensive information technology to voluntary non-executive branch agencies, as well as outside affiliates

Debt Service

No Pro Note: This is broken out only for illustrative purposes.

FY'17 Budgeted FTE							
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$	
1 Administration	9	0	32	9	17		6
2 Budget, Policy & Legislative Affairs	1	0	11	1	9		1
3 Central Accounting and Reporting (CAR)	18	9	70	21	47		11
4 Capital Assets Management (CAM)	70	19	168	79	95		13
5 Central Purchasing (CP)	11	1	49	5	40		5
6 Human Capital Management (HCM)	22	4	82	10	68		8
7 Employees Group Insurance Department (EGID)	37	20	131	30	109		12
8 Information Services (IS)	185	176	839	134	785		96
9 Debt Service	0	0	0	0	0		0
Total	353	229	1382	289	1170		152

FTE History					
	2016 Budgeted	2015	2012	2009	2005
1 Administration	32	0	0	0	0
2 Budget, Policy & Legislative Affairs	11	0	0	0	0
3 Central Accounting and Reporting (CAR)	79	111	257	162	107
4 Capital Assets Management (CAM)	187	213	207	244	192
5 Central Purchasing (CP)	50	0	0	0	0
6 Human Capital Management (HCM)	86	61	67	103	106
7 Employees Group Insurance Department (EGID)	151	152	155	174	173
8 Information Services (IS)	1015	828	66	66	29
9 Debt Service	0	0	0	0	0
Total	1611	1363	753	749	607

Note: 1. Historical data is separated by agency for those dates prior to 2140 consolidation. All "OSF" data (with the exception of IS) is shown on Central Accounting and Reporting.
2. In 2015, Administration, Budget, Policy & Legislative Affairs were combined with Central Accounting & Reporting and Central Purchasing was combined with Capital.
3. The large increase in IS FTE is related to HB1304 IT Unification.

Performance Measure Review					
	FY'15	FY'14	FY'13	FY'12	FY'11
In accordance with the strategic direction of the State, OMES is in the process of realigning our agency programs and metrics to better reflect our purpose.					

Revolving Funds (200 Series Funds)				
	FY'13-15 Avg. Revenues	FY'13-15 Avg. Expenditures	June '15 Balance	
20000 OMES Revolving Fund	\$1,973,273	\$2,527,832	\$4,546,818	
20100 General Purpose Revolving Fund	\$263,441	\$616,650	\$1,539,240	
20200 Deferred Maintenance Fund	\$0	\$546,846	\$0	
20500 Risk Management - Revolving	\$23,595,882	\$24,249,699	\$47,980,609	
21000 Centrex Revolving Fund	\$88,738,370	\$89,038,230	\$5,226,779	
21500 ISC Revolving Fund	\$6,000	\$4,899,395	\$16,053	
21600 OTC & OMES Joint Computer Enhancement Fund	\$4,211,940	\$7,132,001	\$33,798,619	
22000 OMES ISD Construction Fund	\$9,049	\$463,388	\$298	
22300 Risk Management - Foster Families Revolving	\$517,161	\$529,566	\$14,289	
22500 Cent. Purch/Severely Handicapped Rev. Fund (State Use)	\$371,443	\$219,514	\$766,123	
23000 Voluntary Buyout Agency Reimbursement Revl Fund	\$0	\$0	\$1	
23100 Interagency Mail/Postal Service Rev. Fund	\$760,590	\$728,727	\$389,154	
24400 Statewide Surplus Property	\$4,843,476	\$4,504,850	\$2,734,135	
24500 Facilities Service Revolving	\$14,728,980	\$16,907,428	\$8,217,844	
24600 State Facilities Energy Conservation Program	\$103,333	\$103,334	\$0	
25000 CMIA Fund	\$53,250	\$0	\$378,341	
25100 Alternative Fuels Prog	\$65,140	\$131,814	\$20,661	
25500 Risk Management - Tag Agent	\$81,391	\$66,744	\$921,375	
26000 Risk Management - Fire Protection	\$1,293,430	\$976,731	\$5,787,800	
26200 Risk Management Political Subdivision	\$108,290	\$106,718	\$11,704	
27000 Cent. Purch/Reg. of State Vendors Rev. Fund	\$83,370	\$80,057	\$208,307	
27100 Vendor Fees and Rebates	\$3,066,704	\$2,184,160	\$5,175,713	
27200 Cent. Purch/Training Fund	\$74,883	\$69,767	\$116,012	
27500 State Recycling Revolving Fund	\$42,286	\$36,970	\$150,145	
28000 Property Distribution - Federal	\$1,323,100	\$1,126,025	\$1,770,065	
28200 Const & Prop/State Construction Rev. Fund	\$1,748,312	\$1,708,927	\$2,759,022	
28300 Maintenance of State Buildings Revolving Fund	\$98,061	\$1,224,025	\$41,622,110	
28400 HCM Oklahoma Commission on Status of Women	\$3,889	\$743	\$34,595	
28600 HCM old operating	\$162	\$0	\$485	
28800 EBD Administrative Fund	\$4,130,320	\$3,320,270	\$4,311,868	
29000 St Empl Grp Health Ins Revolv	\$41,792,174	\$41,337,319	\$1,661,465	
29200 Medical Exp Liability Revol Fd	\$588,153	\$174,378	\$3,390,179	
29400 OK Print Shop Fund	\$1,974,496	\$1,864,767	\$676,687	
29500 Emergency & Transportation Rev	\$9,690,554	\$9,672,618	\$3,203,638	
29600 State Motor Pool	\$9,347,317	\$7,757,823	\$6,391,177	
29800 Office Of Pers Mgmt Rev Fund	\$564,694	\$153,101	\$1,386,674	