

ADMINISTRATIVE SERVICES

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AGENCY BUDGET OVERVIEW

ADMINISTRATIVE SERVICES

Mission: *Deliver support services of the highest quality and best value to government agencies and the public.*

MAJOR ACCOMPLISHMENTS AND SERVICES

(Headings include FY 2012 operating totals. Accomplishments occurred in FY 2010 unless otherwise specified.)

Finance Administration* - \$9.0 million

- Received for the 25th consecutive year the *Certificate of Achievement of Excellence in Financial Reporting* for the Comprehensive Annual Financial Report

Facilities Construction and Management (DFCM) - \$6.3 million

- Managed 55 buildings exceeding the national Energy Star label rating standard

Archives - \$2.2 million

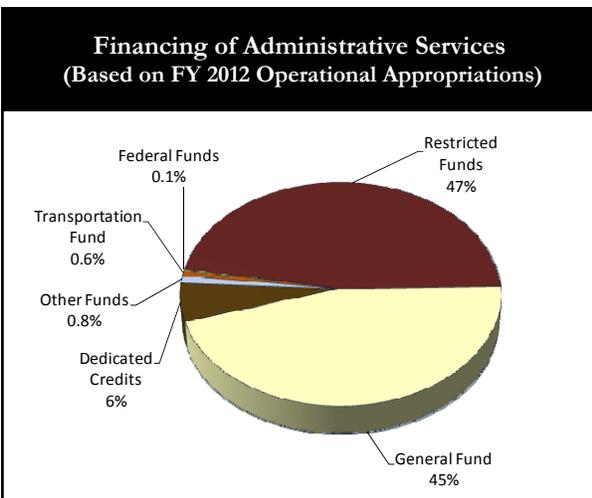
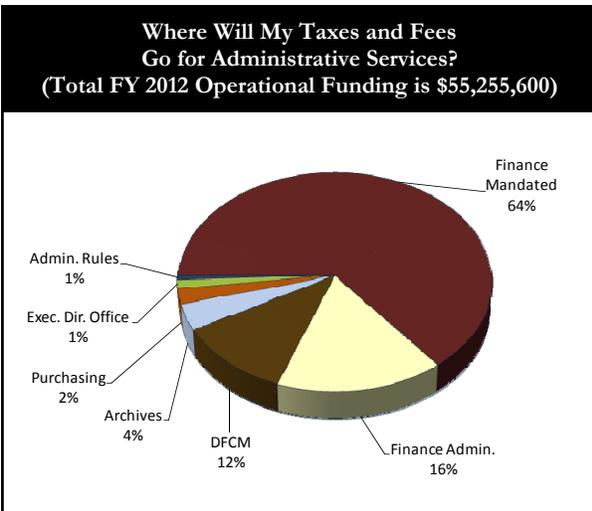
- Increased usage of Digital Archives by 69 percent with over 20,000 digital images added and over 1.2 million views

Purchasing - \$1.3 million

- Earned *2010 Achievement of Excellence in Procurement Award* from the National Purchasing Institute

Administrative Rules - \$0.4 million

- Published 24 issues of the Utah State Bulletin on schedule for the 17th consecutive year



* Note: Does not include funding for Finance Mandated

Budget Adjustments by Agency

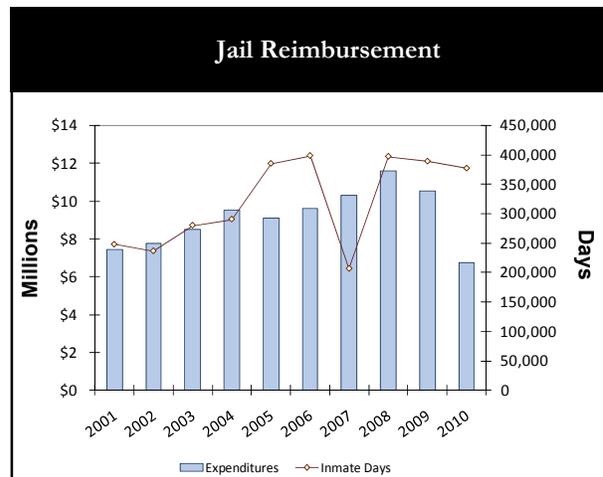
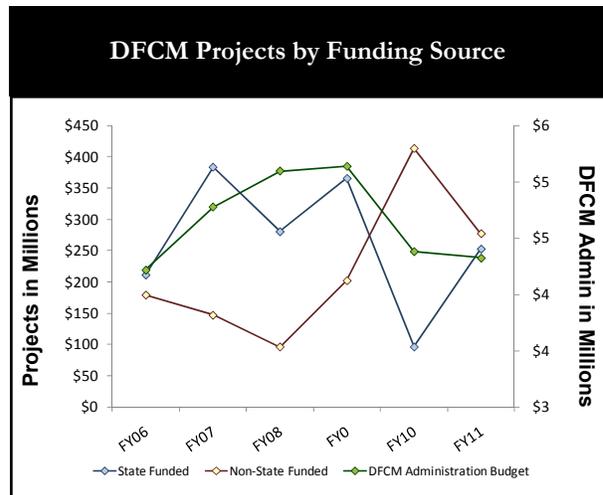
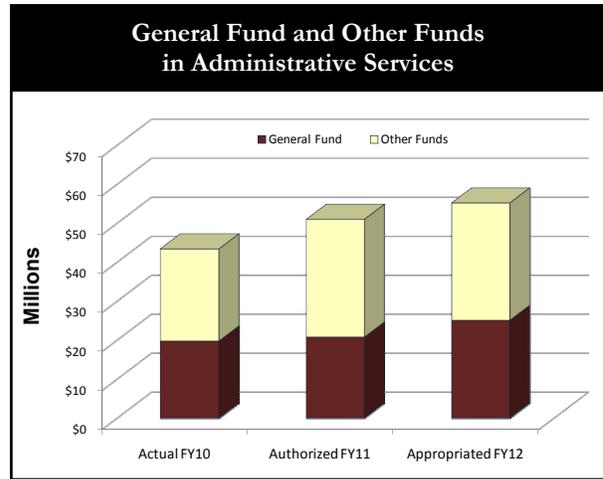
(See itemized table for full list of appropriations)

DFCM

- Recuparate project management costs through fees collected on non-state funded projects with \$750,000 ongoing dedicated credits
- Reimburse administrative costs associated with the Energy Program from the utility rebate program with \$750,000 ongoing dedicated credits

Finance Mandated

- Fund counties for housing jail inmates for the State with \$5,000,000 ongoing General Fund and \$3,000,000 one-time General Fund
- Fund counseling and other litigation expenses for post-conviction cases with \$100,000 supplemental General Fund



LEGISLATIVE INTENT STATEMENTS AND INTERNAL SERVICE FUNDS

Legislative Intent Statements

Senate Bill 2

FY 2012, Item

34 Facilities and Construction Management (DFCM) will study asset utilization, cost, and operation and maintenance in state-owned and leased properties and report back to the Infrastructure and General Government Appropriations Subcommittee during the 2011 Interim. State agencies and institutions of higher education will work with DFCM in accomplishing this study by providing necessary information on agency or institution-specific facilities.

DFCM will explore options for updating the current space standards for state facility construction including higher education and report back to the Infrastructure and General Government Appropriations Subcommittee during the 2011 Interim.

36 Finance will transfer \$250,000 one-time from the Capital Project Fund to the Wildlife Resources Trust Account to reimburse the account for a property purchase that did not occur.

43 DFCM internal service fund may add up to three full-time equivalents and two vehicles beyond the authorized level if new facilities come online or maintenance agreements are requested; must be reviewed and approved by the Legislature.

Senate Bill 3

FY 2012, Item

66 When Finance calculates termination pool rates for the 2012 General Session, they shall consult with Human Resource Management to consider ways to pay down, or address through policy or statutory changes, the long-term liability associated with state employee sick leave, and report their suggestions to the Retirement and Independent Entities Appropriations Subcommittee by November 2011.

68 Administrative Services and Technology Services shall not use appropriated funds or nonlapsing balances to award a contract for hosted email communications and collaboration services pending a review and hearing by the Legislative Information Technology Steering Committee.

House Bill 3

FY 2011, Item

37 Executive Director funds for internal IT related projects, internal auditing, and Child Welfare Parental Defense expenses of \$27,000, are nonlapsing.

38 DFCM Administration funds for program administration operations, Governor's Mansion maintenance and upkeep, and Energy Program operations are nonlapsing.

DFCM may add one additional vehicle to its authorized level; must be reviewed and approved by the Legislature.

39 Archives funds, for the Regional Repository Training and Development Program for local and regional repositories in Utah, are nonlapsing.

- 40 Finance Administration funds for financial benchmarking study, actuarial study of post-employment benefits, personnel, maintenance, operation, and development of statewide accounting systems, including the Utah Public Finance Website and annual assessment of the Governmental Standards Accounting Board are nonlapsing.
- 42 Funds for Other Post-Employment Benefits are nonlapsing.
- 43 Post-Conviction Indigent Defense funds, for legal costs for death row inmates of \$186,000, are nonlapsing.
- 44 Judicial Conduct Commission funds, for hiring of temporary contractors or part-time employees of \$78,300, are nonlapsing.
- 45 Purchasing funds for administration of the State's Electronic Procurement System and to hire a research analyst to assist the Privatization Policy Board in collecting and analyzing data and other information is nonlapsing.
- 46 Purchasing and General Services internal service fund may add one full-time equivalent to audit the use and fee reimbursement on the state cooperative contracting using funds from this appropriation; must be reviewed and approved by the Legislature.
- 47 Fleet Operation internal service fund capital outlay authority for vehicles is nonlapsing.
- 48 Risk Management may add one additional vehicle to its authorized level; must be reviewed and approved by the Legislature.
- 49 DFCM internal service fund may add up to three full-time equivalents and two vehicles beyond the authorized level if new facilities come online or maintenance agreements are requested; must be reviewed and approved by the Legislature.

Internal Service Fund (ISF)

DAS ISFs provide products and services to state and other government agencies on a cost-reimbursement basis. They account for the cost of certain government services, thereby avoiding duplication of effort among agencies and creating statewide savings. State agency budgets include funding for ISF services.

ISF divisions must receive legislative approval for rates charged to agencies, capital acquisitions, and full-time equivalent positions (FTE). The table below shows the amount each ISF is expected to collect from user agencies, the maximum dollar amount of capital assets that may be acquired, and the authorized number of FTE.

FY 2012 Adjustments

- State Mail revenue estimate includes rate increases for label generate, label apply, special handling, and mail distribution for a total impact of \$366,300.
- Risk Management revenue estimate includes a liability rate adjustment of (\$57,900).
- Facilities Management revenue estimate includes rate increases for seven programs and rate decreases for three programs for a total impact of \$343,500.
- General Services includes an increase of one FTE for the Purchasing Card Program.

The table below takes into account DAS' reorganization with the Travel Office transferring to Fleet Operations and State Surplus Property and Federal Surplus Property transferring from Fleet Operations to General Services.

Department of Administrative Services

	Actual FY 2010	Estimated/ Authorized FY 2011	Approved FY 2012
Fleet Operations			
Revenue Estimate	\$55,169,300	\$57,547,400	\$56,903,000
Capital Acquisition Limit	23,728,500	24,767,600	19,906,200
FTE	38.0	38.0	31.4
Risk Management			
Revenue Estimate	32,741,300	35,746,800	36,208,000
Capital Acquisition Limit	100,000	300,000	500,000
FTE	26.0	26.0	26.0
Facilities Management			
Revenue Estimate	27,348,500	26,944,300	27,463,800
Capital Acquisition Limit	62,500	94,800	59,000
FTE	141.0	141.0	141.0
Purchasing and General Services			
Revenue Estimate	16,157,500	17,427,400	19,185,500
Capital Acquisition Limit	2,679,700	2,864,500	3,688,100
FTE	62.5	62.5	71.5
Total Department of Administrative Services			
Revenue Estimate	\$131,416,600	\$137,665,900	\$139,760,300
Capital Acquisition Limit	26,570,700	28,026,900	24,153,300
FTE	267.5	267.5	269.9

Table 13
ADMINISTRATIVE SERVICES
 Operating Budget by Funding Source
 Three-Year Comparison

	General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted/Trust Funds	Other Funds	Total Funds	Est. Positions
Executive Director's Office								
Actual FY 2010	\$762,500	\$0	\$0	\$0	\$0	(\$2,000)	\$760,500	--
Authorized FY 2011	715,300	0	0	0	0	67,000	782,300	4.5
Appropriated FY 2012	671,200	0	0	0	0	0	671,200	4.5
Administrative Rules								
Actual FY 2010	408,000	0	0	0	0	19,300	427,300	--
Authorized FY 2011	360,700	0	0	0	0	25,000	385,700	3.8
Appropriated FY 2012	359,100	0	0	0	0	0	359,100	3.8
Archives								
Actual FY 2010	2,179,600	0	0	23,300	0	84,600	2,287,500	--
Authorized FY 2011	2,150,400	0	0	35,000	0	133,000	2,318,400	24.1
Appropriated FY 2012	2,014,800	0	0	32,200	0	115,600	2,162,600	24.1
DFCM - Administration								
Actual FY 2010	2,586,500	0	0	0	2,232,800	(189,200)	4,630,100	--
Authorized FY 2011	2,544,400	0	0	0	2,225,200	189,300	4,958,900	42.0
Appropriated FY 2012	2,522,800	0	0	1,500,000	2,238,500	0	6,261,300	42.0
Finance - Administration								
Actual FY 2010	5,804,400	0	450,000	1,818,100	1,299,600	(99,500)	9,272,600	--
Authorized FY 2011	5,550,600	0	450,000	1,816,800	1,299,600	944,400	10,061,400	54.0
Appropriated FY 2012	5,496,300	0	450,000	1,323,200	1,299,600	441,000	9,010,100	52.2
Finance - Mandated - Judicial Conduct Commission								
Actual FY 2010	216,800	0	0	0	0	5,100	221,900	--
Authorized FY 2011	207,200	0	0	0	0	36,200	243,400	1.6
Appropriated FY 2012	206,600	0	0	0	0	36,200	242,800	1.6
Finance - Mandated - Post Conviction Indigent Defense Fund								
Actual FY 2010	35,700	0	0	0	0	77,400	113,100	--
Authorized FY 2011	133,900	0	0	0	0	86,100	220,000	0.0
Appropriated FY 2012	33,900	0	0	0	0	86,100	120,000	0.0
Finance - Mandated - Other								
Actual FY 2010	6,500,000	0	0	0	19,264,100	(1,577,600)	24,186,500	--
Authorized FY 2011	7,783,700	0	0	0	22,691,800	0	30,475,500	0.0
Appropriated FY 2012	12,783,700	0	0	0	22,380,200	0	35,163,900	0.0
Purchasing								
Actual FY 2010	1,345,600	0	0	164,000	0	36,300	1,545,900	--
Authorized FY 2011	1,370,200	0	0	194,600	0	9,200	1,574,000	18.5
Appropriated FY 2012	1,061,100	0	0	203,500	0	0	1,264,600	18.5
TOTAL OPERATIONS BUDGET								
Actual FY 2010	\$19,839,100	\$0	\$450,000	\$2,005,400	\$22,796,500	(\$1,645,600)	\$43,445,400	--
Authorized FY 2011	20,816,400	0	450,000	2,046,400	26,216,600	1,490,200	51,019,600	148.5
Appropriated FY 2012	25,149,500	0	450,000	3,058,900	25,918,300	678,900	55,255,600	146.7

Table 14
ADMINISTRATIVE SERVICES
 Capital Budget by Funding Source
 Three-Year Comparison

	General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted/Trust Funds	Other Funds	Total Funds	Est. Positions
Statewide Capital Improvements								
Actual FY 2010	\$20,394,400	\$30,268,100	\$0	\$0	\$5,000,000	\$0	\$55,662,500	--
Authorized FY 2011	20,417,300	30,268,100	0	0	0	0	50,685,400	0.0
Appropriated FY 2012	20,076,800	21,571,800	0	0	12,000,000	12,700,000	66,348,600	0.0
National Guard & Veterans' Affairs								
Actual FY 2010	0	0	0	0	0	0	0	--
Authorized FY 2011	4,000,000	0	0	0	0	0	4,000,000	0.0
Appropriated FY 2012	0	0	0	0	0	0	0	0.0
TOTAL CAPITAL BUDGET								
Actual FY 2010	\$20,394,400	\$30,268,100	\$0	\$0	\$5,000,000	\$0	\$55,662,500	--
Authorized FY 2011	24,417,300	30,268,100	0	0	0	0	54,685,400	0.0
Appropriated FY 2012	20,076,800	21,571,800	0	0	12,000,000	12,700,000	66,348,600	0.0
TOTAL OPERATIONS AND CAPITAL BUDGET								
Actual FY 2010	\$40,233,500	\$30,268,100	\$450,000	\$2,005,400	\$27,796,500	(\$1,645,600)	\$99,107,900	--
Authorized FY 2011	45,233,700	30,268,100	450,000	2,046,400	26,216,600	1,490,200	105,705,000	148.5
Appropriated FY 2012	45,226,300	21,571,800	450,000	3,058,900	37,918,300	13,378,900	121,604,200	146.7

ADMINISTRATIVE SERVICES - BUDGET DETAIL

	General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
ADMINISTRATIVE SERVICES FY 2012 OPERATING BUDGET							
Beginning Base Budget							
A1	\$20,716,400	\$0	\$450,000	\$2,103,900	\$23,814,800	\$705,100	\$47,790,200
A2	(3,038,400)	0	0	0	0	0	(3,038,400)
A3	0	0	0	(542,000)	13,100	(26,200)	(555,100)
Total Beginning Base Budget - Administrative Services	17,678,000	0	450,000	1,561,900	23,827,900	678,900	44,196,700
Statewide Ongoing Adjustments							
A4	(52,000)	0	0	1,700	0	0	(50,300)
A5	(6,100)	0	0	0	(800)	0	(6,900)
A6	(90,800)	0	0	(7,200)	(2,900)	0	(100,900)
A7	30,400	0	0	2,500	3,900	0	36,800
<i>Subtotal Statewide Ongoing Adjustments - Administrative Services</i>	<i>(118,500)</i>	<i>0</i>	<i>0</i>	<i>(3,000)</i>	<i>200</i>	<i>0</i>	<i>(121,300)</i>
Ongoing Adjustments							
A8	(110,000)	0	0	0	0	0	(110,000)
A9	2,185,500	0	0	0	0	0	2,185,500
A10	(340,500)	0	0	750,000	0	0	409,500
A11	0	0	0	750,000	0	0	750,000
A12	5,000,000	0	0	0	0	0	5,000,000
A13	0	0	0	0	2,690,200	0	2,690,200
A14	(300,000)	0	0	0	(600,000)	0	(900,000)
A15	6,435,000	0	0	1,500,000	2,090,200	0	10,025,200
<i>Subtotal Ongoing Adjustments - Administrative Services</i>	<i>(2,185,500)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(2,185,500)</i>
One-time Adjustments							
A16	340,500	0	0	0	0	0	340,500
A17	3,000,000	0	0	0	0	0	3,000,000
A18	1,155,000	0	0	0	0	0	1,155,000
<i>Subtotal One-time Adjustments - Administrative Services</i>	<i>4,495,500</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>4,495,500</i>
Total FY 2012 Administrative Services Adjustments	7,471,500	0	0	1,497,000	2,090,400	0	11,058,900
Total FY 2012 Administrative Services Operating Budget	\$25,149,500	\$0	\$450,000	\$3,058,900	\$25,918,300	\$678,900	\$55,255,600
ADMINISTRATIVE SERVICES FY 2011 OPERATING BUDGET ADJUSTMENTS							
Supplemental Adjustments							
A19	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
A20	0	0	0	0	2,401,800	0	2,401,800
<i>Subtotal Supplemental Adjustments - Administrative Services</i>	<i>100,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2,401,800</i>	<i>0</i>	<i>2,501,800</i>
Total FY 2011 Administrative Services Budget Adjustments	\$100,000	\$0	\$0	\$0	\$2,401,800	\$0	\$2,501,800

ADMINISTRATIVE SERVICES - BUDGET DETAIL (Continued)

	General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
ADMINISTRATIVE SERVICES FY 2012 CAPITAL BUDGET							
Beginning Capital Base Budget							
A121	\$24,417,300	\$30,268,100	\$0	\$0	\$0	\$0	\$54,685,400
A122	(4,000,000)	0	0	0	0	0	(4,000,000)
	20,417,300	30,268,100	0	0	0	0	50,685,400
Ongoing Adjustments							
A123	0	(8,696,300)	0	0	0	0	(8,696,300)
	<i>Subtotal Ongoing Capital Adjustments - Administrative Services</i>	<i>(8,696,300)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(8,696,300)</i>
One-time Adjustments							
A124	0	0	0	0	12,000,000	0	12,000,000
A125	(340,500)	0	0	0	0	0	(340,500)
A126	0	0	0	0	0	6,350,000	6,350,000
A127	0	0	0	0	0	6,350,000	6,350,000
	<i>Subtotal One-time Capital Adjustments - Administrative Services</i>	<i>(340,500)</i>	<i>0</i>	<i>0</i>	<i>12,000,000</i>	<i>12,700,000</i>	<i>24,359,500</i>
	(340,500)	(8,696,300)	0	0	12,000,000	12,700,000	15,663,200
	\$20,076,800	\$21,571,800	\$0	\$0	\$12,000,000	\$12,700,000	\$66,348,600
ADMINISTRATIVE SERVICES TOTALS							
FY 2012 Operating Base Budget	\$17,678,000	\$0	\$450,000	\$1,561,900	\$23,827,900	\$678,900	\$44,196,700
FY 2012 Operating Ongoing and One-time Adjustments	7,471,500	0	0	1,497,000	2,090,400	0	11,058,900
FY 2012 Operating Appropriation	25,149,500	0	450,000	3,058,900	25,918,300	678,900	55,255,600
FY 2011 Budget Adjustments	100,000	0	0	0	2,401,800	0	2,501,800
FY 2012 Capital Base Budget	20,417,300	30,268,100	0	0	0	0	50,685,400
FY 2012 Capital Ongoing and One-time Adjustments	(340,500)	(8,696,300)	0	0	12,000,000	12,700,000	15,663,200
FY 2012 Capital Appropriation	20,076,800	21,571,800	0	0	12,000,000	12,700,000	66,348,600