



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION



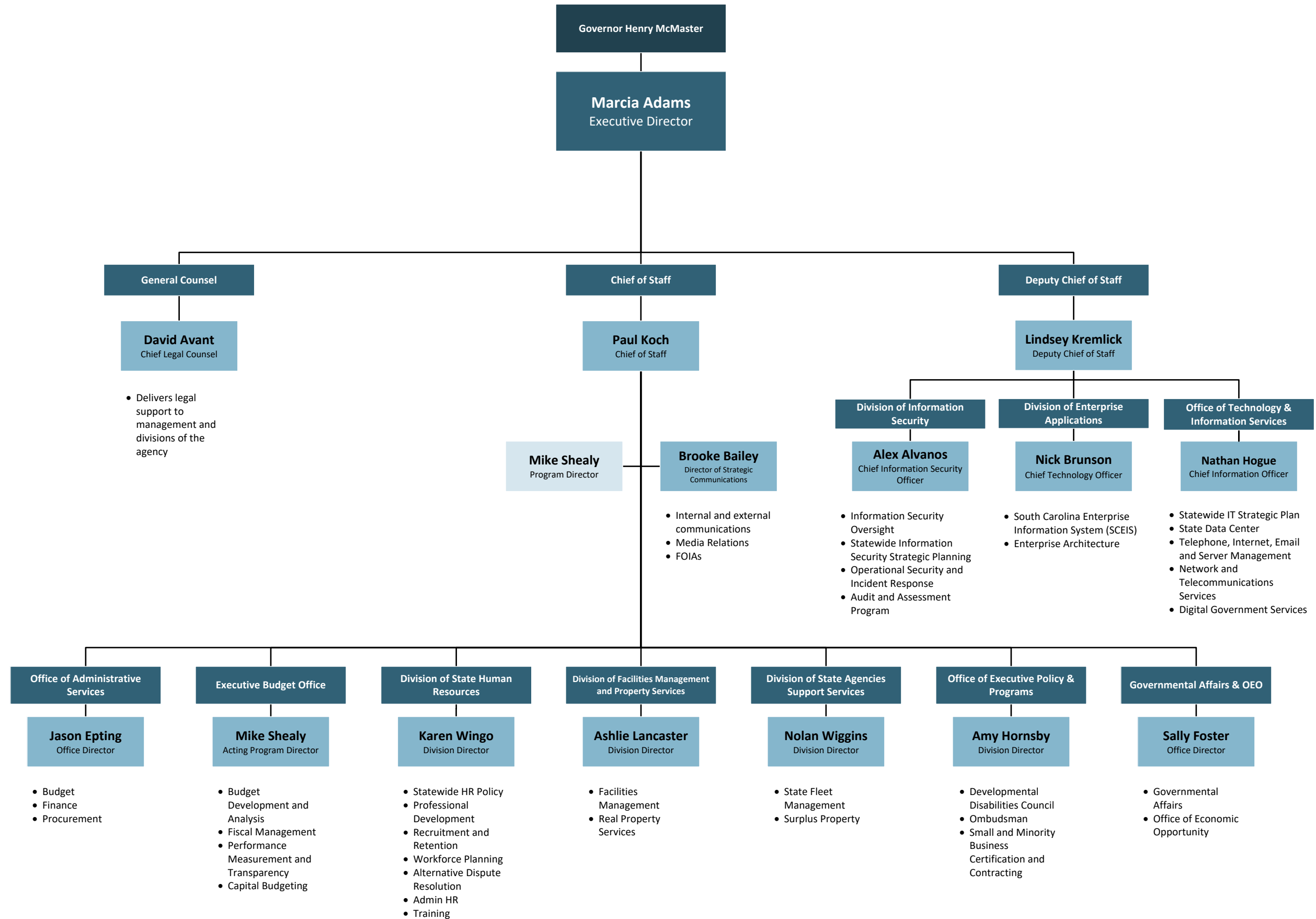
**FY 2024-2025
Budget Request**

Staff Members Attending:

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>
Marcia Adams	Executive Director	Marcia.Adams@admin.sc.gov	734-5198
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South Carolina Department of Administration

Marcia Adams, Executive Director



SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
BUDGET REQUEST SUMMARY
FY 2024-2025 BUDGET

Priority	Title	Description	Recurring Funds				Non-Recurring Funds	Total Request
			General Fund	Other Funds	Federal Funds	Total		
1	Division of Information Security – Enhance Monitoring and Protection Tools and Agency Information Security Assistance	As threats in the cybersecurity landscape continue to increase exponentially, the Division of Information Security (DIS) is requesting additional funding to enhance its statewide security monitoring capabilities which provide the ability to further protect the state and its data resources. As security technology continues to evolve, the importance of having qualified cybersecurity professionals to operate technologies and provide agency assistance is equally as critical.	5,069,537			5,069,537		5,069,537
2	Rent Increase for State-Owned Buildings	Admin estimates that an additional \$5M is needed annually to address increased operating costs, to cover current capital costs, and to address deferred maintenance. Without this appropriation, Admin would need to include rent escalation provisions like those in commercial leases, which would require each agency to seek appropriations from the General Assembly each year to cover increased rent.	5,000,000			5,000,000		5,000,000
3	South Carolina Department of Administration Emergency Services	Admin’s Emergency Services team needs to modernize certain communications technology related to satellite, radio, 911 dispatch and the Palmetto 800 radio network. Modernizing and refreshing outdated technology and equipment allows Admin’s Emergency Services team to provide cutting-edge communication services during an emergency event to South Carolina’s state agencies, counties and citizens. Updated equipment also leads to faster, more responsive emergency communications support during an emergency event. This ability can save lives and make South Carolina safer and more secure for all of its citizens.				-	1,000,000	1,000,000
4	Surplus Property – Restricted Funds Authorization	The Surplus Property Office routinely purchases used vehicles from the U.S. General Services Administration (GSA) for resale to state agencies and other approved organizations within the state. These vehicles are purchased for resale through Surplus Property’s federal surplus property subfund, which requires restricted authorization to purchase the vehicles. Due to an increase in the volume of vehicles sold through this program over the past few years, Admin is requesting an increase in restricted authorization to allow the agency to meet the increased demand from customer agencies.		850,000		850,000		850,000
								-
			10,069,537	850,000	0	10,919,537	1,000,000	11,919,537

Proviso Changes:		
FY 2025 Renumbered	Proviso Text	Explanation
93.14 (Health Agencies Restructuring Study)	Delete	<i>Proviso 93.14 was inserted in the budget prior to the passage of Act 160 of 2023, which directs Admin to retain and procure the services of independent, third-party experts to analyze all state agencies concerned with public health in the state. The legislation also requires Admin to submit a final report by April 1, 2024 rather than June 30, 2024 as directed by the proviso.</i>
93.15 (Williston Town Hall)	Delete	<i>Funds were redirected as intended by the proviso.</i>
93.16 (City of Barnwell Fire Department)	Delete	<i>Funds were redirected as intended by the proviso.</i>
117.137 (GP: Statewide Strategic Personnel Budgeting)	<p>(A) To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the states ability to recruit and retain top talent, all state agencies are directed as follows: With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administrations Executive Budget Office and Division of State Human Resources on or before September <u>August 1</u> of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and make recommendations for funding consideration. These funding recommendations shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee.</p> <p>Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources.</p> <p>(B) The Judicial Department, Legislative Department, political subdivisions, and quasi-governmental bodies are exempt from the requirements of this provision.</p>	<i>The proviso currently requires agencies to submit personnel budget requests by September 1. This time-frame does not provide adequate time for DSHR to analyze and provide feedback to the agencies prior to the budget submission deadline. Therefore, Admin is requesting to amend the proviso so the due date is August 1. This date aligns with the deadline for the submission of IT related budget requests and, therefore, provides consistency within the budget submission process and timeline.</i>
118.19 (Bull Street Corridor Relocation)	Delete	<i>The proviso directs Admin to conduct a Request for Proposal (RFP) and present the results of the RFP prior to November 1, 2023.</i>
71.NEW (CMA: Division of Small and Minority Business)	<p>For the current fiscal year, the Division of Small and Minority Business Contracting and Certification (the Division) and the funds appropriated to the Division pursuant to Part IA of this Act are transferred to the Commission for Minority Affairs. The Division shall continue to perform its duties and responsibilities required in Article 21, Chapter 35, Title 11 including, but not limited to, assisting the Department of Revenue in providing income tax credits for firms with state contracts that subcontract with minority firms pursuant to Section 11-35-5230(B). In addition to the authorized appropriations for the Division, the employees and the assets and liabilities of the Division are also transferred to and become part of the Commission for Minority Affairs for the current fiscal year. All classified or unclassified personnel transferred by this provision are to become employees of the Commission for Minority Affairs with the same compensation, classification, and grade level, as applicable, for the duration that this provision remains in effect. Applicable regulations promulgated by or related to the Division are continued and are considered to be promulgated by the Commission for Minority Affairs. Applicable contracts entered into by or on behalf of the Division are continued and are considered to be devolved upon the Commission for Minority Affairs at the time of the transfer.</p>	<p><i>Act 121 of 2014 abolished the Budget and Control Board and created the Department of Administration (Admin). This legislation transferred the components of the Office of Executive Policy and Programs (OEPP) from the Governor's Office to Admin. It was contemplated that the OEPP programs would be placed in other governmental entities as the legislation required Admin to submit a report to the Legislature regarding the appropriate placement of these programs. Many of these programs have been transferred to other governmental entities. The Division of Small and Minority Business Contracting and Certification (Division) is currently part of Admin. This proviso would transfer the Division to the Commission for Minority Affairs.</i></p> <p><i>The Division is charged with receiving and processing applications and certifying firms seeking to be registered as a minority business under the Consolidated Procurement Code. The Division also collects information on state agency utilization of minority business enterprises. Greater synergies can be achieved by placing these functions within the Commission for Minority Affairs.</i></p>
93.NEW (SCEIS Carry Forward)	Notwithstanding any provision of state law, for Fiscal Year 2024-25, unexpended funds appropriated for the SC Enterprise Information System may be carried forward from the prior fiscal year and used for the same purpose.	<i>For fiscal year 2023-2024, the SC Department of Administration (Admin) received a recurring appropriation totaling \$13m and a non-recurring appropriation totaling \$40m for migration of the current SAP ERP system - the South Carolina Enterprise Information System (SCEIS) - from an on-premise system to the next generation cloud-based SAP platform (S/4 HANA). Carryforward authorization for these funds is needed because the timing of expenditures will be subject to the implementation schedule of the third-party vendor managing the project, and many of the initial project expenditures are contingent upon the timing of the procurement to acquire the third-party vendor managing the project.</i>

FY 24-25 Budget Priorities Summary

South Carolina Department of Administration

Budget Priorities													
Priority No.	Priority Type (recurring/ non-recurring /other funds adjustment/ federal funds adjustment)	Priority Title	Priority Description	Funding					FTEs				
				Recurring	Non - Recurring	Other	Federal	Total	State	Other	Federal	Total	
1	Recurring	Division of Information Security – Enhance Monitoring and Protection Tools and Agency Information Security Assistance	As threats in the cybersecurity landscape continue to increase exponentially, the Division of Information Security (DIS) is requesting additional funding to enhance its statewide security monitoring capabilities which provide the ability to further protect the state and its data resources. As security technology continues to evolve, the importance of having qualified cybersecurity professionals to operate technologies and provide agency assistance is equally as critical.	5,069,537				5,069,537					
2	Recurring	Rent Increase for State-Owned Buildings	As Admin works to catch up deferred maintenance, new projects continue to be added to the agency’s deferred maintenance liability because Admin’s total funding from rental rates and appropriations is not sufficient to address building operating costs, capital costs, and remaining deferred maintenance. The state rental rate of \$11.29/SF has not increased since 1998 and lags the \$18-\$20/SF average commercial rated in the Columbia area. Admin estimates that an additional \$5M is needed annually to address increased operating costs, to cover current capital costs, and to address deferred maintenance. Without this appropriation, Admin would need to include rent escalation provisions like those in commercial leases, which would require each agency to seek appropriations from the General Assembly each year to cover increased rent.	5,000,000				5,000,000					
3	Non-Recurring	South Carolina Department of Administration Emergency Services	Admin’s Emergency Services team needs to modernize certain communications technology related to satellite, radio, 911 dispatch and the Palmetto 800 radio network. Some of the current equipment is over a decade old, has reached its end-of-life and cannot be repaired if damaged. Equipment trucks and satellite trailers needed to assist during 911 outages are outdated and no longer supported. Specialized equipment needed to monitor the 800mhz network for frequency interference is aged and no longer repairable. Failure to monitor the 800mhz bandwidth for rogue signals and remediating them as they occur could result in Federal Communications Commission fines that far outweigh the cost of refreshing the outdated monitoring equipment. Modernizing and refreshing outdated technology and equipment allows Admin’s Emergency Services team to provide cutting-edge communication services during an emergency event to South Carolina’s state agencies, counties and citizens. Updated equipment also leads to faster, more responsive emergency communications support during an emergency event. This ability can save lives and make South Carolina safer and more secure for all of its citizens.		1,000,000			1,000,000					

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (recurring/ non-recurring /other funds adjustment/ federal funds adjustment)	Priority Title	Priority Description	Recurring	Non - Recurring	Other	Federal	Total	State	Other	Federal	Total
4	Recurring	Surplus Property – Restricted Funds Authorization	The Surplus Property Office routinely purchases used vehicles from the U.S. General Services Administration (GSA) for resale to state agencies and other approved organizations within the state. These vehicles are purchased for resale through Surplus Property’s federal surplus property subfund, which requires restricted authorization to purchase the vehicles. Due to an increase in the volume of vehicles sold through this program over the past few years, Admin is requesting an increase in restricted authorization to allow the agency to meet the increased demand from customer agencies.			850,000		850,000				

Constitutional Subcommittee Proviso Request Summary FY24-25

Proviso # in FY 23-24 Act	Renumbered FY 24-25 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
93.14	93.14	DOA: Health Agencies Restructuring Study	With the funds appropriated in Proviso 118.19, the Department of Administration shall conduct a study on the proper organizational structures of the agencies that provide health services in state government. The department shall submit the final report to the Governor, Speaker of the House of Representatives, Chairman of the House Ways and Means Committee, President of the Senate, and Chairman of the Senate Finance Committee by June 30, 2024.	Delete
93.15	93.15	DOA: Williston Town Hall	Funds remaining of the \$1,000,000 appropriated in Act 239 of 2022, Section 118.19, Item (72)(z) to the Department of Administration for the Williston City Park Multipurpose Building shall be redirected to Williston Town Hall to be used for the same purpose.	Delete
93.16	93.16	DOA: City of Barnwell Fire Department	Funds remaining of the \$2,000,000 appropriated in Act 239 of 2022, Section 118.19, Item (72)(x) to the Department of Administration for the Barnwell Multipurpose Building shall be redirected to City of Barnwell Fire Department to be used for the same purpose.	Delete
N/A	93.NEW	SCEIS Carry Forward	For fiscal year 2023-2024, the SC Department of Administration (Admin) received a recurring appropriation totaling \$13m and a nonrecurring appropriation totaling \$40m for migration of the current SAP ERP system the South Carolina Enterprise Information System (SCEIS) from an on-premise system to the next generation cloud-based SAP platform (S/4 HANA). Carryforward authorization for these funds is needed because the timing of expenditures will be subject to the implementation schedule of the third-party vendor managing the project, and many of the initial project expenditures are contingent upon the timing of the procurement to acquire the third-party vendor managing the project.	Add
117.139	117.137	GP: Statewide Strategic Personnel Budgeting	Directs all agencies to submit all HR/Personnel related budget requests to Admin's EBO & DSHR on or before 9/1. EBO / DSHR shall jointly review the requests and make recommendations for funding consideration. These recommendations must be submitted to the Governor, W&M and SFC.	Amend

Constitutional Subcommittee Proviso Request Summary FY24-25

Proviso # in FY 23-24 Act	Renumbered FY 24-25 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
118.22	118.19	SR: Bull Street Corridor Relocation	Directs Admin to conduct an RFP from funds appropriated in this act for the purposes of relocating one or all the state agencies or their successor agencies currently located on Bull Street in Columbia. Admin must present the results of the RFP to include a recommended lease to the JBRC committee on or before 11/1/23.	Delete
N/A	71.NEW	CMA: Division of Small and Minority Business	The Division of Small and Minority Business Contracting and Certification (Division) is currently part of Admin. This proviso would transfer the Division to the Commission for Minority Affairs.	Add

DEPARTMENT OF ADMINISTRATION					
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES					
FISCAL YEAR 2023					
Office / Description			Fund	Balance 6/30/2023	%
Funds Restricted in Use by Court Orders or Federal law					
<i>Division of State Agencies Support Services</i>					
		Federal Surplus Property	4190	1,289,332.01	0%
Funds Held as Agent for Other Governmental Units or Persons					
<i>Savannah River Site Earmarks</i>			1005	149,887,932	
<i>Division of State IT</i>					
		K-12 E-Rate	3329	32,545,640	
		K-12 Education Improvement Act	4973	-	
		K-12 School Technology	3323	1,607,271	
		Wireless Tower Revenue	3037	2,579	
		Statewide IT Disaster Recovery Funds	1001	170,816	
		Statewide IT Disaster Recovery Funds - Revenue Fund	3037	864,147	
		CRF Statewide IT Disaster Recovery Funds	3634	226,226	
		Assist agencies with 800 Mhz radio user Fees	1001	251,536	
<i>SCEIS</i>					
		SCEIS (Project Funds transferred by Other Agencies)	3037	2,840,095	
<i>Division of Information Security</i>					
		Statewide Enterprise Technology & Remediation Funds	1001	2,345,788	
<i>Non-Admin Related Accounts</i>					
		Technology Investment Council	1001	-	
		African American History Monument	4305	35,058.87	
		Santee Cooper Consulting	3417	-	
		Save the Hunley	3487	684,733	
		COVID-19 Response Oversight	3105	69,077	
		COVID-19 Response Appropriations Held for DHEC	3105	-	
		COVID-19 VACCINE RESERVE FUND	3107	74,500,000	
<i>Facilities Management/Division of State Agencies Support Serv</i>					
		Pendleton Street Safety Upgrades	1001	766,916	
		Commercial Vendor Repair Program	3792	1,347,595	
		Surplus Property - Due to Agencies	3840	1,627,765	
		SC Veteran's Monument	3485	3,606	
		Subtotal		269,776,779	64%
Building Projects & Deferred Maintenance					
<i>Facilities Management</i>					
		Non-Capital Projects	3149	1,748,417	
		Capital Projects:			
		Capital Projects - State Appropriations	3600	20,171,624	
		Capital Projects - Capital Reserve	3603	11,525,084	
		Capital Projects - Capital Improvement Bonds	3043	-	

DEPARTMENT OF ADMINISTRATION					
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES					
FISCAL YEAR 2023					
				Balance	
Office / Description			Fund	6/30/2023	%
		Capital Projects - Other Funds	3907	34,946,857	
		Total Capital Projects		66,643,566	
		Sale of Real Property Proviso	38F2	1,497,774	
		Facilities Mngmnt - Deferred Maint. Provisos	1001	1,206,045	
		Facilities Management - Permanent Improvements	1001	-	
		Dep Res OGS	3234	2,848,898	
		Dep Res State Park	3265	105,829	
		Dep Res State House	3266	-	
		Subtotal		74,050,528	17%
Business Operations Financed by User Charges / State Appropriations					
		Administrative Programs			
		Special Operating	3417	3,387,103	
		General Fund	1001	1,076,080	
		Sale of Assets	3958	2,563	
		Executive Budget Office			
		General Fund	1001	668,158	
		Special Operating	3417	255	
		Sale of Assets	3958	708	
		Division of Technology Operations / SCEIS			
		Operating Revenue	3035	8,296,645	
		SCEIS-Recurring General Funds	1001	124,567	
		SCEIS - Sale of Asset	3958	5,254	
		Telecommunication Revolving Funds	3489	394,032	
		Depreciation Reserve	3081	12,225,224	
		Emergency Management - General Fund	1001	371,369	
		Sale of Assets	3958	73,472	
		800 Mhz Nonrecurring	1005	18,599	
		Division of Information Security			
		Div of Information Security - Recurring	1001	89,650	
		DIS - Special Operating	3417	142,922	
		Sale of Assets	3958	-	
		Enterprise Privacy Office			
		General Fund	1001	249,729	
		Facilities Management/Division of State Agencies Support Services			
		Facilities Management	3067	236,464	
		Rent-State Owned Real Property	3124	5,552,733	
		Special Operating	3417	4,368,429	
		State House / Mansion & Grounds	1001	-	
		Sale of State Property	3840	-	
		State Fleet Management	3197	8,539,401	
		State Fleet Depreciation Reserve	3774	2,598,271	

DEPARTMENT OF ADMINISTRATION			
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES			
FISCAL YEAR 2023			
			Balance
Office / Description	Fund	6/30/2023	%
		State Fleet Master Lease	46N1 20.50
		Sale of Assets	3958 -
		Dual Employment	3003 -
Office of Human Resources			
		General Fund	1001 820,381
		Special Operating	3417 -
		Training Sessions Fees	3212 2,109,913
		Sale of Assets	3958 -
Program Management Office - Shared Services			
		General Fund	1001 1,995,138
		Digital Government Nonrecurring	1005 5,951,474
		Special Operating	3417 433,498
Disaster Recovery Office			
		General Fund	1001 -
		SC Housing Authority Matching Funds	3417 -
Developmental Disabilities			
		General Fund	1001 83,198
Ombudsman			
		General Fund	1001 731,093
		Client Assistance Program Indirect Cost	37J8 -
Small & Minority Businesses			
		General Fund	1001 376,197
Office of Economic Opportunity			
		Economic Opportunity Project Share	3721 18,522,545
		Subtotal	79,445,086 19%
		Grand Total	424,561,726 100%

**Department of Administration
Filled Vs Vacant FTEs
As of December 31, 2023**

