



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

Laura D. Jackson
EXECUTIVE DIRECTOR

M E M O R A N D U M

TO: Institutions of Higher Learning, Community & Junior Colleges, Department of Mental Health, Department of Corrections, and Department of Wildlife, Fisheries and Parks

FROM: Calvin Sibley, Director
Bureau of Building, Grounds and Real Property Management

DATE: July 1, 2020

SUBJECT: FY 2020 Renovation and Repair Expenditures

This Memo is to serve as notification of the required Reports that are due to the Bureau of Building, Grounds and Real Property Management by Friday, August 14, 2020. Information shall be reported on the form provided. This reporting is required for submittal to the Chairmen of the House and Senate Public Properties Committees and the LBO before September 1 per Mississippi Code of 1972, Annotated, Section 31-11-3(8).

Agencies and Institutions shall report FY'20 renovation and repair expenditures for all buildings under their operation and control, including costs of any architect or engineer hired by any such agency or institution to support such efforts. Expenditures shall **not** include those amounts expended for janitorial, landscaping or administrative support, but shall include expenditures from **both** state and non-state sources. Expenditures shall **not** include amounts expended by the Bureau of Building, Grounds and Real Property Management (BoB) on behalf of state agencies, departments and institutions through BoB administered contracts, but shall include amounts transferred to the BoB for support of such contracts.

Expenditures shall **not** include new construction other than those amounts expended to replace **existing** infrastructure, paving, retaining walls and similar site improvements. Do **not** include amounts expended for planning or construction of new buildings, facilities, expanded infrastructure or new parking lots.

Please feel free to contact Calvin Sibley, Director, Bureau of Building, et al, at 601-359-3621 or by email at calvin.sibley@dfa.ms.gov with any questions. The form can be returned to tricia.weir@dfa.ms.gov for review and assembly. You can also find this information on the BoB web: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-information-for-institutions-agencies-or-public-entities/> and click on LBO Renovations and Repairs Expenditures (31-11-3(8)).

Attached: Questions and Answers from previous years.

Code 31-11-3

... (8)

(a) The department shall have the authority to obtain annually from the state institutions of higher learning, the state community colleges and junior colleges, the Department of Mental Health, the Department of Corrections and the Department of Wildlife, Fisheries and Parks information on all renovation and repair expenditures for buildings under their operation and control, including duties, responsibilities and costs of any architect or engineer hired by any such institutions, and shall annually report the same to the Legislative Budget Office, the Chairman of the House Public Property Committee and the Chairman of the Senate Public Property Committee before September 1.

(b) All state agencies, departments and institutions are required to cooperate with the Department of Finance and Administration in carrying out the provisions of this subsection.

(c) Expenditures shall not include those amounts expended for janitorial, landscaping or administrative support, but shall include expenditures from both state and nonstate sources.

(d) Expenditures shall not include amounts expended by the department on behalf of state agencies, departments and institutions through the Department of Finance and Administration administered contracts, but shall include amounts transferred to the Department of Finance and Administration for support of such contracts. . . .

This Report is for “expenditures”, during a specific “fiscal year”, on “Renovation and Repair”

Some questions from previous years:

1. With spreadsheet categories of Salaries, Contractual, Commodities, Equipment, where should projects they bid and contract be reported. Whole project under Contractual? Salaries are not readily available.

Answer: Architect, engineer and construction contract expenditures would go under Contractual. Only payments/expenditures made during fiscal year are reported.

Someone at the Using Agency has salary information. Using Agency should receive fully loaded salaries of personnel from HR. The salaries that should be included are yearly salaries for maintenance department and prorated amount of the group that applies to Renovation and Repair projects. If they do not do timesheets, a good-faith estimate of what portion of their time deals with R&R versus CI projects is acceptable.

2. On projects, does Using Agency report projects “completed” this year or the part “accomplished” this year? As many go on for more than a year. Where to stop and start for reporting?

Answer: Only “expenditures” made on projects during the fiscal year.

3. Equipment reporting. Does this include equipment installed in the building or is it cost of equipment used for R&R. (assuming a breakdown may not be available on equipment used for R&R construction.)

Answer: Equipment expenditures would be that procured during the fiscal year to perform repairs/maintenance (not custodial or landscaping) and equipment expenditures purchased that is installed by in-house personnel. Equipment expenditures installed by a contractor would be covered under Contractual.

4. Salaries: Is this for in house work done for staff Electricians, HVAC technicians, etc.?

Answer: Yes, along with prorated expenditures of your project management team that is attributable to R&R versus new construction.

Feel free to ask questions.